

DOE INFORMATION DATA BASE REQUIREMENTS:

VOLUME I--AUTOMATED STUDENT INFORMATION SYSTEM

**STATE OF FLORIDA
DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**
Effective July 1, 2015

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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 | FEB 3 | JUN 4 | AUG 5 |
| Student Demographic Information | DB9 13x | A | S | A | A | 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 |
| Federal/State Indicator Status | DB9 22x | | | | A | | 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 |
| 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 F and 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
2015-2016**

Student, PK-12

Survey 1:

Survey Week July 6-10, 2015
Due Date: July 24, 2015
State Processing: July 20 – September 11, 2015
Final Update/Amendment Date: September 30, 2015

Survey 8:

State Processing: July 20 -September 24, 2015

Survey 6:

Survey Dates: August 28 and September 11, 2015
Due Dates: August 28 and September 11, 2015
State Processing: August 28 - September 18, 2015

Survey 2:

Survey Week: October 12-16, 2015
Due Date: October 30, 2015
State Processing: October 19 – November 13, 2015
Final Update/Amendment Date: March 31, 2016

Survey 3:

Survey Week: February 8-12, 2016
Due Date: February 26, 2016
State Processing: February 15 – March 11, 2016
Final Update/Amendment Date: July 31, 2016

Survey 4:

Survey Week: June 13-17, 2016
Due Date: July 5, 2016
State Processing: June 27 – July 15, 2016
Final Update/Amendment Date: August 31, 2016

Survey 5:

Due date: July 29, 2016
State processing: July 25 – August 26, 2016
Final Update/Amendment Date: February 24, 2017

**Survey Dates
2015-2016**

Student, PK-12 (continued)

Survey 9:

Due date: December 11, 2015

State Processing: November 30, 2015 – January 8, 2016

Survey 7:

This survey has been deleted as an active Survey Period. Data previously collected in this survey will be extracted from data reported in Survey Period 2.

**Survey Dates
2015-2016**

Student, McKay

Survey A:

Verification file available: August 4, 2015
Submission Deadline: August 6, 2015
Final Update: August 10, 2015
State processing: August 4 – 10, 2015

Survey B:

Verification file available: October 5, 2015
Submission Deadline: October 7, 2015
Final Update: October 9, 2015
State processing: October 5-9, 2015

Survey C:

Verification file available: January 4, 2016
Submission Deadline: January 6, 2016
Final Update: January 8, 2016
State processing: January 4-8, 2016

Survey D:

Verification file available: March 3, 2016
Submission Deadline: March 8, 2016
Final Update: March 10, 2016
State processing: March 3-10, 2016

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.

**C. PRIVACY, SECURITY AND RETENTION
OF PUBLIC SCHOOL
AUTOMATED STUDENT RECORDS**

Privacy, Security and Retention of Public School Automated Student Records

The following procedures shall be implemented by the Florida Department of Education for the privacy, security and retention of public school student records collected, maintained and utilized at the state level.

Privacy of Student Records

Individual, personally identifiable student records collected and maintained by the Florida Department of Education shall be accessible only to authorized state education officials for the purposes of auditing, monitoring and evaluation of state and federal education programs, or for the completing of federal or state mandated activities requiring access to such records, as prescribed by Section 1002.22, F.S., 20 U.S.C. 1232g and 34 CFR Part 99. The Florida Department of Education shall not disclose personally identifiable, individual student records to any person, institution, agency or organization except as authorized by 20 U.S.C. 1232g, 34 CFR Part 99 and Section 1002.22, F.S. Personally identifiable, individual student records shall be utilized by the Florida Department of Education to only prepare and publish aggregate reports and analyses, and such personally identifiable, individual student records shall be destroyed in accordance with the records retention procedure prescribed below.

Data Security

Access to individual student records will be stringently controlled through technical security conventions and procedures established by Northwest Regional Data Center. Appropriate computer passwords and Logon ID's shall be assigned to users in order to establish each user's data access authority only to the records or data elements required to complete federal or state mandated activities.

Records Retention

Individual, personally identifiable student records shall be destroyed according to a records retention schedule established by the Department of State, Division of Library and Information Services, Records Management Program, consistent with the requirements of Section 257.36, F.S. Personally identifiable student records shall be maintained for five years or until applicable federal or state audit functions have been completed, at which time all such records shall be destroyed except for those required for the evaluation of state or federal education programs. Personally identifiable, individual student records maintained for the evaluation of state or federal education programs shall be destroyed when no longer required.

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Year: 2015-16

Data Element Number: **100075**

Data Element Name: **Additional Hours Credited**

A six-byte numeric field representing the cumulative count of clock hours credited the student in the current career and technical education program number, excluding clock hours reported on the Career and Technical Education Student Course Schedule. These hours include those credited due to work completed prior to enrollment in the reporting institution (transfer, life experience, etc). Additional Hours Credited are not reported for Continuing Workforce Education, Adult General Education, or Apprenticeship.

| Code | Definition/Example |
|--------|---|
| 000150 | Student is given credit for OCP A in the program for "life experience" (for example, skills gained while in the military). OCP A has a length of 150 hours. Report 150 hours for Additional Hours Credited. |
| 000150 | Student transfers from another institution with credit for Course A, a 150 hour course. Report 150 hours for Additional Hours Credited. |

Length: 6

Data Type: Numeric

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Supplemental Information DB9 60x

Surveys Required:

Survey F Yes

Survey S Yes

Survey W Yes

Appendixes:

None

Description of Changes:

7/1/2015 Definition Deleted words from definition "

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Year: 2015-16

Data Element Number: **100125**

Data Element Name: **Additional School Year Student**

A code to indicate that the student being reported:

(I) has accepted a Certificate of Completion, but has returned to school during an additional school year beyond Grade Level 12 for the purpose of completing graduation requirements in order to be awarded a Standard Diploma or;

(II) is a student with a disability opting to remain in school after receiving a special diploma, certificate of completion, special certificate of completion or GED with no intention of working toward a standard diploma or;

(III) is a student with a disability and meets the standard high school diploma requirements and has deferred receipt of the standard high school diploma because (1) student has an IEP that prescribes special education; transition planning, transition services, or related services through age 21; and (2) is enrolled in accelerated college credit instruction pursuant to s 1007.27, industry certification courses that lead to college credit, a collegiate high school program, courses necessary to satisfy the Scholar designation requirements, or a structured work-study, internship, or pre-apprenticeship program.
(Section 1003.4282(11)(c)1.2., F.S.)

| Code | Definition/Example |
|------|---|
| D | Deferred receipt of standard diploma for students with disabilities per section 1003.4282(11)(c) F.S. (for students who met all graduation requirements in 2014-15 school year and beyond). |
| F | Opting to continue to receive FAPE* (use this code for students with disabilities who opted for special diploma and entered 9th grade prior to 2014-15 school year). |
| S | Seeking a Standard Diploma (may be used for students with disabilities or non-disabled students) |
| Z | Not Applicable |

*FAPE equals a free appropriate public education as defined in the Individuals with Disabilities Education Act (IDEA). Federal IDEA regulations require that districts must provide a free and appropriate education (FAPE) to all students who have not reached age 22 and who have not earned a regular high school diploma (34 CFR 300.101). This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion or a GED. Additionally, districts may choose to continue to offer FAPE through the school year in which students turn 22.

Length: 1

Data Type: Alphabetic

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 12

Programs Required:

Secondary

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

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Year: 2015-16

Survey Requirements:

| | |
|----------|---------|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Default |
| Survey 9 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 3/12/2015 | Codes | Added new code for students with disabilities who defer receipt of standard diploma (effective in 2014-15 school year and beyond). |
| 3/12/2015 | Definition | Added new definition for students with disabilities who defer receipt of standard diploma (effective in 2014-15 school year and beyond). |

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Year: 2015-16

Data Element Number: **100225**

Data Element Name: **Address, Mailing**

The student's mailing address as follows:

(25 characters) - Line 1 - Street number and name, P. O. Box, or route and box number.

(10 characters) - Line 2 - Apartment number, building number, etc.

(20 characters) - Line 3 - City and state. Positions 19-20 must always be the two-character state code. See Appendix H: State Codes.

(9 characters) - Line 4 - Zip code left justified.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 64

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs (Grades PK-12)

Adult Basic Skills

Adult Postsecondary Education

Adult Secondary Education

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **100425**

Data Element Name: **Address, Residence**

The student's residence address (if different from mailing address).

This is a free-form field.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 64

Data Type: Alphanumeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs Grades

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **100700**

Data Element Name: **Adult Educational Functioning Level, Final**

A federally defined code indicating the Adult General Education or English Language functioning level of the adult student for the course at the end of the reporting period.

A student may be assigned only one final adult educational functioning level for each course on each reporting record. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), Literacy for Adult ESOL Learners, Adult ESOL, or Adult VESOL.

For the final Adult General Education functioning level, use the following codes to relate functioning levels to grade levels. See Appendix M for grade levels crosswalked by year. If you use a "Comprehensive" course, enter the code for the lowest "score" and track that through the end of the reporting period.

| Code | Definition/Example |
|--------------------------------|--|
| Adult General Education | |
| B | ABE Beginning Literacy (grade level 0 through 1.9) |
| F | ABE Beginning Basic Education (grade level 2.0 through 3.9) |
| H | ABE Intermediate Low (grade level 4.0 through 5.9) |
| J | ABE Intermediate High (grade level 6.0 through 8.9) |
| K | Adult Secondary Education Low (grade level 9.0 through 10.9) |
| L | Adult Secondary Education High (grade level 11.0 through 12.9 WITHOUT a high school diploma or its equivalent) |
| M | Adult Secondary Education High (grade level 11.0 through 12.9, WITH a high school diploma or its equivalent) |

For additional ESOL code conversions refer to the Division of Workforce Development's Technical Assistance Paper cited at <http://www.firn.edu/doe/workforce/pdf/vocscr.pdf>

NOTE: When testing on an instrument that assesses two or more subject areas, always place and promote the student according to the lowest score.

Beginning in 2002-03 there is a new course called Literacy For Adult ESOL Learners for adult ESOL students who are functioning initially at less than the second grade level AND who are illiterate in their native language. For these students, use Code 1. Code 1 students should not be included in Codes 2-7 or Codes C, D, or E in the charts that follow.

ESOL

| | |
|---|---|
| 1 | Literacy for Adult ESOL Learners |
| | CASA Score range is from 0 - 190 |
| | TABE Grade Level Equivalent range is from 0.0 - 1.9 |

For the final Adult ESOL functioning level, use the following codes to relate functioning level to CASAS Scores, or TABE Grade Level Equivalents.

Final ESOL

| | |
|---|--|
| 2 | ESL Beginning Literacy/Foundation |
| | CASA Score range is from 0 - 190 |
| | TABE Grade Level Equivalent range is from 0.0 - 1.9 |
| 3 | ESL Beginning |
| | CASA Score range is from 191 - 200 |
| | TABE Grade Level Equivalents range is from 2.0 - 2.9 |
| 4 | ESL Intermediate Low |

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| | |
|---|---|
| | CASA Score range is from 201 - 210 TABE Grade Level Equivalent range is from 3.0 - 4.5 |
| 5 | ESL Intermediate High |
| | CASA Score range is from 211 - 220 TABE Grade Level Equivalent range is from 4.6 - 5.9 |
| 6 | ESL Low Advanced |
| | CASA Score range is from 221 - 235 TABE Grade Level Equivalent range is from 6.0 - 7.4 |
| 7 | ESL High Advanced |
| | CASA Score range is from 236 - 245 TABE Grade Level Equivalent range is from 7.5 - 8.9 |

For the final Adult VESOL functioning level, use the following codes to relate functioning level to CASAS Scores, or TABE Grade Level Equivalents.

VESOL

| | |
|---|---|
| C | Beginning |
| | CASA Score range is from 181 - 200 TABE Grade Level Equivalent range is from 1.0 - 2.9 |
| D | Intermediate |
| | CASA Score range is from 201 - 220 TABE Grade Level Equivalent range is from 3.0 - 5.9 |
| E | Advanced |
| | CASA Score range is from 221 - 245 TABE Grade Level Equivalent range is from 6.0 - 8.9 |
| Z | Not Applicable |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: None

Programs Required:

None

Formats Required:

None

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Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Data Element Number: **100925**

Data Element Name: **Adult Rural Resident**

A one-character code to reflect the rural resident status of the adult education participant upon entrance into the program.

| Code | Definition/Example |
|------|--|
| R | Adults in Rural areas. (Adult residents of places of less than 2,500 inhabitants and outside urbanized areas.) |
| Z | Not Applicable |

Note: Rural areas do not include these Florida designated SMSA counties: Broward, Miami-Dade, Duval, Escambia, Hillsborough, Pinellas, Leon, Orange and Palm Beach.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **101075**

Data Element Name: **Adult Educational Functioning Level, Initial**

A federally-defined code indicating the Adult General Education or English Language functioning level of the adult student upon initial entrance into the course. A student may be assigned only one initial adult educational functioning level for each course on each reporting record. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), Literacy for Adult ESOL Learners, Adult ESOL, Adult ELCATE, or Applied Academics for Adult Education (AAAE). For the initial Adult General Education functioning level, use the following codes to relate functioning levels to grade levels.

| Code | Definition/Example |
|-----------------------------------|---|
| 1) Adult General Education | |
| B | ABE Beginning Literacy (grade level 0 through 1.9), |
| F | ABE Beginning Basic Education (grade level 2.0 through 3.9), |
| H | ABE Intermediate Low (grade level 4.0 through 5.9), |
| J | ABE Intermediate High (grade level 6.0 through 8.9), |
| K | Adult Secondary Education Low (grade level 9.0 through 10.9), |
| L | Adult Secondary Education High (grade level 11.0 through 12.9 WITHOUT a high school diploma or its equivalent), |
| M | Adult Secondary Education High (grade level 11.0 through 12.9, WITH a high school diploma or its equivalent). |

NOTE: See Appendix R for appropriate TABE scores.

NOTE: When testing on an instrument that assesses two or more subject areas, always place and promote the student according to the lowest score.

NOTE: When determining initial placement for GED® Prep Social Studies (9900132) or GED® Prep Science (9900133) using the TABE, placement should be based on the Reading or Language Arts subtest with the lowest score.

NOTE: Students may only be enrolled in Applied Academics for Adult Education (AAAE) if their initial functioning level is equivalent to grade level 9.0 or higher (Codes K, L or M).

Beginning in 2002-03 there is a new course called Literacy For Adult ESOL Learners for adult ESOL students who are functioning initially at less than the second grade level AND who are illiterate in their native language. For these students, use Code Q, R, S.

| | |
|----------------|------------------------------------|
| 2) ESOL | |
| Q | ESOL Pre Literacy – Level A |
| R | ESOL Basic Literacy – Level B |
| S | ESOL Advanced Literacy – 2 Level C |

For the initial Adult ESOL functioning level, use the following codes to relate functioning level to approved test scores per SBR 1004.93.

| | |
|------------------------|-------------------------------|
| 3) ESOL initial | |
| 1 | ESOL Foundations – EFL 0 1 |
| 2 | Low Beginning ESOL –EFL 2 |
| 3 | High Beginning ESOL –EFL 3 |
| 4 | Low Intermediate ESOL –EFL 4 |
| 5 | High Intermediate ESOL –EFL 5 |
| 6 | Advanced ESOL –EFL 6 |

For the initial Adult ELCATE functioning level, use the following codes to relate functioning level to approved test scores per SBR 1004.93.

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4) ELCATE

| | |
|---|--------------------|
| C | Beginning EFL 4 |
| D | Intermediate EFL 5 |
| E | Advanced EFL 6 |

This program is for students who wish to enter a university or community college, to take post-secondary level credit courses, or who wish to study academic English for personal enrichment. It is open to students who have completed the core ESOL curriculum or the ELCATE course, or to new students who demonstrate strong English language ability.

5) Open

| | |
|---|----------------------------------|
| 7 | English Literacy Academic Skills |
| Z | Not Applicable |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| Migrant Tracking: | No |

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Student Course DB9 48x

Surveys Required:

| | |
|----------|-----|
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |

Appendixes:

Appendix R: Core Academic Subjects Course Number Prefixes

Description of Changes:

| | | |
|------------|------------|--|
| 6/5/2015 | Definition | Clarifying language and additions to notes for AAAE and GED |
| 10/31/2014 | Definition | Remove reference to comprehensive courses in definition and remove ambiguous references in code notes. |

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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 |
|------|---|
| A | <p>Fee Waived: Out-of-state fee waiver for honorably discharged veterans or students who are entitled to and use educational assistance as identified in s. 702 Federal Choice Act.</p> <p>Out-of-state fees shall be waived</p> <ol style="list-style-type: none"> 1.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.) 2.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 Affairs for a quarter, semester or term beginning after July 1, 2015, who physically resides in this states while enrolled in the institution. |
| B | <p>Fee Waived: Tuition waiver for Purple Heart recipient or another combat decoration superior in precedence</p> <p>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, and 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> |
| C | <p>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.).</p> |
| D | <p>Fee Deferred: Fee payment required and deferred when:</p> <ol style="list-style-type: none"> 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 (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 (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 | <p>Fee Waived: Out-of-state fee waiver for students, including but not limited to students who are undocumented for federal immigration purposes</p> <p>Out-of-state fees shall be waived when:</p> <ol style="list-style-type: none"> 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. |

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| | |
|---|--|
| | (s.1009.26, F.S. |
| I | Fee Exempt: Dependent of deceased of 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 special risk member The student is a dependent of a deceased special risk member (Sections 112.19(3) F.S., and 112.191(3), 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. (1009.25(1)(b)F. S.) |
| M | 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 career-preparatory instruction. The exemption remains valid until the student reaches 28 years of age. (1009.25(1)(c)) |
| N | 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. |
| O | Fee Exempt: Custody of relative through the Department of Children and Families (DCF) or 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 or was adopted from the Department of Children and Family Services after May 5, 1997. Such exemption includes fees associated with enrollment in career-preparatory instruction. The exemption remains valid until the student reaches 28 years of age. (1009.25(1)(d),F.S.) |
| P | Fee Exempt: Homeless student Any student who lacks a fixed, regular and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (1009.25(1)(f), F.S.) |
| Q | Fee Exempt: : Dual enrollment or early admission The student is enrolled in a dual enrollment or early admission program pursuant to s. 1007.27 or s. 1007.271 (1009.25(1)(a). |
| R | Fee Required: Fee payment required (see s. 1009.22(3)(a)). Fee was not waived, deferred or exempted. |
| T | Fee Waived: Wrongful conviction Tuition and fees waiver for up to 120 hours of instruction for victims of wrongful conviction. 961.06(1)(b), F.S. |
| V | Fee required: Continuing Adult General Education student who was assessed the resident tuition rate. A residency determination was not made for this student. Fee was not waived, deferred or exempted. NOTE: This code should only be used for students who were enrolled in 2010-11 and who had continuous enrollment in adult general education since 2010-11. (Valid for 2014-15 Survey F only) |
| W | Fee Waived: Eligible fee has been waived for a non-fee exempt student in accordance with s.1009.26 and the provisions of the General Appropriations Act. Fee payment waived by district school board. |
| Z | Fee not Required: Enrollment not state fundable –Student is a federal or state inmate (FS 1011.80(7)(b) 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 |

Length: 1
Data Type: Alphabetic
Year Implemented: 9495
State Standard: Yes

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Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| 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 | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|-------|--|
| 8/17/2015 | Codes | Added language to definition of value "A" to meet the requirements of s. 702 Federal Choice Act. |
| 7/1/2014 | Codes | New codes and definitions and modifications to existing codes. |
| 8/2/2013 | Codes | Add new value of "Z" to list of codes |
| 6/1/2012 | Codes | 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. |
| 11/2/2011 | Codes | 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 | Codes | Added Code V for adult education students who were "grandfathered in" when it comes to residency status. |
| 6/1/2011 | Codes | 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. |

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6/1/2011 Notes

Added note that, beginning July 1, 2011, students enrolled in adult general education must be assessed fees based on a residency for tuition determination.

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Data Element Number: **101742**

Data Element Name: **Adult Test Form**

A four-character code indicating the specific form of the test which was administered.

Values are listed below:

| Code | Definition/Example |
|--------------|--|
| BEST | |
| B | BEST Literacy (Reading and Writing) |
| C | BEST Literacy (Reading and Writing) |
| D | BEST Literacy (Reading and Writing) |
| NA | BEST PLUS ("Form" is "Not Applicable" for BEST PLUS) |
| CASAS | |
| 114R | CASAS Employability Competency System Series Level B Reading |
| 116R | CASAS Employability Competency System Series Level C Reading |
| 11R | CASAS Employability Competency System Series Level A Reading |
| 12R | CASAS Employability Competency System Series Level A Reading |
| 13R | CASAS Employability Competency System Series Level B Reading |
| 14R | CASAS Employability Competency System Series Level B Reading |
| 15R | CASAS Employability Competency System Series Level C Reading |
| 16R | CASAS Employability Competency System Series Level C Reading |
| 17R | CASAS Employability Competency System Series Level D Reading |
| 185R | CASAS Life and Work Skills Series Level C Reading |
| 186R | CASAS Life and Work Skills Series Level C Reading |
| 187R | CASAS Life and Work Skills Series Level D Reading |
| 188R | CASAS Life and Work Skills Series Level D Reading |
| 18R | CASAS Employability Competency System Series Level D Reading |
| 27R | CASAS Beginning Literacy Reading Level A |
| 28R | CASAS Beginning Literacy Reading Level A |
| 31M | CASAS Life Skills Series Level A Mathematics |
| 31R | CASAS Life Skills Series Level A Reading |
| 32M | CASAS Life Skills Series Level A Mathematics |
| 32R | CASAS Life Skills Series Level A Reading |
| 33M | CASAS Life Skills Series Level B Mathematics |
| 33R | CASAS Life Skills Series Level B Reading |
| 34M | CASAS Life Skills Series Level B Mathematics |
| 34R | CASAS Life Skills Series Level B Reading |
| 35M | CASAS Life Skills Series Level C Mathematics |
| 35R | CASAS Life Skills Series Level C Reading |
| 36M | CASAS Life Skills Series Level C Mathematics |
| 36R | CASAS Life Skills Series Level C Reading |
| 37M | CASAS Life Skills Series Level D Mathematics |
| 37R | CASAS Life Skills Series Level D Reading |

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| | |
|------|---|
| 38M | CASAS Life Skills Series Level D Mathematics |
| 38R | CASAS Life Skills Series Level D Reading |
| 51L | CASAS Life Skills Series Level A Listening |
| 52L | CASAS Life Skills Series Level A Listening |
| 53L | CASAS Life Skills Series Level B Listening |
| 54L | CASAS Life Skills Series Level B Listening |
| 55L | CASAS Life Skills Series Level C Listening |
| 56L | CASAS Life Skills Series Level C Listening |
| 81L | CASAS Life and Work Skills Series Level A Listening |
| 81R | CASAS Life and Work Skills Series Level A Reading |
| 81RX | CASAS Life and Work Skills Series Level A Reading |
| 82L | CASAS Life and Work Skills Series Level A Listening |
| 82R | CASAS Life and Work Skills Series Level A Reading |
| 82RX | CASAS Life and Work Skills Series Level A Reading |
| 83L | CASAS Life and Work Skills Series Level B Listening |
| 83R | CASAS Life and Work Skills Series Level B Reading |
| 84L | CASAS Life and Work Skills Series Level B Listening |
| 84R | CASAS Life and Work Skills Series Level B Reading |
| 85L | CASAS Life and Work Skills Series Level C Listening |
| 85R | CASAS Life and Work Skills Series Level C Reading |
| 86L | CASAS Life and Work Skills Series Level C Listening |
| 86R | CASAS Life and Work Skills Series Level C Reading |

TABE

| | |
|----|--------------|
| 10 | TABE form 10 |
| 9 | TABE form 9 |
| A | TABE CLAS E |
| B | TABE CLAS E |

Wonderlic-Gain

| | |
|---|-----------------------|
| A | Wonderlic GAIN Form A |
| B | Wonderlic GAIN Form B |

Length: 4

Data Type: Alphanumeric

Year Implemented: 1011

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | No |
| FASTER: | No |
| Migrant Tracking: | No |

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Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Test Record DB9 62x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|-------|---|
| 11/19/2013 | Codes | Correction of the "Level" for five CASAS forms |
| 8/15/2012 | Codes | Add forms back for CASAS Listening (81L, 82L, 83L, 84L, 85L & 86L). |
| 6/1/2012 | Codes | For BEST Literacy Tests deleted codes 1 and 2 and added codes B, C and D. For CASAS, deleted codes 81L, 82L, 83L, 84L, 85L and 86L. |

Data Element Number: **101759**

Data Element Name: **Adult Test Level**

A code provided by the test vendor indicating the difficulty level of the test.

Code Definition/Example

Value for BEST PLUS

NA "Level" is "Not Applicable" for BEST PLUS

Value for Wonderlic GAIN

NA Level" is "Not Applicable" for Wonderlic GAIN

Values for BEST Literacy ONLY

B Easy

C Medium

D Difficult

Values for CASAS ONLY (Reading for ESOL or ABE)

A Easy

B Medium

C Difficult

D Advanced

Values for TABE CLAS E ONLY

1 Easy

2 Medium

3 Difficult

4 Advanced

Values for TABE ONLY

A Advanced

D Difficult

E Easy

L Literacy

M Medium

Length: 2

Data Type: Alphanumeric

Year Implemented: 1011

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

EAATED: No

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Year: 2015-16

FASTER. NO

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Test Record DB9 62x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

None

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Data Element Number: **101776**

Data Element Name: **Adult Test Name**

A three-character code representing the name of a test given to an individual student.

| Code | Definition/Example |
|------|---|
| BSL | BEST Literacy |
| BSP | BEST-Plus |
| CAS | Comprehensive Adult Student Assessment System (CASAS) |
| TAB | Test of Adult Basic Education (TABE) |
| TBE | TABE CLAS E |
| WGN | Wonderlic GAIN |

Length: 3

Data Type: Alphanumeric

Year Implemented: 1011

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Test Record DB9 62x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

None

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Data Element Number: **101793**

Data Element Name: **Adult Test Score**

The scale score achieved on a specific test.

Test score ranges listed below.

| Code | Definition/Example |
|------------|-----------------------------------|
| 0 – 249 | CASAS Listening |
| 0 – 265 | CASAS Reading |
| 0 – 268 | CASAS Math |
| 0 – 78 | BEST Literacy Reading |
| 0 – 78 | BEST Literacy Writing |
| 088-999 | BEST Plus Listening |
| 160-795 | TABE 9-10 Math |
| 160-812 | TABE 9-10 Reading |
| 200 - 1000 | Wonderlic GAIN Language (English) |
| 200 - 1000 | Wonderlic GAIN Math |
| 225 – 600 | TABE CLASE-E Reading |
| 230 – 600 | TABE-CLASE-E Listening |
| 235-826 | TABE 9-10 Language |

Length: 4

Data Type: Alphanumeric

Year Implemented: 1011

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Test Record DB9 62x

Surveys Required:

Survey F Yes

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

6/1/2012 Codes

Added BEST Literacy Writing and Wonderlic GAIN Language (English). Deleted TABE CLASE-E Reading and Writing and TABE CLASE-E Listening and Speaking. Updated test score values for most tests.

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Year: 2015-16

Data Element Number: **101810**

Data Element Name: **Adult Test Subject Content**

A one-character code for each subject area of the test.

Valid Values

| Code | Definition/Example |
|------|------------------------|
| M | Mathematics or Algebra |
| N | Language (TABE) |
| O | ESL |
| R | Reading |
| S | Listening |
| W | Writing |

Length: 2

Data Type: Alphanumeric

Year Implemented: 1011

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Test Record DB9 62x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **101825**

Data Element Name: **Advanced International Certificate Program**

A code which indicates that the student completed the Advanced International Certificate Program.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

| | |
|---|----------------|
| Z | Not Applicable |
|---|----------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **102125**

Data Element Name: **Alternate Assessment Administered**

A one-digit alpha indicator used to identify whether or not a student with disabilities will be administered an alternate assessment. The codes to be used are:

| Code | Definition/Example |
|------|--|
| Y | An alternate assessment will be administered in lieu of the Florida Standard Assessment (FSA) and other districtwide assessment. |
| Z | Student will take statewide FSA and other districtwide assessment, or student is in a grade/course where FSA and other districtwide assessment are not administered. |

This element is to be used only for students with disabilities. Students identified as gifted only must be coded Z.

Length: 1

Data Type: Alphabetic

Year Implemented: 9899

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | Yes |
| Migrant Tracking: | No |

Required Grades: 03-11

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

| | |
|----------|---------|
| Survey 1 | Default |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Default |
| Survey 5 | Default |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Codes Y & Z: Replaced FCAT with Florida Standard Assessment (FSA) |

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Year: 2015-16

Data Element Number: **102625**

Data Element Name: **Attendance, Adult**

A three-character code which indicates the presence or absence of the adult student for each scheduled class meeting of the course. Attendance records are to be kept for each course in which the adult student is enrolled. See Automated Student Attendance Recordkeeping for procedures.

For all adult students, use the following method of indicating presence and absence.

| Code | Definition/Example |
|------------|--|
| A | Not present (Absent) |
| hhmm | Present (A numeric value). With an implied: (colon) between the second and third positions indicate to the nearest minute the total amount of time the student was actually present: 1)if the adult students attend classes at their convenience whether or not an overall schedule has been established; or 2)if a secondary student is taking the course for high school credit in order to earn a regular high school diploma and he or she is in class less than the number of hours he or she is scheduled to be in class. |
| P or Blank | Present. |

Note: Some districts have adult courses that meet longer than 9 hours and 59 minutes in one class period. Those districts may expand the field length to four characters. Those districts which need only three characters may leave the field length as three in their local systems.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Adult Basic Skills

Adult Secondary

Adult Postsecondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **102825**

Data Element Name: **Attendance, Daily**

A one-character code which indicates the daily presence or absence of the PK-12 student in school as required by state statute.

Code a U, E or T or leave blank for the student as defined by district policy. Codes D and N may optionally replace code U. Code H may optionally be used in lieu of withdrawing the student who is assigned temporarily to a hospital program in another district. See Automated Student Attendance Recordkeeping for procedures.

| Code | Definition/Example |
|------------|---|
| AD1 | |
| Blank | Present |
| E | Excused absence as defined by district policy |
| H | Hospital/Homebound student scheduled in a hospital program in another district pursuant to the rule regarding alternately-assigned students, 6A-6.03020(6), FAC. (Code H should not be counted as a day absent, but rather should be considered a day of non-enrollment.) |
| T | Tardy |
| U | Unexcused absence as defined by district policy |

The following codes may optionally replace Code U.:

| | |
|------------|---|
| AD2 | |
| D | Unexcused absence related to discipline as defined by district policy |
| N | Unexcused absence not related to discipline as defined by district policy |

Length: 1

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **103025**

Data Element Name: **Attendance, Period**

A one-character code which indicates the presence or absence of the 9-12 student for each period for which the student is scheduled. Code U, E, or T (optional) or leave blank for the student as defined by district policy and in accordance with Section 1003.23, F.S. Code H may optionally be used in lieu of withdrawing the student who is assigned temporarily to a hospital program in another district. See Automated Student Attendance Recordkeeping for procedures.

| Code | Definition/Example |
|------------|--|
| AP1 | |
| Blank | Present |
| E | Excused absence as defined by district policy |
| H | Hospital/Homebound student scheduled in a hospital program in another district pursuant to the rule regarding alternately-assigned students, 6A-6.03020(6), FAC. (Code H should not be counted as an absence from class, but rather as a day of non-enrollment.) |
| T | Tardy (Optional) |
| U | Unexcused absence as defined by district policy |

The following codes may optionally replace Code U.:

| | |
|------------|---|
| AP2 | |
| D | Unexcused absence related to discipline as defined by district policy |
| N | Unexcused absence not related to discipline as defined by district policy |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Description of Changes:

None

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Year: 2015-16

Data Element Number: **104025**

Data Element Name: **Birth Date**

The numeric representation of the date on which the student was born.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|--------------------------------------|
| MMDDYYYY | Example: 12011969 = December 1, 1969 |
|----------|--------------------------------------|

Length: 8

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs Grades PK-12

Workforce Development Education

Formats Required:

Prior School Status / Student Attendance DB9 55x

Student Demographic Information DB9 13x

Student Discipline/Resultant Action DB9 19x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Yes

Survey 8 Yes

Survey 9 Yes

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Year: 2015-16

| | |
|----------|-----|
| Survey F | Yes |
| Survey G | Yes |
| Survey S | Yes |
| Survey W | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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Year: 2015-16

Data Element Number: **104425**

Data Element Name: **Birth Date Verification**

A one-character code which indicates the legal evidence for verifying the student's Birth Date as specified in Section 1003.21, F.S. The definitions listed below are in summary form.

| Code | Definition/Example |
|------|--|
| 1 | A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of record births. |
| 3 | Baptismal certificate showing date of birth and place of baptism, accompanied by parents' sworn affidavit. |
| 4 | Insurance policy on child which has been in force at least two years. |
| 5 | Bible record of child's birth accompanied by parents' sworn affidavit. |
| 6 | Passport or certificate of arrival in the United States showing age of child. |
| 7 | School record, at least four years prior, showing date of birth. |
| 8 | Parents' sworn affidavit accompanied by a certificate of examination from a health officer or physician verifying the child's age. |
| 9 | No verification. |
| T | Verification obtained from out-of-state transfer records or from the MSRTS record for a migrant student. (Not valid for entrance into Prekindergarten and Kindergarten.) |

For code 6, a copy of the passport or certificate of arrival may not be placed in the student's permanent record.

Both the official birth registration card and the official birth certificate are sufficient documentation for code 1. Local district policy may require other information for registration purposes in addition to the birth registration card. Passports or certificates of arrival may not be required as birth date verification, but may be accepted if voluntarily offered.

This element is optional for All Adult Programs

Length: 1

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

None

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **104825**

Data Element Name: **Birth Place**

The city, state/territory or foreign country where the student was born. Free-form field.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Not applicable for this element

This element is optional for All Adult Programs

Length: 18

Data Type: Alphanumeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

Appendix G: Country Codes

Appendix H: State Codes

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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Year: 2015-16

Data Element Number: **105225**

Data Element Name: **Bus Number**

The official number of the bus to which the student is assigned for transportation purposes. Z-fill may be used for Vehicle Categories E, P and G.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|--|
| | Example: 1234567 - Bus number is 1234567 |
|--|--|

| | |
|--|--|
| | Example: 1992ABC - Bus number is 1992ABC |
|--|--|

| | |
|--|---|
| | Example: ZZZZZZZZZZZZ - Privately owned motor vehicle |
|--|---|

Length: 12

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Transported Students

Formats Required:

Student Transportation DB9 56x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **105625**

Data Element Name: **Bus Route Number**

The number assigned to each school bus route to which the student is assigned. Z-fill may be used for Vehicle Categories E, P and G.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---|
| | Examples: 01211992ABC - Route number is 01211992ABC |
|--|---|

| | |
|--|---|
| | Examples: 2345678 - Route number is 2345678 |
|--|---|

| | |
|--|--|
| | Examples: ZZZZZZZZZZZZZZZZ - Privately owned motor vehicle |
|--|--|

Length: 15

Data Type: Alphanumeric

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Transported Students

Formats Required:

Student Transportation DB9 56x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **106025**

Data Element Name: **Bus Stop Number**

The number of the location where the student is picked up by the school bus.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|------------|
| XXXX | The number |
|------|------------|

Length: 4

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Transported Students

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **107775**

Data Element Name: **Career and Professional Academy Identifier**

The identifier assigned by the Department of Education to the Career and Professional Academy in which the student participated.

To be classified as a Career and Professional Academy, an academy must meet requirements in the Florida Career and Professional Education Act, s. 1003.493, F.S., and be registered with the Florida Department of Education.

See Appendix Y for a list of Career and Professional Academies and their identification numbers.

| Code | Definition/Example |
|------|--|
| ZZZ | Not Applicable. On the Federal/State Indicator Status format, ZZZ means the student did not participate in a Career and Professional Academy. On the CTE Student Course Schedule format, ZZZ means the student did not participate in a Career and Professional Academy or the student did not earn an Industry Certification. |

Length: 3

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Workforce Development

Formats Required:

Federal/State Indicator Status DB9 22x

Industry Certification

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

Appendix Y: Career and Professional Academies Registered with FLDOE

Description of Changes:

9/20/2012 Codes Added information to definition of ZZZ to indicate the meaning for

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Year: 2015-16

| | | |
|----------|------------------|---|
| 6/1/2011 | Formats Required | each of the formats on which this element occurs. Added Career and Technical Education Student Course Schedule as a required format. |
| 6/1/2011 | Grades Required | Added grade levels 06-08 making the grades required 06-12. |
| 2/1/156 | Formats Required | Added Industry Certification Format |

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Year: 2015-16

Data Element Number: **107900**

Data Element Name: **Career Pathways Student Participant**

The student's status, regarding the Career Pathways program, during the current reporting year.

| Code | Definition/Example |
|------|--|
| N | The student did not participate in Career Pathways. |
| Y | <p>Secondary Career Pathways Student Participant- A career and technical education student who has earned 3 or more credits in a single career and technical education program and has participated in a locally developed Program of Study* that has a written articulation agreement in place which establishes and validates the career pathway.</p> <p>A career and technical education student is still considered a Career Pathways Student Participant even if the student is not currently enrolled in a career and technical education course. The student may be in the process of completing complementary academic courses identified in the program of study.</p> <p>OR</p> <p>Postsecondary Career Pathways Student Participant – A student enrolled in a postsecondary career and technical education program who has participated in a locally developed program of study and has earned articulated credit or dual enrollment credit as delineated in a local articulation agreement that is creditable to the student's degree or certificate.</p> |

*Note: A Program of Study is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and supports transition to more advanced postsecondary coursework in a related career area of interest. Additional requirements include:

A written articulation agreement must be in place for each Program of Study that validates the career pathway.

The agreement must be signed and approved by the agency head of each participating local education agency (LEA).

The Program of Study must include the locally endorsed sequence of core academic and Career and Technical Education (CTE) courses.

Career pathways must lead to a postsecondary credential. This may include a certificate, diploma, associate, or baccalaureate degree.

Each Program of Study is expected to be guided by the workforce and economic needs of business and industry in the community and employment opportunities for students.

Length: 1

Data Type: Alphanumeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Required Grades: 09-12, Adult

Programs Required:

Career and Technical
Workforce Development

Formats Required:

Student End of Year Status DB9 17x
WDIS Student End of Term Status DB9 50x

Surveys Required:

| | |
|----------|-----|
| Survey 5 | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|----------|-----------------------------|
| 6/1/2011 | Use Type | Added FASTER as a Use Type. |
|----------|----------|-----------------------------|

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Year: 2015-16

Data Element Number: **108025**

Data Element Name: **Certificate of Completion, Date**

The month, day and year the certificate was awarded, normally the last day of the term.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|-------------------|
| MMDDYYYY | Example: 12101982 |
|----------|-------------------|

Note: This information can be derived from the attendance system.

Length: 8

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **108125**

Data Element Name: **Certificate of Completion, Type**

The type of certificate of completion awarded to the student in lieu of a high school diploma.

| Code | Definition/Example |
|------|---|
| W08 | <p>Postsecondary Education Readiness Test (P.E.R.T.) – Eligible Certificate of Completion, 24-Credit Option:</p> <p>Certificate awarded to students who have completed all requirements for the standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except for passage of the state approved graduation test or concordant and/or comparative score. Students who receive a P.E.R.T.-Eligible certificate of completion are allowed to take the Postsecondary Education Readiness Test (P.E.R.T.)-and be admitted to remedial or credit courses at the state community college, as appropriate.</p> |
| W09 | <p>Special Certificate of Completion:</p> <p>Certificate awarded to students who have been properly classified as deaf or hard-of-hearing, specific learning disabled, orthopedically impaired, other health impaired, traumatic brain injured, language impaired, emotional/behavioral disabled, dual-sensory impaired, intellectually disabled or autism spectrum disorder and who have met all applicable requirements prescribed by the local school board but are unable to meet the appropriate special state minimum requirements.</p> |
| W44 | <p>Adult Certificate of Completion, 24-Credit Option:</p> <p>Certificate of Completion, see definition above (for W08), awarded to an adult student enrolled in the adult high school program.</p> |
| W53 | <p>Adult Postsecondary Education Readiness Test (P.E.R.T.) - Eligible Certificate of Completion, 24-Credit Option:</p> <p>Certificate awarded to an adult student who completed all of the requirements to receive an adult standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except passing the state approved graduation test or concordant and/or comparative score. Students who receive this certificate of completion are eligible to take the Postsecondary Education Readiness Test and be admitted to remedial or credit courses at a state community college, as appropriate.</p> |
| W56 | <p>Adult Certificate of Completion, 18-Credit ACCEL Option:</p> <p>Certificate awarded to adult students who have completed the 18-credits ACCEL option, section 1002.3105(3), F.S. but failed to earn passing scores on the state approved graduation test or concordant and/or comparative score or to achieve a cumulative grade point average of 2.0 on a 4.0 scale.</p> |
| W8A | <p>Common Placement Test – Eligible Certificate of Completion, 24-Credit Option:</p> <p>Certificate awarded to students who have completed all requirements for the standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except for passage of the state approved graduation test or concordant and/or comparative score. Students who receive this certificate of completion are eligible to take the common placement test and be admitted to developmental education or credit courses at the state community college, as appropriate.</p> |
| W8B | <p>Certificate of Completion, 18-Credit ACCEL Option:</p> <p>Certificate awarded to students who have completed the 18-credits ACCEL option, section 1002.3105(3), F.S. but failed to earn passing scores on the state approved graduation test or concordant and/or comparative score or to achieve a cumulative grade point average of 2.0 on a 4.0 scale.</p> |
| ZZZ | Not applicable. |

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 Year: 2015-16

Length: 3

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: Yes

Required Grades: 12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

Student End of Year Status DB9 17x

WDIS Student End of Term Status DB9 50x

Surveys Required:

Survey 5 Yes

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|-------|---|
| 6/15/2015 | Codes | Reinstated codes W8C and W57 for 1415 S5 and updated language for W8A and W53 for 1415 only. |
| 3/27/2015 | Codes | Replaced term 'Alternative Assessment' with 'Concordant and/or Comparative Score' ; removed code W57 |
| 3/12/2015 | Codes | Revised language in codes W08 and W09 (to parallel language used in ESE primary codes data element). Remove code W8C (applies to 24-credit only). |
| 7/22/2014 | Codes | Updates to the definition of codes. |
| 5/28/2014 | Codes | Addition of codes for 18 credit ACCEL option, and added language specific to 24 credit options. |
| 10/31/2013 | Codes | W53 – Update the definition and replaced the 'College Placement Test' with the Postsecondary Education Readiness Test |
| 7/1/2013 | Codes | CPT is replaced with PERT (Postsecondary Education Readiness Test) |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **108150**

Data Element Name: **Certification/Licensure/Qualification Status**

A code indicating the type of certification, licensure, or qualification status applicable to the teacher's position in the class being reported.

| Code | Definition/Example |
|------|--|
| A | Instructional staff member holding an adjunct teaching certificate as per s. 1012.57, F.S. |
| B | Substitute teacher. |
| H | Certificated instructional staff member teaching in a core academic subject for which a qualified status has been documented pursuant to a High Objective Uniform State Standard of Evaluation (HOUSSE) plan, as per the No Child Left Behind Act and Rule 6A-1.0503, FAC. |
| I | Instructional staff member certified/licensed in the field being taught. |
| M | Certificated instructional staff member teaching in a field that was the teacher's minor field of study, as per s. 1012.42, F.S. |
| N | Non-certificated instructional staff member possessing expert skill in or knowledge of a particular subject or talent appointed by the school board under Rule 6A-1.0502, FAC. |
| O | Certificated instructional staff appointed by the school board to teach out-of-field under Rule 6A-1.0503, FAC. |
| S | Certificated instructional staff members teaching in a field in which the teacher has demonstrated sufficient subject area expertise, as per s. 1012.42, F. S. |
| V | Prekindergarten instructor qualified to teach Voluntary Prekindergarten classes per ss. 1002.63(5), 1002.55(3)(c), and 1002.55(4), F.S. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9697

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Postsecondary

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

10/5/2011 Codes

Updated the definition for code V. "Certified/licensed" was changed to "qualified."

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Year: 2015-16

Data Element Number: **108275**

Data Element Name: **Citizenship Status**

Record the code that best identifies the status of the postsecondary student's citizenship and/or residency in the United States.

| Code | Definition/Example |
|------|--|
| A | Non-Resident alien – An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (i.e., alien students) |
| C | U. S. Citizen - An individual who is a citizen of only the United States regardless of how this status was acquired. |
| P | Permanent Resident Alien - An individual who has been admitted temporarily to the United States for permanent residency but is not a citizen of the United States. |
| X | Unknown or not reported |

Length: 1

Data Type: Alphanumeric

Year Implemented: 0304

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

None

Description of Changes:

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Year: 2015-16

Description of Changes.

None

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Year: 2015-16

Data Element Number: **108425**

Data Element Name: **Class Minutes, Weekly**

The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based. See the FTE General Instructions for further explanation concerning the reporting of "Class Minutes, Weekly" for grades PK-5 course.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 4

Data Type: Numeric

Year Implemented: 8889

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

McKay Prepayment Verification DB9 61x

Student Course Schedule DB9 14x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

Appendixes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **108500**

Data Element Name: **Class Rank, Effective Date**

The date the student's class rank was determined.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---|
| | Example: 00000000 - Not applicable or class rank has not been determined. |
|--|---|

| | |
|----------|--|
| MMDDYYYY | Example: 01161990 - Class rank was determined on January 16, 1990. |
|----------|--|

Note: Optional and may be blank at district discretion.

This data element is used in the T1 format (Student Information) of the F.A.S.T.E.R. System.

Length: 8

Data Type: Numeric

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 11-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **108525**

Data Element Name: **Class Rank, Numerical Position**

The numerical position of the graduating high school student in the completion group based on district grade point average.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 4

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 11-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **108625**

Data Element Name: **Class Rank, Percentile**

The percentile rank indicating the position of the graduating high school student in the completion group. This will be based on the district grade point average.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 2

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 11-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **108725**

Data Element Name: **Class Rank, Total Number**

The total number of graduating high school students in the completion group.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 4

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 11-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **108732**

Data Element Name: **Classroom Identification (FISH) Number**

This element is based on the FISH number assigned by each district to every classroom in the district. If a FISH number has been assigned, then the FISH (Florida Inventory of School Houses) number should be entered in the following configuration:

Facility - Positions 1 - 5, numeric, right justified with leading zeroes.

Facility Suffix - Position 6, must be A for FISH standard, single-use school, B for multi-use/primarily ancillary, C for a conversion charter school, F for ancillary, or S for ancillary facility with student stations. For parcels and/or buildings for which the district does not have legal responsibility (e.g., a Department of Juvenile Justice Facility, charter school, hospital, jail, storefront program, Homebound student, virtual school etc.), enter O. *

Parcel - Positions 7 - 11, numeric, right justified with leading zeroes.

Building - Positions 12 - 16, numeric, right justified with leading zeroes.

Room - Positions 17 - 21, alphanumeric, left justified

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

***Notes:**

1. For parcels and/or buildings for which the district does not have legal responsibility, the district must generate a unique number following the above scheme to designate the Parcel/ Building/ Room, with Position 6 always 'O'.
2. For Survey 1 and 4, the FISH number must be blank, Z or zero filled.

Length: 21

Data Type: Alphanumeric

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1 Default

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Year: 2015-16

| | |
|----------|---------|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Default |

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **108767**

Data Element Name: **Comment**

A field used to send comments on a FASTER format.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 80

Data Type: Alphabetic

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **108771**

Data Element Name: **Communications, Date Passed for Graduation Purposes**

A six-digit field used to indicate the month and year when the regular student passed the communications section of a test used to determine graduation eligibility.

| Code | Definition/Example |
|-------------|--|
| MMYYYY | Example: 031999 - Test passed March 1999 |

Length: 6

Data Type: Numeric

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **108775**

Data Element Name: **Community Service Hours**

The number of hours of Community Service the student has earned toward Social Studies and/or elective credit for graduation, as provided in Section 1003.43(1), F.S.

| Code | Definition/Example |
|------|--|
| NNN | Example: 007 - 7 hours of Community Service |
| NNN | Example: 015 - 15 hours of Community Service |

Length: 3

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **108781**

Data Element Name: **Community Service Requirement Met**

A code indicating that the student has satisfied the community Service Hours requirement established by the school district.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

| | |
|---|----------------|
| Z | Not applicable |
|---|----------------|

Length: 1

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **108791**

Data Element Name: **Cost Reporting Code**

Report the appropriate Workforce Development Cost Reporting Code for the postsecondary instruction provided to the adult student for the term [1011.80(10), F.S.].

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Adult General Education (AGE)

| | |
|-----|--|
| 401 | Literacy/Adult Basic Education (ABE) |
| 402 | Adult High School (Adult Secondary) |
| 403 | GED Preparatory |
| 404 | ESOL |
| 405 | Career and Technical Education Preparatory Instruction |
| 409 | Other Adult General Education |

Adult General Education instruction under the Course Code Directory seven-digit codes assigned to adult general education [1004.02(3), F.S.].

Applied Technology Diploma (ATD)

| | |
|-----|--|
| 364 | Postsecondary career and technical education instruction under the Course Code Directory seven-digit codes assigned to applied technology diploma programs/courses. Section 1004.02(8), F.S. |
|-----|--|

Apprenticeship (APP)

| | |
|-----|-------------------------------------|
| 371 | Related classroom instruction (RTI) |
| 372 | On the job training (OJT) |

Postsecondary career and technical education instruction in an approved Registered Apprenticeship program (446.021, F.S.)

Continuing Workforce Education (CWE)

| | |
|-----|--|
| 341 | Continuing Workforce Education instruction listed under the seven-digit code assigned to program/course E91010A, E91010B, E91010C, E91010D, E91010E, E91010F, E91010G, E91010H, E91010J, E91010K, E91010L, E91010M, , E91010N, E91010S, E91010T, E91010X, or E91010Y. , (1004.02(12) F.S). |
|-----|--|

Postsecondary Career and Technical Education (PSAV)

| | |
|-----|-----------------------------------|
| 351 | Agriscience and Natural Resources |
| 352 | Business Education |
| 353 | Family and Consumer Science |
| 354 | Health Science |
| 355 | Industrial |
| 356 | Marketing (Distributive) |
| 357 | Public Service |
| 359 | Other CTE |

Length: 3

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

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Year: 2015-16

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| 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 | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|------------|-------|--|
| 12/12/2014 | Codes | For 341 - corrected the statutory reference and the list of programs associated with CWE. |
| 11/2/2011 | Codes | Update code description for value 364, Applied Technology Diploma, to remove dual Enrollment references no longer in statute, and to add statutory reference to ATD. |

Data Element Number: **108800**

Data Element Name: **Country of Birth**

A two-character code which identifies the country or US Commonwealth/Territory of birth of the student.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

See Appendices G and Q for countries, United States Commonwealths and Territories.

Length: 2

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Default

Survey 8 Default

Survey 9 Yes

Appendixes:

Appendix G: Country Codes

Appendix Q: United States Commonwealth and Territories

Description of Changes:

7/1/2015 Survey 7 Removed from Required Surveys
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Year: 2015-16

7/1/2015 Surveys Required

None

Data Element Number: **108825**

Data Element Name: **Course Absences**

The number of periods of instruction which a grade 9-12 student has not attended while in course membership.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 3

Data Type: Numeric

Year Implemented: 8788

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **109125**

Data Element Name: **Course Flag**

Up to four characters describing course attributes which give additional information needed by the district or state for counseling, tracking of credits, flagging for use with weighted grade point averages, etc. The letter or number codes defined below will be standard statewide. Any time one of the codes below is printed under "Course Flag" on the permanent record printout, it must correspond to the meaning given below. The field may also be used for locally defined codes which are consistent with state requirements for the use of state course numbers and titles.

On the Student Course Transcript Information reporting format up to four codes may be reported for a specified course. The coded values do not have to appear in any specific order and must be left-justified.

| Code | Definition/Example |
|------|---|
| * | Generic State Course Substitution Indicator. This flag is used to indicate that the course with which it is associated is being used as a Department of Education approved substitute for another course, the code for which is being supplied in a companion data element (Course Number, Substituted). For the time being, this indicator will only be used for course substitutions created on or after July 1, 2007. Course substitutions having course flags in existence prior to July 1, 2007, will continue to use their existing course flags. |
| 7 | Sub for ANAT PHYSIO 2000350. Job Preparatory Program substitutions for Anatomy and Physiology. Prior to 2010-11 the valid substitutions were courses 8115110, 8417130-8417210, 8418300, and 8417230. Beginning in 2010-11 the valid substitutions are 8418300 or both 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417130, 8417140, 8417150, 8417160, 8417170, 8417180, 8417190, 8417200, 8417210, 8115110, and 8417230. Beginning with 2011-12, the valid substitutions are courses 8418300 and 8115110 or both 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417130, 8417140, 8417150, 8417160, 8417170, 8417180, 8417000, 8417190, 8417200, 8417210, and 8417230. Beginning with 2014-15, the valid substitutions are courses 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417000, 8417130, 8417140, 8417150, 8417160, 8417170, 8417190, 8417200, 8417210, 8417230, and 8417280. Beginning with 2015-16, the valid substitutions are courses 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417000, 8417130, 8417140, 8417150, 8417160, 8417170, 8417190, 8417200, 8417210, 8417230, 8417280, and 8427100 |
| 9 | Ninth Grader. A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high school graduation as provided through the district's pupil progression plan. |
| G | Gifted. The course section is entirely composed of gifted students. |
| H | Honors. This is a course identified as "Honors" in the state Course Code Directory. To identify an honors course by district definition, use a code reserved for local district use. |
| I | Include. Include in grade point average (used only in combination with an "X"). |
| N | No Credit. No credit awarded - per district policy (e.g., 9-12 grade student did not meet the 135 hour rule). |
| P | Course in Progress. For use in 1) interdistrict records transfer to indicate the courses the student was taking and had not yet completed at the time when he or she left the sending district; and 2) for Exceptional Student Education courses taken over a longer period of time than usual. Credit would be zero until the course is completed (Time Modification). |
| T | Transferred. Credit transferred from an out-of-state school or nonpublic school by equating of courses. |
| W | Exclude from State GPA. Exclude from State GPA, but include in District GPA |
| X | Exclude from state and local grade point average (used only in combination with an "I" for tracking forgiveness). |

Obsolete Codes - May not be assigned in the current school year.

| | |
|----|---|
| # | Sub for ENV SCI 2001340 (Valid prior to 7/1/01). Career and Technical Education substitution for Environmental Science. The valid substitutions are courses 8113000, 8118300 and 8112100. |
| \$ | Sub for Arts Graduation Requirements. Journalism substitution for Arts (PA) graduation requirement. The |

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| | |
|----------|--|
| | valid Journalism substitution courses are 1006300-1006330 effective for students entering grade nine through 2008-09. The Combined Practical and Performing Fine Arts (PF) graduation requirement was in effect for students entering grade nine prior to 2007-08. |
| % | Sub for PHY SCI 2003310 (Valid prior to 7/1/01). Career and Technical education substitution for Physical Science. The valid substitutions are courses 8103400, 8103200 and 8103300. |
| & | Sub for Life Management Skills Graduation Requirements. (Effective through incoming 9th grade class of 0607). JROTC Air Force substitution for Life Management Skills. The valid JROTC Air Force substitution courses are the completion of program 1800400-1800410. |
| @ | Sub for BIO TECH 2000430 (Valid prior to 7/1/01). Career and Technical Education substitution for Biology Technology. The valid substitutions are courses 8121000, 8121300, 8121400, 8121600, 8106200, 8115110, 8106800, 8112000, 8106500 and 8106100. |
| 0 (ZERO) | Sub for Practical Arts Graduation Requirements. JROTC substitution for Practical Arts graduation requirement. The valid JROTC substitution courses are the completion of courses 1800300-1800360, or 1801300-1801330, or 1802300-1802330, or 1803300-1803330, or 1804300-1804350. |
| 1 | Sub for Arts Graduation Requirements. Computer Education substitution for Arts (PA) graduation requirement. The valid Computer Education substitution courses are 0200300-0200380, 0200800-0200810, 0201300-0201360, 0201380, and 0200890 effective for students entering grade nine through 2008-09. The Combined Practical and Performing Fine Arts (PF) graduation requirement was in effect for students entering grade nine prior to 2007-08. |
| 2 | Sub for BUS EN I 1001440. Job Preparatory Program substitutions for Business English I. The valid substitutions are courses 8200330, 8212110, 8212120, 8215120, and 8215130. Beginning with 2011-12, the valid substitutions are courses 8209020, 8212110, 8212120, 8215120, and 8215130. This substitution was last valid in the 2013-14 school year. |
| 3 | Sub for BUS EN I 1001440 and/or BUS EN II 1001450. Job Preparatory Program substitutions for Business English I or II. The valid substitution courses are 8200330, 8212110, and 8212120. Beginning with 2011-12, the valid substitutions are courses 8209020, 8212110, and 8212120. This substitution was last valid in the 2013-14 school year. |
| 4 | Sub for BUS MA 1205540. Job Preparatory Program substitutions for Business Mathematics. The valid substitutions are courses 8200330, 8203310, 8203320, 8206010, 8206020, 8212110, 8212120, 8216110, and 8216120. Beginning with 2011-12, the valid substitutions are courses 8209020, 8203310, 8203320, 8206010, 8206020, 8212110, 8212120, 8216110, and 8216120. This substitution was last valid in the 2013-14 school year. |
| 5 | Sub for MA 1 1205380/II 1205390 (valid prior to 7/1/97). Career and Technical Education substitution for Mathematics 1: Course number 1205380 and Mathematics II: Course Number 1205390. |
| 6 | Sub for GEN SCI 2002310 (Valid prior to 7/1/01). Career and Technical Education substitution for General Science. The valid substitutions are courses 8121600, 8121000, 8121300, 8121400, 8106200, 8115110, 8106800, 8106400, 8118300, 8112100, 8112000, 8106500 and 8106100. |
| 8 | Sub for Basic Mathematics Skills. Job Preparatory Program substitution for Basic Mathematics Skills. The valid substitution is course 8730091. Beginning with 2011-12, the valid substitution is program 8730000. This substitution was last valid in the 2013-14 school year. |
| A | Sub for Science Graduation Requirements (Effective through incoming 9th grade class of 0910). JROTC Coast Guard substitution for Marine Science I (2002500). The valid JROTC Maritime substitution courses are the completion of program 1804320-1804350. |
| B | Home Language and/or ESOL Instruction (Valid prior to 7/1/07). English Language Learners: Instructional Strategy code indicating the type of instruction of the ELL student. (This code is only valid for elementary self-contained courses.) |
| D | ESOL Instruction (Valid prior to 7/1/07). English Language Learners: Instructional Strategy code indicating the ELL student is receiving instruction in English in the course. (ESOL Instruction is valid in language arts, math, science, social studies and computer literacy.) |
| E | Academic Scholar - Elective (Code valid prior to 7/1/00.) The course meets an Academic Scholar elective. |
| F | Sub for Science Graduation Requirements (Effective through incoming 9th grade class of 0910). JROTC Air Force substitution for Physical Science (2003310). The valid JROTC Aerospace substitution courses are the completion of program 1800300-1800320. |
| K | Sub for Science Graduation Requirements (Effective through incoming 9th grade class of 0910). JROTC |

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| | |
|---|--|
| | Navy Substitution for Physical Science. The valid JROTC Naval Science substitution courses are the completion of program 1802300-1802330. |
| M | Home Language Instruction (Valid prior to 7/1/07). English Language Learners: Instructional Strategy code indicating the ELL student is receiving instruction in their home language in the course. (Home Language instruction is valid in math, science, social studies and computer literacy.) |
| O | Sub for Life Management Skills Graduation Requirements (Effective through incoming 9th grade class of 0607). JROTC Army substitution for Life Management Skills. The valid JROTC Army substitution courses are the completion of program 1801300-1801310. |
| Q | Sub for Life Management Skills Graduation Requirements (Effective through incoming 9th grade class of 0607). JROTC Marine Corps substitution for Life Management Skills. The Valid JROTC Marine Corps substitution courses are the completion of courses 1803300-1803310. |
| R | College Preparatory. The course meets a university admissions requirement. (Definition prior to 7/1/00: The course meets an academic Scholar requirement.) |
| S | SLEP (Valid 7/1/82 – 6/30/87). Credit awarded by passing the Secondary Level Examination Program (SLEP) examination. |

Example: H9 - The course is being offered as an Honors course; the individual who is taking the course is a student below the ninth grade who is able to count the course toward fulfilling graduation requirements and university admissions requirements because the district's pupil progression plan addresses this specific situation.

NOTE: Codes C, J, L, U, V, Y and Z are reserved for local district use. The Department will not assign values to those codes at any time in the future. Districts may also define other codes for local use, but should recognize that it is possible that the Department may define standard values for them sometime in the future.

NOTE: Code 0 (zero) is now state defined.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

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Description of Changes:

| | | |
|----------|----------|--|
| 7/1/2015 | Codes | Added 1516 requirements to Code 7; deleted reference to JROTC in code *. |
| 7/1/2014 | Codes | Code 7 was revised. |
| 7/1/2014 | Codes | Codes 2, 3, 4 and 8 moved to Obsolete section |
| 7/1/2013 | Codes | Updated definition for code * and course title change for code 8. Moved codes to the Obsolete section that may not be assigned in the current school year. |
| 7/1/2013 | Examples | Updated Example – Changed RH9 to H9 |
| 6/1/2012 | Codes | Moved obsolete codes to the Obsolete Codes section. Revised code O to change the word program to courses. |
| 6/1/2012 | Codes | Revised code 0 (zero) to change the word program to courses. Revised code 8 to change the word course to program. Corrected course number 88200330 to 8200330 in code 2. |
| 6/1/2011 | Codes | Deleted “+” code and added substitution courses valid for 2011-12 for codes 2, 3, 4, 7 and 8. Changed “vocational” to “job preparatory program.” |

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Year: 2015-16

Data Element Number: **109225**

Data Element Name: **Course Grade**

The academic letter or number grade earned by a student in a course or other codes to indicate the current course status.

Right justify. Use leading blanks.

Coding values:

Grades 6-12, Adult Secondary Education, Adult Postsecondary Career and Technical Education (optional)

Beginning with School Year 2001-02, Section 1003.437, F.S., requires that the following scale be used in determining high school grades: Beginning with School Year 2007-08, the scale also applies to middle school grades:

A = 90%-100%, B = 80%-89%, C = 70%-79%, D = 60%-69%, F = 0%-59%

The district may use either a letter or a numeric grade on the permanent report card and transcript. Plus (“+”) or minus (“-”) signs may be displayed on the local report card, automated permanent record, and transcript but cannot be included in calculating the state grade point average.

Grades PK-5, Adult Basic Skills (optional)

For grades PK-5, use any designator which falls within the three alphanumeric character definitions.

Codes displayed for PK-5 grades other than those listed must be defined in the text section of the automated permanent record file.

| Code | Definition/Example |
|------|---------------------------|
| A | |
| A- | |
| A+ | |
| B | |
| B- | |
| B+ | |
| C | |
| C- | |
| C+ | |
| D | |
| D- | |
| D+ | |
| E | Excellent |
| F | |
| FL | Fail on a Pass/Fail basis |
| I | Incomplete |
| IP | In-Progress |
| N | Needs Improvement |
| NG | No Grade Assigned |
| NNN | Numeric Grade |

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| | |
|----|--|
| P | Passing |
| S | Satisfactory |
| U | Unsatisfactory |
| W | Withdrew (Dual Enrolled only) |
| WF | Withdrew Failing |
| WP | Withdrew Passing |
| Z | Not Applicable (Only applies in Student Course Schedule and if the course is not a virtual course offered in a virtual charter school, the school of instruction is not 7001, 7004, 7006 or 7023, or district of instruction does not equal 71.) |

NOTES: Code "W," new for 2007-08, is to be used for Dual Enrollment courses only. Districts must record the grade assigned by the college or university. Codes "IP" and "Z" are new for 2013-14 and are only to be applied to specific virtual courses in Student Course Schedule records. These codes are not to be applied in any Student Course Transcript record.

Rules 6A-6.0981 and 6A-6.0982 F.A.C. requires student completion rate calculations for any student who is enrolled in a virtual course for more than fourteen (14) calendar days.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

Formats Required:

Student Course Schedule DB9 14x

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

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None

Description of Changes:

| | | |
|-----------|-------|---|
| 7/1/2015 | Notes | Added Note about Course Grade for Virtual. |
| 7/17/2013 | Codes | Added codes IP and Z to only be used in Student Course Schedule |

Data Element Number: **109325**

Data Element Name: **Course In Progress Hours**

The number of classroom hours which a grade 9-12 student attended a class for a course not completed for credit or grade up to the date the student withdraws from school. This element is necessary for the receiving district to determine whether a transferring student meets the 135 hour attendance requirement for high school graduation credit.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 3

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **109525**

Data Element Name: **Course Number**

The official state number assigned to school district courses listed or referenced in the Course Code Directory, community college or state university courses listed or referenced in the Statewide Course Numbering System, or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 1011.62, F.S.

The postsecondary course numbers for lab or combined lecture and lab courses (which use eight character numbers) will need to be recoded to seven-character numbers using the following conventions:

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Combined Lecture and Lab Courses

| | |
|----------|--|
| PHY1050C | Postsecondary format. |
| PHYC050 | Secondary format. |
| XXX9999C | Postsecondary format in the Statewide Course Numbering System. |
| XXXC999 | Secondary format: replace the first numeric character with C. |

Lab Courses

| | |
|----------|--|
| PHY1050L | Postsecondary format. |
| PHYL1050 | Secondary format. |
| XXX9999L | Postsecondary format in the Statewide Course Numbering System. |
| XXXL999 | Secondary format: replace the first numeric character with L. |

Lecture Courses

| | |
|---------|--|
| XXX9999 | Postsecondary format in the Statewide Course Numbering System. |
| XXX9999 | Secondary format: use the actual seven-character alphanumeric course number. |

Special Codes for Bright Futures Reporting

| | |
|---------|---|
| ZZZ9999 | For Bright Futures reporting, use this code to report dual enrollment credits earned at private colleges or universities. |
| ZZZC99A | For Bright Futures reporting, use this code to report a full 1.0 science credit for a student completing a dual enrollment science course with a lab at a private college or university. |
| ZZZC99B | For Bright Futures reporting, use this code to report a full 1.0 science credit for a student completing a second dual enrollment science course with a lab at a private college or university. |
| ZZZC99C | For Bright Futures reporting, use this code to report a full 1.0 science credit for a student completing a third dual enrollment science course with a lab at a private college or university. |

Length: 7

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

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Year: 2015-16

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Industry Certification

Student Course Schedule DB9 14x

Student Course Transcript Information DB9 39x

Teacher Course DB9 15x

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

WDIS Teacher Course DB9 49x

Surveys Required:

Survey 1

Survey 2

Survey 3

Survey 4

Survey 5

Survey 9

Survey F

Survey W

Survey S

Survey G

Survey X

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|---|
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 6/1/2011 | Codes | Added special code examples for Bright Futures reporting. |

Data Element Number: **109563**

Data Element Name: **Course Number, Substituted**

The official state number assigned to the course for which a substitution is being made, as described or referenced in the Course Code Directory.

Certain course graduation requirements may be fulfilled by successful completion of another course as described in the Course Code Directory. When a substitute course is used to satisfy a high school graduation requirement; the Course Number, Substituted carries the number of the course that is required for graduation and for which a substitution is being made.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 7

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **109600**

Data Element Name: **Course, Sequence Number**

A five-character code, assigned by the district, to each course record transmitted to the state in the Student Course Transcript Information format in Survey 5. The code must be unique for each course sent for a student within a school year. The code may be generated at the time the district generates the course records to be submitted to the state.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTE: The sequence number is needed in order to provide a unique identifier for each course sent for a student within the same school year.

Length: 5

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **109625**

Data Element Name: **Course, State Subject Area Requirements**

A code indicating the subject in which credit toward high school graduation will apply upon earning the credit. See Course Code Directory.

| Code | Definition/Example |
|------|--|
| A1 | Algebra I or equivalent or any postsecondary course with a number of MAT 1033 or any MAC course completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year. |
| A2 | Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012-13; optional for other students beginning with the 2012-13 academic year. (not a valid code beginning with the 2014-15 school year; local use only) |
| AG | American Government |
| AH | American History |
| BI | Biology or equivalent or postsecondary course sequence of BSCx010 and BSCx011 completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year. |
| CE | Computer Education (Effective 91-92, but may be used prior to effective date) |
| CH | Chemistry or equivalent course (not valid code; local use only) |
| EC | Economics |
| EL | Electives |
| EN | English |
| EQ | Equally rigorous course that counts for science credit |
| EX | Exceptional Student |
| FL | World (Foreign) Language Electives |
| GE | Geometry or equivalent or any postsecondary course in the MTG prefix completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year. |
| LA | Language Arts Elective (Effective for students who entered high school prior to the 2007-08 academic year.) |
| LM | Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.) |
| MA | Mathematics |
| NC | Non Credit |
| PA | Practical Arts with artistic content |
| PE | Physical Education |
| PF | Performing Fine Arts |
| PH | Physics or equivalent course (not valid code; local use only) |
| S3 | Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school scholar designation. (not valid code; local use only) |
| SC | Science |
| SS | Social Studies Elective (Effective through school year 1314) |
| SV | Half Science and Half career and technical education (Effective school year 0708 through 1213) |
| VO | Career & Technical (excluding courses coded PA) |
| WH | World History |

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Artistic Content (PA) to meet graduation requirements as defined in section 1003.4282(3)(e), Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the Course Code Directory.

Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC - Economics, WH - World History, AH - American History, and AG - American Government.

Courses in World Languages should be coded as World Language (FL)

Beginning with the 2011-12 year, it is mandatory to use the codes A1, BI, or GE for the incoming 9th grade cohort for Mathematics and Science courses listed as Algebra 1 (or equivalent), Biology (or equivalent), Geometry (or equivalent) in the Course Code Directory.

Length: 2

Data Type: Alphabetic

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 06-12, Adult

Programs Required:

All Programs

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|-------|---|
| 7/1/2015 | Notes | Updated first note and deleted those pertaining to Art, half credit and Life Management. |
| 7/1/2015 | Codes | Updated definitions to codes A2, BI, FL and LA |
| 2/13/2015 | Codes | Included language for Code A2 which is for local use only now. |
| 7/1/2014 | Codes | Revised Codes CH, PH and S3 to non-valid codes and local use only. |
| 10/16/2013 | Codes | Removed Obsolete Section and revised codes FL, SS, SV and S3. |
| 9/12/2013 | Codes | Reinstated code EC as a valid code. |
| 9/9/2013 | Notes | Deleted note: Code EL should be converted to spaces prior to state processing. |
| 9/9/2013 | Codes | Moved Code CE to the Obsolete Section. Reinstated Code SS as a valid code. Deleted (For local use only) language for Code EL. |
| 8/26/2013 | Notes | Revised note regarding code SV to include effective year through 1213. |

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| | | |
|-----------|------------|--|
| 8/26/2013 | Codes | Added new codes and moving old ones to the obsolete section. |
| 6/1/2012 | Notes | Changed "Foreign" to "World" in notes. |
| 6/1/2012 | Codes | Added code A2. Revised code LM to apply only to students who entered high school prior to 2007-2008. |
| 6/1/2011 | Definition | Delete "successful completion of the course" and replace with "earning the credit." |
| 6/1/2011 | Notes | Deleted the note regarding coding of Mathematics and Science courses and added note regarding coding of Algebra 1, Biology and Geometry courses. |
| 6/1/2011 | Codes | Added word "World" to code FL. |
| 6/1/2011 | Codes | Added three codes: A1, GE and BI. |

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Data Element Number: **109675**

Data Element Name: **Course Substituted, State Subject Area Requirements**

A code indicating the subject area in which credit towards high school graduation will apply. This field is used in conjunction with the Course Number, Substituted field which is used to record a second course, for which credit is also being earned. See Course Code Directory.

| Code | Definition/Example |
|-------|---|
| A1 | Algebra 1 or equivalent or any postsecondary course with a number of MAT 1033 or any MAC course completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year. |
| A2 | Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012-13; optional for other students beginning with the 2012-13 academic year. (not a valid code beginning with the 2014-15 school year; local use only) |
| AG | American Government |
| AH | American History |
| BI | Biology or equivalent or postsecondary course sequence of BSCx010 and BSCx011 completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year. |
| Blank | This course has no Course Number, Substituted associated with it. |
| CE | Computer Education (Effective 91-92, but may be used prior to effective date) |
| CH | Chemistry or equivalent course (not valid code; local use only) |
| EC | Economics |
| EL | Electives |
| EN | English |
| EQ | Equally rigorous course that counts for science credit |
| EX | Exceptional Student |
| GE | Geometry or equivalent or any postsecondary course in the MTG prefix completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year. |
| LA | Language Arts Electives (Effective for students who entered high school prior to the 2007-08 academic year.) |
| LM | Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.) |
| MA | Mathematics |
| NC | Non Credit |
| PA | Practical Arts with artistic content |
| PE | Physical Education |
| PF | Performing Fine Arts |
| PH | Physics or equivalent course (not valid code; local use only) |
| S3 | S3 Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school scholar designation. (not valid code; local use only) |
| SC | Science |
| SS | Social Studies Elective (Effective through school year 1314) |
| SV | Half Science and Half career and technical education (Effective school year 0708 through 1213) |
| VO | Career & Technical (excluding courses coded PA) |

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WH World History

FL World (Foreign) Language Electives

Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC - Economics, WH - World History, AH - American History, and AG - American Government

Courses in World Languages should be coded as World Language (FL).

Beginning with the 2011-2012 year, it is mandatory to use the codes A1, BI, or GE for the incoming 9th grade cohort for Mathematics and Science courses listed as Algebra 1 (or equivalent), Biology (or equivalent), or Geometry (or equivalent) in the Course Code Directory.

Students entering ninth grade on or after the 2007-08 school year may use Performing Fine Arts (PF) or Practical Arts with Artistic Content (PA) to meet graduation requirements as defined in section 1003.4282(3)(e), Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the Course Code Directory.

Note: This element is required beginning with the 2009-10 school year for Local and FASTER reporting by districts authorized to offer additional credit courses. This element must be used in connection with course(s) using a "+" course flag.

Length: 2

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Notes Updated first note and deleted those pertaining to Art, half credit and Life Management.

7/1/2015 Codes Updated definitions to codes A2 and BI.

2/13/2015 Codes Included language for Code A2 which is for local use only now.

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| | | |
|------------|-------|---|
| 7/1/2014 | Codes | Revised Codes CH, PH and S3 to non-valid codes and local use only. |
| 10/17/2013 | Codes | Removed Obsolete Section and revised codes FL, SS, SV and S3. |
| 9/9/2013 | Notes | Deleted note: Code EL should be converted to spaces prior to state processing. Deleted the word "Electives" after World Language Electives (FL). |
| 9/9/2013 | Codes | Reinstated codes FL and SS as valid codes. Deleted (For local use only) language for Code EL. |
| 6/26/2013 | Notes | Revised note regarding code SV to include effective year through 1213. |
| 6/26/2013 | Codes | Added new codes and moving old ones to the obsolete section. |
| 6/1/2012 | Notes | Changed "Foreign" to "World" in notes. |
| 6/1/2012 | Codes | Added code A2. Revised code LM to apply only to students who entered high school prior to 2007-2008. |
| 10/11/2011 | Notes | Deleted note that referenced code '+', a code that was never used and subsequently removed. Also removed asterisk on the Life Manage Skills note because it was no longer useful. |
| 6/1/2011 | Codes | Deleted the note regarding coding of Mathematics and Science courses and added note regarding coding of Algebra 1, Biology and Geometry courses. |
| 6/1/2011 | Codes | Added three codes: A1, BI, and GE. |
| 6/1/2011 | Codes | Added word "World" to code FL. |

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Year: 2015-16

Data Element Number: **109725**

Data Element Name: **Course Title, Abbreviated**

The abbreviated title assigned to courses listed in the Course Code Directory.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 20

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **109825**

Data Element Name: **Course Title, Official**

The official title assigned to courses listed in the Course Code Directory.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 70

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **110125**

Data Element Name: **Credit Attempted, Course**

The number of credits attempted in a term for a grade 9-12 course. Credit attempted for a course cannot exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|------------------|
| 0.00 | Noncredit course |
|------|------------------|

| | |
|------|-----------------|
| 0.50 | One-half credit |
|------|-----------------|

| | |
|------|------------|
| 1.00 | One credit |
|------|------------|

Length: 3

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **110225**

Data Element Name: **Credit Attempted, Cumulative**

The total number of credits attempted to date in grade 9-12 courses by the student.

| Code | Definition/Example |
|------|---|
| NNNN | 12.50 - Twelve and one-half credits attempted |

Length: 4

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **110325**

Data Element Name: **Credit Attempted, Term**

The total number of credits attempted in a term for grade 9-12 courses by the student.

| Code | Definition/Example |
|------|--|
| 0650 | 06.50 - Six and one-half credits attempted |

Length: 4

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **110425**

Data Element Name: **Credit Earned, Course**

The number of credits earned in a term for a course based upon successful completion of the course. Credit earned for a course cannot exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

| Code | Definition/Example |
|------|---------------------------------------|
| 000 | 0.00 - For noncredit or failing grade |
| 050 | 0.50 - One-half credit |
| 100 | 1.00 - One credit |

Length: 3

Data Type: Numeric

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **110525**

Data Element Name: **Credit Earned, Cumulative**

The total number of credits earned by the student in grades 9-12 upon successful completion of courses.

| Code | Definition/Example |
|------|------------------------------|
| 0700 | 07.00 - Seven credits earned |

Length: 4

Data Type: Numeric

Year Implemented: 8990

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **110625**

Data Element Name: **Credit Earned, State Subject Area Requirements**

The total number of credits earned in each state subject area toward state high school graduation requirements based upon successful completion of courses in the subject area. See Course, State Subject Area Requirements.

| Code | Definition/Example |
|------|---|
| 250 | 2.50 - Two and one-half credits earned in English |

Length: 3

Data Type: Numeric

Year Implemented: 8990

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **110725**

Data Element Name: **Credit Earned, Term**

The total number of credits earned by the student in grades 9-12 based on successful completion of courses taken during one term.

| Code | Definition/Example |
|------|------------------------------|
| 0700 | 07.00 - Seven credits earned |

Length: 4

Data Type: Numeric

Year Implemented: 8990

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **110825**

Data Element Name: **Credit Needed, State Subject Area Requirements**

The number of credits to be earned by the student in each state subject area taken to meet state high school graduation requirements. See Course, State Subject Area Requirements.

| Code | Definition/Example |
|------|--|
| 150 | 1.50 - One and one-half credits needed to complete state requirements in English |

Length: 3

Data Type: Numeric

Year Implemented: 8990

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **110925**

Data Element Name: **Credit Needed Value, Course**

The numeric value of the course may not exceed the value indicated in the state curriculum framework where a curriculum framework exists.

| Code | Definition/Example |
|------|---------------------------------------|
| 000 | 0.00 - For noncredit or failing grade |
| 050 | 0.50 - One-half credit |
| 100 | 1.00 - One credit |
| 150 | 1.50 - One and one-half credits |

Length: 3

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **111063**

Data Element Name: **Credit Needed, Local Subject Area Requirements**

The number of credits to be earned by the student in each local subject area taken to meet local high school graduation requirements. (Two implied decimal places.)

| Code | Definition/Example |
|------|---|
| 0150 | One and one-half credits needed to complete local requirements in the subject area. |

Length: 4

Data Type: Numeric

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **111200**

Data Element Name: **Critical/Chronic Health Information - 911 Medical Alert**

Medical alert of a potentially life-threatening condition.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

Length: 1

Data Type: Alphabetic

Year Implemented: 9697

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Birth - 21 Years Old

Programs Required:

All Programs

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **111210**

Data Element Name: **Critical/Chronic Health Information - 911 Medical Alert Contact**

The name and telephone number of the school contact designated to provide critical/chronic health information - 911 medical alert information on the student.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 45

Data Type: Alphanumeric

Year Implemented: 9697

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Birth - 21 Years Old

Programs Required:

Migrant

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **111306**

Data Element Name: **Date of Consent for Evaluation**

The date consent for formal evaluation/assessment was received.

For Exceptional Student Education: The date the signed consent was received for initial evaluation to determine the student's eligibility for exceptional student education.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|---|
| MMDDYYYY | Example: 09242008 - Consent was received for formal evaluation/ assessment on September 24, 2008. |
|----------|---|

NOTES:

In Survey 5, in addition to students in exceptional student education programs, this element is also reported for students referred, evaluated, and found ineligible for these programs.

Date may be reported as all zeroes for students for whom consent was received prior to July 1, 2008.

In Surveys 2, 3 and 5, zero-fill Date of Consent for Evaluation for students with an Exceptional Student Placement Status of T (transferred from out-of-state).

Length: 8

Data Type: Numeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

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Year: 2015-16

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Definition | Added additional language to definition ("the signed"). |
| 6/1/2011 | Notes | Added note specifying zero-fill for students with an Exceptional Student Placement Status of T. |
| 6/1/2011 | Data Type | Changed from alphanumeric to numeric. |
| 6/1/2011 | Definition | Added "initial" before "evaluation" and changed "each special education program" to "exceptional student education." |
| 6/1/2011 | Surveys Required | Added survey periods 1,4 and 7. |
| 6/1/2011 | Formats Required | Moved Exceptional Student Program format to Exceptional Student format. |

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Year: 2015-16

Data Element Number: **111406**

Data Element Name: **Date of Entry, Program/Course/Section**

The numeric representation of the date the student entered the program, course, and section during the current reporting survey. For a program/course/section that is continuing into the current reporting survey from a previous survey, the Date of Entry, Program/Course/Section is the first day of the current survey.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|-------------------------------|
| MMDDYYYY | 09222008 = September 22, 2008 |
|----------|-------------------------------|

NOTE: For the WDIS Adult General Education Student Course record or Career and Technical Education Student Course Schedule record, this is the student's entry date into the course and section.

Length: 8

Data Type: Numeric

Year Implemented: 0809

State Standard: No

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 Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2014 | Definition | Update of definition to clarify the purpose and use of the data element |
| 6/1/2012 | Notes | Added CTE Student Course Schedule format to note. |
| 6/1/2012 | Formats Required | Added to CTE Student Course Schedule format. |
| 8/26/2011 | Notes | Remove sentence "Date of Entry, Program/Course/Section is required only for those students who have an employment-related Adult Student Goal." |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **111441**

Data Element Name: **Date of Exit, Program/Course/Section**

The numeric representation of the date the student exited the program, course, and section during the current reporting survey. For a program/course/section that is continuing in to the next reporting survey, the Date of Exit, Program/Course/Section is the last day of the current survey.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|-------------------------------|
| MMDDYYYY | 09262008 = September 26, 2008 |
|----------|-------------------------------|

NOTE: For the WDIS Adult General Education Student Course record or Career and Technical Education Student Course Schedule record, this is the student's exit date from the course and section.

Length: 8

Data Type: Numeric

Year Implemented: 0809

State Standard: No

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 Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|---|
| 7/1/2014 | Definition | Update of definition to clarify the purpose and use of the data element |
| 6/1/2012 | Notes | Added CTE Student Course Schedule format to note. |
| 6/1/2012 | Formats Required | Added to CTE Student Course Schedule format. |
| 8/26/2011 | Notes | Remove sentence "Date of Exit, Program/Course/Section is required only for those students who have an employment-related Adult Student Goal." |

Data Element Number: **112025**

Data Element Name: **Days Absent, Annual**

A numeric value representing the total days the student is absent from a school or district during the 180 day school year.

This is a calculated value using daily attendance.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTE:

a) For the Prior School Status/Student Attendance format (DB9 55x), Days Absent, Annual means the total number of days the student is absent for each entry or reentry in each school in which the student is enrolled during the 180-day school year.

b) For the permanent record, Days Absent, Annual means the total number of days the student is absent from all district schools during the 180 day school year.

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Default

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|------------------|---|
| 12/20/2011 | Surveys Required | Changed Survey 3 from Default to Yes. |
| 12/20/2011 | Notes | Adjusted wording in Note (a) to reflect current name of format. |

Data Element Number: **112031**

Data Element Name: **Days Absent, Annual - Unexcused Not Related to Discipline**

The total number of days the student was absent from a school or district with an unexcused absence that was not related to discipline during the 180 day school year. Unexcused Absence Not Related to Discipline is defined by district policy.

This is a calculated value using daily attendance.

For Survey Periods 2, this field should be zero-filled.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTES:

a) For the Prior School Status/Student Attendance format (DB9 55x), Days Absent, Annual - Unexcused Not Related to Discipline means the total number of days the student is absent, unexcused and not related to disciplinary actions for each entry or reentry in each school in which the student is enrolled during the 180 day school year.

b) For the permanent record, Days Absent, Annual - Unexcused Not Related to Discipline means the total number of days the student is absent, unexcused not related to discipline from all district schools during the 180 day school year.

Length: 3

Data Type: Numeric

Year Implemented: 0607

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Default

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2012 Surveys Required Changed Survey 3 to Yes.
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Year: 2015-16

| | | |
|----------|------------|--|
| 6/1/2012 | Definition | Removed reference to Survey 3 being zero-filled. |
|----------|------------|--|

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **112050**

Data Element Name: **Days Absent, Summer Terms**

A numeric value representing the total days the student is absent from a school or district during the summer terms or intersessions.

This is a calculated value using daily attendance.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTES:

a) For the Student Attendance format (DB9 40x), Days Absent, Summer Terms means the total number of days the student is absent for each entry or reentry in each school in which the student is enrolled during the summer terms or intersessions.

b) For the permanent record, Days Absent, Summer Terms means the total number of days the student is absent from all district schools during the summer terms or intersessions.

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **112425**

Data Element Name: **Days In Term (For FTE Purposes)**

The number of school days the course is scheduled to meet or the student is scheduled to be transported during the reported term.

Examples:

Survey Periods 2 and 3 should have the value 090 if the course is scheduled for the entire semester.

For reporting PK-12 short courses scheduled during the regular 180-day school year, use the actual number of days the course is scheduled to meet.

Survey Periods 1 and 4 (summer sessions) record the actual number of days the course meets.

For adult short courses in all surveys, record the actual number of days the course meets.

For reporting Prekindergarten Early Intervention students in all surveys, record the actual number of days the course meets.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Notes (Pertaining to Student Transportation format):

For most students in survey periods 2 and 3 the number of days will be 90.

For students in programs that meet once a week, the number of days will be 18 (90 day term divided by 5).

For the June and July summer periods and for intersessions report the scheduled days students are required to attend for each reporting period.

Length: 3

Data Type: Numeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

Formats Required:

Student Transportation DB9 56x

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Teacher Course DB9 15x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |

Appendixes:

None

Description of Changes:

None

Data Element Number: **112525**

Data Element Name: **Day of Week Scheduled, Date Certain**

A code indicating that a student is scheduled in a course/section that meets on “date certain” of survey week.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | The student is NOT scheduled in a course/section on this day. |
|---|---|

| | |
|---|---|
| Y | The student is scheduled in a course/section on this day. |
|---|---|

| | |
|---|----------------|
| Z | Not applicable |
|---|----------------|

Note: Code Y should ONLY be used if an entire school would not be included in the class average calculation because NO core courses meet on Friday/date certain. In that case, choose another representative day and mark “Day of Week Scheduled, Date Certain” for all of the courses that meet on that day.”

Length: 1

Data Type: Alphabetic

Year Implemented: 0304

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **112625**

Data Element Name: **Day of Week Scheduled, Friday**

A code indicating that a student is scheduled in a course/section on Friday.

| Code | Definition/Example |
|------|---|
| N | The student is NOT scheduled in a course/section on this day. |
| Y | The student is scheduled in a course/section on this day. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **112635**

Data Element Name: **Day of Week Scheduled, Monday**

A code indicating that a student is scheduled in a course/section on Monday.

| Code | Definition/Example |
|------|---|
| N | The student is NOT scheduled in a course/section on this day. |
| Y | The student is scheduled in a course/section on this day. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
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Year: 2015-16

Data Element Number: **112645**

Data Element Name: **Day of Week Scheduled, Saturday**

A code indicating that a student is scheduled in a course/section on Saturday.

| Code | Definition/Example |
|------|---|
| N | The student is NOT scheduled in a course/section on this day. |
| Y | The student is scheduled in a course/section on this day. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **112655**

Data Element Name: **Day of Week Scheduled, Thursday**

A code indicating that a student is scheduled in a course/section on Thursday.

| Code | Definition/Example |
|------|---|
| N | The student is NOT scheduled in a course/section on this day. |
| Y | The student is scheduled in a course/section on this day. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **112665**

Data Element Name: **Day of Week Scheduled, Tuesday**

A code indicating that a student is scheduled in a course/section on Tuesday.

| Code | Definition/Example |
|------|---|
| N | The student is NOT scheduled in a course/section on this day. |
| Y | The student is scheduled in a course/section on this day. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **112675**

Data Element Name: **Day of Week Scheduled, Wednesday**

A code indicating that a student is scheduled in a course/section on Wednesday.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | The student is NOT scheduled in a course/section on this day. |
|---|---|

| | |
|---|---|
| Y | The student is scheduled in a course/section on this day. |
|---|---|

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

Appendix Z: Industry Certification Identifier

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **112825**

Data Element Name: **Days Per Week**

The number of days per week the PK-12 student is scheduled to attend a course.

Adult students will report 0 (zero) in state reporting formats.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 1

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **113225**

Data Element Name: **Days Present, Annual**

A numeric value representing the total days the student is present in a school or district during the 180 day school year.

This is a calculated value using daily attendance.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTES:

a) For the Prior School Status/Student Attendance format (DB9 55x), Days Present, Annual means the total number of days the student is present for each entry or reentry in each school in which the student is enrolled during the 180 day school year.

b) For the permanent record, Days Present, Annual means the total number of days the student is present at all district schools during the 180 day school year.

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Default

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

12/10/2011 Surveys Required

Changed Survey 3 from Default to Yes

12/10/2011 Notes

Adjusted wording in Note (a) to reflect the current format name.

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Year: 2015-16

Data Element Number: **113250**

Data Element Name: **Days Present, Summer Terms**

A numeric value representing the total days the student is present in a school or district during the summer terms or intersessions.

This is a calculated value using daily attendance.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTES:

a) For the Student Attendance format (DB9 40x), Days Present, Summer Terms means the total number of days the student is present for each entry or reentry in each school in which the student is enrolled during the summer terms or intersessions.

b) For the permanent record, Days Present, Summer Terms means the total number of days the student is present at all district schools during the summer terms or intersessions.

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **113625**

Data Element Name: **Diploma Date**

The date the diploma was awarded to the student or the last day of the term, if different.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|-------------------|
| MMDDYYYY | Example: 06121983 |
|----------|-------------------|

NOTE: This information can be derived from the attendance system.

Length: 8

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **114025**

Data Element Name: **Diploma Type**

The type of diploma awarded to the student upon high school graduation.

| Code | Definition/Example |
|------|--|
| W06 | Standard High School Diploma |
| W07 | Special Diploma (option one) NOTE: This will not be a valid diploma type after the 2022-23 school year |
| W10 | State of Florida High School Performance-Based Diploma (GED and State Approved Graduation Test) |
| W27 | Special Diploma (option two) NOTE: This will not be a valid diploma type after the 2022-23 school year |
| W43 | Adult Standard High School Diploma (24-credit option) |
| W45 | Adult State of Florida Diploma (GED) |
| W52 | Adult Standard High School Diploma (Concordant and/or Comparative Score) |
| W54 | Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)), 18 Credit Option |
| W55 | Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) Concordant and/or Comparative Score, 18-Credit Option |
| WD1 | Standard High School Diploma (Deferred Receipt) |
| WFT | Standard High School Diploma (Concordant and/or Comparative Score) |
| WFW | Standard High School Diploma (FCAT waiver) NOTE: This code is valid for students who entered 9th grade prior to the 2013-14 school year |
| WGA | State of Florida High School Performance-Based Diploma (GED and Concordant and/or Comparative Score) |
| WGD | State of Florida Diploma (GED Exit Option Model Program, GED only) |
| WRW | Standard High School Diploma (Statewide Standardized Assessment Results Waiver) NOTE: This applies to students who entered 9th grade after the 2013-14 school year |
| WXL | Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) options. |
| WXT | Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL) Concordant and/or Comparative Score |
| WXW | Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) statewide assessment waiver. |
| ZZZ | Not applicable |

Terms:

Adult Standard High School Diploma

Diploma awarded to adult students, enrolled in a school district adult high school program, who have earned passing scores on the state approved graduation tests, successfully completed the minimum number of academic credits as identified in s. 1003.4282 (7) F.S. and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W43)

Diplomas awarded to adult students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score and successfully met all other requirements for a standard diploma, s. 1003.4282, F.S. Florida Department of Education approved standardized tests for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (s. 1008.22(7)-(8), F.S.). (W52)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to

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Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(3), F.S., including earning passing scores on the state approved graduation tests. (W54)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(3), F.S., and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (W55)

Differentiated Diploma:

Diploma awarded in lieu of the standard diploma to those students exceeding the prescribed minimums. Differentiated diplomas are to be recorded as standard diplomas (W06).

Special Diploma:

Diploma awarded to students who have been properly identified as intellectually disabled, deaf or hard-of-hearing, specific learning disabled, emotional/behavioral disabled, orthopedically impaired, dual sensory impaired, other health impaired, traumatic brain injury, autism spectrum disorder, or language impaired. Effective with the 1994-95 school year, school boards may award Special Diplomas based on two (2) options :

a) Option one shall include procedures for determining and certifying mastery of student performance standards for exceptional students as prescribed in Rule 6A-1.09961(1)(a), FAC. (W07)

b) Option two shall include procedures for determining and certifying mastery of demonstrated employment and community competencies in accordance with Rule 6A-1.09961(1)(b), FAC. (W27)

Standard Diploma using a Concordant and/or Comparative Score*:

Standard diploma awarded to students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WFT)

Standard Diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(3) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (WXT)

*Note: Florida Department of Education approved standardized test for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (Section 1008.22(7)-(8), F.S.).

Standard Diploma:

Diploma awarded to students who have earned passing scores on the state approved graduation test, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W06)

Standard diploma awarded to students with disabilities who have received an FCAT waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (Valid for students who entered 9th grade prior to the 2013-14 school year). (WFW)

Standard diploma awarded to students with disabilities who have received a Statewide Standardized Assessment Results Waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WRW)

Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(3). (WXL)

Standard diploma awarded to students with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(3) and satisfied the state graduation test requirement with an approved statewide assessment waiver. (WXW)

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State of Florida Diploma (GED):

Diploma awarded to students based on the student's satisfactory completion of the General Education Development Tests.

A) Diploma awarded to high school students who successfully completed the Performance-Based Exit Option Model Program requirements, successfully passed the GED, but did not pass the state approved graduation tests. (WGD)

b) Diplomas awarded to adult students should be recorded as W45.

NOTE: This information can be derived from the attendance system.

State of Florida High School Performance-Based Diploma

State of Florida High School Performance-Based High School Diploma
Performance-based diploma awarded to students who successfully completed the Performance-Based Exit Option Model Program requirements and have passed the GED Tests and the state approved graduation tests. (W10)

Performance-based diploma awarded to students who have successfully completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, and who have satisfied the state approved graduation test requirement through a concordant and/or comparative score*. (WGA)

Note: Students in the Performance-Based Exit Option Model must be in the 10th grade or higher in order to take the state approved graduation test.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 12

Programs Required:

All Programs

Workforce Development

Formats Required:

Student End of Year Status DB9 17x

WDIS Student End of Term Status DB9 50x

Surveys Required:

Survey 5 Yes

Survey F Yes

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Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|-------|---|
| 7/28/2015 | Codes | Added code WD1, which is to be included in grad rate calculations |
| 7/1/2015 | Codes | Removed codes W6A, W6B, WFA, WFB (not valid after 2014-15) |
| 3/27/2015 | Codes | Replaced term 'Alternative Assessment' with 'Concordant and/or Comparative Score' |
| 3/12/2015 | Notes | Added WRW note to Standard Diploma and added another statute reference for W06 and WFW. |
| 3/12/2015 | Codes | Added code WRW; revised definition of code WFT, and added notes to codes W07, W27, WFW. |
| 7/22/2014 | Codes | Update of the "Definition/Example" of the WGD code. Modification of notes to "Standard Diploma using an Alternate Assessment" and addition of notes for "Adult Standard High School Diplomas" |
| 5/28/2014 | Codes | Addition of adult standard HS diploma codes W54 and W55 to include 18 credit option . Specified 24 credit option for W43. Updated "notes" for W6A, W6B, WFA, WFB. |
| 1/30/2014 | Codes | WXT and WXW standard diploma types added |
| 10/31/2013 | Codes | W6A and W6B – Added a note within the definition of the codes. |
| 9/17/2013 | Notes | Added note for diploma type: WXL. |
| 9/17/2013 | Codes | Addition of new diploma type: WXL. |
| 7/1/2013 | Codes | The definitions for codes W10 and WGA are modified. They are not diploma codes. |
| 6/1/2012 | Notes | Revised description of Special Diploma under Terms. Deleted educable, trainable and profoundly mentally handicapped and replaced with intellectually disabled. |

Data Element Number: **114425**

Data Element Name: **Discipline/Resultant Action Code**

A one-character code representing the type of disciplinary action taken. The discipline code will be associated with the corresponding School Number, Where Discipline/Referral Action Occurred.

| Code | Definition/Example |
|------|---|
| C | Corporal Punishment Corporal punishment is defined as the moderate use of physical force or physical contact by a teacher or principal to maintain discipline or to enforce school rule. (Maintained for students in grades PK-12 only.) |
| E | Expelled, Without Continuing Educational Services Student expelled from regular school without continuing educational services provided by the district. (Maintained for students in grades PK-12 and adult) |
| F | Expelled, With Continuing Educational Services Student expelled from regular school with continuing educational services, which may include a disciplinary program or second chance school, and/or referred to the criminal justice or juvenile justice system. (Maintained for students in grades PK-12 and adult) |
| H | Suspension Extended, Pending Hearing Suspension (out-of-school) extended beyond 10 school days pending School Board hearing for expulsion. (This code should only be used when the district Superintendent grants an extension for suspension beyond 10 school days as per Ch. 1006.08, F.S.). |
| I | Suspension, In-School In-school suspension is defined as the temporary removal of a student from the school program not exceeding ten days. (Maintained for students in grades PK-12 only.) In accordance with the Individuals with Disabilities Education Act, this code must be used for all instances in which a child with a disability is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. |
| L | Seclusion The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming. |
| M | Mechanical Restraint The use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as: Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; Restraints for medical immobilization; or Orthopedically prescribed devices that permit a student to participate in activities without risk of harm. |
| O | Suspension, Out-of-School |

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| | |
|---|---|
| | Out-of-school suspension is defined as the temporary removal of a student from a school and the school program for a period not exceeding ten days. (Maintained for students in grades PK-12 only.) |
| P | Placement in Alternative Educational Setting |
| | Student is removed from the school for an offense, i.e., disobedient, disrespectful, violent, abusive, uncontrollable or disruptive behavior, not expelled, and placed in an alternative educational setting |
| R | Physical Restraint |
| | A personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. |
| S | Other SESIR Defined |
| | Other SESIR defined is all other types of disciplinary action administered for a SESIR defined incident that cannot be reported using any other code in this element. For example, this code may be used when districts require students to attend additional activities such as "Saturday School", tobacco cessation programs, drug prevention programs, counseling, anger management programs, or community service while they continue their regular course of study. (This code is to be used only when the action is related to a SESIR defined incident). |
| U | Change in Placement |
| | Change in placement (not to exceed 45 days) due to a unilateral decision by school personnel following a drug, weapon or serious bodily injury offense. (This code is for students with disabilities only.) |

Notes:

CODE U: Use Code "U" only for those students with disabilities involved in drug, weapon or serious bodily injury offenses who were unilaterally removed to an interim alternative education setting by school personnel other than the IEP team, in lieu of suspension/expulsion.

LOCAL USE ONLY CODE D: Districts may record other district-defined disciplinary/resultant actions which cannot be reported using any other code in this element, and may assign them the code D in their local systems. These district-defined disciplinary/resultant actions should not be included on the Student Discipline/Resultant Action format. This code is to be used only when the action is related to a non-SESIR defined incident.

CODE H: For survey 5, most students with a record coded with H should also have a record coded E, F or P based on School Board action. This note is a reminder to districts that Code (H) – Suspension Extended, Pending Hearing will be followed by a record with (E) – Expelled, Without Continuing Educational Services, (F) – Expelled, With Continuing Educational Services, or (P) – Placement in an Alternative Educational Setting code for survey 5, based on the final school board decision.

Length: 1

Data Type: Alphabetic

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

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Disciplined Students

Adult Secondary

Adult Basic Skills

Adult Postsecondary

Formats Required:

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|--------------|---|
| 6/1/2012 | Notes | Revised the note regarding local code D to be used only when the action is related to a non-SESIR defined incident. |
| 6/1/2011 | Element Name | Name changed from Discipline/Referral Action Code to Discipline/Resultant Action |
| 6/1/2011 | Codes | Added a note to the definition of Code I - In accordance with the Individuals with Disabilities Education Act, this code must be used for all instances in which a child with a disability is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. |

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Data Element Number: **114825**

Data Element Name: **Discipline/Resultant Action Date**

The date upon which each disciplinary or referral action (corporal punishment, initiation of in-school or out-of-school suspensions, expulsion or court or juvenile referral) occurred.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|-------------------|
| MMDDYYYY | Example: 09121985 |
|----------|-------------------|

Length: 8

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

Disciplined Students

Adult Secondary

Adult Basic Skills

Adult Postsecondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

7/1/2014 Element Name

Updating element name to reflect a change in the name of the format.

Data Element Number: **115025**

Data Element Name: **Distance Learning Delivery Indicator**

Distance Learning Delivery Indicator denotes that the student and the instructor are separated in time and/or place during more than 50% of the instruction.

| Code | Definition/Example |
|------|---|
| A | Web-based or Internet-based courses. |
| B | Video conferencing. |
| C | Other distance learning delivery. |
| X | Those combinations of Technology which do not meet the 50% requirement. |
| Z | Not a Distance Learning class. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Teacher Course DB9 49x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

None

Description of Changes:

12/1/2014 Definition Correction to the definition from "50% or more" to "more than 50%"

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Data Element Number: **115125**

Data Element Name: **District Name**

The name of the Florida school district receiving or submitting the data.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 12

Data Type: Alphanumeric

Year Implemented: 0910

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

McKay Prepayment Verification DB9 61x

Surveys Required:

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **115225**

Data Element Name: **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 Appendix C: District Name Table.

| Code | Definition/Example |
|----------------|---|
| 01 – 69, 71-75 | State assigned number for school district or other agency |
| 99 | Other than Florida public school |

Length: 2

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | Yes |
| Migrant Tracking: | No |

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x
 Dropout Prevention Program Data DB9 11x
 English Language Learners Information DB9 10x
 Exceptional Student DB9 12x
 Exceptional Student DB9 23x
 Federal/State Indicator Status DB9 22x
 Industry Certification
 McKay Prepayment Verification DB9 61x
 Prior School Status / Student Attendance DB9 55x
 Student Additional Funding
 Student Assessment DB9 59x
 Student Course Schedule DB9 14x
 Student Course Transcript Information DB9 39x

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Student Demographic Information DB9 13x

Student Discipline/Resultant Action DB9 19x

Student End of Year Status DB9 17x

Student Transportation DB9 56x

Title I Supplemental Educational Services DB9 57x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 8 | Yes |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |

Appendixes:

Appendix C: District Name Table

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 7/1/2013 | Formats Required | Added Student Additional Funding format. |
| 6/1/2012 | Notes | Deleted note "Although students do not enroll for graduation in district number 71, this district number is used by the Florida Virtual School for reporting District Number, Current Enrollment." |
| 5/18/2012 | Notes | Changed third note to indicate the status of the use of this element by district 71 beginning in 2011-12. |
| 6/1/2011 | Formats Required | Removed two formats that are obsolete: Department of Juvenile Justice Student Entry Assessment and Department of Juvenile Justice Student Exit Assessment. |

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **115325**

Data Element Name: **District Number, Current Instruction/Service**

The two-digit number for the current school district or other agency which is providing instruction or services. See Appendix C: District Name Table.

| Code | Definition/Example |
|---------|---|
| 00 | Use this code only on the Federal/State Indicator Status format in fields District Number, Current Instruction/Service: CAPE (First) and District Number, Current Instruction/Service: CAPE (Second) if these fields do not apply to the student. |
| 01 – 76 | State assigned number for school district or other agency |

Length: 2

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Dropout Prevention Program Data DB9 11x

English Language Learners Information DB9 10x

Federal/State Compensatory Project Evaluation DB9 18x

Federal/State Indicator Status DB9 22x

Industry Certification

Prior School Status / Student Attendance DB9 55x

Student Additional Funding

Student Course Schedule DB9 14x

Student Demographic Information DB9 13x

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

Year: 2015-16

Student Transportation DB9 56x

Teacher Course DB9 15x

WDIS Adult General Education Student Course DB9 48x

WDIS Adult General Education Test Record DB9 62x

WDIS Career and Technical Education Student Course Schedule DB9 47x

WDIS Student Demographic Information DB9 46x

WDIS Student End of Term Status DB9 50x

WDIS Supplemental Information DB9 60x

WDIS Teacher Course DB9 49x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Yes

Survey 8 Yes

Survey 9 Yes

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

Appendix C: District Name Table

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 7/1/2013 | Formats Required | Added ELL and Student Additional Funding formats. Also Prior School Status/Student Attendance format |

Data Element Number: **115475**

Data Element Name: **District Number, Reporting District**

The two-digit number for the current school district or other agency which is reporting the incident.

See Appendix C: District Name Table.

| Code | Definition/Example |
|---------|---|
| 01 - 76 | State assigned number for school district or other agency |
| 99 | Other than Florida public school |

Length: 2

Data Type: Numeric

Year Implemented: 9596

State Standard: Yes

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| Migrant Tracking: | No |

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

| | |
|----------|-----|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |

Appendixes:

Appendix C: District Name Table

Description of Changes:

None

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Year: 2015-16

Data Element Number: **115625**

Data Element Name: **District Number, Where Credit Earned**

The two-digit number for the district or other agency in which the student earned credit (for permanent record and transcripts).

| Code | Definition/Example |
|---------|--|
| 01 – 76 | State assigned number for school district or other agency |
| 99 | Florida non-public school or postsecondary school |
| AA-ZB | Two-character code for foreign country in which the student earned credit. |
| AL-WY | Two-character code for out-of-state districts in which the student earned credit. See Appendix H: State Codes. |

See Appendices G: Country Codes, H: State Codes and Q: United States Commonwealth and Territories.

Note: When reporting records to FASTER for the Migrant Student Information Exchange (MSIX), convert code 99 to FL.

Length: 2

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix G: Country Codes

Appendix H: State Codes

Appendix Q: United States Commonwealth and Territories

Description of Changes:

6/21/2011 Notes

Added note in reference to converting code 99 to FL for MSIX

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | | |
|----------|----------|--|
| 6/1/2011 | Use Type | reporting. Changed Migrant Tracking from No to Yes. |
|----------|----------|--|

Data Element Number: **115628**

Data Element Name: **District Number, Where Discipline/Referral Action Occurred**

The two-digit number for the current school district or other agency where the student was disciplined one or more times during the school year. The district number will be associated with the corresponding Disciplinary/Referral Action Code.

See Appendix C: District Name Table

| Code | Definition/Example |
|-------|--|
| 01-76 | State assigned number for school district or other agency. |
| 99 | Other than Florida public school |

Length: 2

Data Type: Numeric

Year Implemented: 0304

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

Appendix C: District Name Table

Description of Changes:

None

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Year: 2015-16

Data Element Number: **115629**

Data Element Name: **District Number, Zoned School**

The state assigned two-digit number for the Florida school district in which the student's home school is located, as outlined in State Board of Education Rule 6A-1.099822, F.A.C. and pursuant to sections 1008.34(3) and 1008.341, F.S. Home school is defined as the school to which the student would be assigned if he/she were not assigned to an alternative school or to a hospital- or homebound program. Alternative schools include separate schools for students with disabilities (also known as center schools).

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---------|---|
| 00 | Not applicable – The student was not in an alternative school or designated as hospital- or homebound during survey week or the student was not assigned to an alternative school instead of the student's home school. |
| 01 - 67 | School districts assigned a unique number in the state Master School Identification file. |

Note: This element should be zero filled for survey periods 1, 2, 4, 5, 7 and 9.

Length: 2

Data Type: Alphanumeric

Year Implemented: 0607

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Alternative

Exceptional Student Education

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 1 Default

Survey 2 Default

Survey 3 Yes

Survey 4 Default

Survey 5 Default

Survey 6 Default

Survey 8 Default

Survey 9 Default

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Appendixes:

None

Description of Changes:

| | | |
|------------|-------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2012 | Definition | Added language regarding center schools. |
| 12/13/2011 | Programs Required | Added Exceptional Student Education. |
| 12/13/2011 | Codes | Added words "or designated as hospital- or homebound" to code 0000. Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades. |
| 12/13/2011 | Definition | Added words "or to a hospital- or homebound program." Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades. |

Data Element Number: **115633**

Data Element Name: **Dropout Prevention: Actions Taken**

Actions, reported by the student, that were taken by school personnel in an effort to keep the student enrolled in school.

| Code | Definition/Example |
|------|---|
| A | Provided student counseling |
| B | Scheduled a conference with parent(s), guardian(s), student, and school staff |
| C | Discussed and offered options for tutoring |
| D | Discussed the consequences of dropping out |
| E | Discussed and offered options for continuing education in a different environment (e.g., adult education, home school, virtual school, hospital/homebound program) |
| F | Discussed and offered alternative options for graduation (e.g., diploma options, Performance-Based Exit Option, GED testing) |
| G | Conducted home visits |
| H | Referred student to agencies/programs to address problems interfering with school success (e.g., substance abuse counseling, psychological counseling, family counseling) |
| I | Discussed and offered participation in a credit recovery course/program |
| J | Discussed and offered access to Dropout Prevention Program(s) (e.g., alternative education, disciplinary, teenage parent) |
| K | Tracked student progress (by teacher, counselor, social worker, graduation coach, etc.) |
| L | Changed or revised course schedule |
| M | Implemented intervention contracts (e.g., attendance or behavior) |
| N | Student reported that school staff took no action |
| O | Other action not included above |
| Z | Not Applicable. Student did not drop out of school or did not provide information about actions taken. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Dropouts

Formats Required:

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **115635**

Data Element Name: **District Number, Where Tested**

The two-digit state assigned number for the district or other agency in which the student was enrolled at the time of testing.

See Appendix C: District Name Table

| Code | Definition/Example |
|---------|--|
| 01 – 69 | State assigned number for the school district or other agency. |
| 71-75 | State assigned number for the school district or other agency. |
| 78, 79 | State assigned number for the school district or other agency. |

Length: 2

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix C: District Name Table

Description of Changes:

| | | |
|----------|------------------|---|
| 6/1/2011 | Formats Required | Deleted DJJ Student Entry Assessment DB9 53x and DJJ Student Exit Assessment DB9 54x. |
| 6/1/2011 | Use Type | Changed Use Type State Report from Yes to No. |

Data Element Number: **115657**

Data Element Name: **Dropout Prevention: Performance-Based Exit Option Test Results**

A one-character code to indicate the status of a student participating in the Performance-Based Exit Option Model as approved by the American Council on Education.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| F | The student took the GED Tests and failed |
| P | The student took the GED Tests and passed |
| Z | Not Applicable |

Note: Students receiving a code of P for Performance-Based Exit Option Test Results must receive one of the following for Diploma Type:

W10 (Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests and the state approved graduation test and was awarded a State of Florida High School Performance-Based Diploma.)

Or

WGA (Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, satisfied the state approved graduation test requirement through an alternate assessment and was awarded a State of Florida High School Performance-Based Diploma.)

Or

WGD (Any student who completed the Performance-Based Exit Option Model Program requirements and passed the GED Tests but did not pass the state approved graduation test and was awarded a State of Florida diploma.)

Length: 1

Data Type: Alphabetic

Year Implemented: 8889

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| Migrant Tracking: | No |

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Description of Changes:

None

Data Element Number: **115660**

Data Element Name: **Dropout Prevention Length of Prescribed Program**

The length (in school days) of the student's prescribed enrollment within each Dropout Prevention program at each school. In DJJ programs, the length of the prescribed program equals the length of adjudication. If a participant in a DJJ program is not adjudicated, then this data element does not apply. Code 000 for students in non-school institutions for neglected or delinquent students if there is no prescribed program length.

| Code | Definition/Example |
|-----------------|--|
| Example: | |
| 000 | The student was committed to a Detention Facility but not adjudicated or a student in a non-school institution for neglected or delinquent students and was not in a Dropout Prevention Program. |
| 014 | The student was placed in a Disciplinary program for 14 days. |
| 090 | The student was placed in a Teenage Parent program for the second semester (90 days). |
| 180 | The student was placed in an Educational Alternatives program for the full school year (180 days). |

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Dropout Prevention

Juvenile Justice

Formats Required:

Dropout Prevention Program Data DB9 11x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **115662**

Data Element Name: **Dropout Prevention Length of Program Participation**

The length (in school days) of the student's actual participation (attendance) in each Dropout Prevention program at each school. For students in non-school institutions for neglected or delinquent students, this is the student's actual length of stay, in school days, at the non-school institution.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Example:

| | |
|-----|--|
| 085 | The student resided at a non-school institution for neglected students 85 school days. |
|-----|--|

| | |
|-----|---|
| 166 | The student participated in an Educational Alternative program for 166 school days. |
|-----|---|

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Dropout Prevention

Juvenile Justice

Formats Required:

Dropout Prevention Program Data DB9 11x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **115664**

Data Element Name: **Dropout Prevention/Juvenile Justice Outcomes**

A set of codes which indicate minimum outcomes on each Dropout Prevention program at each school as described below:

| Code | Definition/Example |
|---|---|
| Disciplinary (Dropout Prevention Program Code A) | |
| E | Decrease in number of expulsions |
| N | No decrease in disciplinary action(s) |
| R | Decrease in number of disciplinary referral(s) |
| S | Decrease in number of suspensions |
| T | Continued progress or completed transition plan |

(Up to three codes apply)

Education Services in Department of Juvenile Justice (DJJ) Programs (Code D)

| | |
|---|---|
| A | Received academic services |
| V | Received career and technical education services |
| W | Received academic and career and technical education services |
| X | Has integrated educational treatment plan |
| Y | Has integrated transition plan |

(Up to three codes apply)

Note: Students in DJJ programs receiving academic or career and technical education services, the corresponding code A or V should be selected. Students in DJJ programs receiving academic services and career and technical education services, the W code should be selected.

Educational Alternatives (Dropout Prevention Program Code U)

| | |
|---|---|
| D | Improvement in attendance |
| N | No improvement in academic performance/attendance |
| Y | Improvement in academic performance |

(Up to two codes apply)

Teenage Parent (Dropout Prevention Program Code P)

| | |
|---|------------------------------------|
| N | No improvement in parenting skills |
| P | Previously assessed and reported |
| Y | Improvement in parenting skills |
| Z | Not assessed or not applicable |

(Only one code applies)

Length: 3

Data Type: Alphanumeric

Year Implemented: 9293

State Standard: No

Use Types:

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Year: 2015-16

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 04-12

Programs Required:

Dropout Prevention

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **115666**

Data Element Name: **Dropout Prevention/Juvenile Justice Placement Reasons (Optional)**

A set of codes which indicate the allowable reasons for the student's placement in each Dropout Prevention program at each school. Codes consist of one character fields which may occur a maximum of five times. At least one placement reason code is required. Codes for allowable placement reasons in Dropout Prevention programs are as follows:

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Disciplinary

| | |
|---|--|
| H | Suspension(s) |
| I | Alternative Placement* |
| J | Disciplinary referral(s) |
| T | Transition from Department of Juvenile Justice |

Education Services in the Department of Juvenile Justice Programs

| | |
|---|----------------|
| Z | Not applicable |
|---|----------------|

Educational Alternatives

| | |
|---|-------------------------------|
| A | Retained in grade |
| B | Academically unsuccessful |
| C | Attendance/tardiness problems |
| N | Habitual Truancy |

Teenage Parent

| | |
|---|------------------|
| E | Expectant parent |
| F | Parent |
| G | Child |

*Note: For Disciplinary Programs, code I should be used for students who are expelled and then offered an alternative placement.

This element is optional.

Length: 5

Data Type: Alphanumeric

Year Implemented: 9293

State Standard: No

Use Types:

| | |
|-----------------------|----|
| State Reporting: | No |
| Local Accountability: | No |
| FASTER: | No |
| Migrant Tracking: | No |

Required Grades: PK-12

Programs Required:

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Dropout Prevention

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **115675**

Data Element Name: **Dropout Prevention Program Enrollment Date**

The date on which the student was first enrolled in each 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. For students in non-school institutions for neglected or delinquent students report the student's date of entry into the non-school institution.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|-------------------|
| MMDDYYYY | Example: 10051985 |
|----------|-------------------|

Length: 8

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Juvenile Justice

Dropout Prevention

Formats Required:

Dropout Prevention Program Data DB9 11x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **115680**

Data Element Name: **Dropout Prevention/Juvenile Justice Programs**

A code indicating the type of program(s) in which the student participated.

Note: In surveys 2 and 3 the student should be in the program during survey week to be reported. Also, in surveys 2 and 3 only one code is reported. Codes R and E take priority because they are used to identify the proper status of students in the school grading system. In survey 5, in the Dropout Prevention Program Data format, report students who were served at any time during the school year and, for students participating in more than one program, school, or term, record the code for each program, in each term, at each school in which the student participates. In the Federal/State Indicator Status format, for surveys 7 and 5, report code Z.

| Code | Definition/Example |
|------|--|
| A | Disciplinary Programs: Programs designed to provide intervention for students who are disruptive in the traditional school environment. Note: This may include in-school suspension programs. This code does not apply to students who have been assigned to this program as an alternative to expulsion – use code E for these students. |
| D | Education Services in Department of Juvenile Justice Programs: Educational programs provided to students in Department of Juvenile Justice prevention (diversion), detention and commitment programs. |
| E | Alternative to Expulsion Programs: Programs designed for students who are subject to district school board policies for expulsion for repeated or serious offenders. |
| J | Programs in which students who are in a county or city jail are provided services with Title, I Part D funds as defined in Title I, Parts and D of the Elementary and Secondary Education Act, as amended by Public Law 107-100. |
| N | Non-School Institution for Neglected or Delinquent Students Student resides in a non-school institution for neglected or delinquent students as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 107-110. See the element Institution Number, Neglected /Delinquent for additional information. |
| 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. |
| R | Dropout Retrieval Programs: Alternative programs serving students who have officially been designated as dropouts. |
| U | Educational Alternative Programs: Educational 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. This code does not apply to students who are participating in this program as a retrieved dropout - use code R for these students. Note: Examples of Educational Alternative Programs include but are not limited to course modifications, credit recovery, integrated curriculum, alternative curriculum, flexible schedules and self paced curriculum. Typically alternative education programs apply alternative strategies that lead to improvement in academic performance, student attendance or student behaviors. |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | |
|---|--|
| W | At Risk Programs: Programs in which At-Risk students are provided services with Title I, Part D funds. Services are provided outside of a traditional classroom setting. Examples include after school tutoring services and summer services when school is not in session. |
| Z | Not Applicable. Report code Z on the Federal/State Indicator record for all students in survey periods 7 and 5. |

Length: 1

Data Type: Alphabetic

Year Implemented: 9394

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Dropout Prevention

Formats Required:

Dropout Prevention Program Data DB9 11x

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Variable

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Added Code J for students who are provided services in Jails. |
| 5/16/2013 | Notes | Updated notes for more specific instructions about how to report this data element in Survey 5 for the Dropout Prevention Program Data format and in Surveys 5 and 7 for the Federal/State Indicator Status Format. |
| 5/16/2013 | Codes | Updated definition of code Z for Federal/State Indicator Reporting in surveys 7 and 5. |
| 6/1/2012 | Codes | Updated Code U definition to delete reference to At-Risk programs. |
| 6/1/2012 | Codes | Added code W for programs for At-Risk students. |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

6/1/2011 Codes

Changed definition of code D – Education Service in DJJ Programs. Removed reference to Children in Need of Services (truant, ungovernable, and runaway) and other rehabilitation programs.

Data Element Number: **115683**

Data Element Name: **Dropout Prevention: Possible Influences**

Responses of students who dropped out of school to the survey question, "What would have improved your chances of staying in school?"

Allowable codes are:

| Code | Definition/Example |
|------|--|
| A | Opportunities for real-world learning (internships, service learning) |
| B | Better teachers |
| C | Smaller Classes |
| D | More individualized instruction |
| E | Better communications with teachers |
| F | Better communications with parents |
| G | Increased parental involvement |
| H | Less freedom and more supervision from parents |
| I | Less freedom and more supervision from school officials |
| J | Other |
| Z | Not Applicable. Student did not drop out of school or did not complete the survey. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Dropouts

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

None

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

Year: 2015-16

Description of Changes:

None

Data Element Number: **115685**

Data Element Name: **Dropout Prevention Program Withdrawal Date**

The last date on which the student officially withdrew or was dismissed from each Dropout Prevention program within each school. For students enrolled in more than one Dropout Prevention program, track the withdrawal date for each program. For students in non-school institutions for neglected or delinquent students report the student's date of exit from the non-school institution.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|-------------------|
| MMDDYYYY | Example: 12201985 |
|----------|-------------------|

Length: 8

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Dropout Prevention

Juvenile Justice

Formats Required:

Dropout Prevention Program Data DB9 11x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **115728**

Data Element Name: **Dropout Prevention: Primary Reason for Dropping Out**

Primary reason provided by the student for deciding to drop out of school.

| Code | Definition/Example |
|------|--|
| A | Classes were not interesting/bored |
| B | Missed too many days and could not catch up |
| C | Did not like school |
| D | Failing classes/could not keep up with school work |
| E | Illness |
| F | Became a parent or pregnant |
| G | Getting married or currently married |
| H | Feeling of not belonging |
| I | Suspended from school often |
| J | Expelled from school |
| K | Student-teacher conflict |
| L | Employment - have to work full time |
| M | Friends dropped out |
| N | Failed FCAT |
| O | Intimidated, threatened or bullied |
| P | Migrant |
| Q | Homeless |
| R | Family Problems |
| S | Other |
| Z | Not Applicable. Student did not drop out of school or did not provide information about the reason for dropping out. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

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

Year: 2015-16

All Programs

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **115749**

Data Element Name: **Dropout Prevention: Secondary Reason for Dropping Out**

Secondary reason provided by the student for deciding to drop out of school.

| Code | Definition/Example |
|------|--|
| A | Classes were not interesting/bored |
| B | Missed too many days and could not catch up |
| C | Did not like school |
| D | Failing classes/could not keep up with school work |
| E | Illness |
| F | Became a parent or pregnant |
| G | Getting married or currently married |
| H | Feeling of not belonging |
| I | Suspended from school often |
| J | Expelled from school |
| K | Student-teacher conflict |
| L | Employment - have to work full time |
| M | Friends dropped out |
| N | Failed FCAT |
| O | Intimidated, threatened or bullied |
| P | Migrant |
| Q | Homeless |
| R | Family Problems |
| S | Other |
| Z | Not Applicable. Student did not drop out of school or did not provide a secondary reason for dropping out. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

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

Year: 2015-16

All Programs

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **115770**

Data Element Name: **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.

| Code | Definition/Example |
|------|--|
| Y | Yes, the student is a participant in the Student Support and Assistance Component. |
| Z | Not Applicable |

Length: 1

Data Type: Alphabetic

Year Implemented: 9697

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 04-12

Programs Required:

Dropout Prevention

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **115802**

Data Element Name: **Drug Description**

The type of drug involved in a school environmental safety incident.

| Code | Definition/Example |
|------|---|
| M | Marijuana/Hashish/Other Cannabinoids |
| N | Not a controlled substance, but used as a drug. |
| O | Other controlled substance. |
| Z | Not applicable. No drugs were involved in this incident. Also use this code for all incidents of types Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR). |

NOTE: See Appendix P for additional information concerning drug descriptions.

Length: 1

Data Type: Alphanumeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 Codes

Added code N and revised code O by adding the words “controlled substance.” Removed repetitious language in definition of code Z.

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Year: 2015-16

Data Element Number: **115835**

Data Element Name: **Dual Enrollment Indicator**

A one character field that describes the type of dual enrollment in which the secondary student is engaged for the course or program being reported as per Section 1007.271, Florida Statutes. The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. Note that a student can be both academically and career and technical education dually enrolled at the same time.

| Code | Definition/Example |
|------|---|
| A | Academic dual enrollment. Includes students working toward A.A., B.A. and B.S. degrees in community colleges and universities who are enrolled part-time in postsecondary classes. |
| B | Career and technical education college credit dual enrollment. Includes students working toward an A.A.S. or A.S. degree, an A.T.D., or a college credit certificate program and an industry certification. |
| C | Career and technical education certificate dual enrollment. Includes students working in a postsecondary adult career and technical education program and an industry certification at a school district institution or a community college designated area center. |
| E | Early admission student. Includes students who are working toward a high school diploma and are enrolled full-time at a postsecondary institution. |
| Z | Not Applicable. Includes all postsecondary students, grades 30 and 31, and all secondary students not dually enrolled. |

Additional information on Dual Enrollment is available in section 1007.271, Florida Statutes.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9798

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

Dual Enrollment

Formats Required:

Student Course Schedule DB9 14x

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | |
|----------|-----|
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey F | Yes |
| Survey G | Yes |
| Survey S | Yes |
| Survey W | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|-------|------------------------|
| 7/1/2014 | Codes | Revised Codes B and C. |
|----------|-------|------------------------|

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Year: 2015-16

Data Element Number: **115855**

Data Element Name: **Duration, Disciplinary Action**

A three-digit number locally assigned within a district to indicate the duration for the following disciplinary actions: in-school suspension, out-of-school suspension, extended suspension, change in placement (students with disabilities only), expulsion or alternative placement.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Example:

| | |
|-----|---|
| 000 | Not applicable (The disciplinary action was not one for which days are assigned.) |
| 002 | Student served extended suspension beyond the 10 out-of-school suspension days |
| 008 | Student served in-school suspension lasting eight school days |
| 010 | Student served out-of-school suspension lasting ten school days |

Note: The field must not contain blanks.

S. 1003.01(5) and (6), F.S.

(5) SUSPENSION

(a) Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student's parent with specific homework assignments for the student to complete.

(b) In-school suspension is the temporary removal of a student from the student's regular school program and placement in an alternative program, such as that provided in s. 1003.53, F.S. under the supervision of school district personnel, for a period not to exceed 10 school days. (6) EXPULSION – Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the school board, and for a period of time not to exceed the remainder of the term or school year and 1 additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

Length: 3

Data Type: Numeric

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Discipline/Resultant Action DB9 19x

Surveys Required:

FLORIDA DEPARTMENT OF EDUCATION
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Year: 2015-16

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **116150**

Data Element Name: **Economically Disadvantaged**

Indicate whether the career and technical education or adult general education student, for this course, qualifies under one or more of the following categories of economic disadvantage. Enter as many responses as are correct.

| Code | Definition/Example |
|------|--|
| F | Meets the funding definition requirements for inclusion in the calculations of the distribution formula for the Carl D. Perkins postsecondary adult federal career and technical education funds. The student is an adult career and technical education job preparatory enrollee AND is a recipient of or a participant in one or more of the following programs: Student Education Opportunity Grant, programs assisted under the Job Training Partnership Act, Workstudy or Pell Grant. |
| O | Does NOT meet either of the above descriptions, but is a career and technical education or adult general education student classified as economically disadvantaged under other federal or state definitions. |
| P | Meets the program definition of the economically disadvantaged student under the Carl D. Perkins federal career and technical education act. The student meets the disadvantaged criteria AND the special services and assistance requirements of the federal career and technical education law. "Economic disadvantaged" means individuals (other than individuals with disabilities) who have economic disadvantages and who require special services and assistance in order to succeed in career and technical education education programs. This includes individuals who are members of economically disadvantaged families. The term "economically disadvantaged family or individual" means such families or individuals who are determined to be low income according to the latest available data from the Department of Commerce (PL 101-392, the Carl D. Perkins Career and Technical Education and Applied Technology Education Act Amendments of 1990). |
| Z | Not applicable |

Length: 2

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12, Adult

Programs Required:

Workforce Development

Career and Technical

Formats Required:

None

Surveys Required:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **116207**

Data Element Name: **Educational Choice**

The primary type of educational choice option, if any, that applies to the student's enrollment in the reported School Number, Current Enrollment.

| Code | Definition/Example |
|------|---|
| A | Controlled Open Enrollment (Public School Parental Choice) – s. 1002.31(1), F.S., a public education delivery system that allows school districts to make student school assignments using parents' indicated preferential school choice as a significant factor. Note: This option does not require the district to provide transportation. A lottery procedure may be used by the school district to determine student assignment. |
| B | Special Program (Public School Parental Choice) – s. 1002.31(2), F.S., programs such as magnet, alternative school, special program, Advanced Placement, Advanced International Certificate, International Baccalaureate, A Business-Community (ABC) school and others including the New World School of the Arts (District 13, School 7901) as specified in section 1002.35, F.S. |
| C | Choice with Transportation - Continuing participation of students who previously (prior to 2012-13) transferred from a Title I school that failed to make Adequate Yearly Progress for three or more consecutive years – Title I, Sec. 1116, ESEA. Note: Beginning in 2012-13 this option no longer includes transportation for all eligible students. PK students are not eligible students. |
| D | Transfer from a Persistently Dangerous School - Title IX, Sec. 9532, ESEA. |
| E | Transfer due to having been the Victim of Violent Crime - Title IX, Sec. 9532, ESEA. |
| F | Transfer to another public school from a school that received a School Grade of F or three consecutive grades of D pursuant to s. 1008.34 and s. 1002.38(2), F.S. |
| M | McKay Scholarship – Transfer of a student to another public school other than the one to which the student is assigned in accordance with the John M. McKay Scholarships for Students with Disabilities Program — s. 1002.39, F.S. Note: Students attending a private school under the John M. McKay Scholarships for Students with Disabilities Program are coded "Z" and reported using school 3518. |
| Z | None of the above or not applicable. |

Notes:

1. Select the most appropriate code above for charter school students. Charter Schools (as per s. 1002.33, F.S.) are flagged as "Charter Schools" on the Master School Identification file. Prior to July 1, 2008 all charter school students were coded "Z" on this element.

2. The following choice options should be coded "Z"; these options are identifiable via other means:

Developmental Research (Laboratory) Schools – s. 1002.32, F.S.; Districts 72, 73, 74 and 75

Charter Technical Career Centers – s. 1002.34, F.S.

District 55, School Number 0231

District 64, School Number 7821

Florida School for the Deaf and Blind – s. 1002.36, F.S.; District 68

Washington Special –District 69

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Florida Virtual Schools

The Florida Virtual School - District 71, school numbers 0300 (Grades K-8 full-time), 0400 (Grades 9-12 full-time), 0500 (Grades 6-8 part-time), 0600 (Grades 9-12 part-time) – s. 1002.37, F.S.

Florida Virtual School Franchises – school number 7004 – s. 1002.37(2)(i), F.S.

Virtual Instruction Program operated through a contract with a provider that is approved by the Department of Education under s. 1002.45(2), F.S, the Florida Virtual School or a community college. – school number 7001 –

District Virtual Course Offerings – school number 7006 – s. 1003.498(2), F.S.

Virtual Instruction Program operated by the school district – school number 7023 – s. 1002.45(1)(c)4, F.S.

John M. McKay Scholarships for Students with Disabilities Program – s. 1002.39, F.S.; school number 3518

Home Education – s. 1002.41, F.S.; school number N998

Private Schools – s. 1002.42, F.S.; DOE online data collection form

Private Tutoring Programs – s. 1002.43, F.S.

Length: 1

Data Type: Alphabetic

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2012 Notes Changed name of Dozier/Okeechobee to Washington Special.

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Year: 2015-16

| | | |
|-----------|-------|--|
| 6/1/2012 | Codes | Revised definition of code F from a criteria of a grade of “D or F and is in one of the two lowest performing categories” to a grade of “F or three consecutive grades of D.” Updated statute references. Revised definition of code C to include only students who are continuing participants. The code C note was revised to eliminate the requirement for transportation. |
| 10/6/2011 | Notes | Added virtual schools 7006 and 7023 to note 2. Added schools 0300 and 0400 (full-time programs) to the Florida Virtual School. Revised the Virtual Instruction Program, school 7001 to include only programs offered through a contract with a DOE approved provider, FLVS or a community college. |
| 6/1/2011 | Codes | Revised definition of code F to coincide with the change in section 1002.38, F.S. Deleted “for two school years in a four-year period” and replaced this with “a School Grade of D or F and is in one of the two lowest performing categories pursuant to s. 1008.33, F. S.” |

Data Element Number: **116216**

Data Element Name: **English Language Learners: Program Participation**

A code that indicates the program in which the English Language Learner is enrolled and is receiving services.

| Code | Definition/Example |
|------|--|
| E | English for Speakers of Other Languages |
| H | Home Language/Bilingual Education |
| L | English for Speakers of Other Languages and Home Language/Bilingual Education |
| N | Newcomer/New Beginnings Program (Primarily in grades 6-12. May be implemented in grades 1-5 based on student needs.) |
| Z | Not applicable |

Length: 1

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

English Language Learners

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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Year: 2015-16

Data Element Number: **116225**

Data Element Name: **Entry (Re-Entry) Code, Adult**

A code indicating the status under which an adult student entered a course.

See Appendix B: Attendance Recordkeeping Required Codes for Adults.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTE: This data element is kept locally for all adult general education and postsecondary career and technical education education students, but is not reported to the state for either type.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

None

Surveys Required:

None

Appendixes:

Appendix B: Attendance Recordkeeping Required Codes for Adult

Description of Changes:

None

Data Element Number: **116425**

Data Element Name: **Entry (Re-Entry) Code, PK-12**

A code indicating the status under which the PK-12 student entered school.

See Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 3

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12

Description of Changes:

None

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **116625**

Data Element Name: **Entry (Re-Entry) Date**

The numeric representation of the date on which the PK-12 student entered his or her current school.

| Code | Definition/Example |
|-------------|---------------------------|
| MMDDYYYY | Example: 03121981 |

Length: 8

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

McKay Prepayment Verification DB9 61x

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 9 Yes

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

Appendixes:

None

Description of Changes:

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **116800**

Data Element Name: **Evaluation Completion Date**

The date all applicable initial evaluation procedures prescribed in Rules 6A-6.03011 through 6A-6.03019 and 6A-6.03020, 6A-6.03022, 6A-6.03027, 6A-6.03030 and 6A-6.03031 F.A.C., are completed for the purpose of determining a student's initial eligibility for exceptional student education.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|--------------------------------------|
| MMDDYYYY | Date evaluation procedures completed |
|----------|--------------------------------------|

Example: 10152008 October 15, 2008

Notes:

In Survey 5, zero-fill Evaluation Completion Date for students with an Exceptional Student Placement Status of "R".

In Surveys 2, 3, and 5, zero-fill Evaluation Completion Date for students with an Exceptional Student Placement Status of "T" who have transferred from out of state.

Length: 8

Data Type: Numeric

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required Survey 7 Removed from Required Surveys

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | | |
|----------|------------------|--|
| 7/1/2015 | Definition | Included additional rules and corrected grammatical errors. |
| 6/1/2011 | Data Type | Changed alphanumeric to numeric. |
| 6/1/2011 | Definition | Added "initial" before "eligibility," added rule 6A-6.03031 and changed "each special education program" to "exceptional student." |
| 6/1/2011 | Surveys Required | Added surveys 1, 4, and 7. |
| 6/1/2011 | Formats Required | Changed Exceptional Student Program format to Exceptional Student format. |

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

Year: 2015-16

Data Element Number: **116825**

Data Element Name: **Entry Date, First Time in District**

The date of the first entry into the district in which the student is currently enrolled.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|-------------------|
| MMDDYYYY | Example: 09081981 |
|----------|-------------------|

Program Note: Optional for all Adult Programs

Length: 8

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **116875**

Data Element Name: **Ethnicity**

A code to indicate whether the student is of Hispanic or Latino ethnicity as per the description below.

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin" can be used in addition to "Hispanic or Latino".

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | No, the student is not of Hispanic/Latino origin. |
| Y | Yes, the student is of Hispanic/Latino origin. |

Notes:

This element is voluntary for local implementation during the 2008-09 school year. This element is required beginning with the 2009-10 school year.

Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Workforce Development

Formats Required:

McKay Prepayment Verification DB9 61x

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

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Year: 2015-16

| | |
|----------|---------|
| Survey 6 | Default |
| Survey 8 | Yes |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **116925**

Data Element Name: **Even Start Family Literacy Program Participation**

A code which indicates whether or not the child, birth through age seven, and their family are participating in the Even Start Family Literacy Program.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

| | |
|---|----------------|
| Z | Not Applicable |
|---|----------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-03

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **117200**

Data Element Name: **Exceptional Student Reevaluation Date**

For reevaluations that include formal assessment, the date the last evaluation is completed.

For reevaluations that do not include formal assessment, the date that the decision not to do formal assessment was made.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|---|
| MMDDYYYY | Example: 10242006. The reevaluation date was October 24, 2006 |
|----------|---|

Note:

This can be used to determine the date on which the student's reevaluation must be completed. To meet the required date for completion of the first three-year reevaluation, the reevaluation process must be completed by the three-year anniversary date of the last evaluation (test) administered during the initial preplacement evaluation process. For subsequent reevaluations, the reevaluation must be completed by the three-year anniversary date of the completion of the previous reevaluation process.

Length: 8

Data Type: Numeric

Year Implemented: 9697

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

6/1/2011 Data Type Changed alphanumeric to numeric.

Data Element Number: **117225**

Data Element Name: **Exceptional Student, Dismissal Date**

The code indicating the date of dismissal by the Exceptional Student Education administrator or designee from exceptional student education for students with disabilities.

Dismissal date occurs when:

(A) Upon reevaluation, the student is determined no longer to be a student with a disability in need of special education and related services, or

(B) The parent of the student revokes consent for services as a student with a disability

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---|
| | Example: 05212009 Student was dismissed from ESE May 21, 2009 |
|--|---|

| | |
|----------|-------------------------|
| MMDDYYYY | Date dismissed from ESE |
|----------|-------------------------|

NOTE: Do not enter a withdrawal date in the Exceptional Student Dismissal Date field at the time a student moves between schools/districts, graduates or withdraws unless the student was actually dismissed as a student with a disability in need of special education and related services.

Report the most recent Exceptional Student, Dismissal Date in Survey 5 for any student who has exited all Exceptional programs during the school year and is no longer receiving special education and related services.

Length: 8

Data Type: Numeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

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Year: 2015-16

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2015 | Notes | Added language to Note. |
| 6/1/2011 | Data Type | Changed alphanumeric to numeric. |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **117425**

Data Element Name: **Exceptional Student Eligibility Determination Date**

The date the initial eligibility or ineligibility determination for exceptional student education was made.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|--|
| MMDDYYYY | Example: 10012008 October 1, 2008 |
|----------|--|

Note: For Survey 5 students with Exceptional Student Placement Status = R, the Exceptional Student Eligibility Determination Date must be zero-filled.

In Surveys 2, 3 and 5, zero-fill Exceptional Student Eligibility Determination Date for students with an Exceptional Student Placement Status of T (transferred from out-of-state).

Length: 8

Data Type: Numeric

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Definition | Deleted language from definition ("by the staffing committee"). |
| 6/1/2011 | Data Type | Changed alphanumeric to numeric. |

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | | |
|----------|------------------|---|
| 6/1/2011 | Notes | Added note regarding zero-fill for students with Exceptional Student Placement Status of T. |
| 6/1/2011 | Definition | Added "initial" before "eligibility," changed "each ESE program" to "exceptional student education" and deleted "or Individual Educational Plan." |
| 6/1/2011 | Surveys Required | Added surveys 1, 4 and 7. |
| 6/1/2011 | Formats Required | Changed Exceptional Student Program format to Exceptional Student format. |

Data Element Number: **117475** **Year Deleted: 1516**

Data Element Name: **Exceptional Student Extended School Year Services**

An indicator of whether or not a student with disabilities is eligible to receive extended school year (ESY) services in accordance with the student's individual educational plan (IEP). The codes to be used are:

| Code | Definition/Example |
|------|---|
| N | The IEP team determined that ESY services were not necessary. |
| Y | The student is eligible to receive extended school year services in accordance with an IEP team decision. |
| Z | The student is not identified as a student with a disability (e.g., the student is gifted). |

Note: Report this element only in Survey 5.

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Default

Survey 2 Default

Survey 3 Default

Survey 4 Default

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required

7/1/2015

Survey 7 Removed from Required Surveys

DELETE data element

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Year: 2015-16

Data Element Number: **117525**

Data Element Name: **Exceptional Student, IDEA Educational Environments**

A one character code to identify the educational environment in which a student with disabilities is served. Separate codes are provided for (1) students with disabilities ages 3-5 and (2) students with disabilities ages 6-21. Use codes applicable to the age of the student as of date certain survey 2. For students identified as gifted who are not also identified as disabled use code Z. For all students ages 0-2, use code Z. For all surveys other than survey 2, the element should be z-filled.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Ages 0-2

| | |
|---|--|
| Z | Use Z For: All students with disabilities ages 0-2, all students identified as gifted who are not also identified as disabled, and students with disabilities ages 6-21 for whom codes C, P, D, F, Or H do not apply. |
|---|--|

Placement should be determined as of date certain of survey week. The element is only reported for exceptional students during Survey 2. Districts must Z-fill this element for other survey periods.

NOTE: FOR ALL STUDENTS WITH DISABILITIES REPORTED USING ANY OF THE ABOVE CODES, DISTRICTS MUST ALSO REPORT ELEMENTS "TIME WITH NONDISABLED PEERS" AND "TIME TOTAL SCHOOL WEEK."

Ages 3-5

| | |
|---|--|
| A | Home (ages 3-5 only) - Children with disabilities who do not attend an early childhood program or kindergarten provided in a separate class, separate school, or residential facility, but who receive special education and related services in the principal residence of the child's family or caregivers. Include children who receive special education both at home and in a service provider location. |
| B | Special Education Program in a Residential Facility (ages 3-5 only) -Children with disabilities attending a residential school or residential medical facility on an inpatient basis that includes less than 50 percent nondisabled children. |
| J | Service Provider (ages 3-5 only) - Children with disabilities who do not attend an early childhood program, kindergarten, or special education program provided in a separate class, separate school, or residential facility, who receive all of their special education and related services from a service provider. Examples: speech instruction provided in private clinician's office, clinician's office located in a school building, hospital facility on an outpatient basis, library or other public location. |
| K | Early Childhood Program Receiving the Majority of Special Education Services Inside the Early Childhood Program (ages 3-5 only) - Children with disabilities attending an early childhood program that includes 50 percent or more nondisabled children and who are receiving the majority of special education and related services inside the early childhood program setting. Include any child attending an early childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week who gets the majority of special education and related services in that program. Examples: Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds. |
| L | Special Education Program at a Regular School Campus or Community Based Setting (ages 3-5 only) – Children with disabilities attending an early childhood program or kindergarten that includes less than 50 percent nondisabled children in a regular school building, in a portable building outside a regular school building, in a community-based setting such as a child care facility, or in a hospital facility on an outpatient basis. Examples: Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds. |
| M | Early Childhood Program Receiving the Majority of Special Education Services Outside the Early Childhood Program (ages 3-5 only) - Children with disabilities attending an early childhood program that includes 50 percent or more nondisabled children and who are receiving the majority of special education and related services outside the early childhood program setting. Include any child attending an early childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week who gets the majority of special education and related services outside of that program (such as pullout services). Examples: Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. |

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Year: 2015-16

Attendance at an early childhood program need not be funded by IDEA, Part B funds.

S Special Education Program in a Separate School (ages 3-5 only) - Children with disabilities attending an early childhood program or kindergarten in a school designed specifically for children with disabilities.

FOR STUDENTS WITH DISABILITIES AGES 3-5,

(Including Kindergarten students who are age 5)

USE ONLY CODES K, L, M, S, B, A, OR J AND DETERMINE WHICH ONE OF THE CODES APPLY.

Ages 6-21

C Correction Facility (ages 6-21 only) - Students with disabilities receiving special education and related services in Department of Juvenile Justice facilities, county jail or State prison (School Function/Setting D or J in Master School Identification File).

D Separate School (ages 6-21 only) - Students with disabilities receiving special education and related services for greater than 50 percent of the school day in non-residential public or private separate day school facilities. (Also known as center schools, where all of the students are disabled.) This would also include students who may attend school at a residential facility but do not live there.

F Residential Facility (ages 6-21 only) - Students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private residential facilities and live in the residential facility during the school week.

H Home/Hospital (ages 6-21 only) - Students with disabilities receiving special education and related services at home or in an inpatient hospital program.

P Private Schools (ages 6-21 only) - Students with disabilities enrolled by their parents or guardians in regular parochial or other private schools and who receive special education and/or related services at public expense from a local educational agency. Include McKay Scholarship students who have a services plan. Do not include charter school students.

Z None of the Above - For these students, educational environment will be calculated using the two elements, Time, Total School Week and Time with Non-disabled Peers found on the Exceptional Student Format.

FOR STUDENTS WITH DISABILITIES AGES 6-21,

(Including Kindergarten students who are age 6 or older)

USE ONLY CODES C, P, D, F, H, OR Z AND DETERMINE WHICH ONE OF THE CODES APPLY.

Length: 1

Data Type: Alphabetic

Year Implemented: 0001

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Default
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| | |
|----------|---------|
| Survey 1 | Default |
| Survey 2 | Yes |
| Survey 3 | Default |
| Survey 4 | Default |
| Survey 5 | Default |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Ages 6-21: Added additional language to code C. |

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Year: 2015-16

Data Element Number: **117625**

Data Element Name: **Exceptional Student Plan Date**

The date of the most recent Individual Educational Plan, Individualized Family Support Plan, Educational Plan or Services Plan development or review meeting.

| Code | Definition/Example |
|-------------|---------------------------|
| MMDDYYYY | Example: 05101983 |

Length: 8

Data Type: Numeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|--|
| 7/1/2015 | Definition | Corrected name of Plan ("Individualized" FSP). |
| 6/1/2011 | Data Type | Changed alphanumeric to numeric. |

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Year: 2015-16

Data Element Number: **118025**

Data Element Name: **Exceptional Student Placement Status**

A code defining the initial eligibility and placement status of the student.

For students referred and pending evaluation (R) or determined eligible and not placed (N) submit an Exceptional Student Education record for the student with 'Z' codes for Exceptionality, Primary and Exceptionality, Other. For students evaluated and ineligible (I) submit an Exceptional Student Education record only if the student is not already identified as an exceptional education student and is identified with 'Z' Exceptionality, Primary and Exceptionality, Other codes.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|--|
| E | Evaluated and pending eligibility determination (Effective 7-1-09) |
|---|--|

| | |
|---|-------------------------------------|
| I | Evaluated and determined ineligible |
|---|-------------------------------------|

| | |
|---|------------------------------------|
| N | Determined eligible and not placed |
|---|------------------------------------|

| | |
|---|--------------------------------|
| P | Determined eligible and placed |
|---|--------------------------------|

| | |
|---|---------------------------------|
| R | Referred and pending evaluation |
|---|---------------------------------|

| | |
|---|------------------------|
| T | Transferred and placed |
|---|------------------------|

NOTES:

Code P should be used for in-state transfers and Code T applies to students who transfer from outside the state.

Codes P and T are reported on the Exceptional Student format in surveys 1, 2, 3, 4, 5, and 7.

Codes R, E, I and N are only reported in survey 5.

For students reported with a code of R zero-fill Evaluation Completion Date.

For students reported with code I, E, N, or R zero-fill Exceptional Student Placement Date.

For students reported with a code of R or E, zero-fill Exceptional Student Eligibility Determination Date.

For students reported with code I, E, N, or R; report Z in Exceptionality, Primary and Exceptionality, Other.

For students reported with code T who have transferred from out of state, zero-fill Evaluation Completion Date and Eligibility Determination Date.

Length: 1

Data Type: Alphabetic

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

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Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Code I: Added to definition ("determined"). |
| 6/1/2011 | Notes | Changed reference from Exceptionality to Exceptionality, Primary and Exceptionality, Other. |
| 6/1/2011 | Definition | Added the word "initial" before eligibility and deleted "for each exceptionality." Changed reference from Exceptionality to Exceptionality, Primary and Exceptionality, Other. |
| 6/1/2011 | Surveys Required | Added survey periods 1, 4 and 7. |
| 6/1/2011 | Formats Required | Changed Exceptional Student Program format to Exceptional Student format |

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Year: 2015-16

Data Element Number: **118125**

Data Element Name: **Exceptional Student Referral Reason**

A code which gives the reason for which the initial student referral for exceptional education was made.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| D | The student is suspected of having a disability. |
| G | The student is suspected of being gifted. |
| M | The student is suspected of having a disability and being gifted. |
| Z | Not Applicable |

NOTE: Codes D and G should be reported on the Exceptional Student format in Survey 5 for students whose Exceptional Student Placement Status is R or I. For all other surveys, enter Code Z.

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | Yes |
| Migrant Tracking: | No |

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

| | |
|----------|---------|
| Survey 1 | Default |
| Survey 2 | Default |
| Survey 3 | Default |
| Survey 4 | Default |
| Survey 5 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Added a new code "M" for a combination of reasons. |

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| | | |
|----------|------------------|--|
| 6/1/2011 | Notes | Updated format and removed words "and is not already served in any Exceptional Student Program." |
| 6/1/2011 | Definition | Added word "initial" before "student referral," added "for exceptional education" and changed "is" to "was". |
| 6/1/2011 | Surveys Required | Revised Survey 1, ,2, 3, 4, 7 to Default |
| 6/1/2011 | Formats Required | Changed Exceptional Student Program format to Exceptional Student format. |

Data Element Number: **118313**

Data Element Name: **Exceptional Student Career and Technical Education Course Setting**

The following codes are used only for secondary career and technical education students with disabilities who have an IEP to identify certain characteristics of the instructional setting for this career and technical education course.

The career and technical education student with disabilities who have an IEP is:

| Code | Definition/Example |
|------|---|
| E | Included in CTE course with modified outcomes and/or student performance standards. |
| M | Included in CTE course for this instruction. |
| S | Receiving this instruction in a separate class for exceptional students. |
| Z | Not Applicable |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Career and Technical

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|-------------------------------------|
| 7/1/2015 | Codes | Updated definitions to codes E & M. |
| 7/1/2015 | Definition | Added language to definition |

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Year: 2015-16

Data Element Number: **118400**

Data Element Name: **Exceptionality**

A code to identify each exceptionality including the primary exceptionality and all other exceptionalities for any child or youth enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. The codes to be used follow:

| Code | Definition/Example |
|------|---------------------------------|
| C | Orthopedically Impaired |
| D | Occupational Therapy |
| E | Physical Therapy |
| F | Speech Impaired |
| G | Language Impaired |
| H | Deaf or Hard of Hearing |
| I | Visually Impaired |
| J | Emotional/Behavioral Disability |
| K | Specific Learning Disabled |
| L | Gifted |
| M | Hospital/Homebound |
| O | Dual-Sensory Impaired |
| P | Autism Spectrum Disorder |
| S | Traumatic Brain Injured |
| T | Developmentally Delayed |
| U | Established Conditions |
| V | Other Health Impaired |
| W | Intellectual Disability |
| Z | Not Applicable |

Historical Notes:

1995-96 Code R was collapsed into Code H

2007-08 Code Q was collapsed into Code J [s. 1003.01(3)(a), Florida Statutes]

2008-09 Codes A, B, and N were collapsed into Code W [s. 1003.01(3)(a), Florida Statutes]

Length: 1

Data Type: Alphabetic

Year Implemented: 9798

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

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

Year: 2015-16

Required Grades:

Programs Required:

Exceptional Student Education

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

| | | |
|------------|------------------|--|
| 10/18/2011 | Codes | This is not a revision, but a correction resulting from an error made during the conversion process to the new data element format. Code 'W' was omitted from the 2011-12 element that should have carried forward from 2010-11. Thus, code 'W' is being added back to the list of exceptionalities. |
| 8/4/2011 | Surveys Required | Removed Exceptionality from all Surveys required. |
| 8/4/2011 | Formats Required | Removed Exceptionality from all formats required. |
| 8/4/2011 | Use Type | Removed State Reporting from Use Type. |

Data Element Number: **118475**

Data Element Name: **Exceptionality, Other**

A code to identify each exceptionality or related service beyond the primary exceptionality for any child or youth enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. A maximum of nine exceptionalities may be included. The codes to be used follow:

| Code | Definition/Example |
|------|---------------------------------|
| C | Orthopedically Impaired |
| D | Occupational Therapy |
| E | Physical Therapy |
| F | Speech Impaired |
| G | Language Impaired |
| H | Deaf or Hard of Hearing |
| I | Visually Impaired |
| J | Emotional/Behavioral Disability |
| K | Specific Learning Disability |
| L | Gifted |
| M | Hospital/Homebound |
| O | Dual-Sensory Impaired |
| P | Autism Spectrum Disorder |
| S | Traumatic Brain Injured |
| T | Developmentally Delayed |
| U | Established Conditions |
| V | Other Health Impaired |
| W | Intellectual Disability |
| Z | Not Applicable |

Historical Notes:

1995-96 Code R was collapsed into Code H

2007-08 Code Q was collapsed into Code J [s. 1003.01(3)(a), Florida Statutes]

2008-09 Codes A, B, and N were collapsed into Code W [s. 1003.01(3)(a), Florida Statutes]

Length: 9

Data Type: Alphabetic

Year Implemented: 9798

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

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

Year: 2015-16

Required Grades:

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **118575**

Data Element Name: **Exceptionality, Primary**

A code to identify the primary exceptionality for any child, youth or adult postsecondary student enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. Primary indicates that exceptionality which most affects the student's ability to learn. The codes to be used follow:

| Code | Definition/Example |
|------|---------------------------------|
| C | Orthopedically Impaired |
| F | Speech Impaired |
| G | Language Impaired |
| H | Deaf or Hard of Hearing |
| I | Visually Impaired |
| J | Emotional/Behavioral Disability |
| K | Specific Learning Disability |
| L | Gifted |
| M | Hospital/Homebound |
| O | Dual-Sensory Impaired |
| P | Autism Spectrum Disorder |
| S | Traumatic Brain Injured |
| T | Developmentally Delayed |
| U | Established Conditions |
| V | Other Health Impaired |
| W | Intellectual Disability |
| Z | Not Applicable |

Historical Notes:

1995-96 Code R was collapsed into Code H.

2007-08 Code Q was collapsed into Code J [s. 1003.01(3)(a), Florida Statutes].

2008-09 Codes A, B, and N were collapsed into Code W [s. 1003.01(3)(a), Florida Statutes].

Length: 1

Data Type: Alphabetic

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

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

Year: 2015-16

Programs Required:

Exceptional Student Education
Workforce Development

Formats Required:

Exceptional Student DB9 23x
WDIS Student Demographic Information DB9 46x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

None

Data Element Number: **119025**

Data Element Name: **Extracurricular Eligibility**

A code indicating that a student scheduled to participate in extracurricular activities was ruled ineligible at least one time during the school year due to grade point average as defined by state statute.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|------------|
| I | Ineligible |
|---|------------|

| | |
|---|----------------|
| Z | Not Applicable |
|---|----------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **120025**

Data Element Name: **Facility Type**

Facility Type denotes the principal site of instruction.

| Code | Definition/Example |
|-------|--|
| 00 | School District Facility |
| 01 | Church |
| 02 | Hospital |
| 03 | DCF Residential Institution |
| 04 | DCF Community-Based Program |
| 05 | State Correctional Facility |
| 06 | Federal Correctional Facility |
| 07 | County Correctional Facility |
| 08 | City Correctional Facility |
| 09 | Other Facility operated or owned by an agency or other provider other than the school district in which instructional services or classes are conducted. |
| 10 | Home |
| 11 | Work Site |
| 12 | Public Library |
| 13 | Community-Based Organization Facility |
| 14 | Private Residential Facility |
| 15 | Private Day School |
| 16* | Learning Center |
| 17** | Community Correctional Programs |
| 18*** | Public/Private Nonprofit Organizations |
| 19 | Charter School |
| 20 | Virtual School |

*Federally defined as "...an adult instructional setting that features (1) extensive use of programmed instruction, (2) flexible participant scheduling and attendance, and (3) being open for extended periods of time and on a daily basis...". Due to Florida accountability data needs, one modification is required in the federal instructions regarding reporting of Learning Center data. In cases where a Learning Center is found in any of the other types of locations listed, participants should be counted as attending that other facility and not a Learning Center.

**Federally defined as "...adults who are required to attend or live in a community-based rehabilitation facility or halfway house."

***Federally defined as "...agencies established as nonprofit in accordance with Section 501(3)(c) of the Internal Revenue code."

Length: 2

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

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

Year: 2015-16

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| Migrant Tracking: | No |

Required Grades: PK-12

Programs Required:

All Programs
Workforce Development

Formats Required:

Career and Technical Education Teacher Course DB9 24x
Teacher Course DB9 15x
WDIS Teacher Course DB9 49x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|-------|--|
| 6/1/2012 | Codes | Revise Code Definition. Removed Conversion Charter language. |
|----------|-------|--|

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

Year: 2015-16

Data Element Number: **120225**

Data Element Name: **Federal Impact Aid Eligibility Indicator**

A code indicating whether the student is eligible to generate PL 81-874 funding.

| Code | Definition/Example |
|------|--|
| A | The student resides on federal property and the parent is employed on federal property and the parent is not in the Uniformed Services of the United States. [Section 3(a)(1)] |
| B | The student resides in low rent housing and the parent is employed on low rent housing or other federal property and the parent is not in the Uniformed Services of the United States. [Section 3(a)(1) LRH] |
| C | The student resides on federal property and the parent is on active duty in the Uniformed Services of the United States. [Section 3(a)(2)] |
| D | The student resides in low rent housing and the parent is on active duty in the Uniformed Services of the United States. [Section 3(a)(2) LRH] |
| E | The student resides on Indian lands. [Section 3(a)(2) IND] |
| F | The student is a special education (handicapped) student who resides on federal property and has a parent on active duty in the Uniformed Services of the United States. [Section 3(a)(2) SPED] |
| G | The student is a special education (handicapped) student who resides in low rent housing and has a parent on active duty in the Uniformed Services of the United States. [Section 3(a)(2) SPED LRH] |
| H | The student is a special education (handicapped) student who resides on Indian lands. [Section 3(a)(2) SPED IND] |
| I | The student resides on federal property and the parent is not employed on federal property. [Section 3(b)(1)] |
| J | The student resides in low rent housing and the parent is not employed on federal property. [Section 3(b)(1) LRH] |
| K | The student resides on nonfederal property with a parent employed on federal property situated in whole or in part in the county in which the school district is located. [Section 3(b)(2)(A)] |
| L | The student resides on nonfederal property with a parent employed on low rent housing property situated in whole or in part in the county in which the school district is located. [Section 3(b)(2)(A) LRH] |
| M | The student resides on nonfederal property with a parent employed on federal property situated in whole or in part within the state in which the school district is located. [Section 3(b)(2)(B)] |
| N | The student resides on nonfederal property with a parent employed on low rent housing situated in whole or in part within the state in which the school district is located. [Section 3(b)(2)(B) LRH] |
| O | The student resides on nonfederal property and has a parent on active duty in the Uniformed Services of the United States. [Section 3(b)(3)] |
| P | The student is a special education (handicapped) student who resides on nonfederal property and has a parent on active duty in the Uniformed Services of the United States. [Section 3(b)(3) SPED] |
| Z | Not Applicable |

Length: 1

Data Type: Alphabetic

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

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

Year: 2015-16

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **120425**

Data Element Name: **Federal/State Project, Area and Model**

A numeric indication of the project type, subject area and model for the instruction received by the student during the project year.

| Code | Definition/Example |
|-----------------------------------|--|
| 1st Digit-Project Type | |
| 1 | Title I Basic – Part A |
| 2 | Title I – Migrant – Part C |
| 5 | Title I Basic (Part A) blended with Title I Migrant – Part C |
| 8 | Title III Immigrant Children and Youth* |
| 2nd Digit-Subject Area | |
| 0 | Other |
| 1 | Reading/Language Arts |
| 2 | Math |
| 3 | Both Reading/Language Arts and Math |
| 4 | ESOL |
| 5 | Multidisciplinary Studies/Tutoring/Extended Learning Opportunities |
| 6 | Readiness Skills |
| 7 | Transition Skills |
| 8 | Science |
| 9 | Social Studies |
| A | Career and Technical Education/Career Prep |
| Z | Not Applicable |
| 3rd-4th Digits-Model | |
| 00 | Schoolwide Project |
| 01 | Targeted Assistance |
| 09 | Other Approved Model |
| 10 | Local Neglected/Delinquent (Title I Part A, Set-Aside) |
| 11 | Homeless (Title I Part A, Set-Aside) (non-Title I schools) |
| 12 | Migratory |
| 13 | High School Credit Accrual** |
| 14 | Immigrant |
| 5th Digit-Service Provider | |
| 0 | Not Applicable |
| T | The Migrant Education Program (MEP) funded instructional service in reading, mathematics or high school credit accrual was provided by a teacher only. MEP funded services provided by a paraprofessional ARE NOT captured in this code. |

Notes:
School districts are required to set aside a portion of Title I, Part A funds for services to neglected/delinquent and homeless students.

Submit one Federal/State Compensatory Project Evaluation record for each Project Type that applies to the student.

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

Year: 2015-16

*For Title III Immigrant Children and Youth use 'Z' for the second digit and '14' for the third and fourth digits.

**High School Credit Accrual is educational instruction for the purpose of increasing the credits accrued toward graduation (grades 9-12 only).

Length: 5

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Compensatory Project Evaluation DB9 18x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|-------|---|
| 7/1/2015 | Codes | Added "Service Provider" label to 5th Digit. |
| 7/1/2015 | Codes | Added new code "T" code to 5th Digit for instructional service by a teacher only. |
| 7/1/2015 | Codes | Added narrative "non-Title I Schools) to Model 11 |
| 7/1/2014 | Codes | Added "Title I Part A, Set Aside" to Model Code 11 Homeless & Deleted "s" from word Set-Asides in Model Code 10 |
| 7/1/2013 | Codes | Code 10 added Delinquent – Title 1 Part A, Set-Asides |
| 7/1/2013 | Codes | Clarified definition 2nd Digit, Code 5 changed Tutorial to Tutoring and added Extended Learning Opportunities / 3rd-4th Digit, Code 10 added Delinquent – Title 1 Part A, Set-Asides. |
| 7/1/2013 | Notes | Added delinquent following the word neglected in the first note |
| 6/1/2012 | Codes | Added Reading to Codes 1 and 3. |
| 6/1/2011 | Codes | Deleted code 08 (Add-on) from Third-Fourth Digits Model. |
| 6/1/2011 | Codes | Editorial changes in Third-Fourth Digits-Model from School-Wide to Schoolwide and in the Fifth Digit from Applicable to Not applicable. |

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

Year: 2015-16

Data Element Number: **122120**

Data Element Name: **Federal/State Project - Placement Date**

The date the student was enrolled in a Federal Title 1, Migrant, or Homeless Children and Youth program in the district for the current school year.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|---|
| MMDDYYYY | Example: 09272005 The student first enrolled in the program September 27, 2005. 00000000 Not applicable. |
|----------|---|

Length: 8

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Title I Supplemental Educational Services

Migrant

Homeless

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **122160**

Data Element Name: **Federal/State Project - Support Services**

This data element is used to record the type(s) of Title I, Title I Migrant or Title I Homeless Set-Aside funded support services provided to any Title I Basic, Title I Migrant or Homeless participants. Codes consist of one-character fields which may occur a maximum of four times. Allowable support services codes are as follows:

| Code | Definition/Example |
|------|---|
| A | Attendance, Guidance, Psychological Services |
| D | Dental Services |
| H | Health Services |
| N | Nutrition |
| O | Outreach, Advocacy, Mentoring |
| R | At-risk |
| S | Social Work, Social Services, Case Management |
| T | Transportation |
| X | Needs Assessment |
| Z | Not Applicable |

Examples:

AHZZ Student received support services in Guidance and Health.

ZZZZ Not applicable. (Student did not receive support services.)

NOTE: If the Title I Migrant participant received any type of counseling service (codes A, O and S), count that service first. Attendance, Guidance, Psychological Services (A), Outreach, Advocacy (O), or Social Work (S) services take priority when reporting Migrant Federal/State Project - Support Services.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Compensatory Project Evaluation DB9 18x

Surveys Required:

Survey 5 Yes

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

Year: 2015-16

Survey 5 res

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|--|
| 7/1/2014 | Codes | Added language to code S. |
| 7/1/2014 | Definition | Edited definition to read Title I Homeless Set –Aside and added Homeless to list of participants. Added Case Management. |
| 7/1/2013 | Definition | Added Mentoring to code ‘O’ and added Social Services to code ‘S’. |
| 7/1/2013 | Codes | Added Mentoring to code ‘O’ and added Social Services to code ‘S’. |

Data Element Number: **122200**

Data Element Name: **FEFP Membership Minutes, Weekly**

The number of instructional minutes (carried to four decimal places) for which the grade PK-12 student is eligible for funding in a course during the FTE survey week.

The FEFP membership minutes for all classes reported may not exceed a maximum total of 1500 minutes for the week for PK-12 students during Survey Periods 2 and 3.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-----------|-----------------------------------|
| NNNN.NNNN | Example: 1500.0000 1500 (Minutes) |
|-----------|-----------------------------------|

Length: 8

Data Type: Numeric

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **122225**

Data Element Name: **FEFP Program Number**

The number of the Florida Education Finance Program in which a student earns FTE in a class or section of a course.

For Career and Technical Education dually enrolled students, report FTE earned under FEFP program number 103 (9-12 basic) ONLY on Student Course Schedule, Surveys 1-4, and NOT on Career and Technical Education Student Course Schedule, Survey 5.

See Appendix E: FEFP Program Numbers.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 3

Data Type: Numeric

Year Implemented: 8990

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

McKay Prepayment Verification DB9 61x

Student Course Schedule DB9 14x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey A Yes

Survey B Yes

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

Year: 2015-16

Survey C Yes

Survey D Yes

Appendixes:

Appendix E: FEFP Program Numbers

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **122235**

Data Element Name: **FHSAA Consent Indicator**

A code to indicate whether the student has a signed Florida High School Athletic Association (FHSAA) Consent and Release from Liability Certificate, commonly known as an EL3 form, for the current school year.

| Code | Definition/Example |
|------|--|
| N | The student and his/her parent/guardian have not completed and signed the FHSAA Consent and Release from Liability Certificate. No information regarding this student may be released by the school district to the FHSAA. |
| Y | The student and his/her parent/guardian have completed and signed the FHSAA Consent and Release from Liability Certificate for this school year. This signifies that elements specified in the FHSAA by-laws regarding that student may be released by the school district to the FHSAA. |
| Z | Not applicable. (Covers students in Grades PK-5.) |

Length: 1

Data Type: Alphanumeric

Year Implemented: 1011

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **122244**

Data Element Name: **First-Time Student Indicator**

A representation of the first-time enrollment status of a student in any postsecondary instruction.

| Code | Definition/Example |
|------|--|
| D | A first-time student in any postsecondary dual enrollment, or an early admission student. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment. |
| N | Not a first-time student in postsecondary education, postsecondary dual enrollment, nor an early admission student. Student is enrolled in at least one course in one of the following instructional areas: Postsecondary Adult Vocational, Applied Technology Diploma, or Apprenticeship. |
| Y | A first-time student in any postsecondary education, other than dual enrollment or early admission. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment. |
| Z | Not Applicable – Student is exclusively enrolled in Adult General Education or Continuing Workforce Education. |

Note: A student may only be reported as a First-Time Student in only one year.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

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

Year: 2015-16

Appendices:

None

Description of Changes:

| | | |
|------------|-------|---|
| 6/1/2012 | Codes | Added sentence to definition of code value "N" and added new code value "Z" and its definition. |
| 10/11/2011 | Notes | Deleted "one time, i.e. in only one term" and replaced these words with "in only one year." |

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

Year: 2015-16

Data Element Number: **122300**

Data Element Name: **Florida Educators Certificate Number**

The ten-digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with the assignment codes below:

| Code | Definition/Example |
|------------|--|
| | Regular numbers assigned by the Certification Section of the Florida Department of Education are in the following ranges: 0000000001 - 0000999998 and 0001000000 - 0009999999. |
| 0000000000 | Employee has no assigned certificate number. |
| 0000999999 | A number assigned to a community college or university instructor for reporting purposes. |
| 9999999999 | A number assigned to a teacher providing special education programs through contractual arrangements in a nonpublic school or facility in accordance with Rule 6A-6.0361, FAC. |

All numbers should be right justified.

Length: 10

Data Type: Numeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Career and Technical Education Teacher Course DB9 24x

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

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

Year: 2015-16

None

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

Year: 2015-16

Data Element Number: **122363**

Data Element Name: **Florida First Start Program Participation**

A code which indicates whether or not the child, birth through age three, and their family are participating in the Florida First Start Program.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

| | |
|---|----------------|
| Z | Not Applicable |
|---|----------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **122394**

Data Element Name: **Financial Assistance Received**

Indicate whether the career and technical education or adult general education student received any of the following forms of need-based financial assistance for the instruction and term being reported. The record is for postsecondary career and technical education and adult general education. Enter as many responses as apply, left justified.

| Code | Definition/Example |
|------|--|
| A | Pell Grant |
| B | SEOG - Supplemental Educational Opportunity Grant |
| C | Workstudy |
| D | ITA - Individual Training Account through the Workforce Investment Act |
| E | Other need-based financial assistance, such as scholarships, loans or grants |
| F | District Financial Aid, need-based only (Section 1009.22(5), F.S.) |
| G | Florida Work Experience |
| H | Florida Public Postsecondary Career Education Student Assistant Grant |
| Z | Did NOT receive need-based financial assistance for this instruction |

Length: 5

Data Type: Alphabetic

Year Implemented: 9900

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

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

Appendixes:

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

Year: 2015-16

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **122425**

Data Element Name: **Fiscal Year**

The state fiscal year (running from July 1 to June 30) for which the reported data are applicable.

| Code | Definition/Example |
|------|--|
| 8788 | Fiscal Year July 1, 1987 through June 30, 1988 |

Length: 4

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Student Course Schedule DB9 14x

Student Transportation DB9 56x

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required Survey 7 Removed from Required Surveys

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

Year: 2015-16

| | | |
|----------|------------------|---|
| 6/1/2011 | Formats Required | Deleted Exceptional Student Program DB9 12x |
|----------|------------------|---|

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

Year: 2015-16

Data Element Number: **122525**

Data Element Name: **FTE Earned, Advanced International Certificate of Education Diploma**

The weighted FTE earned by a student who earns an Advanced International Certificate of Education. Two decimal places are assumed.

| Code | Definition/Example |
|------|--------------------------|
| 0.00 | Not applicable |
| 0.30 | Standard value of .3 FTE |

Length: 3

Data Type: Numeric

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student Additional Funding

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2013 Formats Required

Data element has been moved to the NEW Student Additional Funding Format.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **122575**

Data Element Name: **FTE Earned, Advanced International Certificate of Education Score**

The weighted FTE generated by a student who earns a score of E or higher on an advanced International Certificate of Education subject examination who has been enrolled in a full-credit course taken during the current year is 0.16. For each student enrolled in a half-credit Advanced International Certificate of Education Course who receives a score of E or higher on a subject examination, a value of 0.08 full-time equivalent student membership shall be calculated. Two decimal places are assumed to the right of the decimal.

See Section 1011.62(1)(m), Florida Statutes.

| Code | Definition/Example |
|------|--|
| 0.00 | Not applicable |
| 0.08 | One-half credit course with score of E or higher on exam |
| 0.16 | One credit course with score of E or higher on exam |
| 0.64 | Four courses at 0.16 each |

Notes: Records submitted with values that are not multiples of .08 will be rejected

Prior to 2007-08 values were .24 per exam with score of E or higher for full-credit courses and .12 for half-credit courses.

Length: 3

Data Type: Numeric

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student Additional Funding

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2013 Formats Required

Data element has been moved to the NEW Student Additional Funding Format.

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

Year: 2015-16

Data Element Number: **122625**

Data Element Name: **FTE Earned, College Entrance Examination Board Advanced Placement Test**

The weighted FTE earned by a student for a score of three or higher on a CEEB advanced placement examination taken during the current year. Two decimal places are assumed to the right of the decimal.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|----------------|
| 0.00 | Not applicable |
|------|----------------|

| | |
|------|-----------------------|
| 0.16 | Standard value is .16 |
|------|-----------------------|

| | |
|------|--------------------------|
| 0.64 | Four courses at .16 each |
|------|--------------------------|

Note: Prior to 2007-08 values were .24 per exam with a score of three or higher.

Length: 3

Data Type: Numeric

Year Implemented: 9091

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student Additional Funding

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2013 Formats Required

Data element has been moved to the NEW Student Additional Funding Format.

11/2/2011 Definition

Updated statute reference.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **122825**

Data Element Name: **FTE Reported, Course**

The four-decimal numeric value for the FTE reported under the Florida Education Finance Program (FEFP) for the student in each course listed or referenced in the state Course Code Directory. For dually enrolled students, enter the FTE reported for the student for courses listed in the state Course Code Directory or, if necessary, the Statewide Course Numbering System.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Note: For career and technical education dually enrolled students, report FTE under FEFP program number 103 (9-12 basic) ONLY on Student Course Schedule, Surveys 1-4, and NOT on Career and Technical Education Student Course Schedule, Survey 5.

Note: FTE reported is a calculated value based on state requirements and procedures.

Length: 4

Data Type: Numeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

McKay Prepayment Verification DB9 61x

Student Course Schedule DB9 14x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

Appendixes:

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

Year: 2015-16

None

Description of Changes:

| | | |
|----------|--------------|---|
| 7/1/2014 | Notes | Revised language in Note to align with data element name change. |
| 7/1/2014 | Definition | Revised language in definition to align with data element name change. |
| 7/1/2014 | Element Name | Change data element name to "FTE Reported, Course" to accurately describe FTE submitted by districts. |

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

Year: 2015-16

Data Element Number: **122850**

Data Element Name: **FTE Earned, International Baccalaureate Diploma**

The weighted FTE earned by a student who earns an International Baccalaureate Diploma. Two decimal places are assumed.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|----------------|
| 0.00 | Not applicable |
|------|----------------|

| | |
|------|----------------------|
| 0.30 | Standard value is .3 |
|------|----------------------|

Length: 3

Data Type: Numeric

Year Implemented: 9091

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student Additional Funding

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2013 Formats Required

Data element has been moved to the NEW Student Additional Funding Format.

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

Year: 2015-16

Data Element Number: **122875**

Data Element Name: **FTE Earned, International Baccalaureate Score**

The weighted FTE earned by a student for a score of four or higher on a subject exam for an International Baccalaureate course. Two decimal places are assumed.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|----------------|
| 0.00 | Not applicable |
|------|----------------|

| | |
|------|-----------------------|
| 0.16 | Standard value is .16 |
|------|-----------------------|

| | |
|------|--------------------------|
| 0.80 | Five courses at .16 each |
|------|--------------------------|

Note: Prior to 2007-08 values were .24 per exam with a score of four or higher

Length: 3

Data Type: Numeric

Year Implemented: 9091

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student Additional Funding

Surveys Required:

Survey 5

Appendixes:

None

Description of Changes:

7/1/2013 Formats Required

Data element has been moved to the NEW Student Additional Funding Format.

Data Element Number: **123025**

Data Element Name: **FTE Eligibility**

A one-character code indicating that the student is eligible for FTE funding during the survey period based upon state requirements.

This code must be maintained for each survey period during the fiscal year in which FTE is reported to the state.

| Code | Definition/Example |
|------|--|
| N | The student meets program membership requirements but does not meet attendance requirements. See procedures for automated FTE. |
| X | The student is not eligible to earn FTE. |
| Y | Eligible and earns FTE: The student meets program membership and attendance requirements. See procedures for automated FTE. |

Length: 1

Data Type: Alphabetic

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **123150**

Data Element Name: **Fund Source**

The source of the funds used to support the program in which the student participates.

| Code | Definition/Example |
|------|---|
| D | Title I, Part D The program is supported, at least in part, by Title I, Part D, Neglected and Delinquent funds. |
| E | Title III, Part A The supplemental services provided to the student are supported, at least in part, by Title III, Part A, Language Instruction for Limited English Proficient and Immigrant Students, No Child Left Behind, funds. |
| I | IDEA, Part B The early intervening services provided to the student are supported, at least in part, by IDEA, Part B funds. Funds are to be used to develop and implement coordinated, early intervening services for students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade three) who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment. This code should be used regardless of whether the expenditures are required or voluntary. Districts may use up to 15% of IDEA, Part B funds for this purpose (34 CFR §300.226). This is reported in Survey 5 only. |
| Z | None of the Above The program does not receive funds from the above fund source. |

NOTE: Students reported with:

1. D should be reported on the Dropout Prevention Program Data format,
2. E should be reported on the English Language Learners Information format,
3. I should be reported on the Federal/State Indicator Status format, and
4. More than one code should be reported for a student, if applicable, each on the designated format.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes
Local Accountability: Yes
FASTER: No
Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Dropout Prevention
Juvenile Justice
English Language Learners
Early Intervening Services

Formats Required:

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

Year: 2015-16

Dropout Prevention Program Data DB9 11x

English Language Learners Information DB9 10x

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **123193**

Data Element Name: **Fund Source: NCLB Title III**

A one-character code to identify whether a teacher's position or the program a teacher is teaching in is funded under Title III of the No Child Left Behind (NCLB) Act.

| Code | Definition/Example |
|------|---|
| N | No Title III funds are used to pay this teacher or fund the program in which the teacher is teaching. |
| Y | The teacher or program receives Title III funds. |
| Z | Not applicable. Report code Z for survey periods 1 and 4. |

Note: Title III is a 100% federally funded supplemental program that concentrates on delivering language instruction educational programs to students who have a primary language other than English. This program is designed to improve the education of English Language Learners (ELL) children and youths by helping them learn English and meet challenging state academic content and student academic achievement standards. The program also provides enhanced instructional opportunities for immigrant children and youths.

If Title III funds are used in any way to provide supplemental assistance to the teacher or program use code Y.

For example:

- A teacher is NOT funded with Title III funds but textbooks specific to the ELL students and used in this class were purchased using Title III funds; thus a Y code is used. In other words, the program is being supplemented with Title III funds to enhance the instructional opportunities for ELL students.
- A teacher teaching ELL students, not paid by Title III and having no supplemental services or materials in the class that were purchased using Title III funds. Use code N.
- A school with a specific instructional program model (bilingual, sheltered, two-way) that includes an instructional ELL coach paid with Title III funds who works with the teachers at the site. Use code Y.

Length: 1

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

English Language Learners

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1

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

Year: 2015-16

Survey 2

Survey 3

Survey 4

Appendixes:

None

Description of Changes:

None

Data Element Number: **123233**

Data Element Name: **Gateway Education, Adult General Education**

The following codes are used to indicate whether the adult general education class was provided through the special program initiative.

| Code | Definition/Example |
|------|--|
| N | Not Gateway Education |
| Y | This special initiative class provided activities funded under special Section 322 of the Adult Education Act which includes Gateway Grants. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades:

Programs Required:

Workforce Development

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **123312**

Data Element Name: **Gifted Eligibility**

A one character code to identify the eligibility criteria under which a student was found eligible for the gifted program.

| Code | Definition/Example |
|------|---|
| A | Student was determined eligible under criteria found in paragraph (2)(a) in State Board of Education Rule 6A-6.03019. |
| B | Student was determined eligible under criteria found in paragraph (2)(b) in State Board of Education Rule 6A-6.03019. |
| Z | Student was not determined eligible for the gifted program or the student was determined eligible for a gifted program prior to July 1, 2009. |

Note: Report this information for students found to be eligible for the gifted program on or after July 1, 2009.

Length: 1

Data Type: Alphabetic

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required Survey 7 Removed from Required Surveys

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

Year: 2015-16

None

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

Year: 2015-16

Data Element Number: **124025**

Data Element Name: **Grade Level**

The student's current grade level placement or the grade level for which data are being reported:

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-------|----------------------------------|
| 01-12 | First through twelfth grade |
| 30 | Adult - Non High School Graduate |
| 31 | Adult - High School Graduate |
| KG | Kindergarten |
| PK | Pre-kindergarten |

If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.

Obsolete Grade Level Codes are listed below:

- 13 Postsecondary Career and Technical Education Technical, first year (applicable for years prior to 1988-89)
- 14 Postsecondary Career and Technical Education Technical, second year (applicable for years prior to 1988-89)
- 15 Adult Career and Technical Education Technical, Supplemental (applicable for years prior to 1988-89)
- 16 Preapprenticeship-Career and Technical Education Technical (applicable for years prior to 1988-89)
- 17 Apprenticeship-Career and Technical Education Technical (applicable for years prior to 1988-89)
- 20 Adult General, Elementary (K-8) (applicable for years prior to 1988-89)
- 21 Adult General, Secondary (9-12) (applicable for years prior to 1988-89)
- 22 Adult, Community Instructional Services (applicable for years prior to 1987-88)
- 23 Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year. (applicable for years prior to 2005-06)
- 24 Adult Lifelong Learning (applicable for 1987-88 only)

Length: 2

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | Yes |
| Migrant Tracking: | Yes |

Required Grades: PK-12, Adult

Programs Required:

- All Programs
- Workforce Development

Formats Required:

- Career and Technical Education Student Course Schedule DB9 16x
- Industry Certification

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

Year: 2015-16

McKay Prepayment Verification DB9 61x
Prior School Status / Student Attendance DB9 55x
Student Course Schedule DB9 14x
Student Course Transcript Information DB9 39x
Student Demographic Information DB9 13x
Student Discipline/Resultant Action DB9 19x
Student End of Year Status DB9 17x
WDIS Adult General Education Student Course DB9 48x
WDIS Career and Technical Education Student Course Schedule DB9 47x
WDIS Student Demographic Information DB9 46x
WDIS Student End of Term Status DB9 50x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 8 | Yes |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 2/16/2015 | Formats Required | Added Industry Certification Format |

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

Year: 2015-16

Data Element Number: **124825**

Data Element Name: **Grade Point Average District, Cumulative**

One or more calculated numeric grade point averages for all courses completed in grades 9-12 for credit toward graduation. Each calculation is a locally defined item.

District grade point averages may be either weighted or unweighted. The district Grade Point Average Scale used on the automated permanent record must be defined in the comment section of the automated permanent record and academic transcript.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|-------|---------------------------|
| NNNNN | Example: 3.2560 074.10 |
|-------|---------------------------|

NOTE: District grade point averages, if different from the state grade point average, may only be used for local functions.

Length: 5

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **125225**

Data Element Name: **Grade Point Average District, Term**

The calculated numeric grade point average for all courses completed during the current term in grades 9-12 for credit toward graduation. The calculation is a locally defined item.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-------|---------------------------|
| NNNNN | Example: 3.2560 074.10 |
|-------|---------------------------|

NOTE: District grade point averages, if different from the state grade point average, may only be used for local functions.

Length: 5

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **125625**

Data Element Name: **Grade Point Average State, Cumulative**

The numeric value (with an implied decimal point) of the student's cumulative grade point average calculated on an unweighted 4.0 scale, if different from the Grade Point Average District, Cumulative.

The Grade Point Average State, Cumulative is used to determine if the student has met the state high school graduation requirements of a minimum of 24 credits and a 2.0 GPA based on a 4.0 scale. See Section 1003.4282, F.S., for general requirements for high school graduation.

This grade point average is calculated as specified in Section 1003.437, F.S., by assigning quality points of "A" = 4, "B" = 3, "C" = 2, "D" = 1, "F" = 0, and "Incomplete" = 0 to the letter grades displayed on the automated permanent record ("+" and "-" signs are ignored). Grades of NG (No Grade Assigned), WP (Withdrew Passing), and WF (Withdrew Failing) are not applicable for inclusion in the Grade Point Average State, Cumulative.

If the district's Cumulative Grade Point Average for the student is based on a different scale than the 4.0 scale noted above, the district must calculate a Grade Point Average State, Cumulative.

The Grade Point Average District, Cumulative and the Grade Point Average State, Cumulative, if different from the district's average, will be displayed on the automated permanent record and the transcript. This State Grade Point Average will be used for all state-defined functions. See Section 1003.437, F.S., for the statewide grading scale.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-------|--|
| NNNNN | Examples: 36250 Grade Point Average = 3.6250 00000 Grade Point Average = 0.0000 99999 Not applicable |
|-------|--|

Examples of Not Applicable:

A student withdrew from all courses before a grade was assigned (NG).

A student withdrew from all district courses before grades were calculated (WP or WF).

A student enrolls only in non-credit courses and is not assigned grades (NG).

Notes:

GPA State, Cumulative must be reported for all students in grades 9-12 and should be reported for any students in grades 6-8 where it is applicable.

A GPA State, Cumulative of 99999 indicates that a student received no grades in the courses completed.

Grades of Incomplete should be included as zeros in the calculation of GPA State, Cumulative.

Program Note:

All Programs Grades 9-12 (mandatory)

All Programs Grades 6-8 (optional)

Length: 5

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

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

Year: 2015-16

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

All Programs

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/22/2014 Data Length

Updated reference to Florida Statue for high school graduation from
Section 1003.43 F.S. to Section 1003.4282, F.S.
None

Data Element Number: **126025**

Data Element Name: **Grade Point Average State, Term**

The numeric value of the student's term grade point average calculated on an unweighted 4.0 scale, if different from the Grade Point Average District, Term.

See Grade Point Average State, Cumulative.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|-------|-----------------|
| NNNNN | Example: 2.1325 |
|-------|-----------------|

Length: 5

Data Type: Numeric

Year Implemented: 8990

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **126425**

Data Element Name: **Grade Promotion Status**

Grade promotion status is defined as the change in grade assignment at the end of a regular school year or summer session. For example, if a PK-12 student meets all criteria for advancement to the next highest grade in his or her current school at the end of the regular 180 day school year or the summer session, that student is considered to have been promoted. Conversely, any PK-12 student who has not met all criteria for advancement to the next highest grade should be considered as retained. Codes and definitions follow:

| Code | Definition/Example |
|------|--|
| A | Promoted to a higher grade without meeting levels of performance for pupil progression based on limited circumstances for exceptions or good cause. |
| D | Student with disabilities opted to remain in school, or a non-disabled student opted to remain in school for one additional year. * |
| N | Not enrolled in a KG-12 program in the district at the end of the school year. ** |
| P | Academically promoted to a higher grade, graduated, completed, or reported with withdrawal code WPO. |
| R | Retained in same grade at the end of the school year. |
| Z | Promotion status not applicable. Use this code for PK unless the PK student is promoted to kindergarten; for students in continuous progress schools who have not been promoted; for students enrolled in District 71, and for students in grades 30 and 31. |

COMMENT:

Definitions are abbreviated on the permanent record. See Automated Student Permanent Record document.

* Use for additional years beyond graduation and completion year. The Individuals with Disabilities Education Act (IDEA) requires that districts must provide a free and appropriate education (FAPE) to all students who have not reached age 22 and who have not earned a regular high school diploma (34 CFR 300.101), or students who deferred receipt of the standard diploma per s. 1003.4282(11)(c), F.S. This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion. Additionally, districts may choose to continue to offer FAPE through the school year in which student turns 22. Section 1003.4282(7)(c), F.S. allows students who are entitled to a certificate of completion to remain in high school either as a full-time student or a part-time student for up to one additional year and receive special instruction to remedy his or her identified deficiencies.

** Any student withdrawing prior to the end of the school year and receiving a diploma, certificate, or WPO withdrawal code should be coded P rather than N.

Length: 1

Data Type: Alphabetic

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

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

Year: 2015-16

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|-------|-------------------------------|
| 7/1/2015 | Notes | Updated language to note (*). |
|----------|-------|-------------------------------|

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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Year: 2015-16

Data Element Number: **126500**

Data Element Name: **Grade Promotion Status: Good Cause Exemption**

As defined in Section 1008.25(6), F.S., one of the following Good Cause Exemptions must be assigned to any Grade 3 student whose Grade Promotion Status = A (Promoted to a higher grade without meeting levels of performance for progression based on limited circumstances for exceptions or good cause.)

| Code | Definition/Example |
|------|---|
| 0 | Not Applicable |
| 1 | Limited English proficient students who have had less than 2 years of instruction in an English for Speakers of Other Languages program based on the initial date of entry into a school in the United States. |
| 2 | Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of Section 1008.212, F.S. |
| 3 | Students who demonstrate an acceptable level of performance on an alternative standardized reading or English Language Arts assessment approved by the State Board of Education. |
| 4 | A student who demonstrates through a student portfolio that he or she is performing at least a Level 2 on the statewide, standardized English Language Arts assessment. |
| 5 | Students with disabilities who participate in the statewide, standardized English Language Arts assessment and who have an individual education plan or a Section 504 plan that reflects that the student has received the intensive instruction in reading or English Language Arts, for more than 2 years but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2 or grade 3. |
| 6 | Students who have received the intensive remediation in reading or English Language Arts for 2 or more years but still demonstrate a deficiency and who were previously retained in kindergarten, grade 1, grade 2 or grade 3 for a total of 2 years. [Section 1008.25(6)(b)7, F.S.] |
| 7 | Students who have received intensive reading intervention for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. A student may not be retained more than once in grade 3. [Section 1008.25(6)(b)6, F.S.] |

Length: 1

Data Type: Numeric

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 03

Programs Required:

All Programs

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

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

Year: 2015-16

Surveys required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|-------|--|
| 5/26/2015 | Codes | Minor language revisions. |
| 7/1/2014 | Codes | Replacing Sunshine State Standards and FCAT with updated language. (Code 6 is format update only.) |
| 6/25/2014 | Codes | Added new code per Senate Bill 850 |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **126513**

Data Element Name: **Graduation Option**

A code used to distinguish between standard or accelerated option/curriculum plans for graduation.

| Code | Definition/Example |
|------|---|
| 1 | 24 Credit Standard High School Option |
| 2* | 18 Credit College Prep Option declared on or prior to June 30, 2004 |
| 3* | 18 Credit Career Prep Option declared on or prior to June 30, 2004 |
| 4 | Applies to a student with a disability who plans to exit with a Special Diploma as determined by the IEP and enrolled in Special Diploma prior to the 2014-15 school year (this code will not be a valid option after the 2022-23 school year). |
| 5** | 18 Credit College Prep Option declared on or after July 1, 2004 (this code will not be valid option after the 2014-15 school year). |
| 6** | 18 Credit Career Prep Option declared on or after July 1, 2004 (this code will not be valid option after the 2014-15 school year). |
| 7 | Applies to a student with a disability opting to remain in school after receiving a special diploma, certificate of completion, special certificate of completion or GED with no intention of working toward a standard diploma. |
| 8 | Performance-Based Exit Option Model (formerly GED Exit Option Model) |
| 9 | Accelerated diploma option based on the Academically Challenging Curriculum Learning (ACCEL), 18-Credit Option – (valid beginning the 2013-14 school year). |
| A | Applies to a student with a disability receiving a Standard High School Diploma based on access courses per Section 1003.4282(11)(b)1, Florida Statutes (valid for students entering 9th grade beginning in the 2014-15 school year). |
| B | Applies to a student with a disability receiving a Standard High School Diploma based on the academic and employment competencies high school graduation option per Section 1003.4282(11)(b)2, Florida Statutes (valid for students entering 9th grade beginning in the 2014-15 school year). |
| Z | Not applicable. Student is not in Grades 9-12. |

Note

* Codes 2 and 3 should only be used for students who declared the 18 Credit Option prior to June 30, 2004.

** Students entering ninth grade after July 1, 2004 and select an 18 Credit Graduation Option should be coded 5 or 6.

A student who selected one of the accelerated 3-year graduation options shall automatically move to the 4-year program set forth in s. 1003.43 if the student fails to meet the requirements of 1003.429 (8) Florida Statutes. (Applicable to students who selected program prior to July 1, 2013.)

Length: 1

Data Type: Alphanumeric

Year Implemented: 0304

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

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

Year: 2015-16

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

| | |
|----------|---------|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|------------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Updated language in codes 4 & 7; Add new codes A & B |
| 7/1/2014 | Notes | Revised language to previous notes and added a note (**). |
| 7/1/2014 | Codes | Added *(astericks) for codes 5 & 6 |
| 5/28/2014 | Codes | Changed GED Exit Option Model to |
| 11/13/2013 | Codes | New Option Number for the ACCEL diploma |
| 10/10/2013 | Codes | Added a note within the definition of the code. |

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Year: 2015-16

Data Element Number: **126525**

Data Element Name: **Graduation Requirement Basis**

A two-character code used to indicate under what requirements a high school student will earn or has earned a regular or special high school diploma.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-------|----------------|
| Blank | Not Applicable |
|-------|----------------|

| | |
|----|---------------------|
| EX | Exceptional Student |
|----|---------------------|

| | |
|----|----------------------------------|
| xx | State, Territory or Country Code |
|----|----------------------------------|

See Appendices G, Q and H for countries, United States Commonwealth and Territories and States.

NOTE: Optional and may be blank at district discretion.

This data element is used in the TI format (Student Information) of the F.A.S.T.E.R. System.

Length: 2

Data Type: Alphanumeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

Appendix G: Country Codes

Appendix H: State Codes

Appendix Q: United States Commonwealth and Territories

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **127275**

Data Element Name: **Hazardous Walking Code**

The code number from the Florida Department of Education School Transportation Management Section, Hazardous Walking Conditions automated reporting system (<http://data.fldoe.org/walking/>) for locations that make the student eligible for Transportation Membership Category G (Hazardous Walking, Elementary, Unweighted) as per section 1011.68(1)(e), F.S.

Examples:

| Code | Definition/Example |
|--------|--|
| 000000 | Student is not eligible for Transportation Membership Category G (Hazardous Walking). |
| 060233 | Hazardous walking code number 060233 in the DOE School Transportation Management Section, Hazardous Walking Conditions automated reporting system. |

Length: 6

Data Type: Numeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Transported Students

Formats Required:

Student Transportation DB9 56x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **128025**

Data Element Name: **Health Examination, School Entry**

Certification that a school health examination has been performed within one year prior to initial enrollment into a Florida public or nonpublic school as required by Section 1003.22, F.S.

| Code | Definition/Example |
|------|--|
| N | The student is an initial entry into a Florida school who has not presented a school health examination and has been enrolled in this district fewer than 31 days under Section 1003.22, F.S. |
| R | Religious exemption (any child shall be exempt upon written request of parent or guardian of such child stating objections of such examination on religious grounds). |
| T | Transferred from another Florida school without a health examination record. |
| V | The student is in a virtual instruction program or is home-schooled, has not presented a school health exam, does not physically participate in any school building activities, and none of the other codes apply. |
| Y | School entry health examination certified. |

NOTE: Some districts have local school board policies which do not allow enrollment without a health examination. In those cases, code N would not be a valid code.

Length: 1

Data Type: Alphabetic

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

6/1/2011 Codes Added code V.

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **128775**

Data Element Name: **Homeless Adult Program Indicator**

A one-character code to indicate an adult education program designed for the homeless.

| Code | Definition/Example |
|------|--|
| F | The course is part of a program designed for the homeless. A homeless adult is an adult lacking a fixed, regular nighttime residence or have a residence which is: (1) a publicly supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill); (2) an institution that provides a temporary residence for individuals intended to be institutionalized; or (3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. |
| Z | Not Applicable |

NOTE:

The term "homeless adult" does not apply to any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a state law.

Length: 1

Data Type: Alphanumeric

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades:

Programs Required:

Workforce Development

Formats Required:

WDIS Teacher Course DB9 49x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

6/5/2015 Codes Clarifying language in the Definition of code "F"

Data Element Number: **129150**

Data Element Name: **Homelessness Cause**

Code students who are or were homeless using the following causes of homelessness codes for the student and/or the student's family or guardian.

| Code | Definition/Example |
|---------------------|--|
| Homelessness | |
| D | Man-made Disaster (Major) |
| E | Natural Disaster - Earthquake |
| F | Natural Disaster-Flooding |
| H | Natural Disaster-Hurricane |
| M | Mortgage Foreclosure- homeless family loses own home due to foreclosure |
| N | Natural Disaster-Other |
| O | Other – i.e., lack of affordable housing, long-term poverty, unemployment or underemployment, lack of affordable health care, mental illness, domestic violence, forced eviction, etc. |
| S | Natural Disaster-Tropical Storm |
| T | Natural Disaster-Tornado |
| U | Unknown |
| W | Natural Disaster-Wildfire or Fire |

Code students who are not and have not been homeless this school year using the following code.

Non-Homelessness

Z No, student is not homeless and has not been homeless this school year.

Length: 1

Data Type: Alphabetic

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Homeless

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

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

Year: 2015-16

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

Data Element Number: **129525**

Data Element Name: **Homeless Student, PK-12**

A code indicating whether or not a student is/was homeless or eligible to continue to receive services for homeless children and youth and, if so, the primary nighttime residence of the student at the time of initial identification by the district as a homeless student this school year. Report students who have been homeless at any time during the school year.

Section 725 of the 2001 McKinney-Vento Homeless Education Assistance Improvement Act defines a homeless individual as one who lacks a fixed, regular and adequate nighttime residence. Guidelines from the U. S. Department of Education describe the following situations in which a child or youth is considered homeless:

Sharing the housing of other persons due to the loss of housing, economic hardship or a similar reason; doubled-up;

Living in motels, hotels, temporary trailer parks, or camping grounds due to lack of alternative adequate accommodations;

Living in emergency or transitional shelters;

Abandoned in hospitals;

Awaiting foster care placement;

Having 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;

Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

Migratory children may qualify as homeless for the purposes of this definition if the children are living in any of the circumstances described above.

Code students who are/were homeless or eligible to continue to receive homeless services using the following primary nighttime residence codes (based on the student's residence at the time of the student's initial identification by the district as homeless this school year).

| Code | Definition/Example |
|---|---|
| Homeless | |
| A | Living in emergency or transitional shelters, FEMA Trailers, abandoned in hospitals. |
| B | Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; doubled-up. |
| D | Living in cars, parks, temporary trailer parks or campgrounds due to lack of alternative adequate accommodations, public spaces, abandoned buildings, substandard housing, bus or train stations, public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings or similar settings. |
| E | Living in hotels or motels. |
| F | Awaiting foster care. (Prior to 2009-10 this category was included in code A.) |
| Code students who are not or have not been homeless this school year using the following code | |
| Non-Homeless | |
| N | No, student is not homeless or has not been homeless this school year. |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Type: Alphabetic

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Homeless

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required

Survey 7 Removed from Required Surveys

6/1/2012 Definition

Updated selected parts of definition to 1) remove "FEMA Trailers"
2) add "temporary" to "trailer parks",3) add "alternative adequate"
to "accommodations" 4) add "a public or private place not designed "
to replace "not designated".

6/1/2011 Definition

Revised language in sentence beginning "Living in motels," to
delete "FEMA Trailers" and add "temporary" to description of trailer
parks.

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **130275**

Data Element Name: **Homeless Unaccompanied Youth**

A code indicating whether or not a homeless student (or student eligible for homeless services) is also an unaccompanied youth. Section 725 of the 2001 McKinney-Vento Homeless Assistance Improvement Act defines unaccompanied youth as a youth not in the physical custody of a parent or guardian.

| Code | Definition/Example |
|------|---|
| N | No. This student is homeless (or student eligible for homeless services) but does not meet the definition of an unaccompanied youth. |
| Y | Yes, this student is a homeless youth (or student eligible for homeless services) who is not in the physical custody of a parent or guardian. |
| Z | Not applicable. This student does not meet the definition of a homeless youth (or student eligible for homeless services). |

Length: 1

Data Type: Alphabetic

Year Implemented: 0506

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Homeless

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

Data Element Number: **131037**

Data Element Name: **Highly Qualified Teacher Status**

A code to indicate whether the teacher meets the definition of a Highly Qualified Teacher and, if not, the reason the teacher of a core academic course is not highly qualified.

All teachers who give instruction in the core academic subjects of Art-Visual Arts, Drama-Theatre, English, World Languages, Language Arts, Mathematics, Music, Reading, Science, and Social Studies (History, Economics, Political Science and Geography) at any level must meet the following criteria in order for a "yes" response to be provided (see Appendix R):

-hold an acceptable bachelor's or higher degree, and hold a valid Florida Temporary or Professional Certificate.

In addition:

All (elementary, middle, and secondary) "not new" teachers of core academic subjects must meet one of the following criteria in order for a "yes" response to be provided:

-hold a valid infield Temporary or Professional Certificate and have passed the appropriate subject area test in the subject area assigned OR

-have documented the 100 points for the High Objective Uniform State Standard of Evaluation (HOUSSE) plan for the core academic subject area assigned (transferable from out of state using the out of state SAE verification form) OR

-for elementary teachers have a valid Florida Professional Certificate appropriate for the grade level(s) assigned and verification from another state of passing an appropriate subject area exam for the grade level(s) assigned (transferable from out of state using the out of state SAE verification form).

-for middle and secondary teachers only have a major, equivalent courses, or a passing score on the subject area exam in the subject area assigned as evidenced by a valid infield certificate.

"New" elementary teachers, teachers with no teaching experience, must meet one of the following criteria in order for a "yes" response to be provided:

-hold a valid infield Temporary Certificate in the area assigned and have passed the appropriate subject area test in the subject area assigned OR

-hold a valid infield Professional Certificate in the area assigned.

"New" middle and secondary teachers, teachers with no teaching experience, must meet the following in order for a "yes" response to be provided:

-have a major, equivalent courses, or a passing score on the subject area exam in the subject area assigned as evidenced by a valid infield certificate.

| Code | Definition/Example |
|------|--|
| A | Elementary school classes taught by certified general education teachers who did not pass a subject-knowledge test or (if eligible) have not demonstrated subject-matter competency through HOUSSE. |
| B | Elementary school classes taught by certified special education teachers who did not pass a subject-knowledge test or have not demonstrated subject-matter competency through HOUSSE. |
| C | Elementary school classes taught by teachers who are not fully certified. Note: In Florida, this code applies to elementary-level teachers who are certified but are out-of-field and have not passed the elementary education subject-knowledge test or have not demonstrated subject-matter competency through HOUSSE. |
| D | Middle and secondary school classes taught by certified general education teachers who have not demonstrated subject-matter knowledge in those subjects (e.g., out-of-field teachers). Note: In Florida, this code applies to certified middle and secondary-level teachers who are out-of-field for the assigned course and have not demonstrated secondary subject-matter competency through HOUSSE. |

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| | |
|---|--|
| E | Middle and secondary school classes taught by certified special education teachers who have not demonstrated subject-matter competency in those subjects |
| G | Other (An academic core course taught by a teacher who does not meet the definition of a Highly Qualified Teacher for the course for any reason other than A-E above.) |
| H | Support Facilitator who is not required to meet NCLB HQT requirements for this course. |
| Y | Teacher meets the definition of Highly Qualified Teacher for this course |
| Z | Course is not considered a core academic subject |

NOTES:

1. For additional information on highly qualified status requirements for teachers in ESE programs, please refer to the memorandum and attachments at the links below.

memo - <http://info.fldoe.org/docushare/dsweb/Get/Document-4562/k12-07-127memo.pdf>

attachment 1 - <http://info.fldoe.org/docushare/dsweb/Get/Document-4563/k12-07-127att1.pdf>

attachment 2 - http://info.fldoe.org/docushare/dsweb/Get/Document-3411/ease_att2.pdf

2. This data element is not applicable to dual enrolled course teachers at the high school or postsecondary institution levels. The Highly Qualified Teacher code must be Z.

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

6/1/2012 Codes

Modified language in codes D and E to include the word “middle” for relevance to middle schools.

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Year: 2015-16

Data Element Number: **131545**

Data Element Name: **Disaster Affected Student**

Indicator of whether the student moved to this school district or changed schools within the district this school year due to a disaster such as a hurricane or earthquake.

| Code | Definition/Example |
|------|---|
| B | Yes, this student moved to this district this school year from outside of Florida due to the Gulf of Mexico Deepwater Horizon oil spill incident. |
| E | Yes, this student moved to this district this school year due to an earthquake. |
| Q | Yes, this student changed schools within this district this school year due to an earthquake. |
| W | Yes, this student changed schools within this district this school year due to a hurricane. |
| Y | Yes, this student moved to this district this school year due to a hurricane. |
| Z | No, this student did not move to this district and did not change schools within this district this school year due to a disaster. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **131785**

Data Element Name: **Immigrant Student**

An indicator of whether or not the student meets the definition of Immigrant Children and Youth pursuant to the No Child Left Behind (NCLB) Act, Title III, Part C, General Provisions, Section 3301(6) at anytime during the school year.

The term immigrant children and youth means individuals who:

(A) are ages 3 through 21; and

(B) were not born in any State, the District of Columbia or Puerto Rico; and

(C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

| Code | Definition/Example |
|------|---|
| N | No, the student is not an immigrant student. |
| Y | Yes, the student is an immigrant student. |
| Z | Not applicable. This code can be used for students in School Number, Current Enrollment 3518. |

Note:

The children of U.S. military personnel born overseas are to be included in any count of immigrant children or youth.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required Survey 7 Removed from Required Surveys

FLORIDA DEPARTMENT OF EDUCATION
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Year: 2015-16

9/29/2011 Codes

Changed code Z to delete District Number 71 and School Number 9997 due to changes in the virtual school statute and the way District Number 71 reports the District Number, Current Enrollment. Added complete data element name, School Number, Current Enrollment.

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **131905**

Data Element Name: **Immigrant Student Services**

This data element is used to report the type(s) of Title III, Immigrant Children and Youth funded Instructional and Supplemental Services provided to any Title III, Immigrant Children and Youth participant. Codes consist of one-character fields. Allowable codes are:

| Code | Definition/Example |
|---|--|
| Enhanced Instructional Services | |
| A | Tutorials and mentoring. |
| C | Academic or career counseling. |
| L | Family literacy, parent outreach, training – activities designed to assist parents to become active participants in the education of their children. |
| M | Identification and acquisition of curricular materials, educational software, and technologies. |
| S | Salaries of specially trained personnel – support of personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth. |
| Supplemental Education Services Additional Basic Instruction | |
| B | Construction |
| D | Classroom Supplies |
| F | Overhead Costs |
| O | Other |
| R | Acquisition or Rental Space |
| T | Transportation |
| Z | Not applicable. Not a Title III, Immigrant Children and Youth participant. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Immigrant

Formats Required:

Federal/State Compensatory Project Evaluation DB9 18x

Surveys Required:

Survey 5 Yes

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Appendixes:

None

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **132025**

Data Element Name: **Immunization Status**

Certification that the student has complied with the immunization requirements of Section 1003.22, F.S., by filing the appropriate DH or HRS form with the school district.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Current Codes

| | |
|---|---|
| 0 | Enrolled in this district fewer than 31 days or enrolled in any Juvenile Justice education program fewer than 31 days under Section 1003.22(5)(e), F.S. Also use this code for students in virtual instruction programs who do not come to a district school building for any activities and for whom none of the other codes apply. No form is needed for this code. This code can also be used locally for students who do not participate in school activities on a school campus (for example, some Home Education students and migrant non-enrolled students). |
| 1 | Permanent immunization certificate documenting general immunization requirements. Use form DH 680, Part A - Complete. |
| 2 | Temporary medical exemption requiring follow-up. Use form DH 680, Part B - Temporary. |
| 3 | Permanent medical exemption. Use form DH 680, Part C - Permanent. |
| 4 | Permanent religious exemption. Use form DH 681. |
| 8 | Permanent immunization certificate documenting seventh grade requirements. Use form DH or HRS Part A - Complete. |

Obsolete Codes

| | |
|---|---|
| 5 | (a) Permanent immunization certificate (680A) and (b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity Use form DH or HRS 680 and Code 1 |
| 6 | (a) Temporary medical certificate (680B) requiring follow-up and (b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity Use form DH or HRS 680 and Code 2. |
| 7 | (a) Permanent medical exemption (680C) and (b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity Use form DH or HRS 680 and Code 3. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required

6/1/2012 Codes

Survey 7 Removed from Required Surveys

Added a sentence to the explanation of code 0 regarding students who do not come to a school campus.

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **138225**

Data Element Name: **Incident, Alcohol-Related**

A code indicating whether or not the incident was alcohol related.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

| | |
|---|--|
| Z | Use this code for (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |
|---|--|

NOTE: An incident is alcohol related if there is evidence that those involved in the incident were caught drinking at the incident or had been drinking, based on testing or investigation of a Law Enforcement Officer at the scene; if those involved in the incident admit to possessing, using or selling alcohol; or if the incident is somehow related to possession, use or sale of alcohol. Schools will not be testing for alcohol use.

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 Notes

Added words "if those involved in the incident admit to possessing, using or selling alcohol."

Data Element Number: **138250**

Data Element Name: **Incident, Basis - Disability**

An indicator of whether the bullying or harassment incident was based on the person's disability.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | The bullying or harassment incident was not based on the person's disability. |
|---|---|

| | |
|---|---|
| Y | The bullying or harassment incident was based on the person's disability. |
|---|---|

| | |
|---|--|
| Z | Not a bullying or harassment incident. |
|---|--|

NOTE: A Y or N code must be used for incident types of Bullying (BUL), Harassment (HAR), Sexual Harassment (SXH), Threat/Intimidation (TRE), Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR) and for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1011

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **138275**

Data Element Name: **Incident, Basis - Race**

An indicator of whether the bullying or harassment incident was based on the person's race, color or national origin.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | The bullying or harassment incident was not based on the person's race, color or national origin. |
|---|---|

| | |
|---|---|
| Y | The bullying or harassment incident was based on the person's race, color or national origin. |
|---|---|

| | |
|---|--|
| Z | Not a bullying or harassment incident. |
|---|--|

NOTE: A Y or N code must be used for incident types of Bullying (BUL), Harassment (HAR), Sexual Harassment (SXH), Threat/Intimidation (TRE), Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR) and for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1011

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **138300**

Data Element Name: **Incident, Basis - Sex**

An indicator of whether the bullying or harassment incident was on the basis of sex. Harassment or bullying on the basis of sex is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassment or bullying on the basis of sex also includes gender-based, nonsexual harassing conduct, such as harassment based on gender stereotyping. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

Code Definition/Example

N The bullying or harassment incident was not on the basis of sex.

Y The bullying or harassment incident was on the basis of sex.

Z Not a bullying or harassment incident.

NOTES: A Y or N code must be used for incident types of Bullying (BUL), Threat/Intimidation (TRE), Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR) and for incidents coded Y (yes) on Incident, Bullying-Related.

Harassment (HAR) incident types must be reported with code N.

Sexual Harassment (SXH) incident types must be reported with code Y.

Length: 1

Data Type: Alphabetic

Year Implemented: 1011

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **138325**

Data Element Name: **Incident, Bullying-Related**

A code indicating whether or not the incident was bullying-related.

| Code | Definition/Example |
|------|--|
| N | No, the incident was not bullying-related. |
| Y | Yes, the incident was bullying-related. |
| Z | Use this code for (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |

NOTE: The incident is bullying-related if the incident includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment, or unreasonably interfere with the individual's school performance or participation.

If a student or other systematically and chronically inflicted physical hurt or psychological distress on one or more students which may have involved teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual or racial harassment, public humiliation, or destruction of property, then the incident should be reported as bullying related.

If the bullying results in any SESIR Incidents do not code the incident as Bullying. Instead, the incident should be coded appropriately with the related element coded as bullying-related.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

None

Data Element Number: **138425**

Data Element Name: **Incident, Context**

A one-digit code to identify the incident context.

| Code | Definition/Example |
|------|--|
| 1 | During school hours |
| 2 | Outside school hours - school-sponsored activity |
| 3 | Outside school hours - nonschool -sponsored activity |

Length: 1

Data Type: Numeric

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **138625**

Data Element Name: **Incident, Date**

The date the infraction or SESIR incident occurred.

| Code | Definition/Example |
|-------------|--------------------------------------|
| MMDDYYYY | Example: 12011995 = December 1, 1995 |

Length: 8

Data Type: Numeric

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **138825**

Data Element Name: **Incident, Drug-Related**

A code indicating whether or not the incident was drug related.

| Code | Definition/Example |
|------|--|
| N | No |
| Y | Yes |
| Z | Use this code for (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |

NOTE: An incident is drug related if there is evidence that those involved in the incident were under the influence of drugs at the time of the incident; if drugs were in the possession of individuals involved in the incident, based on testing or investigation done by a police officer as a result of the incident; if individuals involved admit to possessing, using or selling drugs; or if the incident is somehow related to possession, use or sale of drugs. See the definition for those substances included in the category of drugs. Schools will not be testing for drug use or asked to do searches beyond those already authorized for school personnel.

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 Notes

Added words "if individuals involved admit to possessing, using or selling drugs."

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **139025**

Data Element Name: **Incident, Gang-Related**

A code indicating whether or not the incident was gang related.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

| | |
|---|--|
| Z | Use this code for (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |
|---|--|

NOTE: Incident is gang related if gang affiliation/association caused the incident or was a contributing factor to action that happened during the incident. For example, an incident of vandalism or robbery might be a part of an initiation into a gang or a fight might be caused by group rivalry. Report an incident as gang related only if you are sure that gang affiliation/association contributed to that incident. Factors to be considered when determining whether the incident is gang related include, but are not limited to the following: A gang is a somewhat organized group of some duration, sometimes characterized by turf concerns, symbols, special dress or colors. The group is recognized as a gang by its members and others. One or more of those involved in the incident admits to gang affiliation/association or admits that gang affiliation/association was a contributing factor to the incident. One or more of those involved was identified by his/her parents as a gang member/associate. One or more involved were wearing clothing, tattoos, or a style of dress "known" to be associated with gang(s). Students/witnesses to the incident alleged that the incident or one or more of those involved in the incident was gang related or affiliated/associated with a gang. The determination of whether or not the incident was gang related should be based on a reasonable interpretation of the totality of the circumstances.

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Description of Changes:

None

Data Element Number: **139225**

Data Element Name: **Incident, Hate Crime-Related**

A code indicating whether or not the incident was hate crime related.

| Code | Definition/Example |
|------|--|
| N | No |
| Y | Yes |
| Z | Use this code for (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |

Examples: Student spray paints anti-gay slogans on bathroom walls, sends racial slurs to someone in a note or through electronic mail, or uses derogatory language involving someone's religious beliefs in a fight with someone.

Note: An act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or mental/physical¹ disability. Creates an intimidating, hostile or offensive educational environment. The motivation (intent) behind the act is the key element in determining whether an incident is hate-related².

¹Mental or Physical Disability means that the victim suffers from a condition of physical or mental incapacitation due to a developmental disability, organic brain damage, or mental illness, and has one or more physical or mental limitations that restrict the victim's ability to perform the normal activities of daily living (Chapter 775.085, F.S.).

²Florida Department of Law Enforcement's Hate Crime Report Manual, The Attorney General's Annual Report/Hate Crimes in Florida/January 1 – December 31, 2008, definition of hate crimes.

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2

Survey 3

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

Year: 2015-16

Survey 5

Appendixes:

None

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **139325**

Data Element Name: **Incident, Identifier**

A unique eight position code, locally assigned within a district to identify a specific school environmental safety (SESIR) incident or occurrence or a disciplinary/referral action specific to a student for a non-SESIR incident. More than one student may be involved in a single incident.

When there are resulting Disciplinary/Referral Action codes applicable to a SESIR Incident, Identifier, the SESIR Incident, Identifier must be reported on the corresponding Student Discipline/Referral Action format.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTE: Reports must be made on incidents occurring on school campus, at school-sponsored events and on school-sponsored transportation at any time of the year and 24 hours a day. At school-sponsored events, report those incidents that involve student(s) as either perpetrator or victim.

Length: 8

Data Type: Alphanumeric

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **139375**

Data Element Name: **Incident, Injury-Related**

A code indicating whether or not the incident involved serious bodily injury.

| Code | Definition/Example |
|------|---|
| A | (More Serious) Death or bodily injury which involves: a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. 18 U.S.C. 1365(h)(3) |
| B | (Less Serious) Bodily injury which requires immediate first aid or subsequent medical attention that does not meet the definition in code A above. |
| Z | (None) The incident did not involve serious bodily injury. Also use this code for all incidents of types (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |

NOTES: The person(s) injured could be a student, a non-student or both.

Incident type Homicide (HOM) must always be coded A on the Incident, Injury-Related element.

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **139425**

Data Element Name: **Incident, Involvement Type**

A one-character code which identifies the type of offender involved in the incident.

| Code | Definition/Example |
|------|--|
| B | Both Student and Non-Student |
| N | Non-Student |
| S | Student |
| U | Unknown |
| Z | Use this code for (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **139625**

Data Element Name: **Incident, Location**

A code indicating where the incident occurred.

| Code | Definition/Example |
|------|---|
| 1 | School Grounds/On Campus |
| 2 | School-Sponsored Activity/Off Campus |
| 3 | School-Sponsored Transportation (Including Bus Stops) |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **140025**

Data Element Name: **Incident, Reported to Law Enforcement**

A code indicating whether or not the incident was reported to law enforcement authorities.

| Code | Definition/Example |
|------|---|
| C | Consultation – A School Resource Office (SRO) or local Law Enforcement Officer was consulted regarding the incident but no official action was taken. |
| N | No - The incident was not reported to a School Resource Officer (SRO) or local Law Enforcement Officer. |
| Y | Yes - An official action was taken by a School Resource Officer (SRO) or local Law Enforcement Officer such as: a case number was assigned, a report was filed, an affidavit was filed, an investigation was conducted and found to be an incident reportable to SESIR OR an arrest was made. |

Code C is optional. For local use only.

Note: When reporting to the State convert code C to code N.

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **140225**

Data Element Name: **Incident, Type**

A three-character code to identify the type of incident.

| Code | Definition/Example |
|-------|---|
| **ARS | Arson |
| **BRK | Breaking and Entering |
| **BUL | Bullying |
| **DOC | Disruption on Campus – Major (Disorderly Conduct) |
| **FIT | Fighting (serious mutual combat or mutual altercation only) |
| **HAR | Harassment |
| **HAZ | Hazing |
| **OMC | Other Major Unclassified Offenses |
| **PHA | Physical Attack |
| **ROB | Robbery |
| **SXH | Sexual Harassment |
| *BAT | Battery |
| *HOM | Homicide |
| *KID | Kidnapping |
| *SXB | Sexual Battery |
| ALC | Alcohol Possession and/or Use |
| DRD | Drug Sales and/or Distribution (excluding alcohol) |
| DRU | Drug Possession and/or Use (excluding alcohol) |
| STL | Larceny/Theft/Motor Vehicle Theft |
| SXA | Sexual Assault |
| SXO | Sexual Offenses (Other) |
| TBC | Tobacco Possession and/or Use |
| TRE | Threat/Intimidation |
| TRS | Trespassing |
| UBL | Unsubstantiated Bullying |
| UHR | Unsubstantiated Harassment |
| VAN | Vandalism |
| WPO | Weapons Possession |

*For reporting to the U.S.D.O.E., these incident types are considered to be violent incidents.

**For reporting to the U.S.D.O.E., these incident types are considered to be violent incidents if they result in bodily injury as reported in the Incident, Injury-Related element.

If more than one Incident Type is applicable to the incident, report the type that resulted in the most injury or the highest property or monetary loss.

See DOE Information Data Base Requirements: Volume I--Automated Student Information System, Appendix P, for more detailed definitions of codes and for a preliminary rank ordering of incident types.

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

Year: 2015-16

Note: Districts may record other district-defined incident types and assign them the code ZZZ in their local systems. These district-defined incidents should not be included on the School Environmental Safety Incident Report format.

Length: 3

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/2/2014 Codes Addition of a new Incident, Type (Hazing).

7/1/2014 Codes Addition of 3 new Incident, Types.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **140425**

Data Element Name: **Incident, Weapon-Related**

A code indicating whether or not the incident was weapon related.

| Code | Definition/Example |
|------|---|
| 1 | Yes, the Incident was Weapon-Related and one non-firearm weapon was possessed/used. |
| 2 | Yes, the Incident was Weapon-Related and two or more weapons were possessed/used and none were firearms*. |
| 3 | Yes, the Incident was Weapon-Related and at least one was a firearm*. |
| 4 | Yes, the Incident was Weapon-Related and two or more were firearms*. |
| N | No, the Incident was not Weapon-Related. |
| Z | Use this code for (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |

NOTE: An incident is weapon-related if any of those involved in the incident possessed or used a weapon during the incident or if the incident was somehow related to possession, use or sale of weapons. Code the type of weapon used under Weapon, Description.

*Firearms are defined on the "Weapon, Description" data element as Firearm, Other (Code F), Handgun (Code H) or Rifle or Shotgun (Code R).

Length: 1

Data Type: Alphanumeric

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

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

Year: 2015-16

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **140462**

Data Element Name: **Industry Certification Identifier**

The identifier assigned by the Florida Department of Education to specify the CAPE Digital Tool Certificate, CAPE Industry Certification, CAPE Acceleration Industry Certification, CAPE Innovation Course, or technical skill attainment examination that the student has taken/attempted.

See Appendix Z for a list of the Industry Certification Identifiers.

The following procedures apply for CAPE Digital Tool Certificates, CAPE Industry Certifications, CAPE Acceleration Industry Certifications, and technical skill attainment examinations:

For certifications or assessments with more than one exam, an industry certification identifier should only be reported when all exams required to earn the certification or pass the assessment have been taken/attempted.

For example, MICRO069 - This Microsoft bundle requires that a student pass three of six exams. Students must have taken at least three exams for the industry certification identifier to be reported.

For certifications or assessments with work experience requirements, an industry certification identifier may be reported as an attempt when all exams have been taken and any requirements other than work experience are satisfied (i.e., report valid identifier on Industry Certification Identifier element and outcome of "F" on the Industry Certification Outcome element). However, students may not be reported with an "F" for two consecutive years if the only certification requirement outstanding is the work experience.

For example, NRAEF002 - This certification requires the student pass Year 1 and Year 2 exams and complete 400 hours of work experience. A student may be reported one time with this industry certification identifier and an outcome of "F" if the exams have been taken but the work experience was not successfully completed.

For a student earning an industry certification in a prior year (value of "P" on industry certification outcome), the student may not be reported with that same industry certification identifier in a subsequent reporting year.

For example, ADOBE012 - This certification often has software updates and new versions of the software and subsequent exams are released. If a student earned the ADOBE012 certification in 2011-12, the student may not be reported as attempting or earning that industry certification in any following year.

Reporting on this data element is end of year reporting only for K-12 (Survey 5). The outcome reported should be the final outcome for the reporting year.

For example, ADOBE012 – If a student took this exam twice during the same year and failed the exam on two occasions, the certification identifier and outcome should only be reported once. If the student took an exam and failed on the first attempt and then the student re-tested on the same exam and earned the certification, only the final outcome on the industry certification identifier should be submitted.

The following procedures apply for CAPE Innovation Course reporting:

All students enrolled in CAPE Innovation Courses should have a value reported on this format. One identifier is used for all CAPE Innovation Courses for purposes of reporting performances in the course – CAPEI001. For example, outcomes for AP Microeconomics Innovation (Course Number: 2102365) are reported for all students enrolled in this course on the Industry Certification format with an identifier of CAPEI001.

| Code | Definition/Example |
|----------|--|
| CISCO004 | Cisco Certified Network Associate (CCNA) |
| NIASE007 | ASE Automobile/Light Truck Technician: Brakes (A5) |

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

Year: 2015-16

Length: 8

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Career and Professional Academies

Workforce Development

Formats Required:

Industry Certification

WDIS Supplemental Information DB9 60x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey 5 Yes

Appendixes:

Appendix Z: Industry Certification Identifier

Description of Changes:

| | | |
|-----------|------------------|--|
| 2/6/2015 | Formats Required | Data element has been moved to the NEW Industry Certification Format. |
| 2/6/2015 | Grades Required | Changed Grades Required to K-12 |
| 2/6/2015 | Codes | Deleted the code 'ZZZZZZZZ' |
| 2/6/2015 | Definition | Update of definition to remove this element from the Career and Technical Education Student Course Schedule format |
| 6/1/2012 | Definition | Added wording to clarify when industry certifications should be sent only once. |
| 5/21/2012 | Grades Required | Correction0 |
| 6/1/2011 | Grades Required | Added grade levels 06-08 making the grades required 06-12. |

Data Element Number: **140500**

Data Element Name: **Industry Certification Outcome**

An indicator of whether or not the student passed the industry certification or technical skill assessment taken/attempted.

| Code | Definition/Example |
|------|--|
| A | Student was enrolled in a CAPE Innovation Course and attempted all required academic assessments and industry certifications, but only passed the required academic assessment. |
| C | Student was enrolled in a CAPE Innovation Course and attempted all required academic assessments and industry certifications, but only passed the required industry certification examinations |
| F | Student attempted but did not pass or complete all of the required components of the certificate, certification or assessment OR the student attempted all academic assessments and industry certification examinations required in a CAPE Innovation Course and did not pass any of the required assessments. |
| I | Student was enrolled in a CAPE Innovation Course and attempted at least one but not all of the required academic assessments and industry certifications. |
| P | Student completed and passed all of the required components of the certificate, certification or assessment OR the student successfully completed all academic assessments and industry certification examinations required in a CAPE Innovation Course. |
| Z | Student was enrolled in a CAPE Innovation Course and did not attempt any of the required academic assessments and industry certification examinations for the course. |

FOR CAPE INNOVATION COURSES

For example, for the Advanced Placement Microeconomics (Course Number: 2102365), the following outcomes would be reported:

A Student took the AP Microeconomic examination and passed with a 3 or higher AND took the required Microsoft Office Specialist for Excel examination and did not earn the certification.

C Student took the AP Microeconomic examination and did not pass with a 3 or higher AND took the required Microsoft Office Specialist for Excel examination and earned the certification.

I Student took either the AP Microeconomics examination or the Microsoft Office Specialist for Excel but did not complete all of the required assessments for the CAPE Innovation Course.

F Student took the AP Microeconomic examination and did not pass with a 3 or higher AND took the required Microsoft Office Specialist for Excel examination and did not earn the certification.

P Student took the AP Microeconomic examination and passed with a score of 3 or higher AND took the required Microsoft Office Specialist for Excel examination and earned the certification.

Length: 1

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

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

Year: 2015-16

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Career and Professional Academies

Workforce Development

Formats Required:

Industry Certification

WDIS Supplemental Information DB9 60x

Surveys Required:

Survey 5 Yes

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|---|
| 2/6/2015 | Formats Required | Data element has been moved to the NEW Industry Certification Format. |
| 2/6/2015 | Grades Required | Changed Grades Required to PK-12 |
| 2/6/2015 | Codes | Added new codes, A, C and I. Revised definitions for Code F, P and Z. |
| 5/21/2012 | Grades Required | Correction |
| 6/1/2011 | Grades Required | Added grade levels 06-08 making the grades required 06-12. |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **140575**

Data Element Name: **Institution Number, Neglected/Delinquent**

The number assigned to the institution for neglected or delinquent children in which the student resided or was served. Report the state-assigned four-digit school number if the institution is a public school or report a district-assigned three digit number preceded by an 'A' if the facility is not a public school. District-assigned numbers for eligible institutions must be unique within the district.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|----------------|
| 0000 | Not applicable |
|------|----------------|

| | |
|------|---|
| 0601 | State-assigned school number for the eligible institution for neglected or delinquent children. |
|------|---|

| | |
|------|---|
| A001 | District-assigned number for an institution for neglected or delinquent children. |
|------|---|

NOTE: This element applies to institutions for neglected or delinquent children as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 107-110. Examples of institutions that might meet the definitions in this legislation are juvenile detention centers, children's homes, halfway houses, county jails, marine institutes, and wilderness institutes. Districts should consult the regulations for specific qualifying requirements.

This information is reported in Survey Periods 5 and 9 only. For other Survey Periods and for students for whom this element is not applicable use 0000.

For Survey Period 9 the following applies:

For Title I, Part D, Students in Locally Operated Residential and Non-Residential Programs (Subpart 2): Report locally operated Neglected/Delinquent Institution Numbers only for students, ages 5-17 inclusive, who resided in the institution or were present in the institution for at least one day during the designated 30 day count period in the reporting year. The count period (which may be set separately for each institution) is 30 consecutive calendar days at least one of which falls within the month of October.

For Title I, Part D, Students in State-Operated Residential Programs (i.e., Washington Special) (Subpart 1): Report state-operated Neglected/Delinquent Institution Numbers only for students, under age 21, who received free public education provided by the state and enrolled in a regular program for at least 20 hours per week in a Neglected or Delinquent institution or 15 hours per week in an adult correctional institution. The average length of stay for students in each of these institutions must be at least 30 days.

For Survey Period 5 the following applies:

Subpart 2: This element is reported for any student, ages 5-17 inclusive, who resided in a non-school institution for neglected or delinquent students at any time between July 1 and June 30 of the reporting year.

Subpart 1: This element is reported for any student, under age 21, who resided in a state-operated residential delinquent program (i.e., Washington Special) at any time between July 1 and June 30 of the reporting year.

Length: 4

Data Type: Alphanumeric

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

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

Year: 2015-16

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Neglected and Delinquent

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

| | |
|----------|---------|
| Survey 1 | Default |
| Survey 2 | Default |
| Survey 3 | Default |
| Survey 4 | Default |
| Survey 5 | Yes |
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |

Appendixes:

None

Description of Changes:

| | |
|----------|------------------|
| 7/1/2015 | Surveys Required |
| 6/1/2012 | Notes |

Survey 7 Removed from Required Surveys

Removed examples of girl's and boys' ranches, boot camps and addiction and recovery facilities from the note for delinquent programs. Updated all notes for clarity.

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

Year: 2015-16

Data Element Number: **140725**

Data Element Name: **International Baccalaureate Diploma**

A code which indicates that the diploma earned by the student is an International Baccalaureate Diploma.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

| | |
|---|----------------|
| Z | Not Applicable |
|---|----------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **141025**

Data Element Name: **Internship Participant**

Indicate whether the student participated, during the current reporting year (secondary), in an Internship.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|--|
| N | The student did not participate in an Internship |
|---|--|

| | |
|---|---|
| Y | The student participated in an Internship |
|---|---|

NOTE: Internships are exploratory or preparatory paid or unpaid work-site experiences where students work for an employer or agency for 40 or more hours to learn about a particular industry or occupation. Activities may include special projects, a sample of tasks for different jobs, or tasks from a single occupation. Internships may include community service (service learning) placements if they meet the above requirements and are related to the student's program of study or career goals.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **144025**

Data Element Name: **English Language Learners, PK-12**

Using the definitions and the codes given below, indicate the status of the student who has been identified as an English Language Learner (ELL) student. An ELL is one who:

Was not born in the U.S. and whose native language is other than English; or

Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or

Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; and

Who as a result of the above has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.

| Code | Definition/Example |
|------|--|
| LF | The student is being followed up for a two-year period after having exited from the ESOL program. |
| LP | The student is in the 3rd-12th grade, tested fully English proficient on an Aural/Oral Test and is Limited English Proficient pending the Reading and Writing assessment or the student is in K-12th grade, answered "yes" on the Home Language Survey question "Is a language other than English spoken in the Home?" and is pending aural/oral assessment. |
| LY | The student is classified as limited English proficient and is enrolled in a program or receiving services that are specifically designed to meet the instructional needs of ELL students, regardless of instructional model/approach. |
| LZ | The student is one for whom a two-year follow-up period has been completed after the student has exited the ESOL program. This code also applies to John M. McKay Scholarship students who were formerly in an English Language Learners program. |
| ZZ | Not applicable |

NOTE: Code LN has been removed effective July 1, 2007. Students previously reported as LN must be reported under another approved code, as appropriate. The decision regarding the appropriate code should be based on whether or not the student is receiving instruction to meet his/her unique needs, regardless of instructional model/approach, teachers' certification and program funding.

Length: 2

Data Type: Alphabetic

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

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

Year: 2015-16

Formats Required:

Student Demographic Information DB9 13x
Student Discipline/Resultant Action DB9 19x

Surveys Required:

| | |
|----------|---------|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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

Year: 2015-16

Data Element Number: **144050**

Data Element Name: **Native Language, Student**

A two-character code which identifies the native language spoken by the students.

| Code | Definition/Example |
|------|--|
| NN | The language code of the student. |
| ZZ | Not applicable (ZZ is not valid for students in grades PK-12.) |

See Appendix N: Language Codes.

Length: 2

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Default

Survey 8 Default

Survey 9 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required
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Survey 7 Removed from Required Surveys

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

7/1/2015 - Surveys Required

None

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

Year: 2015-16

Data Element Number: **144063**

Data Element Name: **English Language Learners, Adult**

Using the definitions and the codes given below, indicate the status of the student who has been identified as an English Language Learner (ELL) student. A English Language Learner student is one who:

Was not born in the U.S. and whose native language is other than English; or

Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or

Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; and

Who as a result of the above has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.

| Code | Definition/Example |
|------|---|
| N | The student is NOT a Limited English Proficient student |
| Y | The student is a Limited English Proficient student |

Length: 1

Data Type: Alphabetic

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

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

Year: 2015-16

Survey X Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **144075**

Data Element Name: **English Language Learners: Basis of Entry**

A one-character code used to indicate the basis of entry into the English for Speakers of Other Languages (ESOL) program.

| Code | Definition/Example |
|------|---|
| A | Aural/Oral |
| L | English Language Learners (ELL/LEP) Committee |
| R | Reading and Writing |
| T | Temporarily placed in a program based on a "Yes" response to the Home Language Survey: (a) Is there a language other than English used in the home?; (b) Did the student have a first language other than English?; (c) Does the student most frequently speak a language other than English?; or (d) both (b) and (c). |
| Z | Not applicable. Used for Survey 7 only. |

Note: English Language Learners with an English Language Learners, PK-12 code of LP who are placed in an ESOL program should be reported with a Basis of Entry Code of T.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

English Language Learners

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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

Year: 2015-16

Data Element Number: **144080**

Data Element Name: **English Language Learners: Basis of Exit**

A one-character code used to indicate the basis of exit out of the English for Speakers of Other Languages (ESOL) program. Codes B, C, D, E and F are composed of two or more measures.

| Code | Definition/Example |
|------|---|
| A | Aural/Oral - only for use with K-2 students exited from an ESOL program prior to July 1, 2009. |
| B | CELLA Composite Score and CELLA Reading Score – Scores equal to or greater than the CELLA composite scores shall be used to determine the level of English proficiency for students tested in listening, speaking, reading and writing (see table below). The CELLA Reading score must be on grade level. The second measure must be an academic Reading assessment on grade level. Valid prior to the 2012 CELLA administration. |
| C | A score at or above the proficient level on a State approved listening and speaking assessment or above the publisher's cut score on an aural and oral assessment. If this measure is used for students in grades 3-12, the second measure shall be an assessment in reading and writing. Valid prior to the 2012 CELLA administration. |
| D | A score at or above the 33rd national percentile on the reading comprehension and writing or language usage subtests on a nationally norm referenced test. The second measure shall be a listening and speaking or aural and oral assessment. Valid prior to the 2012 CELLA administration. |
| E | FCAT level 3 or greater or the equivalent developmental scale score on the Reading test of the Sunshine State Standards. The second measure shall be an assessment in listening and speaking or aural and oral, and writing. Valid prior to the 2012 CELLA administration. |
| F | FCAT level 3 or greater on the Writing+ of the Sunshine State Standards. The second measure shall be an assessment in listening and speaking or aural and oral, and reading---for use only with students exited from an ESOL program prior to July 1, 2008. Valid prior to the 2012 CELLA administration. |
| G | District-proposed alternative exit standard as amended into the District's ELL Plan and approved by the Department of Education---for use only with students exited from an ESOL program prior to July 1, 2008. |
| H | For grades K-2, scores of proficient in all four domains of CELLA. Effective starting with the 2012 CELLA administration. (A second measure is no longer needed.) For 2014-15 the statewide English Language Proficiency Assessment is the only assessment required. (Rule 6A-6.0903) |
| I | For grades 3-9, scores of proficient in all four domains of CELLA and an achievement level of 3 or higher on FCAT Reading . Effective starting with the 2012 CELLA administration. Students in grades 3-11, must earn scores at or above the 50th percentile on the grade level FSA in ELA administered in the 2014-2015 school year; (Rule 6A-6.0903) |
| J | For grades 10-12, scores of proficient in all four domains of CELLA and a score on the 10th Grade FCAT Reading sufficient to meet applicable graduation requirements or an equivalent concordant score pursuant to Section 1008.22, F.S. Effective starting with the 2012 CELLA administration. (Not applicable for grade 10 after 2013-14 per Rule 6A-6.0903) |
| L | English Language Learners (ELL) Committee |
| R | Reading and Writing---for use only with students exited from an ESOL program prior to July 1, 2008. |
| Z | Not Applicable |

NOTE: Report one or two English Language Learners: Basis of Exit codes. Codes B-G require a second code. Code I: grade 11 is no longer applicable for testing.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9596

State Standard: No

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | Yes |
| Migrant Tracking: | No |

Required Grades: KG-12

Programs Required:

English Language Learners

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

| | |
|----------|-----|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 5 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 5/26/2015 | Notes | Added a note concerning grade 11. |
| 5/26/2015 | Codes | Updated language to existing code definitions to include legislative changes |
| 11/4/2011 | Codes | Codes B, C, D, E and F are being phased out. They are valid only for students who exit prior to the 2012 CELLA administration. Codes H, I and J were added. |

Data Element Number: **144095**

Data Element Name: **English Language Learners: Classification Date**

The initial date a student who responded "Yes" to the Home Language Survey is determined eligible or not eligible based on assessment of an ESOL program.

| Code | Definition/Example |
|----------|---|
| 00000000 | Zero fill for students not yet classified eligible or ineligible. |
| MMDDYYYY | Classification date Example: 01181991 = January 18, 1991 |

Length: 8

Data Type: Numeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **144105**

Data Element Name: **English Language Learners: Entry Date**

The initial date a student entered an ESOL program.

| Code | Definition/Example |
|-------------|--|
| MMDDYYYY | Entry date Example: 01181991 = January 18, 1991 |

Length: 8

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **144115**

Data Element Name: **English Language Learners: Exit Date**

The initial date a student exits an ESOL program

| Code | Definition/Example |
|----------|---|
| 00000000 | Zero fill if exit has not occurred |
| MMDDYYYY | Exit date Example: 01181991 = January 18, 1991 |

Length: 8

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

Data Element Number: **144125**

Data Element Name: **English Language Learners: Extension of Instruction**

A one-character code used to indicate that a English Language Learner student is receiving services beyond the base three years of eligible ESOL FTE funding as specified in Rule 6A-6.0903, FAC.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| Y | Student in need of extension of instruction |
|---|---|

| | |
|---|----------------------|
| Z | Not applicable or no |
|---|----------------------|

NOTE: The base period of three years is defined as three calendar years from the original date an ELL student enters the ESOL program. Student may receive an additional 4th, 5th, or 6th year of FEFP funded ESOL instruction and services based upon needs as determined from annual evaluations.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

FLORIDA DEPARTMENT OF EDUCATION
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Year: 2015-16

Data Element Number: **144135**

Data Element Name: **English Language Learners: Home Language Survey Date**

The date that indicates completion of the Home Language Survey in accordance with Rule 6A-6.0902, FAC.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|---------------------------|
| MMDDYYYY | Home Language Survey date |
|----------|---------------------------|

Example: 01181991 = January 18, 1991

Length: 8

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Default

Survey 8 Default

Survey 9 Yes

Appendixes:

None

Description of Changes:

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

Year: 2015-16

7/1/2015 Surveys Required

None

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

Year: 2015-16

Data Element Number: **144145**

Data Element Name: **English Language Learners: Instructional Model**

A code that indicates the instructional model/approach used to provide English Language Learners comprehensible instruction.

| Code | Definition/Example |
|------|---|
| C | Mainstream/Inclusion – Core/Basic Subject Areas |
| E | Sheltered - English |
| I | Mainstream/Inclusion - English |
| O | Maintenance or Developmental Bilingual Education |
| S | Sheltered – Core/Basic Subject Areas |
| T | Dual Language (Two-way Developmental Bilingual Education) |
| Z | Not applicable |

Former codes valid prior to July 1, 2007 are B, D and M.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **144155**

Data Element Name: **English Language Learners: Post Reclassification Dates**

Each date that the former ELL's performance has been reviewed to ensure parity of participation once the student has been classified as English proficient. These reviews shall take place automatically at the student's first report card and semiannually during the first year after exiting the program, and at the end of the second year, in accordance with Rule 6A-6.0903, FAC.

| Code | Definition/Example |
|-----------|--|
| | Example: A01181991 = First Report Card on January 18, 1991 |
| AMMDDYYYY | First Report Card |
| BMMDDYYYY | First Semiannual Review |
| CMMDDYYYY | Second Semiannual Review |
| DMMDDYYYY | End of the Second Year |

Length: 9

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **144165**

Data Element Name: **English Language Learners: Reclassification Date**

The initial date a former English Language Learner student is reclassified as an English Language Learner.

| Code | Definition/Example |
|----------|--|
| 00000000 | Zero fill if reclassification has not occurred |
| MMDDYYYY | Reclassification date |

Length: 8

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

Data Element Number: **144170**

Data Element Name: **English Language Learners: Reclassification Exit Date**

The date a reclassified English Language Learner student exits the ESOL program.

| Code | Definition/Example |
|----------|---|
| 00000000 | Zero fill if the student has not been reclassified or the reclassified student has not exited the ESOL program. |
| MMDDYYYY | Reclassification exit date Example: 12021991 = December 2, 1991 |

Length: 8

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

Data Element Number: **144175**

Data Element Name: **English Language Learners: Reevaluation Date**

The most recent date the English Language Learner student was reevaluated in order to determine whether the student should continue in or exit the program.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|---|
| 00000000 | Zero fill if the reevaluation has not occurred. |
|----------|---|

| | |
|----------|---|
| MMDDYYYY | Reevaluation date Example: 01181991 = January 18, 1991 |
|----------|---|

NOTE: This element should be used only for the purpose of recording students reevaluated to continue in the program after the base period of three years.

Length: 8

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **144185**

Data Element Name: **English Language Learners: Student Plan Date**

The date of the most recent development or review of the English Language Learner Student Plan.

| Code | Definition/Example |
|----------|---|
| MMDDYYYY | The most recent date the English Language Learner Student Plan was developed or reviewed. Example: 01181991 = January 18, 1991 |

Length: 8

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

English Language Learners Information DB9 10x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **146025**

Data Element Name: **Lunch Status**

Lunch status is defined as the student's eligibility for participation in the Free, Reduced or Full Price Lunch Program of the district as evidenced by submission of an application.

| Code | Definition/Example |
|------|---|
| 0 | The student did not apply for free or reduced price lunch. |
| 1 | The student applied for free or reduced price lunch but is not eligible. |
| 2 | The student is eligible for free lunch. |
| 3 | The student is eligible for reduced-price lunch. |
| 4 | The student is enrolled in a USDA-approved Provision 2 school. |
| 6 | The student is eligible for free meals based on direct certification which is the automatic approval for free meals but declines the free meals. |
| 9 | The student is eligible for free meals based on direct certification which is the automatic approval for free meals. |
| 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 FDACS - approved CEP schools use this code.) |
| Z | Unknown. This code should be used only for private school students participating in Title I programs and (optionally) for reporting survey 6 information. |

NOTE: (a) Only codes 0, 1, 2, 3, 4, C and N are submitted to the state. Codes 6 and 9 should be converted to code 2 or C, as appropriate for the National School Lunch Program Provision offered in the school, prior to state reporting.

(b) If a student is eligible for free or reduced price lunch at any time during the school year, report the student as such in Survey 5.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

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

Year: 2015-16

All Programs

Formats Required:

Student Demographic Information DB9 13x

Student Discipline/Resultant Action DB9 19x

Surveys Required:

| | |
|----------|---------|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Default |
| Survey 9 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|--|
| 9/25/2015 | Notes | Updated note to clarify conversion of codes 6 and 9 to include Code C. |
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2014 | Codes | Added additional language to codes C and N. |
| 9/9/2013 | Notes | Added the two new codes related to CEO to the note. |
| 9/9/2013 | Codes | Added two codes to capture student lunch status eligibility for those students enrolled in USDA - Community Eligibly Option schools. |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **146275**

Data Element Name: **Major Area of Interest "Element Deleted"**

The state-approved field of study, comprised of at least four courses, selected by the student as a focus for the student's studies as per section 1003.428(2), F.S. Examples include sequential courses in a career and technical program, fine and performing arts, or academic content area.

Approved Major Area of Interest codes are found at
<http://www.fldoe.org/HSMajors/ListMajorsAndCourses.aspx>.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

- Notes:
1. Ninth grade students entering high school beginning 7/1/2007 must choose a Major Area of Interest.
 2. This code is also used to indicate the Major Area of Interest to which a course applies for high school graduation.
 3. For students in grades PK-8, students choosing an 18 credit graduation option, students in International Baccalaureate (IB) programs or Advanced International Certificate of Education (AICE) programs and those entering high school prior to 7/1/2007 use '0000'.

Note: Students select a Major Area of Interest as they complete an ePersonal Education Planner on the FACTS.org web site. See <http://www.facts.org/cgi-bin/eaglec>. These data are provided to school districts for use in local data systems.

Element deleted for fiscal year 2010-11

Length: 4

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **146525**

Data Element Name: **Mathematics, Date Passed for Graduation Purposes**

A six-digit field used to indicate the month and year when the regular student passed the mathematics section of a test used to determine graduation eligibility.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--------|---|
| MMYYYY | Example: 031999 Test passed March 1999 |
|--------|---|

Length: 6

Data Type: Numeric

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **146775**

Data Element Name: **Mathematics Remediation Component**

The reporting of this data is no longer required in statute.
Report code 'Z' for all students in grades PK – 12.

| Code | Definition/Example |
|------|---|
| Z | All students in grades PK-12 should be coded Z. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Mathematics

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|---|
| 9/29/2015 | Codes | Revised codes for 1516 to report only code "Z" since data not statutorily required. |
| 9/29/2015 | Definition | Revised data element reporting for 1516 since data not statutorily required. |
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Added new codes K – O for the new state assessment, Florida Standards Assessment (FSA). |
| 7/1/2014 | Grades Required | Revised grade requirement to 06-12. |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | | |
|----------|------------|--|
| 7/1/2014 | Codes | Revised Codes A-E and Z; Added Codes F-J regarding Algebra I EOC remediation requirement |
| 7/1/2014 | Definition | Added Algebra I EOC remediation requirement. |
| 6/1/2012 | Codes | Revised code Z to include grades 10-12 as requiring code Z. |
| 6/1/2012 | Definition | Revised definition to include grades 10-12 as requiring code Z and to add 2.0 as the FCAT version. |

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

Year: 2015-16

Data Element Number: **148046**

Data Element Name: **Migrant: Birth State**

A two character code for a United States State, Commonwealth or Territory; Canadian Province or Mexican or South American State in which the student was born.

See Appendix H for United States State codes.

See Appendix Q for United States Commonwealth and Territory codes.

See Appendix BB for Canadian Province and Mexican and South American State codes.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Note: Use code ZZ for unknown.

Length: 2

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **148056**

Data Element Name: **Migrant Continuation of Services**

A code to identify migrant children whose eligibility has expired (who are no longer classified as migrant students) but who continue to receive migrant program educational or educationally related services.

Note: Students who are served through the Migrant Continuation of Services provision should be coded as Title 1 Migrant Part C or Title I Basic (Part A) blended with Title I Migrant (Part C) in the Project Type of the data element Federal/State Project, Area and Model.

| Code | Definition/Example |
|------|--|
| A | A child who ceases to be classified as migrant during a school term but who is still eligible for services until the end of the term. (This represents a partial year of services after the child's migrant eligibility has expired.) |
| B | A child who ceases to be classified as a migrant but who continues to receive services for one additional school year because comparable services are not available through other programs. This represents an additional school year of services occurring immediately after the migrant student's eligibility has expired. An additional school year is the sum of up to three discrete periods of a school year (e.g., fall, spring and/or summer). |
| C | A secondary school student who ceases to be classified as migrant but who is served through credit accrual programs until graduation. |
| Z | The student was not a migrant student or was a migrant student but did not receive Continuation of Services this school year. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

Migrant

Formats Required:

Federal/State Compensatory Project Evaluation DB9 18x

Surveys Required:

Survey 5 Yes

Appendixes:

None

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

Year: 2015-16

Description of Changes:

6/1/2012 Codes

Provided clarification to code B about an additional school year by adding a sentence describing it as an addition of up to three discrete periods of a school year.

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **148066**

Data Element Name: **Migrant Education Program Enrollment Date**

The numeric representation of the CURRENT Month, day and year on which the student was enrolled in the Migrant Education Program.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|--|
| MMDDYYYY | Example: 12092007 = Student was enrolled in the Migrant Education Program on December 9, 2007. |
|----------|--|

NOTE: The date the Certificate of Eligibility (COE) is signed, the COE recertification date or the date the student is enrolled in school may be used as the Migrant Education Program Enrollment Date.

Length: 8

Data Type: Numeric

Year Implemented: 0708

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|---|
| 7/1/2015 | Notes | Added Note. |
| 7/1/2013 | Definition | Added the word "current" to the definition. |

Data Element Number: **148107**

Data Element Name: **Migrant: MSIX Identification Number**

A unique 12 character identification number generated and assigned by the Migrant Student Information Exchange (MSIX) system to a migrant child for use in identifying the child's consolidated record.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 12

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **148188**

Data Element Name: **Migrant Referred Services**

Indicates whether a migratory student has been referred for services that are provided through mental or health facilities, community agencies, family or social services agencies, etc. Further, this indicator represents children who are placed in an educational or educationally related service that they would not have otherwise obtained without the efforts of the Migrant Education Program (MEP). Services include but are not limited to counseling, medical attention, social needs, housing, legal services, tutoring etc. These services are not paid for out of Migrant program funds but are supported by or through other agencies or facilities.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|--|
| N | The migrant student did not receive referred service(s). |
|---|--|

| | |
|---|---|
| Y | The migrant student was provided referred service(s). |
|---|---|

| | |
|---|---------------------------------------|
| Z | The student was not a migrant student |
|---|---------------------------------------|

NOTE: Only migrants that received referred services should be coded Y. If the migrant student was referred for services but did not receive the referred services use code N.

Length: 1

Data Type: Alphabetic

Year Implemented: 0506

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Compensatory Project Evaluation DB9 18x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **148269**

Data Element Name: **Migrant Priority for Services**

An indicator that the migrant student has been classified as failing or at risk of failing to meet the state achievement requirements and that the student's education has been interrupted during the regular school year leading to the designation of "priority to receive services." Students Identified as "Priority for Services" must receive services prior to migrant funds being utilized for other migrant children. The following indicators shall be used to identify the children who should receive "Priority for Services".

The migrant student who:

- 1) Scored at Level 1 or Level 2 on the FCAT; or
- 2) Is an English Language Learner *; or
- 3) Was retained at any time; or
- 4) Has an age/grade discrepancy; or
- 5) Is at risk of failing to meet the state graduation requirement by having one or both of the following:
 - 5.1) an unweighted GPA of 2.0 or below, or
 - 5.2) insufficient credits for promotion or graduation and/or did not pass a required End of Course exam

AND

Whose education has been interrupted during the regular school year. An "educational interruption" occurs when a child, in the preceding 12 months, has changed schools or missed a "significant" amount of school time (e.g. ten days or more) during the regular school year (defined as August through June) due to the child's or family's migrant lifestyle. This determination is made on a "rolling" basis, that is, at the time an eligible migratory child is identified and enrolls in school, the preceding 12 month enrollment history should be reviewed for significant absences.

| Code | Definition/Example |
|------|---|
| N | The migrant student is not designated as Priority for Services. |
| Y | The migrant student is designated as Priority for Services |
| Z | The student is not a migrant student. |

* English Language Learners are students coded LY, LN or LP on the element English Language Learners, PK-12.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

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

Year: 2015-16

Federal/State Compensatory Project Evaluation DB9 18x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|---|
| 7/1/2013 | Definition | Move did not pass EOC to 5.2. |
| 6/1/2012 | Definition | Expanded testing information in first indicator to include end of course exams. |

Data Element Number: **148289**

Data Element Name: **Migrant Qualifying Move From City**

The name of the city in which the child resided prior to the qualifying move. This is a free text field.

Example: Galveston

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 20

Data Type: Alphanumeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: Birth - 21 Years Old

Programs Required:

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
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Year: 2015-16

Data Element Number: **148299**

Data Element Name: **Migrant Qualifying Move From Country**

The abbreviation code for a country in which the child resided prior to the qualifying move.

See Appendices G and Q for countries, United States Commonwealths and Territories.

Example: MX (where MX = Mexico)

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 2

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: Birth - 21 Years Old

Programs Required:

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **148309**

Data Element Name: **Migrant Qualifying Move From State**

The postal abbreviation code for a state (within the United States) or outlying area in which the migrant child resided prior to the qualifying move.

(See Appendix H for U.S. State codes, Appendix Q for United States Commonwealth and Territories codes and Appendix BB for Canadian, Mexican and South American State codes.)

Example: TX = Texas

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 2

Data Type: Alphanumeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: Birth - 21 Years Old

Programs Required:

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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Year: 2015-16

Data Element Number: **148319**

Data Element Name: **Migrant Qualifying Move To City**

The name of the city in which the migrant child resides following the qualifying move. This is a free text field.

Example: Immokalee

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 20

Data Type: Alphanumeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: Birth - 21 Years Old

Programs Required:

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **148329**

Data Element Name: **Migrant Qualifying Move To State**

The postal abbreviation code for a state (within the United States) in which the migrant child resides following the qualifying move.

(See Appendix H for U.S. State codes, Appendix Q for United States Commonwealth and Territories codes and Appendix BB for Canadian, Mexican and South American State codes.)

Example: FL = Florida

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 2

Data Type: Alphanumeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: Birth - 21 Years Old

Programs Required:

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **148350**

Data Element Name: **Migrant Residency Date**

The date when the child entered a school district or local operating agency service area and established (or re-established) his/her residency based on the date noted on the Certificate of Eligibility for Migrant Education Program (required for a state to receive funding for the student).

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 8

Data Type: Numeric

Year Implemented: 9697

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: Birth - 21 Years Old

Programs Required:

Migrant

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

6/1/2012 Definition

Revised definition to include the Certificate of Eligibility as the source of the date.

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **148625**

Data Element Name: **Migrant Status Term**

Migrant Status Term codes are to be used to indicate which term(s) a migrant student was served and/or identified.

| Code | Definition/Example |
|------|---|
| B | Enrolled/Served in BOTH Regular 180 day school year (Regular School Day/Extended) and Summer Term– This code should also be used for a student identified but not served in the regular 180 day school year, but then served in the summer term. |
| D | Enrolled/Served ONLY in Regular 180 day School Year with services provided during the regular school day only. |
| E | Enrolled/Served in Regular 180 day School Year with some or all services provided during an extended day/week. |
| S | Enrolled/Served ONLY in Summer Term– The student must be served in a partially or fully Migrant funded service component designed especially for Migrant students enrolled in conventional summer school (or intersession) in order for the student to be coded “S”. |
| T | A non-attender served in BOTH the regular 180 –day school term (Regular School Day/Extended) and Summer Term – This code should also be used for a student IDENTIFIED, but not served in the 180 day school term, but then who is served in the summer term. |
| U | A non-attender enrolled/served ONLY in the regular 180-day school term – This code should be used for a migrant with services provided during the regular school day only. |
| V | A non-attender enrolled/served in regular 180-day school term – This code should be used for a migrant with some or all services provided during an extended day/week. |
| W | A non-attender enrolled/served ONLY in summer term – The student must be served in a partially or fully Migrant funded service component designed especially for Migrant Students enrolled in conventional Summer School (or intersession) in order for the student be coded “W.” |
| X | Identified, NOT Served– Use this code if the child has been identified at any time during the school year or summer session, but NOT served (through the PK-12 school system or as a non-attender). |
| Z | Not Applicable, a Non-Migrant student. |

NOTE: Codes B, D, E and S typically apply to PK-12 children who are participating in services provided by a public school system program. “Non-attenders” are typically children who are Out of School Youth (OSY), birth-2 population, 3-5 year olds, 18-21 year olds, etc.

Length: 1

Data Type: Alphanumeric

Year Implemented: 0102

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

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

Year: 2015-16

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

| | |
|----------|---------|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Default |
| Survey 9 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Notes | Added note explaining codes B-S and defined non-attenders. |
| 7/1/2015 | Codes | Added "enrolled" to code B; revised definition to code X. Added Codes T-W. |
| 6/1/2011 | Codes | Revised code X to include children under the age of 3 and those who are not enrolled, but who receive services. |
| 6/1/2011 | Codes | Revised code B to include Regular School Day/Extended. |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **148725**

Data Element Name: **Military Family Student**

An indicator of whether or not the student is a child of a military family as per s. 1000.36, F.S.

These include children of 1) active duty members of the uniformed services, including members of the National Guard and Reserve on active-duty orders pursuant to 10 U.S.C. ss. 1209 and 1211; 2) members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of 1 year after medical discharge or retirement; and 3) members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of 1 year after death.

These do not include children of 1) inactive members of the national guard and military reserves; 2) members of the uniformed services now retired, except those in the paragraph above; 3) veterans of the uniformed services, except those in the paragraph above; and 4) other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active-duty members of the uniformed services.

| Code | Definition/Example |
|------|--|
| N | No, this student is not a child of a military family. |
| Y | Yes, this student is a child of a military family. |
| Z | This code should be reported for Prekindergarten students. |

Note: In Survey Period 5, report 'Y' if the student was a Military Family Student at any time during the school year.

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

McKay Prepayment Verification DB9 61x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|-------|--|
| 7/1/2013 | Codes | Revising a code definition/example for better clarification and reporting. |
|----------|-------|--|

Data Element Number: **151625**

Data Element Name: **Modified Occupational Completion Point**

Indicate if the student was awarded a modified occupational completion point (MOCP) during the year being reported.

| Code | Definition/Example |
|------|---|
| A-Y | Report the letter of the Occupational Completion Point (OCP) that was modified. |
| Z | Not Applicable—includes any student who has not met all of the above criteria. |

NOTE: To report a MOCP, a student must:

1. be a secondary student with exceptionalities (an ESE student) who;
2. has a current Individual Education Plan (IEP) that includes the MOCP; and
3. has achieved the modified outcome as described in the IEP

Length: 1

Data Type: Alphanumeric

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Career and Technical

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **153025**

Data Element Name: **Multiple Birth Student**

Indicates whether the student is a twin, triplet, etc.

| Code | Definition/Example |
|------|--|
| N | The student is not a twin, triplet, etc. |
| Y | The student is a twin, triplet, etc. |
| Z | Unknown |

Length: 1

Data Type: Alphabetic

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

Migrant

Optional for all other students.

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **154425**

Data Element Name: **National Achievement Scholar**

Indicates the student's National Achievement Scholar status.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----------------|
| F | Merit Finalist |
|---|----------------|

| | |
|---|--------------------------|
| S | Merit Scholarship Winner |
|---|--------------------------|

| | |
|---|----------------|
| Z | Not Applicable |
|---|----------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **154625**

Data Element Name: **National Hispanic Scholar**

Indicates the student's National Hispanic Scholar status.

| Code | Definition/Example |
|------|--------------------|
| S | Scholar |
| Z | Not Applicable |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **154825**

Data Element Name: **National Merit Scholar**

Indicates the student's National Merit Scholar status.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----------|
| F | Finalist |
|---|----------|

| | |
|---|---------|
| S | Scholar |
|---|---------|

| | |
|---|----------------|
| Z | Not Applicable |
|---|----------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **157425**

Data Element Name: **Other Institutionalized Adult**

A one-character code to reflect the status of the adult education participant upon entrance into the program.

| Code | Definition/Example |
|------|--|
| A | An adult who is a patient or resident of a medical or special institution, but not in correctional facilities or classified as a "homeless adult." |
| Z | Not Applicable |

Length: 1

Data Type: Alphanumeric

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **160025**

Data Element Name: **Parent/Guardian Code**

A code indicating the relationship of each person appearing in the Parent/Guardian Name field:

| Code | Definition/Example |
|------|--|
| A | Guardian Ad Litem (See Section 744.102(10), F.S., for definition.) |
| G | Legal guardian (See Section 744.102(9), F.S., for definition.) |
| N | No parent/guardian required |
| O | Other, such as relative |
| P | Parent |
| S | Surrogate parent (See Rule 6A-6.0333, FAC, for definition.) |

Length: 1

Data Type: Alphabetic

Year Implemented: 8990

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Adult Basic Skills (optional)

Adult Secondary (optional)

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **160225**

Data Element Name: **Parent/Guardian Gender**

The gender of the reported parent, legal guardian or other adult responsible for the student.

| Code | Definition/Example |
|------|--|
| F | The reported parent, legal guardian or other adult responsible for the student is female. |
| M | The reported parent, legal guardian or other adult responsible for the student is male. |
| Z | The gender of the reported parent, legal guardian or other adult responsible for the student is unknown. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

Migrant

Optional for all other programs.

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
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Year: 2015-16

Data Element Number: **160425**

Data Element Name: **Parent/Guardian Name**

The name of the parent, legal guardian or other adult responsible for the student.

Last name should be first.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 25

Data Type: Alphanumeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Adult Basic Skills (optional)

Adult Secondary (optional)

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **160731**

Data Element Name: **Part-Time/Full-Time Student**

For use in determining the part-time or full-time status of this student, select the range, from the choices below, that best represents the contact hours per week for this student for this reporting period.

| Code | Definition/Example |
|------|---|
| A | 24 or more contact hours |
| B | 20 or more, but fewer than 24 contact hours |
| C | 12 or more, but fewer than 20 contact hours |
| D | Fewer than 12 contact hours |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **160825**

Data Element Name: **Period Number**

A period is defined as the instructional time of the school day during which a class or section of a course is offered.

Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period.

Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), 9800 (a class period for a course number corresponding to the end-of-course assessment that was passed by the student without being enrolled in the corresponding course), and 9999. (adult education classes with no standard meeting time).

Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first two digits as the first period the class meets during the week and 88 for the third and fourth digits.

| Code | Definition/Example |
|------|---|
| 0000 | Any class that meets prior to the first period of the regular school day. |
| 0002 | A class beginning before the regular school day and ending second period. |
| 0101 | A one period course beginning and ending the first period. |
| 0203 | A two period course beginning period two and ending period three. |
| 0288 | A class which meets period two on Monday and period four on Wednesday. |
| 0406 | A three period course beginning period four and ending period six. |
| 9800 | A class period for a course number corresponding to the end-of-course assessment that was passed by the student without being enrolled in the corresponding course. |
| 9999 | An adult education class with a nonstandard meeting time. |

Length: 4

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

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

Year: 2015-16

Student Course Schedule DB9 14x

Teacher Course DB9 15x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|---|
| 2/4/2013 | Definition | Added new Period Number (9800) for courses in which the student was not enrolled but earned credit by passing the end-of-course assessment. |
| 2/4/2013 | Codes | Added new Period Number (9800) for courses in which the student was not enrolled but earned credit by passing the end-of-course assessment. |
| 6/1/2012 | Examples | Deleted the example of a self-contained elementary course meeting all day. Added example 9999 for an adult education class with a nonstandard meeting time. |
| 6/1/2012 | Definition | Clarified that 9999 is used for adult education classes with no standard meeting time. |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
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Year: 2015-16

Data Element Number: **160975**

Data Element Name: **Permission to Share Lunch Status**

A code to indicate that a parent has given permission for his or her child's school lunch eligibility to be shared with administrators of the Healthy Kids Insurance Program.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----------------------------------|
| N | Parent has not given permission. |
|---|----------------------------------|

| | |
|---|------------------------------|
| Y | Parent has given permission. |
|---|------------------------------|

| | |
|---|----------------|
| Z | Not applicable |
|---|----------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 9900

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Food Service

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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Year: 2015-16

Data Element Number: **161013**

Data Element Name: **Physical Education Waiver**

A code indicating whether or not the physical education requirement has been waived for the KG-8 student for the school year as per Section 1003.455(4), Florida Statutes.

The physical education requirement shall be waived for a student who meets one of the following criteria:

1. The student is enrolled or required to enroll in a remedial course.
2. The student's parent indicates in writing to the school that the parent requests that the student enroll in another course from among those courses offered as options by the school district.
3. The student's parent indicates in writing to the school that the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

N

KG-8 student with no Physical Education Waiver.

Y

KG-8 student with a Physical Education Waiver.

Z

Not applicable. Student is in grades PK or 9-12. Also use code Z for all students in survey 7.

NOTE: For Survey 5 use code Y for any student who received a Physical Education Waiver at any time during the school year.

Length: 1

Data Type: Alphabetic

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG-08

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **161050**

Data Element Name: **Print After Scan Number (Litho Code)**

The identification number that is printed on the test record form when the test document is scanned by the scanning vendor.

This element is optional.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 9

Data Type: Alphabetic

Year Implemented: 9900

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 03-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **161125**

Data Element Name: **Exceptional Student Placement Date**

The initiation date for services on the initial Individual Educational Plan (IEP), Individualized Family Support Plan (IFSP), Educational Plan (EP) or Services Plan.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|--|
| MMDDYYYY | Example: 03252011 The student was placed in the program on March 25, 2011 |
|----------|--|

Note:

1. For Survey 5, the Exceptional Student Placement Date must be zero-filled for students with Exceptional Student Placement Status of R, E, I, or N.

2. The Exceptional Student Placement Date may be zero-filled for students who have Services Plans.

Length: 8

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Definition | Corrected names and abbreviations of Plans. |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | | |
|----------|------------------|--|
| 6/1/2011 | Data Type | Changed alphanumeric to numeric. |
| 6/1/2011 | Examples | Updated year to make the example more current. |
| 6/1/2011 | Definition | Extensively revised definition to focus on initiation of services rather than enrollment in a class or course. Removed explanation of when placement occurs. |
| 6/1/2011 | Surveys Required | Added survey periods 1, 4 and 7. |
| 6/1/2011 | Formats Required | Changed Exceptional Student Program format to Exceptional Student format. |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **161175**

Data Element Name: **Postsecondary Career Education Completion Point Code**

The code used only for postsecondary career and technical education students to identify the occupational completion points achieved by the student during the term.

See the Workforce Development Information System (WDIS) Database Handbook, Appendix S, for a list of Workforce Development Programs with Occupational Completion Points and OES, DOT or Industry Codes and Titles.

| Code | Definition/Example |
|------|--|
| A-Y | Select the appropriate alphabetic code that most closely describes the occupational completion point achievement of the student in the reporting period. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **161200**

Data Element Name: **Postsecondary Course Status**

The course grade status of the student in a postsecondary career certificate or applied technology diploma course.

Coding values:

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|--|
| C | Course in Progress – student continuing into the next survey |
|---|--|

| | |
|---|------------|
| I | Incomplete |
|---|------------|

| | |
|---|-------------------------|
| S | Satisfactory or Passing |
|---|-------------------------|

| | |
|---|---------------------------|
| U | Unsatisfactory or Failing |
|---|---------------------------|

| | |
|---|--|
| W | Withdrew from the course after the drop/add period |
|---|--|

| | |
|---|-----------------|
| Z | Not applicable. |
|---|-----------------|

Note: Postsecondary Course Status is not reported for Apprenticeship or Continuing Workforce Education. For these courses, use “Z – Not Applicable.” Postsecondary Course Status is not reported for Adult General Education and is therefore not a data element on the Adult General Education Student Course format.”

Length: 1

Data Type: Alphanumeric

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **161525**

Data Element Name: **Post Test Status**

A one byte field that indicates the status assigned to the specific examination taken by the student.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---------------------------------|
| N | Student did not take post test. |
|---|---------------------------------|

| | |
|---|------------------------|
| Y | Student took post test |
|---|------------------------|

| | |
|---|----------------|
| Z | Not Applicable |
|---|----------------|

Length: 1

Data Type: Alphanumeric

Year Implemented: 0809

State Standard: No

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

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **161975**

Data Element Name: **Pretest Outcome – Math**

Using the codes and definitions given below, indicate the pretest level of the student in Math upon entry into the institution for Neglected or Delinquent students and At-Risk students. For students in the institution fewer than 90 consecutive calendar days this data element may be coded Z.

| Code | Definition/Example |
|------|--|
| A | The student tested below grade level in Math upon entry into the program or facility. |
| B | The student tested at or above grade level in Math upon entry into the program or facility. |
| Z | Not applicable. Use this code for students who were at the institution for fewer than 90 consecutive calendar days. Also use this code for students in Department of Juvenile Justice schools. |

NOTE: Report code Z for students in Department of Juvenile Justice schools. These students are evaluated using a common assessment.

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Neglected and Delinquent

Formats Required:

Dropout Prevention Program Data DB9 11x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|---|
| 7/1/2015 | Definition | Added At-Risk |
| 6/1/2012 | Notes | Added a note regarding reporting of Z for DJJ students. |
| 6/1/2012 | Codes | Added to code Z: "Also use this code for student in the Department of Juvenile Justice schools." |
| 6/1/2011 | Codes | Removed from code Z the reference to students for whom DJJ entry and exit assessment data is being submitted. |

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | | |
|----------|------------|--|
| 6/1/2011 | Definition | Deleted reference to students in Department of Juvenile Justice (DJJ) schools for whom entry and exit assessment information is being submitted. |
|----------|------------|--|

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **162125**

Data Element Name: **Pretest Outcome – Reading**

Using the codes and definition given below, indicate the pretest level of the student in Reading upon entry into the institution for Neglected or Delinquent students and At-Risk students. For student in the institution few than 90 consecutive calendar days this data element may be coded Z.

| Code | Definition/Example |
|------|--|
| A | The student tested below grade level in Reading upon entry into the program or facility. |
| B | The student tested at or above grade level in Reading upon entry into the program or facility. |
| Z | Not applicable. Use this code for students who were at the institution for fewer than 90 consecutive calendar days. Also use this code for students in Department of Juvenile Justice schools. |

NOTE: Report code Z for students in Department of Juvenile Justice schools. These students are evaluated using a common assessment.

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| Migrant Tracking: | No |

Required Grades: PK-12

Programs Required:

Neglected and Delinquent

Formats Required:

Dropout Prevention Program Data DB9 11x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|---|
| 7/1/2015 | Definition | Added At-Risk |
| 6/1/2012 | Notes | Added a note regarding reporting of Z for DJJ students. |
| 6/1/2012 | Codes | Added to code Z: "Also use this code for student in the Department of Juvenile Justice schools." |
| 6/1/2011 | Codes | Removed from code Z the reference to students for whom DJJ entry and exit assessment data is being submitted. |

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Year: 2015-16

| | | |
|----------|------------|--|
| 6/1/2011 | Definition | Deleted reference to students in Department of Juvenile Justice (DJJ) schools for whom entry and exit assessment information is being submitted. |
|----------|------------|--|

Data Element Number: **162975**

Data Element Name: **Primary Instructor Indicator**

A code that indicates the primary instructor for a class.

| Code | Definition/Example |
|------|--|
| N | Teacher is not the primary instructor for this class |
| Y | Teacher is the primary instructor for this class |

Length: 1

Data Type: Alphabetic

Year Implemented: 9798

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary Career and Technical

Adult Basic Skills

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **163012**

Data Element Name: **Primary Instructor Responsible, Mathematics**

The Social Security Number of the instructor who is primarily responsible for instructing the student in mathematics.

NOTE: For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a Staff Number Identifier using the following method:

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

First Two Positions

| | |
|----|--|
| CS | The first two positions must be coded with the letters "CS". |
|----|--|

Last Seven Positions

| | |
|---------|---|
| NNNNNNN | The last seven positions must be numeric. |
|---------|---|

NOTES: The district-defined Staff Number Identifier must result in a unique staff number within the district.

This element was reported at the state level prior to July 1, 2009. This element is now optional.

Length: 9

Data Type: Alphanumeric

Year Implemented: 0001

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 03-10

Programs Required:

Mathematics

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **163049**

Data Element Name: **Primary Instructor Responsible, Reading**

The Social Security Number of the instructor who is primarily responsible for instructing the student in reading.

| Code | Definition/Example |
|-----------|---|
| 000000000 | The default code used to report instructors of students who are not involved in Progress Monitoring and Reporting (PMRN). |
| NNNNNNNNN | The Social Security Number of instructors of students who are involved in Progress Monitoring and Reporting (PMRN). |

NOTE: For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a unique district-defined Staff Number Identifier using the following method:

First Two Positions

CS - The first two positions must be coded with the letters "CS".

Last Seven Positions

NNNNNNN - The last seven positions must be numeric.

Length: 9

Data Type: Alphanumeric

Year Implemented: 0001

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Reading

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 8 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **163086**

Data Element Name: **Primary Instructor Responsible, Writing**

The Social Security Number of the instructor who is primarily responsible for instructing the student in writing.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------|
| | First Two Positions |
|--|---------------------|

| | |
|----|--|
| CS | The first two positions must be coded with the letters "CS". |
|----|--|

| | |
|--|----------------------|
| | Last Seven Positions |
|--|----------------------|

| | |
|---------|---|
| NNNNNNN | The last seven positions must be numeric. |
|---------|---|

NOTES: The district-defined Staff Number Identifier must result in a unique staff number within the district.

This element was reported at the state level prior to July 1, 2009. This element is now optional.

Length: 9

Data Type: Alphanumeric

Year Implemented: 0001

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 03-10

Programs Required:

Writing

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **163096**

Data Element Name: **Primary Language Spoken In Home**

A two-character code indicating the primary home language of the parent(s) or guardian(s) of the student. Record the code representing the predominant language spoken in the home by the parent(s) or guardian(s).

See Appendix N: Language Codes

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 2

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Default

Survey 8 Default

Survey 9 Yes

Appendixes:

None

Description of Changes:

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

7/1/2015 Surveys Required

None

Data Element Number: **163106**

Data Element Name: **Prior School/Location: Country**

A two-character code which identifies the country in which a student was enrolled in school prior to enrolling in the current school.

See Appendix G for Country codes.

See Appendix Q: United States Commonwealth and Territories

Note: For students with an entry code of E09, this code identifies the country in which the student resided prior to enrolling in the current school.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 2

Data Type: Alphabetic

Year Implemented: 0102

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|--|
| 7/1/2015 | Definition | Added Appendix Q for reference to other country codes. |
|----------|------------|--|

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

Year: 2015-16

Data Element Number: **163126**

Data Element Name: **Prior School/Location: District/County**

A two-character code which identifies the district/county in which a student was enrolled in school prior to enrolling in the current school.

See Appendix C for district numbers.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-------|---|
| 01-69 | State assigned number for school district or other agency |
|-------|---|

| | |
|-------|---|
| 71-75 | State assigned number for school district or other agency |
|-------|---|

| | |
|----|-----------------------------|
| 99 | Other than a Florida School |
|----|-----------------------------|

Note: District 70 was used to report the Eckerd Challenge Program prior to 1993-94.

Length: 2

Data Type: Numeric

Year Implemented: 0102

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Codes Removed districts 78 & 79.

3/10/2014 Codes Modified definition for code 99 to represent a location outside of the state of Florida.

1/28/2014 Codes Updated definition to code 99.

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

Year: 2015-16

Data Element Number: **163166**

Data Element Name: **Prior School/Location: State/Territory or Commonwealth**

A two-character code which identifies the state/territory or commonwealth in which a student was enrolled in school prior to enrolling in the current school. This code is required for students who have an entry code of E01 – E04. For students with an entry code of E09, this code identifies a country other than a U.S. state/territory or commonwealth in which the student resided prior to enrolling in the current school.

See Appendix H for States.

See Appendix Q for Commonwealths, and Territories.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 2

Data Type: Alphabetic

Year Implemented: 0102

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

Appendix H: State Codes

Appendix Q: United States Commonwealth and Territories

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **163183**

Data Element Name: **Prior Year**

The year the completion was awarded. If the value of the field is greater than zero, the completion was awarded in the previous WDIS Reporting Year and the student is not currently enrolled in the program for which the completion is reported.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|--------------|
| YYYY | Example 0000 |
|------|--------------|

| | |
|------|--------------|
| YYYY | Example 0304 |
|------|--------------|

Length: 4

Data Type: Numeric

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

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

WDIS Student End of Term Status DB9 50x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **163275**

Data Element Name: **Progress Level – Math**

Using the codes and definitions given below, indicate the progress of the student in Math (as indicated by pre and post test data) during the student's stay at the institution for Neglected or Delinquent students and At-Risk students. For students in the institution fewer than 90 consecutive calendar days code this data element Z.

| Code | Definition/Example |
|------|--|
| C | The student showed a negative grade level change from the pre to the post test. |
| D | The student showed no change from the pre to the post test. |
| F | The student showed improvement of up to one full grade level from the pre to the post test. |
| G | The student showed improvement of more than one full grade level from the pre to the post test. |
| H | The student was not tested. |
| Z | Not applicable. Use this code for students who were at the institution for fewer than 90 consecutive calendar days. Also use this code for students in Department of Juvenile Justice schools. |

Note: Report code Z for students in Department of Juvenile Justice schools. These students are evaluated using a common assessment.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Neglected and Delinquent

Formats Required:

Dropout Prevention Program Data DB9 11x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|--|
| 7/1/2015 | Definition | Added At-Risk students |
| 6/1/2012 | Notes | Added a note regarding reporting of Z for DJJ students. |
| 6/1/2012 | Codes | Deleted Code E. Added "up to" to the definition of code F. Added to code Z that this code is also used for DJJ students. |

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | | |
|----------|------------|---|
| 6/1/2011 | Codes | Removed from code Z the reference to students for whom DJJ entry and exit assessment data is being submitted. |
| 6/1/2011 | Definition | Removed from code Z the reference to students for whom DJJ entry and exit assessment data is being submitted. |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **163500**

Data Element Name: **Progress Level – Reading**

Using the codes and definitions given below, indicate the progress of the student in Reading (as indicated by pre and post test data) during the student's stay at the institution for Neglected or Delinquent students and At-Risk students. For students in the institution fewer than 90 consecutive calendar days code this data element Z.

| Code | Definition/Example |
|------|--|
| C | The student showed a negative grade level change from the pre to the post test. |
| D | The student showed no change from the pre to the post test. |
| F | The student showed improvement of up to one full grade level from the pre to the post test. |
| G | The student showed improvement of more than one full grade level from the pre to the post test. |
| H | The student was not tested. |
| Z | Not applicable. Use this code for students who were at the institution for fewer than 90 consecutive calendar days. Also use this code for students in Department of Juvenile Justice schools. |

Note: Report code Z for students in Department of Juvenile Justice schools. These students are evaluated using a common assessment.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Neglected and Delinquent

Formats Required:

Dropout Prevention Program Data DB9 11x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|--|
| 7/1/2015 | Definition | Added At-Risk Students |
| 6/1/2012 | Notes | Added a note regarding reporting of Z for DJJ students. |
| 6/1/2012 | Codes | Deleted Code E. Added "up to" to the definition of code F. Added to code Z that this code is also used for DJJ students. |

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

Year: 2015-16

| | | |
|----------|------------|--|
| 6/1/2011 | Codes | Removed from code Z the reference to students for whom DJJ entry and exit assessment data is being submitted. |
| 6/1/2011 | Definition | Deleted reference to students in Department of Juvenile Justice (DJJ) schools for whom entry and exit assessment information is being submitted. Also deleted reference to mentoring program participants. |

Data Element Number: **163975**

Data Element Name: **Qualifying Arrival Date (QAD) for Migrant Program Eligibility**

The date a child arrives in a new state or school district as the result of a move which establishes eligibility under federal guidelines.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|--------------------------------------|
| MMDDYYYY | Example: 10191995 = October 19, 1995 |
|----------|--------------------------------------|

Length: 8

Data Type: Numeric

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: Birth - 21 Years Old

Programs Required:

Migrant

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Default

Survey 8 Default

Survey 9 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required Survey 7 Removed from Required Surveys

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

Year: 2015-16

None

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

Year: 2015-16

Data Element Number: **164025**

Data Element Name: **Quality Points District, Cumulative**

The number of quality points earned by the student for all grade 9-12 courses completed to date in which a letter grade has been awarded. Quality points are locally assigned. They may be weighted or unweighted. This total is used in the calculation of the Grade Point Average District, Cumulative.

The system used for awarding quality points must be defined in the text section of the automated permanent record and the transcript.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 5

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **164825**

Data Element Name: **Quality Points District, Term**

The number of quality points earned by the student for all grade 9-12 courses completed during the term for which an academic grade has been awarded. Quality points are locally assigned. They may be weighted or unweighted. This total is used in the calculation of the Grade Point Average District, Term.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 4

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **165625**

Data Element Name: **Quality Points State, Cumulative**

The number of quality points earned by the student for all grade 9-12 courses completed to date in which an academic grade has been awarded. This total is used in the calculation of the Grade Point Average State, Cumulative.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---|
| | If the district's own scale for quality points is identical to the scale described below, a separate element will not be needed. This element is intended for use only where Quality Points District, Cumulative is based on a different scale. |
|--|---|

| | |
|--|---|
| | The quality point scale to be used for this element follows (values in the scale are adjusted by the credit value of the course): |
|--|---|

| | |
|--|--------------------------|
| | 4 quality points for "A" |
|--|--------------------------|

| | |
|--|--------------------------|
| | 3 quality points for "B" |
|--|--------------------------|

| | |
|--|--------------------------|
| | 2 quality points for "C" |
|--|--------------------------|

| | |
|--|--------------------------|
| | 1 quality points for "D" |
|--|--------------------------|

| | |
|--|--------------------------|
| | 0 quality points for "F" |
|--|--------------------------|

| | |
|--|-------------------------------------|
| | 0 quality points for incomplete "I" |
|--|-------------------------------------|

Quality points for a .5 credit course with a grade of "B" would be 001.50.

Quality points for a 1.0 credit course with a grade of "B" would be 003.00.

See Section 1003.437, Florida Statutes, for current requirements.

Length: 5

Data Type: Numeric

Year Implemented: 8788

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

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

Year: 2015-16

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **166425**

Data Element Name: **Quality Points State, Term**

The number of quality points earned by the student for all grade 9-12 courses completed during the term for which an academic grade has been awarded. This total is used in the calculation of the Grade Point Average State, Term. See Section 1003.437, Florida Statutes, for current requirements.

See Quality Points State, Cumulative.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 4

Data Type: Numeric

Year Implemented: 8788

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **167275**

Data Element Name: **Race: American Indian or Alaska Native**

A code to indicate whether the student is an American Indian or Alaska Native as per the description below.

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | No, the student is not an American Indian or Alaska Native. |
| Y | Yes, the student is an American Indian or Alaska Native. |

Notes:

This element is voluntary for local implementation during the 2008-09 school year. This element is required beginning with the 2009-10 school year.

Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

McKay Prepayment Verification DB9 61x

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

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

Year: 2015-16

| | |
|----------|---------|
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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

Year: 2015-16

Data Element Number: **167325**

Data Element Name: **Race: Asian**

A code to indicate whether the student is Asian as per the description below.

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|-------------------------------|
| N | No, the student is not Asian. |
|---|-------------------------------|

| | |
|---|----------------------------|
| Y | Yes, the student is Asian. |
|---|----------------------------|

Notes

This element is voluntary for local implementation during the 2008-09 school year. This element is required beginning with the 2009-10 school year.

Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

McKay Prepayment Verification DB9 61x

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

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

Year: 2015-16

| | |
|----------|---------|
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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

Year: 2015-16

Data Element Number: **167375**

Data Element Name: **Race: Black or African American**

A code to indicate whether the student is Black or African American as per the description below.

A person having origins in any of the black racial groups of Africa.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | No, the student is not Black or African American. |
|---|---|

| | |
|---|--|
| Y | Yes, the student is Black or African American. |
|---|--|

Notes

This element is voluntary for local implementation during the 2008-09 school year. This element is required beginning with the 2009-10 school year.

Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

McKay Prepayment Verification DB9 61x

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

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

Year: 2015-16

| | |
|----------|---------|
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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

Year: 2015-16

Data Element Number: **167425**

Data Element Name: **Race: Native Hawaiian or Other Pacific Islander**

A code to indicate whether the student is a Native Hawaiian or Other Pacific Islander as per the description below.

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | No, the student is not a Native Hawaiian or Other Pacific Islander. |
|---|---|

| | |
|---|--|
| Y | Yes, the student is a Native Hawaiian or Other Pacific Islander. |
|---|--|

Notes

This element is voluntary for local implementation during the 2008-09 school year. This element is required beginning with the 2009-10 school year.

Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

McKay Prepayment Verification DB9 61x

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

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

Year: 2015-16

| | |
|----------|---------|
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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

Year: 2015-16

Data Element Number: **167475**

Data Element Name: **Race: White**

A code to indicate whether the student is White as per the description below.

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|---|-------------------------------|
| N | No, the student is not White. |
|---|-------------------------------|

| | |
|---|----------------------------|
| Y | Yes, the student is White. |
|---|----------------------------|

Notes

This element is voluntary for local implementation during the 2008-09 school year. This element is required beginning with the 2009-10 school year.

Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

McKay Prepayment Verification DB9 61x

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

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

Year: 2015-16

| | |
|----------|---------|
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

Data Element Number: **168273** **Year Deleted: 1516**

Data Element Name: **Reading Fluency**

A code to indicate the decoding and text reading efficiency status of a student who scored Level 1 or Level 2 on the FCAT Reading subtest. This determination is made through the use of a district assessment(s) as required by SBER 6A-6.054(2)(c) and (3)(c). Students with intervention needs in the areas of decoding and/or text reading efficiency must receive additional instructional time. The process for this determination is included in the district's K-12 Comprehensive Reading Plan.

This element applies to students in grades 06-12 only. Report a 'Z' code for all students in grades PK – 05.

| Code | Definition/Example |
|------|---|
| D | The student has been determined to have intervention needs in the areas of foundational reading skills through the use of a district assessment(s). |
| F | The student has been determined to be proficient in foundational reading skills through the use of a district assessment(s). |
| W | Senate Bill 1076 has removed the opportunity for students in middle school or in the ninth grade cohort during 2013-14 to receive a one-year exemption to intensive reading. However, Florida statute section 1003.428(b)(2) still applies to students in ninth grade cohorts in 2012-13 and prior, and states, "A high school student who scores at Level 1 or Level 2 on FCAT Reading but who did not score below Level 3 in the previous 3 years may be granted a 1 year exemption from the reading remediation requirement; however, the student must have an approved academic improvement plan already in place, signed by the appropriate school staff and the student's parent, for the year for which the exemption is granted." |
| Z | Not applicable. The student is in grade level PK-05, in grade 6 in an elementary school or scored above Level 2 on the Reading subtest of the FCAT. Also use code Z for all students in Survey Period 7. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Reading

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

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

Year: 2015-16

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 8/6/2015 | Year Inactive | Deleted Data Element for 1516 |
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2014 | Codes | Revised Codes D and F. |
| 9/9/2013 | Codes | Code W definition was revised. |
| 6/1/2012 | Codes | Added code 'W' and revised wording in codes 'F' and 'D' to use "decoding and text reading efficiency" rather than "fluency." |
| 6/1/2012 | Definition | Revised definition. Changed "reading fluency" to "decoding and text reading efficiency." |

Data Element Number: **168521**

Data Element Name: **Reading Intervention Component**

A code indicating whether or not the course is used to provide reading intervention for the student as per section 1008.25 (4)(a) and (5)(a), F.S. Students scoring at Levels 1 and 2 on the Reading portion of the Florida Standards Assessment (FSA) or who have been determined through diagnostic assessment to have a reading deficiency must receive intervention.

This indicator applies to students in grades KG-5 only. Report a 'Z' for prekindergarten students.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | No, this course is not used to provide reading intervention for this student. |
|---|---|

| | |
|---|--|
| Y | Yes, this course is used to provide reading intervention for this student. |
|---|--|

| | |
|---|--|
| Z | Not applicable. The student is not in grades KG-5. |
|---|--|

Note: Report code Z for all students in Survey Periods 1 and 4.

Note: The reading intervention course must meet the implementation guidelines set forth by the Just Read, Florida! office and approved in the district's KG-12 Comprehensive Reading Plan.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-05

Programs Required:

None

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 1 Default

Survey 2 Yes

Survey 3 Yes

Survey 4 Default

Appendixes:

None

Description of Changes:

7/10/2015 Grades Required Revised for grade levels required.

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

Year: 2015-16

| | | |
|-----------|------------|---|
| 7/10/2015 | Notes | 12Revised Note for grade levels required. |
| 7/10/2015 | Codes | Deleted codes E and F; Revised definitions to codes Y and Z. |
| 7/10/2015 | Definition | Revised grade levels in definition. |
| 6/1/2011 | Codes | Added code E. Revised code Y to exclude students in the new code E category. |

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

Year: 2015-16

Data Element Number: **169514**

Data Element Name: **Record Identifier**

Department of Education assigned identification number for this record.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 6

Data Type: Alphanumeric

Year Implemented: 0910

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

McKay Scholarship

Formats Required:

McKay Prepayment Verification DB9 61x

Surveys Required:

Survey A

Survey B

Survey C

Survey D

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **170022**

Data Element Name: **Residence County**

The county/school district in which the student resides.

See Appendix C for a list of county/school district identification numbers.

| Code | Definition/Example |
|-------|---|
| 00 | Title I student in private school (School Number, Current Enrollment = 9995). |
| 01-67 | Florida County/School Districts |
| 99 | Student resides outside of Florida. |

Note: For students in residential programs run by the Department of Juvenile Justice, use the county/school district in which the student's parent/guardian resides.

Length: 2

Data Type: Numeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Formats Required:

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Default

Survey 8 Default

Survey 9 Yes

Appendixes:

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

Year: 2015-16

Appendix C: District Name Table

Description of Changes:

| | | |
|-----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Updated code/definition to show other valid codes |
| 5/21/2012 | Grades Required | Correction |
| 6/1/2011 | Notes | Added a note to provide directions for coding students in DJJ residential programs. |

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

Year: 2015-16

Data Element Number: **170025**

Data Element Name: **Resident Status, State/County**

A code representing the resident status of the student for purposes of enrollment.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Adult Students

| | |
|---|------------------------|
| 4 | Florida resident. |
| 5 | Out-of-state resident. |
| 6 | In-state evacuee. |
| 7 | Out-of-state evacuee. |

PK-12 Students

| | |
|----|---|
| 0 | Foreign Exchange student enrolled in a Florida public school. |
| 2* | Out-of-state resident enrolled in this school district. |
| 3* | In-county resident. |
| A* | Out-of-county resident enrolled in this school district pursuant to an inter-district agreement for students with disabilities as per Rule 6A-6.0311(3), Florida Administrative Code, Eligible Special Programs for Exceptional Students. |
| B* | Out-of-county resident enrolled in this school district under circumstances other than in codes 0, A or 2. |
| Z | Not Applicable. Used only for Survey 6 reporting or if School Number, Current Enrollment is 9995. |

* Note: When providing special education programs through contractual arrangements with nonpublic schools or community facilities, the school district is responsible for “verifying that the student is a resident of the school district...” Rule 6A-6.0361(6)(d), Florida Administrative Code.

Length: 1

Data Type: Alphanumeric

Year Implemented: 8889

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| Migrant Tracking: | No |

Required Grades: PK-12, Adult

Programs Required:

All Programs
Workforce Development

Formats Required:

Student Demographic Information DB9 13x

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

Year: 2015-16

WDIS Student Demographic Information DB9 46x

Surveys Required:

| | |
|----------|---------|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **171525**

Data Element Name: **Scheduling Method**

A code to indicate the scheduling method employed:

| Code | Definition/Example |
|------|--|
| A | Alternate Week Schedule – Teacher meets with different groups of students in same course/classroom on same day, but alternate weeks. |
| B | Block Scheduling (any block scheduling method is applicable) – Course is scheduled so that students may earn one credit in the course in a semester. |
| C | Co-teaching – A classroom in which two or more teachers share responsibility for planning, delivering, and evaluating instruction for all students in a class. In order to be considered co-teaching, this delivery system is provided whenever a class/subject is taught by two or more teachers and must continue for the entire class period. |
| G | Individual or Small Group Instruction – Teacher meets with an individual student or small group of students in a separate classroom setting. |
| I | In-Class One-on-One – Teacher meets with an individual student or small group of students on an individualized basis within a traditional classroom but not as a co-teacher. |
| M | Multiple-Use Classroom or Pod – More than one class meets during the same period in a space designated by one FISH number but separated by temporary “walls.” |
| S | Self-contained – One teacher provides total instruction for the entire class period. |
| W | Wheel Class – Same course meets in the same room with the same teacher during the same period on multiple days of the week, but with different groups of students. |
| Z | Not applicable. Use this code for all records in survey periods 1 and 4. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1 Default

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

Year: 2015-16

| | |
|----------|---------|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Default |

Appendixes:

None

Description of Changes:

8/19/2011 Codes

Codes O, P & V were incorrectly included in the 2011-12 data element during the conversion process to a new data element format. These are very old codes. A correction is being made to remove these codes that are not appropriate for the 2011-12 reporting year.

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

Year: 2015-16

Data Element Number: **172025**

Data Element Name: **Scholarship Award or Recognition**

A code indicating that the graduating student has received an academic or artistic scholarship worth one thousand dollars or more.

| Code | Definition/Example |
|------|---|
| Y | Received scholarship |
| Z | Scholarship not received, less than required amount or no information available |

Length: 1

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **172225**

Data Element Name: **School Address, Current**

Street, city, state and zip code for the student's current school.

Free form field.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 65

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Adult Basic Skills

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **172425**

Data Element Name: **School Name, Current**

The name of the school where the student is currently officially enrolled.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 25

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary Career and Technical

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **172525**

Data Element Name: **School Name, Private**

The name of the private school the student attends.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

None

Length: 43

Data Type: Alphanumeric

Year Implemented: 0910

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

McKay Prepayment Verification DB9 61x

Surveys Required:

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **172625**

Data Element Name: **School Name, Where Credit Earned**

The name of the school in which the student earned credit.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 25

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary Career and Technical

Adult Secondary

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **172825**

Data Element Name: **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.

| Code | Definition/Example |
|-----------|--|
| 0001-9899 | District school sites assigned a unique number in the state Master School ID File. |
| 3518 | McKay Scholarship participants. |
| 7001 | Virtual Instruction Program operated through a contract with a provider that is approved by the Department of Education under 1002.45(2), F.S., the Florida Virtual School or a community college. |
| 7004 | Florida Virtual School Franchise participants as per 1002.37(2)(i), F.S. |
| 7006 | School District Virtual Course Offerings as per section 1003.498(2), F.S. |
| 7023 | Virtual Instruction Program operated by the school district as per section 1002.45(1)(c)4, F.S. |
| 9992 | Private school students participating in Title I, Part C (Migrant) programs. |
| 9993 | Migrant (Title I, Part C) students served in a home education setting. |
| 9994 | Private school students served with Fund Source D (Title I, Part D, Neglected and Delinquent) funds or Title I, Part A, Neglected set-aside funds. |
| 9995 | Private school students participating in Title I, Part A programs. |
| 9997 | Migrant Non-Attendees – Reporting number for students identified as migrant, ages 0 through 21, who are not enrolled in school and have not graduated from high school. |
| N998 | Reporting number for home education setting |
| N999 | Reporting number for out-of-state or PK-12 nonpublic in-state schools. |

Notes:

1. Prior to 2011-12 students did not enroll for graduation in district number 71. This district number and its valid school numbers were used by the Florida Virtual School for reporting District Number, Current Enrollment and School Number, Current Enrollment. Beginning in 2011-12, district 71 began using the true district and school of enrollment for all students instructed in that district.
2. For Survey 5 Student End of Year Status, report the last school attended during the 180 day school year. If the student only attended the district in the summer then report the summer school number.
3. Prior to 2011-12 students in school number 7023 were reported using school number 7001.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

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

Year: 2015-16

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x
Dropout Prevention Program Data DB9 11x
English Language Learners Information DB9 10x
Exceptional Student DB9 23x
Federal/State Indicator Status DB9 22x
Industry Certification
McKay Prepayment Verification DB9 61x
Prior School Status / Student Attendance DB9 55x
Student Assessment DB9 59x
Student Course Schedule DB9 14x
Student Course Transcript Information DB9 39x
Student Demographic Information DB9 13x
Student Discipline/Resultant Action DB9 19x
Student End of Year Status DB9 17x
Title I Supplemental Educational Services DB9 57x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 8 | Yes |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 10/3/2013 | Codes | Added two (2) additional school codes to capture student served by Title I, Part C (Migrant). |
| 5/17/2012 | Notes | Changed note #1 to indicate the status of the use of this element by district 71 beginning in 2011-12. |

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

Year: 2015-16

| | | |
|----------|------------------|--|
| 8/4/2011 | Notes | A note was added describing the change made to school number 7001 in 2011-12 and the addition of school 7023 that resulted from this change. |
| 8/4/2011 | Codes | Added school number 7006 for school district virtual course offerings and school number 7023 for virtual instruction programs operated by the school district. These changes are in response to 2011 Legislative changes to virtual education. |
| 8/4/2011 | Codes | Revised definition of school number 7004 to include Florida statute number |
| 8/4/2011 | Codes | Revision Description: Revised definition of school number 7001 to indicate that this is a virtual school whose provider is the Florida Virtual School, a community college or a provider approved by the Department of Education. Removed "school district" from the name of the school program. |
| 6/1/2011 | Formats Required | Deleted DJJ Student Entry Assessment DB9 53x, DJJ Student Exit Assessment DB9 54x and Exceptional Student Program DB9 12x. |
| 6/1/2011 | Codes | Updated code 9995 to include "Part A." |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **172875**

Data Element Name: **School Number, Current Instruction/Service**

The state assigned four-digit number of the school which provides instruction or services during the current school year.

| Code | Definition/Example |
|-----------|--|
| 0001-9899 | District school sites assigned a unique number in the state Master School ID File. |
| 7001 | Virtual Instruction Program operated through a contract with a provider that is approved by the Department of Education under section 1002.45(2), F.S., the Florida Virtual School or a community college. |
| 7004 | Florida Virtual School Franchise participants as per 1002.37(2)(i), F.S. |
| 7006 | District Virtual Course Offerings as per section 1003.498(2), F.S. |
| 7023 | Virtual Instruction Program operated by the school district as per section 1002.45(1)(c)4, F.S. |
| 9992 | Private school students participating in Title I, Part C (Migrant) programs. |
| 9993 | Migrant (Title I, Part C) students served in a home education setting. |
| 9994 | Private school students served with Fund Source D (Title I, Part D, Neglected and Delinquent) funds or Title I Part A Neglected set-aside funds. |
| 9995 | Private school students participating in Title I, Part A programs. |
| 9996 | Students with disabilities who receive services at a private school from the public school district. Students reported must have a Services Plan and be placed by their parents at the private school. If the student is also served by Title I funds at the private school use 9996 rather than 9995. |
| 9997 | Migrant Non-Attendees – Reporting number for students identified as migrant, ages 3 through 21, who are not enrolled in school and have not graduated from high school. |
| C901-C928 | DPS/MIS reporting number for public community colleges in Florida. |
| N999 | DPS/MIS reporting number for out-of-state schools or PK-12 nonpublic in-state schools. Valid for Student Course Transcript Information format only. |
| P001-P999 | DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities. |
| U970-U980 | DPS/MIS reporting number for public state universities in Florida. |

Note: Prior to 2011-12 students in school number 7023 were reported using school number 7001.

See Appendix F: Florida Public Community College and State University Reporting Numbers.

Also see Appendix K: Private Postsecondary Institution Reporting Numbers.

Note: For McKay Scholarship Program participants use private school number found in dataset DPS.DISTRICT.GH.70119.Yyyyy.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

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

Year: 2015-16

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Dropout Prevention Program Data DB9 11x

Federal/State Compensatory Project Evaluation DB9 18x

Industry Certification

Student Additional Funding

Student Course Schedule DB9 14x

Teacher Course DB9 15x

WDIS Adult General Education Student Course DB9 48x

WDIS Adult General Education Test Record DB9 62x

WDIS Career and Technical Education Student Course Schedule DB9 47x

WDIS Student Demographic Information DB9 46x

WDIS Student End of Term Status DB9 50x

WDIS Teacher Course DB9 49x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|---|
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 10/3/2013 | Codes | Added two (2) additional school codes to capture student served by Title I, Part C (Migrant). |
| 7/1/2013 | Formats Required | Added Student Additional Funding format. |
| 5/21/2012 | Grades Required | Correction |

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

Year: 2015-16

| | | |
|-----------|-------|--|
| 7/27/2011 | Notes | A note was added describing the change made to school number 7001 in 2011-12 and the addition of school 7023 that resulted from this change. |
| 7/27/2011 | Codes | Added school number 7006 for school district virtual course offerings and school number 7023 for virtual instruction programs operated by the school district. These changes are in response to 2011 Legislative changes to virtual education. |
| 7/27/2011 | Codes | Revised definition of school number 7004 to include Florida statute number. |
| 7/27/2011 | Codes | Revised definition of school number 7001 to indicate that this is a virtual school whose provider is the Florida Virtual School, a community college or a provider approved by the Department of Education. Removed "school district" from name of school program. |
| 6/1/2011 | Codes | Updated code 9995 to include "Part A." |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **172950**

Data Element Name: **School Number, Private**

The state assigned four digit school number (0001-9899) for the private school the student attends.

| Code | Definition/Example |
|-------------|--|
| 0001 - 9899 | Florida private school sites assigned a unique number in the state Private School ID File. |

Length: 4

Data Type: Alphanumeric

Year Implemented: 0910

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

McKay Prepayment Verification DB9 61x

Surveys Required:

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **173025**

Data Element Name: **School Number, Where Credit Earned**

The four-digit state assigned school number for the school in which the student earned or attempted to earn credit.

| Code | Definition/Example |
|-----------|---|
| 0001-9899 | District school sites assigned a unique number in the state Master School ID File; including 7004 (Virtual School Franchise), and excluding 3518. |
| 9900 | DPS/MIS reporting number for out-of-state schools. |
| C901-C928 | DPS/MIS reporting number for public community colleges in Florida. |
| N997 | DPS/MIS reporting number for American schools abroad. |
| N998 | DPS/MIS reporting number for home education. FASTER allows either N998 or 9998. |
| N999 | DPS/MIS reporting number for PK-12 nonpublic in-state schools. |
| P001-P999 | DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities. |
| U970-U980 | DPS/MIS reporting number for public state universities in Florida. |

See Appendix F: Florida Public Community College and State University Reporting Numbers and Appendix K: Private Postsecondary Institution Reporting Numbers.

Note: Florida On-Line Middle School (0500) and Florida On-Line High School (0600) must use 71 as the District Number, Where Credit Earned.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9394

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Adult Basic Skills

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

FLORIDA DEPARTMENT OF EDUCATION
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Year: 2015-16

~~Appendices:~~

None

Description of Changes:

| | | |
|----------|----------|---|
| 6/1/2011 | Use Type | Changed Use Type Migrant Tracking from No to Yes |
| 6/1/2011 | Codes | Split N999 and added code 9900 so that out-of-state schools and PK-12 nonpublic in-state schools have separate codes. |

Data Element Number: **173075**

Data Element Name: **School Number, Where Discipline/Resultant Action Occurred**

The state assigned four-digit number for the school in which the student was disciplined or in which the action took place one or more times during the school year. The school number will be associated with the corresponding Disciplinary/Resultant Action Code.

| Code | Definition/Example |
|-----------|---|
| 0001-9899 | District school sites assigned a unique number in the state Master School ID file. |
| 9001 | Any location that involves a county or district-sponsored event (e.g., County Youth Fair, District Football Championship) |

Length: 4

Data Type: Numeric

Year Implemented: 0304

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 Definition Changed "Referral" to "Resultant" and added words "or in which the action took place."

6/1/2011 Element Name Name changed. "Resultant" replaced "Referral."

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Year: 2015-16

Data Element Number: **173125**

Data Element Name: **School Number, Where Incident Occurred**

The state assigned four-digit number of the school which indicates the uniqueness of the site.

| Code | Definition/Example |
|-----------|---|
| 0001-9899 | District school sites assigned a unique number in the state Master School ID File. |
| 9001 | Any event that involves county- or district-sponsored event (e.g., County Youth Fair, District Football Championship) |

Length: 4

Data Type: Numeric

Year Implemented: 9596

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
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Year: 2015-16

Data Element Number: **173174**

Data Element Name: **School Number, Zoned School**

The state assigned four-digit school number for the school to which the student would be assigned if he/she were not assigned to the alternative school or to a hospital-or homebound program, as outlined in State Board of Education Rule 6A-1.099822, F.A.C., and pursuant to sections 1008.34(3) and 1008.341, F.S. Alternative schools include separate schools for students with disabilities (also known as center schools).

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-----------|---|
| 0000 | Not applicable – The student was not in an alternative school or designated as hospital- or homebound during survey week or the student was not assigned to an alternative school instead of the student's home school. |
| 0001-9899 | District school sites assigned a unique number in the state Master School ID file. |

Note: This element should be zero filled for survey periods 1, 2, 4, 5, 7 and 9.

Length: 4

Data Type: Alphanumeric

Year Implemented: 0607

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Alternative

Exceptional Student Education

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 1 Default

Survey 2 Default

Survey 3 Yes

Survey 4 Default

Survey 5 Default

Survey 6 Default

Survey 8 Default

Survey 9 Default

Appendixes:

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

~~APPENDICES:~~

None

Description of Changes:

| | | |
|------------|-------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2012 | Definition | Added language regarding center schools. |
| 12/13/2011 | Programs Required | Added Exceptional Student Education. |
| 12/13/2011 | Codes | Added words "or designated as hospital- or homebound" to code 0000. Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades. |
| 12/13/2011 | Definition | Added words "or to a hospital- or homebound program." Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades. |

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Year: 2015-16

Data Element Number: **173190**

Data Element Name: **School Phone Number**

The phone number of a school.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---------------------|----------------|
| EXAMPLE: 8505551212 | (850) 555-1212 |
|---------------------|----------------|

Length: 10

Data Type: Numeric

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **173225**

Data Element Name: **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.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|------|---------------|
| YYYY | Example: 8384 |
|------|---------------|

NOTE: The school year, for reporting purposes, is the 180 day regular school year plus the associated summer session(s) immediately preceding the next 180 day school year.

Length: 4

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Department of Juvenile Justice Student Entry Assessment DB9 53x

Department of Juvenile Justice Student Exit Assessment DB9 54x

Dropout Prevention Program Data DB9 11x

English Language Learners Information DB9 10x

Federal/State Compensatory Project Evaluation DB9 18x

Industry Certification

McKay Prepayment Verification DB9 61x

Prior School Status / Student Attendance DB9 55x

School Environmental Safety Incident Report DB9 42x

Student Additional Funding

Student Assessment DB9 59x

Student Course Transcript Information DB9 39x

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

Year: 2015-16

Student Discipline/Resultant Action DB9 19x

Student End of Year Status DB9 17x

Surveys Required:

| | |
|----------|-----|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 5 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 7/1/2013 | Formats Required | Added Student Additional Funding format. |

Data Element Number: **173263**

Data Element Name: **School Year With Century**

The school year for which student's courses, grades and credits are recorded in the student's permanent record.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|----------------------------|
| 20072008 | The 2007-2008 school year. |
|----------|----------------------------|

Length: 8

Data Type: Numeric

Year Implemented: 0708

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Adult Basic Skills

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **173300**

Data Element Name: **Screening for Hearing**

A code which indicates whether the student was screened for hearing problems and passed the test, or was screened for hearing problems and did not pass the test.

| Code | Definition/Example |
|------|---|
| HN | Student was screened for hearing problems, did not pass the test and did not receive appropriate treatment. |
| HT | Student was screened for hearing problems, did not pass the test and received appropriate treatment. |
| HY | Student was screened for hearing problems and passed the test. |
| ZZ | Not Applicable |

NOTE: This element is to be used to report the results of screening for hearing problems for kindergarten students

Length: 2

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

| | | |
|-----------|--------------|--------------------------------|
| 7/31/2014 | Element Name | Changed the data element name. |
| | | None |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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Year: 2015-16

Data Element Number: **173374**

Data Element Name: **Screening for Vision**

A code which indicates whether the student was screened for vision problems and passed the test, or was screened for vision problems and did not pass the test.

| Code | Definition/Example |
|------|--|
| VN | Student was screened for vision problems, did not pass the test and did not receive appropriate treatment. |
| VT | Student was screened for vision problems, did not pass the test and received appropriate treatment. |
| VY | Student was screened for vision problems and passed the test. |
| ZZ | Not Applicable |

NOTE: This element is to be used to report the results of screening for vision problems for kindergarten students.

Length: 2

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: KG

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

| | | |
|-----------|--------------|--------------------------------|
| 7/31/2014 | Element Name | Changed the data element name. |
| | | None |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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Year: 2015-16

Data Element Number: **173400**

Data Element Name: **Section 504 Eligible**

A code to identify that the student is an eligible student under Section 504 of the Rehabilitation Act of 1973, excluding students who are identified as eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA).

| Code | Definition/Example |
|------|---|
| I | Student was evaluated and is not eligible under Section 504. |
| N | Student is an eligible student under Section 504, is not an eligible student under the IDEA and does not require a Section 504 Plan. |
| Y | Student is an eligible student under Section 504 of the Rehabilitation Act of 1973, is not an eligible student with disabilities under the Individuals with Disabilities Education Act (IDEA) and has a Section 504 Plan. |
| Z | Not Applicable |

Note: Section 504 of the Rehabilitation Act of 1973 provides that: "No handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance." (34 USC s. 104.4)

Length: 1

Data Type: Alphanumeric

Year Implemented: 9697

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Revised definition to code Y; Added two new codes (N, I). |

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11/2/2011 Notes

Updated citation of the federal law and updated the quote from the law to match updates in the federal law.

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Year: 2015-16

Data Element Number: **173425**

Data Element Name: **Section Number**

Section number identifies separate groupings of students enrolled in the same course.

| Code | Definition/Example |
|-------|--|
| XXXXX | A unique offering of a course in which the student is enrolled |

Length: 5

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Student Course Schedule DB9 14x

Teacher Course DB9 15x

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

WDIS Teacher Course DB9 49x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

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Year: 2015-16

| | |
|----------|-----|
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

None

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **173625**

Data Element Name: **Gender**

The student's gender.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|--------|
| F | Female |
|---|--------|

| | |
|---|------|
| M | Male |
|---|------|

Length: 1

Data Type: Alphabetic

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

Prior School Status / Student Attendance DB9 55x

Student Demographic Information DB9 13x

Student Discipline/Resultant Action DB9 19x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Yes

Survey 8 Yes

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Year: 2015-16

| | |
|----------|-----|
| Survey 9 | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **173825**

Data Element Name: **Social Security Number**

Federal social security number. Left justified.

STAFF SOCIAL SECURITY NUMBER: Report the social security number for all instructional staff on the Teacher Course and the Career and Technical Education Teacher Course formats.

NOTE: For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a Staff Number Identifier for the employee using the following method:

First Two Positions

CS The first two positions in the Social Security Number field must be coded with the letters "CS".

Last Seven Positions

NNNNNNN The last seven positions must be numeric.

NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.

STUDENT SOCIAL SECURITY NUMBER: Florida Statute 1008.386 requires school districts to request a social security number for each student in grades PK-Adult who enroll or who are enrolled in school. When a social security number is available, the number is also used as the first nine digits of the student's Florida Student Number Identifier.

See the Student Number Identifier, Florida data element for more information.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 10

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Workforce Development

Formats Required:

Career and Technical Education Teacher Course DB9 24x

Teacher Course DB9 15x

WDIS Teacher Course DB9 49x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **174825**

Data Element Name: **SSAT-II Communications, Date Passed for Graduation Purposes**

A four-digit field used to indicate the month and year when the regular student passed in communications.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|--|
| MMYY | Example: 1084 Student passed the communications test in October, 1984. |
|------|--|

In March of 1991, the SSAT-II was replaced with the High School Competency Test (HSCT).

Length: 4

Data Type: Numeric

Year Implemented: 9091

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Basic Skills

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **175025**

Data Element Name: **SSAT-II Math, Date Passed for Graduation Purposes**

A four-digit field used to indicate the month and year when the regular student passed in math.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|--|
| MMYY | Example: 0483 The student passed the math test in April, 1983. |
|------|--|

In March of 1991, the SSAT-II was replaced with the High School Competency Test (HSCT).

Length: 4

Data Type: Numeric

Year Implemented: 9091

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Basic Skills

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **175100**

Data Element Name: **Staff Number Identifier, Local**

A ten-character code used by the school district locally to uniquely identify an employee. This staff identifier must be different than the Social Security Number or the district-defined number used in lieu of a social security number provided in the Social Security Number data element field.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 10

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Formats Required:

Career and Technical Education Teacher Course DB9 24x

Teacher Course DB9 15x

WDIS Teacher Course DB9 49x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|---|
| 1/22/2015 | Surveys Required | Added Survey 5 Requirement for CTE Teacher Course reporting |
|-----------|------------------|---|

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Year: 2015-16

| | | |
|-----------|------------------|---|
| 1/21/2015 | Definition | Deleted reference to data element being optional; it is now a required field. |
| 7/1/2013 | Grades Required | Add adult |
| 7/1/2013 | Formats Required | Add the data element to WDIS Teacher Course - |

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Year: 2015-16

Data Element Number: **175175**

Data Element Name: **Student Characteristic, Agency Programs**

Indicate, using the codes below, whether or not the student being reported meets any of the following categories.

| Code | Definition/Example |
|------|---|
| A | The student is a client of Department of Children and Families (DCF), is placed in a residential facility operated by the agency, and receives educational services from the local school district or through a contract with the local school district. This definition was designed to include students with disabilities who were placed in residential facilities by DCF [e.g., a Developmental Services, Intermediate Care Facility (ICF-MR)]. It does not include students who are in foster care placements. |
| C | The student is enrolled in a Department of Juvenile Justice facility/program and receives educational services from the local school district. This definition was designed to include the Department of Juvenile Justice or a private, public, or other governmental organization under contract with the Department of Juvenile Justice which provides treatment, care and custody or educational programs for youth in juvenile justice intervention, detention, or commitment programs. This definition encompasses programs such as PACE and AMI. Please note that in many DJJ facilities there may be more than one educational program that generates weighted FTE (e.g., ESE, basic, ESOL, or career and technical education.) |
| Z | None of the above categories applies to the student. |

Note: These codes are used in the calculation of the enrollment ceiling (cap) as authorized by s. 1011.62(1)(d)3.a., F.S.

Length: 1
Data Type: Alphanumeric
Year Implemented: 9091
State Standard: Yes
Use Types:
State Reporting: Yes
Local Accountability: Yes
FASTER: No
Migrant Tracking: No
Required Grades: PK-12
Programs Required:
All Programs
Formats Required:
Student Demographic Information DB9 13x
Surveys Required:
Survey 1 Yes

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| | |
|----------|---------|
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **175188**

Data Element Name: **Student, Involved in Bullying**

A code indicating whether or not the student was involved in a bullying incident.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

NOTE: A student is involved in a bullying incident if the student causes physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment, or unreasonably interfere with the individual's school performance or participation.

Length: 1

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **175210**

Data Element Name: **Student, Involved in Hate Crime**

A code indicating whether or not the incident was hate-crime related.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

NOTE: A student is involved in a hate crime if they cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability¹. The person was involved in creating an intimidating, hostile or offensive educational environment. The motivation (intent) behind the act is the key element in determining whether an incident is hate-related².

1. Mental or Physical Disability means that the victim suffers from a condition of physical or mental incapacitation due to a developmental disability, organic brain damage, or mental illness, and has one or more physical or mental limitations that restrict the victim's ability to perform the normal activities of daily living (Section 775.085, F.S.).

2. Florida Department of Law Enforcement's Hate Crime Report Manual, The Attorney General's Annual Report/Hate Crimes in Florida/January 1 – December 31, 2008, definition of hate crimes.

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

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

Year: 2015-16

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **175225**

Data Element Name: **Student Name, AKA**

Free form field. Keep each name by which the student is also known other than the legal name.

Keep up to four alternate names.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 42

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Adult Basic Skills

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **175425**

Data Element Name: **Student Name, Legal**

The student's last, first and middle name including appendage as follows:

17 characters Last Name

03 characters Appendage

12 characters First Name

10 characters Middle/Maiden Name or Initial

This is a fixed field.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 42

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

McKay Prepayment Verification DB9 61x

Prior School Status / Student Attendance DB9 55x

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

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

Year: 2015-16

| | |
|----------|-----|
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 8 | Yes |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 5/21/2012 | Grades Required | Correction |

Data Element Number: **175625**

Data Element Name: **Student Number Identifier, Florida**

A ten-character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students and postsecondary career and technical education students.

If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by an "X."

If a student does not provide a social security number, the school district should assign a number using the common method statewide.

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.

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.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------------|---|
| 123456789X | The student's social security number (123-45-6789) followed by an X is the student's identifier number. |
|------------|---|

| | |
|------------|---|
| 2610124677 | The student did not provide a social security number and was assigned an identifier number by Hendry County, the district of initial entry into a Florida public school for this student. |
|------------|---|

If a student does not provide a social security number at the time of entry, but later provides a social security number, the district must update the Student Number Identifier, Florida with the verified social security number.

See Student Number Identifier - Alias, Florida data element for more information concerning changes to the Student Number Identifier, Florida.

Section 1008.386, F.S. requires school districts to request a social security number for each student in grades PK - Adult who enroll or who are enrolled in school. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.

Districts may maintain a separate local student number identifier.

Length: 10

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

Workforce Development

All Programs

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

Year: 2015-16

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x
Dropout Prevention Program Data DB9 11x
English Language Learners Information DB9 10x
Exceptional Student DB9 23x
Federal/State Compensatory Project Evaluation DB9 18x
Federal/State Indicator Status DB9 22x
Industry Certification
McKay Prepayment Verification DB9 61x
Prior School Status / Student Attendance DB9 55x
Student Additional Funding
Student Assessment DB9 59x
Student Course Schedule DB9 14x
Student Course Transcript Information DB9 39x
Student Demographic Information DB9 13x
Student Discipline/Resultant Action DB9 19x
Student End of Year Status DB9 17x
Student Transportation DB9 56x
Title I Supplemental Educational Services DB9 57x
WDIS Adult General Education Student Course DB9 48x
WDIS Adult General Education Test Record DB9 62x
WDIS Career and Technical Education Student Course Schedule DB9 47x
WDIS Student Demographic Information DB9 46x
WDIS Student End of Term Status DB9 50x
WDIS Supplemental Information DB9 60x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 8 | Yes |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |

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

Year: 2015-16

| | |
|----------|-----|
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 2/6/2015 | Formats Required | Added Industry Certification Format |
| 7/1/2013 | Formats Required | Added Student Additional Funding format. |
| 6/1/2011 | Formats Required | Removed two formats that are obsolete: Department of Juvenile Justice Student Entry Assessment and Department of Juvenile Justice Student Exit Assessment. |

Data Element Number: **175630**

Data Element Name: **Student Number Identifier - Alias, Florida**

A ten-character code used to identify the first Student Number Identifier, Florida assigned to a student in a district. The number will be reported to the state and will be used to enable the state to do longitudinal studies.

Creation of the Data Element

1. Upon enrollment in the district, copy each student's Student Number Identifier, Florida to the student's Student Number Identifier - Alias, Florida field.
2. Effective the first day of the 180 day 1991-92 school year, for any student who provides a social security number, the student's Student Number Identifier, Florida should be equal to the student's social security number followed by an "X."

Subsequent Changes

If a social security number is provided at a later date or the student's social security number is incorrect, the student's existing Student Number Identifier, Florida must be updated. The correct social security number would be entered in the first nine positions of the Student Number Identifier, Florida field and an "X" would be entered into the tenth position. The Student Number Identifier – Alias, Florida field must remain constant.

If a student does not have a social security number and the district determines the student's Student Number Identifier, Florida is incorrect, the student's existing Student Number Identifier, Florida must be updated. The Student Number Identifier - Alias, Florida must remain constant.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTE: This field must be reported for each student in each survey period.

Length: 10

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

Workforce Development

All Programs

Formats Required:

McKay Prepayment Verification DB9 61x

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

Year: 2015-16

Prior School Status / Student Attendance DB9 55x

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 8 | Yes |
| Survey 9 | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

None

Data Element Number: **175631**

Data Element Name: **Student Number Identifier, Local**

A ten-character code used by the school district locally to uniquely identify a student. This student identifier is generally different than the Student Number Identifier, Florida and the Student Number Identifier - Alias, Florida.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Note: This element is optional. If the district reports this identifier on a data format submitted to the Automated Student Data Base, this identifier will be included on designated print reports, available from the system, in place of the Student Number Identifier, Florida.

Length: 10

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Dropout Prevention Program Data DB9 11x

English Language Learners Information DB9 10x

Exceptional Student DB9 23x

Federal/State Compensatory Project Evaluation DB9 18x

Federal/State Indicator Status DB9 22x

Industry Certification

Prior School Status / Student Attendance DB9 55x

Student Additional Funding

Student Assessment DB9 59x

Student Course Schedule DB9 14x

Student Course Transcript Information DB9 39x

Student Demographic Information DB9 13x

Student Discipline/Resultant Action DB9 19x

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

Year: 2015-16

Student End of Year Status DB9 17x

Student Transportation DB9 56x

Title I Supplemental Educational Services DB9 57x

Surveys Required:

| | |
|----------|---------|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 7/1/2013 | Formats Required | Added Student Additional Funding format. |
| 6/1/2011 | Formats Required | Deleted DJJ Student Entry Assessment DB953x, DJJ Student Exit Assessment DB9 54x and Exceptional Student Program DB9 12x. |

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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **175633**

Data Element Name: **Student Offender Transfer**

A code indicating whether or not the student is an offender who was transferred to another school in order to separate the offender from being at the same school as the victim or the victim's sibling, per section 1006.13(6), F.S., because the victim or the victim's sibling attended the same school.

| Code | Definition/Example |
|------|--|
| N | No, the student is NOT an offender. |
| Y | Yes, the student is an offender who was transferred to another school in order to separate the offender from the victim or the victim's sibling. |

Length: 1

Data Type: Alphabetic

Year Implemented: 0506

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

11/2/2011 Definition Updated statutory reference.

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **175635**

Data Element Name: **Student, Use of Alcohol**

A code indicating whether or not the student was involved in the use of alcohol.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

NOTE: Students are involved with the use of alcohol if they were caught drinking at the incident or had been drinking, based on their own admission, testing or investigation by a police officer at the scene; or if they had alcohol in their possession; or were involved in the sale of alcohol. Schools will not be testing for alcohol use.

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 Notes Added words "their own admission."

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **175640**

Data Element Name: **Student, Use of Drugs**

A code indicating whether or not the student was involved in the use of drugs.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

Note: Students are involved with the use of drugs if they were under the influence at the time of the incident; drugs were in their possession during the incident, based on their own admission, testing or investigation done by police as a result of the incident; or if they were involved in the sale of drugs during the incident. Schools will not be testing for drug use or asked to do searches beyond those already authorized for school personnel.

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 Element Name Added the words "their own admission."

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **175645**

Data Element Name: **Student, Weapon Use**

A code indicating whether or not the student used any type of weapon.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

NOTE: A student is involved with weapon use if they possessed, used or intended to use any instrument or object to inflict harm on another person or sold a weapon during the incident. Please make sure to code the type of weapon used under Weapon, Description.

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **175650**

Data Element Name: **School Number, Where Tested**

The four-digit state assigned school number for the school in which the student was enrolled at the time of testing.

| Code | Definition/Example |
|-------------|---|
| 0001 - 9899 | District school sites assigned a unique number in the state Master School ID File |

Length: 4

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

| | | |
|----------|-------------------|---|
| 6/1/2011 | Surveys Required | Unmarked Survey 5 |
| 6/1/2011 | Programs Required | Deleted DJJ Student Entry Assessment DB953x and DJJ Student Exit Assessment DB9 54x |
| 6/1/2011 | Use Type | Changed State Reporting from Yes to No. |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **175825**

Data Element Name: **Survey Period Code**

A code representing one of the state reporting periods.

| Code | Definition/Example |
|------|--|
| 1 | July |
| 2 | October |
| 3 | February |
| 4 | June |
| 5 | End of Year |
| 6 | September |
| 7 | January |
| 8 | August |
| 9 | December |
| A | McKay September Prepayment |
| B | McKay November Prepayment |
| C | McKay February Prepayment |
| D | McKay April Prepayment |
| F | Fall (for reporting all Summer instruction in WDIS) |
| G | Preliminary Enrollment (for reporting fall term(s) enrollment concurrent with Survey F in WDIS) |
| S | Summer (for reporting all Winter or Winter/Spring instruction in WDIS) |
| W | Winter (for reporting all Fall instruction in WDIS) |
| X | Preliminary Enrollment (for reporting WDIS winter term(s) enrollment concurrent with Survey W in WDIS) |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

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

Year: 2015-16

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x
Career and Technical Education Teacher Course DB9 24x
Dropout Prevention Program Data DB9 11x
English Language Learners Information DB9 10x
Exceptional Student DB9 23x
Federal/State Compensatory Project Evaluation DB9 18x
Federal/State Indicator Status DB9 22x
Industry Certification
McKay Prepayment Verification DB9 61x
Prior School Status / Student Attendance DB9 55x
School Environmental Safety Incident Report DB9 42x
Student Additional Funding
Student Assessment DB9 59x
Student Course Schedule DB9 14x
Student Course Transcript Information DB9 39x
Student Demographic Information DB9 13x
Student Discipline/Resultant Action DB9 19x
Student End of Year Status DB9 17x
Student Transportation DB9 56x
Teacher Course DB9 15x
Title I Supplemental Educational Services DB9 57x
WDIS Adult General Education Student Course DB9 48x
WDIS Adult General Education Test Record DB9 62x
WDIS Career and Technical Education Student Course Schedule DB9 47x
WDIS Student Demographic Information DB9 46x
WDIS Student End of Term Status DB9 50x
WDIS Supplemental Information DB9 60x
WDIS Teacher Course DB9 49x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 8 | Yes |

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | |
|----------|-----|
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 7/1/2013 | Formats Required | Added Student Additional Funding format. |
| 6/1/2011 | Formats Required | Removed two formats that are obsolete: Department of Juvenile Justice Student Entry Assessment and Department of Juvenile Justice Student Exit Assessment. |

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **175907**

Data Element Name: **Team Teacher Training**

A code that indicates the prior existence of the team of teachers and the teacher's status regarding training in team-teaching methods, as per Section 1003.03 (5), F.S.

| Code | Definition/Example |
|------|---|
| A | This teacher is team-teaching in this class as part of a team that was in existence prior to July 1, 2005. |
| B | This teacher is team-teaching in this class as part of a team that was not in existence prior to July 1, 2005 and this teacher has had training in team-teaching methods as of the FTE survey week. |
| C | This teacher is team-teaching in this class as part of a team that was not in existence prior to July 1, 2005 and this teacher has not had training in team-teaching methods as of the FTE survey week. This teacher is scheduled to attend training in team-teaching methods within one year after the teacher's assignment to the team. |
| D | This teacher is team-teaching in this class as part of a team that was not in existence prior to July 1, 2005 and this teacher has not had training in team-teaching methods as of the FTE survey week. This teacher is not scheduled to attend training in team-teaching methods within one year after the teacher's assignment to the team. |
| Z | Not applicable. This teacher is not part of a team for this class. |

Note: This element should be Z-filled for surveys 1 and 4.

Length: 1

Data Type: Alphanumeric

Year Implemented: 0506

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 1 Default

Survey 4 Default

Appendixes:

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

None

Description of Changes:

None

Data Element Number: **176150**

Data Element Name: **Teenage Parent Program - Birth Weight of Child - Optional**

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.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|--|
| N | The child weighed less than 5 pounds 8 ounces. |
|---|--|

| | |
|---|---|
| Y | The child weighed at least 5 pounds 8 ounces. |
|---|---|

| | |
|---|----------------|
| Z | Not Applicable |
|---|----------------|

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; the female participant entered the program after the second trimester; or the participant was a father. Track this outcome through the end of the appropriate school term.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Dropout Prevention

Formats Required:

None

Surveys Required:

None None

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|---|
| 6/1/2011 | Surveys Required | Removed Survey 5. |
| 6/1/2011 | Formats Required | Deleted Dropout Prevention Program Data DB9 11x. |
| 6/1/2011 | Use Type | Changed State Reporting to No. |
| 6/1/2011 | Element Name | Added "Optional" to name. This element is no longer required. |

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

Year: 2015-16

Data Element Number: **176225**

Data Element Name: **Term**

The time of the school year during which the student was enrolled in courses.

| Code | Definition/Example |
|------|-------------------------|
| 1 | Semester 1 |
| 2 | Semester 2 |
| 3 | Annual |
| 4 | Summer Session 1 |
| 5 | Summer Session 2 |
| 6 | Quarter 1 |
| 7 | Quarter 2 |
| 8 | Quarter 3 |
| 9 | Quarter 4 |
| B | Trimester 1 |
| C | Trimester 2 |
| D | Trimester 3 |
| E | Quinmester 1 |
| F | Quinmester 2 |
| G | Quinmester 3 |
| H | Quinmester 4 |
| I | Quinmester 5 |
| J | Six weeks 1 |
| K | Six weeks 2 |
| L | Six weeks 3 |
| M | Six weeks 4 |
| N | Six weeks 5 |
| O | Six weeks 6 |
| S | Combined Summer Session |
| T* | Intercession 1 |
| U* | Intercession 2 |
| V* | Intercession 3 |
| W* | Intercession 4 |
| X* | Intercession 5 |
| Y** | Year of Nonenrollment |
| Z | Not Applicable |

*Intercessions are to be used only for year-round school recordkeeping.

**Code Y is to be used only for reporting students who have withdrawn between school years.

Length: 1

Data Type: Alphanumeric

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

Year: 2015-16

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Dropout Prevention Program Data DB9 11x

Federal/State Compensatory Project Evaluation DB9 18x

Prior School Status / Student Attendance DB9 55x

Student Course Schedule DB9 14x

Student Course Transcript Information DB9 39x

Teacher Course DB9 15x

Title I Supplemental Educational Services DB9 57x

Surveys Required:

Survey 1 Yes

Survey 2 Variable

Survey 3 Variable

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **176325**

Data Element Name: **Term/Survey Indicator**

A code that indicates the term is occurring during the state reporting period (FTE survey week) being submitted.

| Code | Definition/Example |
|------|--|
| N | Term is not occurring during state reporting period being submitted |
| Y | Term is occurring during state reporting period being submitted |
| Z | Not applicable. Use this code for records sent for Survey Period 9 only. |

Notes:
Term 3 will always be Y, Term 1 will always be Y in Survey Period 2, and Term 2 will always be Y in Survey Period 3.

For the same Classroom/Course/Period, if Term 6 is Y, Term 7 must be N and if Term 8 is Y, Term 9 must be N.

For the same Classroom/Course/Period, only one of Terms J, K, L may be Y in Survey Period 2, and only one of Terms M, N, O may be Y in Survey Period 3.

For the same Classroom/Course/Period, only one of Terms E, F, G, H, I may be Y in Survey Period 2 or 3.

For the same Classroom/Course/Period, only one of Terms B, C, D may be Y in Survey Period 2 or 3.

For the same Classroom/Course/Period, only one of Terms T, U, V, W, X may be Y in Survey Period 2 or 3.

Length: 1

Data Type: Alphabetic

Year Implemented: 0506

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

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

Year: 2015-16

Survey 4 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **176375**

Data Element Name: **Test Accommodations**

The type of special accommodations, if any, needed by the student when being tested.

| Code | Definition/Example |
|------|---|
| C | Contracted Braille |
| L | Large Print |
| P | Paper-Based Test in lieu of Computer-Based Test |
| Q | Unique Accommodation (Rule 6A-1.0943, FAC) |
| R | Reading Passage Booklet |
| U | Uncontracted Braille |
| Z | Not Applicable. None of the above test accommodations are needed. |

Note: This information will be used during the pre-identification process for administration of the Comprehensive English Language Learning Assessment (CELLA) and other statewide assessments.

Length: 1

Data Type: Alphabetic

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

English Language Learners

Exceptional Student Education

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required Survey 7 Removed from Required Surveys
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FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

8/19/2011 Codes

This is not a revision, but a correction resulting from an error made during the conversion process to a new data element format. Two codes were omitted from the 2011-12 element that should have carried forward from 2010-11. Thus the codes Q and R are being added back to the data element page.

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

Year: 2015-16

Data Element Number: **176425**

Data Element Name: **Test Date**

The month, day, and year in which the student was tested for each test administration during the school year.

This data element is used to record the test date for various tests taken by a student including, for example, pretest and posttest dates for the Basic Achievement Skills Inventory (BASI) used in Department of Juvenile Justice schools, English language proficiency assessment, and assessment of students in reading intervention programs.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|----------|--|
| MMDDYYYY | Example: 09182006 Test taken on September 18, 2006 |
|----------|--|

| | |
|-------------------|----------------|
| Example: 00000000 | Test not taken |
|-------------------|----------------|

NOTE: Test Dates reported on the English Language Learners Information record may be in a school year(s) other than the one in which the record is being submitted.

Length: 8

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

English Language Learners Information DB9 10x

Student Assessment DB9 59x

WDIS Adult General Education Test Record DB9 62x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required

Survey 7 Removed from Required Surveys

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

Year: 2015-16

6/1/2011 Formats Required

Deleted DJJ Student Entry Assessment DB9 53x and DJJ Student
Exit Assessment DB9 54x.

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

Year: 2015-16

Data Element Number: **176625**

Data Element Name: **Test Form**

A one-character code indicating the specific form of the test which was administered.

Examples:

| | |
|---|------------------------------|
| A | Test form A was administered |
| 3 | Test form 3 was administered |
| Z | Not Applicable |

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 1

Data Type: Alphanumeric

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary Career and Technical

Adult Secondary

Formats Required:

English Language Learners Information DB9 10x

Student Assessment DB9 59x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | | |
|----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2011 | Formats Required | Deleted DJJ Student Entry Assessment DB9 53x and DJJ Student Exit Assessment DB9 54x. |

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

Year: 2015-16

Data Element Number: **176825**

Data Element Name: **Test Level**

A code provided by the test vendor indicating the difficulty level of the test, sometimes corresponding to the grade level of the student.

Examples:

08 The student took Test Level 08
ZZ Not Applicable

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 2

Data Type: Alphanumeric

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary Career and Technical

Adult Secondary

Formats Required:

English Language Learners Information DB9 10x

Student Assessment DB9 59x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

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

Year: 2015-16

| | | |
|----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2011 | Formats Required | Deleted DJJ Student Entry Assessment DB9 53x and DJJ Student Exit Assessment DB9 54x. |

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

Year: 2015-16

Data Element Number: **177025**

Data Element Name: **Test Name**

A three-character code representing the name of a test given to an individual student.

See Appendix I: Test Name Table.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTE: (X_ _) The character of 'X' in the first position of the test name code is reserved for local district use.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Postsecondary Career and Technical

Adult Secondary

Formats Required:

English Language Learners Information DB9 10x

Student Assessment DB9 59x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Surveys Required

Survey 7 Removed from Required Surveys
None

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

Year: 2015-16

Data Element Number: **177125**

Data Element Name: **Test Publication Year**

The year in which the test was published.

This data element is used to access the correct test documentation for an assessment taken by a student.

Examples

| | | |
|------|------|---------------------------------|
| YYYY | 2004 | The test was published in 2004. |
| | 0000 | Not applicable. |

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Length: 4

Data Type: Alphanumeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Assessment DB9 59x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **177225**

Data Element Name: **Test Score**

The score achieved on a specific test.

If Test Score type is PF (Pass/Fail), use 0001 for P (Pass) and 0002 for F (Fail) when reporting to the Department of Education.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Note: Test scores submitted to the Department of Education's Student Data Base must be numeric. Alphanumeric scores may be used locally and in FASTER records transmissions. Alphabetic scores must be right justified with remaining fields blank-filled. Numeric test scores must be right justified with leading zeroes.

Note: Test scores for the FCAT Writing Assessment Program should be submitted with one implied decimal place. For example, a score of 3 should be reported as 0030.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

English Language Learners Information DB9 10x

Student Assessment DB9 59x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

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

Year: 2015-16

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2011 | Formats Required | Deleted DJJ Student Entry Assessment DB9 x and DJJ Student Exit Assessment DB954x. |

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

Year: 2015-16

Data Element Number: **177425**

Data Element Name: **Test Score Type**

A two-character code used to indicate the kind of score being submitted.

| Code | Definition/Example |
|------|---|
| AL | Achievement Level |
| CE | Raw Score/Comprehension Explicit |
| CI | Raw Score/Comprehension Implicit |
| CS | Converted Score - Score resulting from a local conversion of a test score. For local use only. |
| DS | Developmental Score |
| FP | Florida Percentile |
| FR | Final Rating |
| FS | Final Score (Score resulting from combined ratings on the Florida Writing Assessment Program) |
| GE | Grade Equivalent |
| GL | Growth Level (for use with the Florida Alternate Assessment) |
| GP | Raw Score Grade of Final Passage |
| GV | Growth Scale Value (for use with the Basic Achievement Skills Inventory (BASI)) |
| LS | Local Stanine |
| LX | Lexile Score |
| NC | Normal Curve Equivalent |
| NP | National Percentile |
| NS | National Stanine |
| NT | Number Attempted |
| OS | Observed Status (Score resulting from observation in School Readiness Uniform Screening System [SRUSS] or Early Childhood Observation System [ECHOS]) |
| PA | Percent Accuracy |
| PF | Pass/Fail |
| PI | Objective Performance Index/Reporting Category (subscore for FCAT)) – used prior to 2011 |
| PN | Passage Number |
| PS | Probability of Success |
| RC | Reporting Category – used with subscores for FCAT, FCAT 2.0, and Florida EOC assessments. First used in Spring 2011. |
| RS | Raw Score |
| SL | Status Level (for use with the Florida Alternate Assessment) |
| SS | Scale Score (Expanded Standard Score) |
| ST | Standard Score |
| TL | Transitional Level |
| TP | Target Passage Number |
| TS | Transitional Score |
| WM | Raw Score/Fluency-Correct Words Per Minute |
| ZZ | Not Applicable |

NOTE: Codes “RS” or “SS” may be used to report aural/oral language proficiency levels for ESOL testing.

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

Year: 2015-16

Codes "TL" and "TS" are used to store achievement levels for the FCAT 2.0 on the new scale and it is anticipated that these codes will be used upon implementation of the Common Core Assessments.

Length: 2

Data Type: Alphanumeric

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

English Language Learners Information DB9 10x

Student Assessment DB9 59x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 3/2/2012 | Notes | Added language to note to explain use of codes TL and TS. |
| 3/2/2012 | Codes | Added new codes NT, RC, TL and TS. Revised code PI definition to include "Reporting Category" and "used prior to 2011." |
| 3/2/2012 | Formats Required | Deleted Department of Juvenile Justice Student Entry Assessment DB9 53X and Department of Juvenile Justice Student Exit Assessment. |

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

Year: 2015-16

Data Element Number: **177625**

Data Element Name: **Test Subject Content**

A two-character code for each subject area of the test.

See Appendix L: Test Subject Content Codes.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 2

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Basic Skills

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

English Language Learners Information DB9 10x

Student Assessment DB9 59x

Surveys Required:

Survey 3 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

Data Element Number: **177900**

Data Element Name: **Time, Total School Week**

The total amount of time a student with a disability is scheduled to attend school each week. This should be reported in minutes per week. All scheduled time i.e., class time, recess, lunch, and time between classes must be included in the total.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Examples:

1. Student A's school day begins at 7:30 A.M. and ends at 2:30 P.M. and the student attends five days per week. The total amount of time in school is calculated based on seven hours per day, five days per week. This equates to 2100 minutes per week.

2. Student B's school day begins at 7:30 A.M. and lasts until 12:30 P.M. The student then leaves the school campus to go to an on-the-job training site (OJT) on Monday, Wednesday, and Thursday. The student works until 5:00 P.M. on those days. For the three days the student goes to OJT, the minutes would equate to 570 minutes per day x 3 days = 1,710 minutes. For the two days the student does not work, the minutes would equate to 300 minutes per day x 2 days = 600 minutes. Then, the total time in the school week for this student is 1,710 minutes + 600 minutes = 2,310 minutes.

NOTES: This data should be reported only for Survey 2. Districts should zero-fill this element for all other survey periods.

This field should be zero-filled for students who are reported as gifted only--primary exceptionality is L and other exceptionalities are all Z's.

For students with disabilities ages 3-5, Time, Total School Week must reflect all programs the child is attending including childcare, private kindergartens or preschools, home services, Head Start, and service provider locations, as well as public preschool classes and kindergarten.

Length: 4

Data Type: Numeric

Year Implemented: 9798

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 2 Yes

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

Year: 2015-16

Survey 1 Default

Survey 3 Default

Survey 4 Default

Survey 5 Default

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|---|
| 7/1/2015 | Definition | Replaced “disabled” student with a student “with a disability”. |
| 6/1/2011 | Notes | Added note regarding students ages 3-5. |

Data Element Number: **177925**

Data Element Name: **Time With Non-Disabled Peers**

The total amount of time that a student with a disability is with non-disabled peers, including time with school and work place peers. This should be reported in minutes per week. Include class time, lunch, recess, and time between classes if this time is spent with non-disabled peers.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTES: This data should be reported only for Survey 2. Districts should zero-fill this element for all other survey periods.

This field should be zero-filled for students who are reported as gifted only--primary exceptionality is L and other exceptionalities are all Z's.

Length: 4

Data Type: Numeric

Year Implemented: 9798

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 23x

Surveys Required:

Survey 1 Default

Survey 2 Yes

Survey 3 Default

Survey 4 Default

Survey 5 Default

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

Data Element Number: **177929**

Data Element Name: **Title I Supplemental Educational Services - Begin Services Date**

The date, this school year, on which the student was first served by the Title I Supplemental Educational Services provider. For students served by more than one Title I Supplemental Educational Services provider, track the beginning date of services for each provider.

| Code | Definition/Example |
|----------|---|
| MMDDYYYY | Examples: 10152010 The student was first served this school year by the Title I Supplemental Educational Services provider on October 15, 2010. 00000000 The student was assigned to a provider but has not yet been reported by the provider as receiving services |

Note: The begin services date must be numeric and a valid date greater than or equal to June 1 of the current school year and less than August 31 of the following year or it must be all zeros. If the begin services date is all zeros, then the hours of contact must also be all zeros.

Length: 8

Data Type: Numeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Title I Supplemental Educational Services

Formats Required:

Title I Supplemental Educational Services DB9 57x

Surveys Required:

Survey 3 Yes

Survey 5 Yes

Survey 9 Yes

Appendixes:

None

Description of Changes:

6/1/2012 Surveys Required This element is no longer required in survey 2.

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

Year: 2015-16

Data Element Number: **177937**

Data Element Name: **Title I Supplemental Educational Services – Hours of Contact**

The cumulative number of educational service hours that the student participated in with the reported Title I Supplemental Educational Services Service Provider at the reported site/facility for the reported Term.

If the student has been assigned to a provider by the district, but has not been reported by the provider as receiving services, report 000 for the hours of contact. If the student is not receiving tutoring services in a specific subject area (reading/Language Arts, mathematics, or science), report 999 for the hours of contact in the specific subject area.

Title I Supplemental Educational Services – Hours of Contact must be reported separately for each term and each service provider. Add the hours of contact across all sessions for the subject area being reported and round the total hours of contact to the nearest whole number. The maximum number of hours that can be reported for the regular school term is 180 hours per subject and for the summer term the maximum number of hours is 90 per subject.

| Code | Definition/Example |
|------|---|
| 000 | The student was assigned to a provider but has not yet been reported by the provider as receiving services. |
| 050 | The student had contact with this service provider 50 hours. |
| 120 | The student had contact with this service provider 120 hours. |
| 999 | The student is not receiving tutoring services from this provider in this specific subject area. |

Length: 3

Data Type: Numeric

Year Implemented: 0506

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Title I Supplemental Educational Services

Formats Required:

Title I Supplemental Educational Services DB9 57x

Surveys Required:

Survey 3 Yes

Survey 5 Yes

Survey 9 Yes

Appendixes:

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

Year: 2015-16

None

Description of Changes:

| | | |
|----------|------------------|---|
| 6/1/2012 | Surveys Required | This element is no longer required in survey 2. |
|----------|------------------|---|

Data Element Number: **177941**

Data Element Name: **Title I Supplemental Educational Services – Math**

A code indicating whether the student was provided Title 1 Supplemental Educational Services, as defined in the No Child Left Behind (NCLB) legislation, in mathematics.

| Code | Definition/Example |
|------|--|
| N | The student did NOT receive Title I Supplemental Educational Services in math. |
| Y | The student received Title I Supplemental Educational Services in math. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Title I Supplemental Educational Services

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **177949**

Data Element Name: **Title I Supplemental Educational Services – Reading**

A code indicating whether the student was provided Title I Supplemental Educational Services, as defined in the No Child Left Behind (NCLB) legislation, in reading.

| Code | Definition/Example |
|------|---|
| N | The student did NOT receive Title I Supplemental Educational Services in reading. |
| Y | The student received Title I Supplemental Educational Services in reading. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Title I Supplemental Educational Services

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **177953**

Data Element Name: **Title I Supplemental Educational Services School**

The state assigned four-digit number of the school that was required to offer Title I Supplemental Educational Services to the student. This is the school in which the student became eligible for Title I Supplemental Educational Services due to the No Child Left Behind School Choice options.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-------------|---|
| 0001 - 9899 | District school sites assigned a unique number in the state Master School Identification (MSID) file. |
|-------------|---|

NOTE: The school must have a School In Need of Improvement (SINI) status equal to or greater than 1 in the Master School Identification (MSID) file in the SINI_Status field.

Length: 4

Data Type: Numeric

Year Implemented: 0607

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Title I Supplemental Educational Services

Formats Required:

Title I Supplemental Educational Services DB9 57x

Surveys Required:

Survey 3 Yes

Survey 5 Yes

Survey 9 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 6/1/2012 | Surveys Required | This element is no longer required for survey 2. |
|----------|------------------|--|

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

Year: 2015-16

Data Element Number: **177957**

Data Element Name: **Title I Supplemental Educational Services – Service Provider**

The Department of Education assigned identifier of the Title I Supplemental Educational Services provider.

See Appendix T for service providers and their identifiers.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 4

Data Type: Alphanumeric

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Title I Supplemental Educational Services

Formats Required:

Title I Supplemental Educational Services DB9 57x

Surveys Required:

Survey 3 Yes

Survey 5 Yes

Survey 9 Yes

Appendixes:

None

Description of Changes:

6/1/2012 Surveys Required This element is no longer required in survey 2.

Data Element Number: **177961**

Data Element Name: **Title I Supplemental Educational Services – Service Provider Site Number (OPTIONAL)**

The number assigned by the district to the actual site or facility where the student was provided Title I Supplemental Educational Services.

The four digits should be defined in such a way as to result in a unique number for each site or facility where the Service Provider provides instruction or tutoring services. As new sites or facilities are added, new Site Numbers should be assigned so that uniqueness is maintained in subsequent years.

If online services or tutoring are provided to individual students in their homes or at individual sites, assign the site number based upon the office or location responsible for facilitating or coordinating the services.

Example: NNNN = 0001

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTE: This is an optional data element

Length: 4

Data Type: Numeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Title I Supplemental Educational Services

Formats Required:

Title I Supplemental Educational Services DB9 57x

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **177975**

Data Element Name: **Transaction Code**

A code indicating the appropriate action to be taken with respect to the district's data base reporting records.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|------------|
| A | Add Record |
|---|------------|

| | |
|---|------------------------|
| C | Update Record (Change) |
|---|------------------------|

| | |
|---|---------------|
| D | Delete Record |
|---|---------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Dropout Prevention Program Data DB9 11x

English Language Learners Information DB9 10x

Exceptional Student DB9 23x

Federal/State Compensatory Project Evaluation DB9 18x

Federal/State Indicator Status DB9 22x

Industry Certification

Prior School Status / Student Attendance DB9 55x

School Environmental Safety Incident Report DB9 42x

Student Additional Funding

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

Year: 2015-16

Student Assessment DB9 59x
Student Course Schedule DB9 14x
Student Course Transcript Information DB9 39x
Student Demographic Information DB9 13x
Student Discipline/Resultant Action DB9 19x
Student End of Year Status DB9 17x
Student Transportation DB9 56x
Teacher Course DB9 15x
Title I Supplemental Educational Services DB9 57x
WDIS Adult General Education Student Course DB9 48x
WDIS Adult General Education Test Record DB9 62x
WDIS Career and Technical Education Student Course Schedule DB9 47x
WDIS Student Demographic Information DB9 46x
WDIS Student End of Term Status DB9 50x
WDIS Supplemental Information DB9 60x
WDIS Teacher Course DB9 49x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 8 | Yes |
| Survey 9 | Yes |
| Survey F | Yes |
| Survey S | Yes |
| Survey W | Yes |
| Survey G | Yes |
| Survey X | Yes |

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 7/1/2013 | Formats Required | Added Student Additional Funding format. |
| 6/1/2011 | Formats Required | Deleted DJJ Student Entry Assessment DB9 53x, DJJ Student Exit Assessment DB9 54x and Exceptional Student Program DB912x. |

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

Year: 2015-16

Data Element Number: **178225**

Data Element Name: **Transportation Eligibility**

A student who generates FEFP transportation funding during the survey period based upon state requirements. Indicate transportation eligibility for each bus to which the student is assigned.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|----|
| N | No |
|---|----|

| | |
|---|-----|
| Y | Yes |
|---|-----|

Length: 1

Data Type: Alphanumeric

Year Implemented: 9091

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **181113**

Data Element Name: **Transportation Membership Category**

A one-character code used to signify the primary transportation membership category for which the student is eligible.

See Appendix U: Transportation Membership Category

| Code | Definition/Example |
|-------------------------------------|---|
| FEFP Fundable Transportation | |
| A | Individuals with Disabilities Education Act – K-12, Weighted Valid prior to the 2013-14 school year. |
| B | Individuals with Disabilities Education Act – K-12, Unweighted, who live less than two miles from school. (All of the two miles or more unweighted IDEA students should be reported in Category H). Valid prior to the 2013-14 school year. |
| C | Individuals with Disabilities Education Act – PK, Weighted. Valid prior to the 2013-14 school year. |
| E | Individuals with Disabilities Education Act - PK, Unweighted. Valid prior to the 2013-14 school year. |
| F | Teenage Parents and Infants, Unweighted |
| G | Hazardous Walking – Elementary, Unweighted |
| H | All Others Living Two Miles or More, Unweighted. Valid prior to the 2013-14 school year. |
| I | Center to Center – Exceptional Students, Weighted. Valid prior to the 2013-14 school year. |
| J | Center to Center – Exceptional Students, Unweighted Valid prior to the 2013-14 school year. |
| K | Center to Center –Career and Technical Education Students, Unweighted. Valid prior to the 2013-14 school year. |
| L | Individuals with Disabilities Education Act – Prekindergarten through Grade 12, Weighted |
| M | All Other FEFP Transportation Funding-Eligible Students, Unweighted |

Non-FEFP-Fundable Prekindergarten through Grade 12 Students

| | |
|---|--|
| N | Non-FEFP Fundable PK-12 Students including the following: -Students living less than two miles, -All non-eligible PK students, and -All non-eligible students living two miles or more from school, such as those funded through other sources. |
|---|--|

Length: 1

Data Type: Alphabetic

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Transported Students

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

Year: 2015-16

Formats Required:

Student Transportation DB9 56x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |

Appendixes:

Appendix U: Transportation Membership Category

Description of Changes:

| | | |
|----------|-------|---|
| 7/1/2013 | Codes | Updated the definition for codes A, B, C, E, H, I, J and K. Transportation has taken the current 11 transportation membership category codes and consolidated them into 5. Added two new codes (L and M) for the 13-14 school year. |
| 6/1/2011 | Codes | Revised the definition of code N to include the third category of non-fundable students. |

Data Element Number: **184000**

Data Element Name: **Vaccine Certificate Expiration, Date**

The month, day and year the student's temporary medical exemption (DH or HRS 680 - Part B) expires. The date is 15 days after the student's next scheduled doctor's appointment to receive the next vaccination.

| Code | Definition/Example |
|----------|--|
| | Example: 00000000 No vaccine due. |
| YYYYMMDD | Example: 19911110 Temporary medical exemption expires on November 10,1991. |

Length: 8

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

Data Element Number: **184025**

Data Element Name: **Vaccine Status, Date**

Vaccine Status, Date is a ten-character field which presents information about each of the vaccines required for children. For most cases, the first character tells the vaccine type, the second denotes the dose in the series and the remaining eight characters represent the date the dose in a series was administered. See Appendix EE: Vaccine Status and Date for a detailed explanation of the codes below. (Also see data element Immunization Status.)

| Code | Definition/Example |
|----------------------------|---|
| DTP/DTaP/DT/Td/Tdap | |
| A | DTP vaccine |
| B | DT (Pediatric) vaccine |
| C | Td Adult vaccine or Tdap vaccine |
| P | Tdap (Tetanus-Diphtheria-Pertussis) vaccine |
| Q | Td (Tetanus-Diphtheria) vaccine |
| Hepatitis B | |
| J | Hepatitis B vaccine – 3 doses |
| M | Hepatitis B vaccine - 2 doses |
| Hib | |
| E | Hib Haemophilus Influenza Type B vaccine |
| MMR | |
| F | MMR (Measles, Mumps and Rubella) vaccine |
| G | Measles (Rubeola) vaccine |
| H | Mumps vaccine |
| I | Rubella vaccine |
| Pneumococcal | |
| N | Pneumococcal Conjugate vaccine |
| Polio | |
| D | Polio vaccine |
| Special Cases | |
| 8099999999 | The student has been immunized, but dates are not available for the individual doses. (The student's proof of immunization was an eligible form which did not require dates.) |
| 90EXEMPT_ _ | The student has either 1) a permanent medical exemption for all required vaccinations or 2) a religious exemption. (Positions 9 and 10 will be blank.) |
| Varicella | |
| K | VZV (Varicella) vaccine |
| L | Varicella disease |

Length: 10

Data Type: Alphanumeric

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Year Implemented: 9394

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

Appendix EE: Vaccine Status and Date

Description of Changes:

6/1/2011 Definition

Added sentence referring to Appendix EE. In 2011-12 the information in this element was separated resulting in a shorter data element. Detailed information was moved to Appendix EE. Also, added words "data element" to describe Immunization Status.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **184125**

Data Element Name: **Vehicle Category**

The type of vehicle used to transport the student.

| Code | Definition/Example |
|------|--|
| B | School buses meeting Florida school bus specifications |
| E | Passenger car or allowable multipurpose passenger vehicle owned, operated, or contracted by the school board transporting fewer than ten students as defined by Section 1006.22 (1)(b), F.S. |
| G | General purpose transportation (city buses, trains, etc.). |
| P | Privately owned motor vehicle or boat (for disabled or isolated students). |

Length: 1

Data Type: Alphabetic

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Transported Students

Formats Required:

Student Transportation DB9 56x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

11/2/2011 Codes Updated statute reference.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **184225**

Data Element Name: **Veteran Student Indicator**

The following codes are used to identify if a postsecondary student is a veteran.

| Code | Definition/Example |
|------|---|
| V | The postsecondary Workforce Development Education (adult general education and postsecondary career and technical education) student is a veteran of the U.S. military. |
| Z | Not Applicable |

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **184325**

Data Element Name: **Virtual Instruction Provider**

The identifier assigned by the Department of Education to the provider of virtual instruction. This number is applicable to District Virtual Instruction Programs where the School Number, Current Instruction/Service is 7001. This code does not apply when School Number, Current Instruction/Service is 7004.

See Appendix CC for virtual instruction providers and their identifiers.

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|-----|----------------|
| ZZZ | Not Applicable |
|-----|----------------|

Length: 3

Data Type: Alphanumeric

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Virtual Instruction

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2015-16

Data Element Number: **184450**

Data Element Name: **Career and Technical Education /Adult General Education, Disability Student**

A code indicating whether the postsecondary career and technical education or adult general education student is self-identified as having a disability, and based upon documentation, requires instructional accommodations and/or related auxiliary aids and services in at least one of the following accommodation areas: flexible schedule, flexible response, flexible presentation, assistive technology, and/or direct support services. Instructional accommodations and/or related auxiliary aids and services are provided with funding from the state workforce education allocation. Workforce Funding Education (WFE) 504/ADAAA Funding Level classification is based on the level of supports documented on the accommodation areas listed above.

| Code | Definition/Example |
|------|---|
| A | Student is receiving instructional accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability in order to access or respond to educational programs and opportunities. Level of instructional accommodations and/or related auxiliary aids/services received is applicable to a level A using the Workforce Funding Education (WFE) 504/ADAAA Funding Level classification system. |
| B | Student is receiving instructional accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability in order to access or respond to educational programs and opportunities. Level of instructional accommodations and/or related auxiliary aids/services received is applicable to a level B using the Workforce Funding Education (WFE) 504/ADAAA Funding Level classification system. |
| C | Student is receiving instructional accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability in order to access or respond to educational programs and opportunities. Level of instructional accommodations and/or related auxiliary aids/services received is applicable to a level C using the Workforce Funding Education (WFE) 504/ADAAA Funding Level classification system. |
| I | Student is receiving instructional accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability in order to access or respond to educational programs and opportunities. Level of instructional accommodations and/or related auxiliary aids/services the student receives has not been evaluated using the Workforce Funding Education (WFE) 504/ADAAA Funding Level classification system. |
| N | Self-initiated, but neither requesting nor requiring accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability. |
| Z | Not applicable or not self-identified. |

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Format Required:

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

Year: 2015-16

Formats Required:

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|------------|--|
| 12/12/2014 | Codes | Revised definition for codes I and N; added codes A, B and C to include optional identification of level of services received. |
| 12/12/2014 | Definition | Expansion of the data element definition |

Data Element Number: **184625**

Data Element Name: **Career and Technical Education Basic Skills Examination**

THESE CODES ARE USED ONLY FOR CAREER AND TECHNICAL EDUCATION STUDENTS. Indicate the status of the student in reference to basic skills assessment. (Section 1004.91, F.S.)

| Code | Definition/Example |
|------|---|
| A | Basic Skills Exempt: A student who possesses a college degree at the associate in applied science level or higher. |
| B | Basic Skills Exempt: A student who demonstrates readiness for public postsecondary education pursuant to s. 1008.30 and applicable rules adopted by the State Board of Education. |
| C | Basic Skills Exempt: A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled. (Includes students enrolled in programs that fall under the Criminal Justice Standards and Training Commission (CJSTC) standards pursuant to s. 943.17, Florida Statutes and F.A.C. 11B-35.0011(1).) |
| D | Basic Skills Exempt: An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446. |
| F | Basic Skills Exempt: Is exempt from meeting the required basic skills mastery level per local policy. (Rule 6A-10.040(4), S.B.E.). |
| G | Basic Skills Exempt: The total program length as indicated in the curriculum frameworks is less than 450 clock hours. |
| N | Student has not yet: Completed the initial assessment, OR Demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled. |
| Y | Student has demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled.. |
| Z | Not Applicable. (Continuing Workforce Education) |

Note: This element is not intended to show students met postsecondary readiness requirements for dual enrollment. For dual enrollment students, the reported value should indicate the status of the student in meeting the basic skills requirement of the specific program they are enrolled in, or if the program meets one of the basic skill exemptions specified in s. 1004.91, F.S.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

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

Year: 2015-16

Workforce Development

Formats Required:

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|-------|--|
| 10/31/2014 | Codes | Addition of rule reference to value of "F", removal of "dual enrollment" to value of Z, and addition of "Note" |
| 7/1/2014 | Codes | Added clarifying language to value of C, and added new value of Z. |
| 7/1/2014 | Codes | Expansion of valid codes and definition to meet reporting requirements of DCAE |

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

Year: 2015-16

Data Element Number: **185125**

Data Element Name: **Full Program Completer**

Indicate the type of credential (Career and Technical Education Certificate or Applied Technology Diploma) awarded to the student this term for career and technical education instruction.

| Code | Definition/Example |
|------|---|
| A | Applied Technology Diploma - awarded after the student completes a postsecondary Applied Technology Diploma program. |
| N | Indicates that no career and technical education certificate, Applied Technology Diploma, or state apprenticeship certificate was awarded to the student this term. |
| P | Apprenticeship Program: student is issued a completion of apprenticeship certificate by the Florida Department of Education from a registered apprenticeship program. |
| V | Career and Technical Education Certificate - awarded after the student completes the entire postsecondary career and technical education program (excluding apprenticeship programs) and meets or is exempt from the basic skill level requirement. |
| Z | Not Applicable - includes all Continuing Workforce Education. |

Length: 1

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

6/4/2013 - Codes Added code value "D" and its definition and additional language to
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Year: 2015-16

6/1/2012 Codes

the definitions of code values 'N' and 'V'.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **185425**

Data Element Name: **Career and Technical Education, Displaced Homemaker**

THESE CODES ARE USED ONLY FOR ADULT CAREER AND TECHNICAL EDUCATION STUDENTS. Select the most appropriate code below to indicate whether or not the student was a displaced homemaker during the term.

| Code | Definition/Example |
|------|---|
| H | Displaced Homemaker - the adult student: worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills; or has been dependent on public assistance or on the income of a relative but is no longer supported by such income; or is a parent whose youngest child will become ineligible (at age 16) to receive assistance under the program for Aid to Families with Dependent Children under Part A of the Title IV of the Social Security Act within two years of the parent's application for assistance under the Act; or is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate; or is described in one of the above statements and is a criminal offender. |
| Z | Not applicable, including adult general education students. |

Length: 1

Data Type: Alphabetic

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Survey S Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **185825**

Data Element Name: **Career and Technical Education /Adult General Education Completion Point Code**

These codes are used only for adult general education and career and technical education students to identify the literacy completion points and occupational completion points achieved by the student during the term (postsecondary) or year (secondary). See Appendix S.

| Code | Definition/Example |
|------|--|
| A-Y | Select up to six of the appropriate alphabetic code or codes (from the applicable list in the appropriate data base handbook) that most closely describes the literacy or occupational completion point achievement(s) of the student in the term. Select as many codes as apply, and report them in the order in which they were achieved by the student during the term. |
| Z | Not applicable, or the student is exiting the program without having achieved at least one CPC in that program. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank. |

NOTE: These codes are to be reported on the format that is associated with the type of student for whom the record is being submitted. For example, adult general education students with literacy completion points from the list of such codes are to be reported on the WDIS Adult General Education Student Course format. Adult High School and Co-enrolled student LCPs are reported as two characters, as illustrated in the Workforce Development Education Data Base Handbook. See Appendix R.

Length: 6

Data Type: Alphanumeric

Year Implemented: 9596

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12, Adult

Programs Required:

Career and Technical

Workforce Development

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Survey X Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|-----------------|------------|
| 5/21/2012 | Grades Required | Correction |
|-----------|-----------------|------------|

Data Element Number: **185875**

Data Element Name: **Career and Technical Education/Adult General Education Program Code**

For secondary students:

Record the seven-digit numeric program code listed in the Course Code Directory, which is associated with the career and technical education course in which the student is enrolled.

For all postsecondary adult career and technical education students:

Record the seven-digit alphanumeric program code listed in the Course Code Directory.

For the adult general education students:

Record the appropriate valid code from the Course Code Directory.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTE: To report the appropriate code for dually enrolled students in FTE Surveys 1-4:

For regular secondary career and technical education students, enter the secondary program number. For a dually enrolled student taking postsecondary adult career and technical education in a district setting, enter the postsecondary adult career and technical education program number. (See Appendix I in the WDIS Data Base Handbook for current program numbers.)

If reporting a dually enrolled student taking an academic or career and technical education class for college credit through a state university or community college, zero fill this field.

In Survey 5, report only the instruction actually provided to the student by the school of instruction. Dual enrollment courses are reported in Survey 5 if the student took an industry certification or technical skill assessment listed in Appendix Z that is related to the dual enrollment course.

Length: 7

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Career and Technical

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Industry Certification

Student Course Schedule DB9 14x

WDIS Adult General Education Student Course DB9 48x

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

WDIS Career and Technical Education Student Course Schedule DB9 47x

WDIS Supplemental Information DB9 60x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey F | Yes |
| Survey X | Yes |

Appendixes:

Appendix Z: Industry Certification Identifier

Description of Changes:

| | | |
|------------|------------------|--|
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 10/18/2011 | Notes | Added the words 'for college credit' to the note regarding taking a class through a state university or community college. |

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Year: 2015-16

Data Element Number: **186075**

Data Element Name: **Career and Technical Education Program Name, Abbreviated**

The abbreviated title assigned to courses listed in the Course Code Directory that is associated with a career and technical program.

| Code | Definition/Example |
|------|---------------------------------|
| | Not applicable for this element |

Length: 20

Data Type: Alphanumeric

Year Implemented: 0203

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Career and Technical

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **186225**

Data Element Name: **Career and Technical Education, Single Parent and Single Pregnant Woman**

THESE CODES ARE USED ONLY FOR CAREER AND TECHNICAL EDUCATION STUDENTS. Select the most appropriate code below to indicate whether or not the student was a single parent and/or single pregnant woman during the reporting year (secondary) or term (postsecondary).

| Code | Definition/Example |
|------|---|
| B | Both - The student is both a single parent and a single pregnant woman. |
| S | Single Parent, except pregnant - The student is unmarried, widowed or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody. |
| W | Single Pregnant Woman |
| Z | Not applicable, including adult general education students. |

Length: 1

Data Type: Alphabetic

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12, Adult

Programs Required:

Career and Technical

Formats Required:

Student End of Year Status DB9 17x

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

5/21/2012 Grades Required Correction

Data Element Number: **186975**

Data Element Name: **Weapon, Description**

A one-character code to identify the type of weapon possessed/used in an incident.

| Code | Definition/Example |
|------|--|
| F | Firearm, Other* |
| H | Handgun |
| K | Knife |
| M | Multiple Types of Firearms*** |
| O | Other Weapon** |
| R | Rifle or Shotgun |
| U | Unknown Weapon |
| Z | Not Applicable. No weapon was used. Also use this code for all Incident, Type codes (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |

NOTE: See appendix P for additional information concerning weapon description.

*Code F - Firearm, Other, refers to any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of handguns and rifles/shotguns; any firearm muffler or firearm silencer; any destructive device, which includes (a) any explosive, incendiary, or poison gas—(1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device; (b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; (c) any combination or parts either designed or intended for use in converting any device into any destructive device, and from which a destructive device may be readily assembled. (Section 921(a) of Title 18 of the United States Code)

This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.

**Code O - Other Weapons are objects that can become weapons when used for bodily harm, i.e., scissors, letter openers, air-powered “guns”, etc.

***Code M – Multiple Types of Firearms must meet the definition of Firearm, Other (Code F), Handgun (Code H) or Rifle or Shotgun (Code R).

| | |
|---------------------------|--------------|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Year Implemented: | 9596 |
| State Standard: | No |
| Use Types: | |
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| Migrant Tracking: | No |
| Required Grades: | PK-12 |
| Programs Required: | |

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Year: 2015-16

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|---|
| 6/1/2011 | Definition | Added the word "possessed/" to the definition |
|----------|------------|---|

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Year: 2015-16

Data Element Number: **186987**

Data Element Name: **WDIS Class Length**

The total number of hours of instruction for which the postsecondary career and technical education or adult general education class was scheduled for the survey.

| Code | Definition/Example |
|------|--|
| 0036 | In district XX there are 18 weeks in a semester. The class in question is scheduled to meet for one hour twice each week. The class length is 36 hours. Code it as 0036. |

Length: 4

Data Type: Numeric

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Teacher Course DB9 49x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **186999**

Data Element Name: **WDIS Reporting Year**

The Workforce Development Information Services (WDIS) reporting year commencing with the beginning of the WDIS summer classes and terminating with the ending of WDIS winter or winter/spring classes as defined by the district's calendar.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|------|--------------|
| YYYY | Example 0001 |
|------|--------------|

Note: "WDIS Reporting Year" is neither "Fiscal Year" nor "School Year" as currently defined in the student database.

Length: 4

Data Type: Numeric

Year Implemented: 0203

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

WDIS Student Demographic Information DB9 46x

WDIS Student End of Term Status DB9 50x

WDIS Supplemental Information DB9 60x

WDIS Teacher Course DB9 49x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Description of Changes:

None

Data Element Number: **187011**

Data Element Name: **WDIS Student Instructional Hours**

WDIS Student Instructional Hours is a whole number, expressed in hours, assuming no decimal places and right justified with leading zeros.

WDIS Student Instructional Hours may not be reported in the Workforce Development Information System (WDIS) for students enrolled in courses or programs for which the direct instructional costs have been fully funded by an external agency. Section 1011.80(5)(d), Florida Statutes:

“State funding and student fees for workforce education instruction shall be established as follows: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding.”

For Adult General Education (Cost Reporting Codes ranging from 401 – 409*):

For the procedures governing the reporting of WDIS Student Instructional Hours for adult general education students, see the procedures and technical assistance documents found at these links:

http://info.fldoe.org/docushare/dsweb/Get/Document-3722/06_14memo.pdf

http://info.fldoe.org/docushare/dsweb/Get/Document-3724/06_14att2.pdf

http://info.fldoe.org/docushare/dsweb/Get/Document-3723/06_14att1.pdf

For Career Certificate and Applied Technology Diploma (Cost Reporting Codes ranging from 351 – 369*):

For career certificate and applied technology diploma students, the WDIS Instructional hours shall be defined as the number of scheduled course hours from a student's first day of enrollment in a course and to his/her last scheduled day of enrollment in the course. If the student's enrollment in a course crosses reporting surveys, the instructional hours shall be pro-rated across the survey.

WDIS Instructional hours may not exceed the contact hours for which a student has paid/deferred tuition or received a waiver/exemption for the payment of tuition; the only exception is for instructional hours of students who withdrew after the drop/add period. If a student withdraws from a course prior to the end of the reporting survey (but after a drop/add period), the instructional hours may still be reported through the end of the course for that survey. For cases in which a student transfers to a different section in the same course during the survey, the instructional hours for the first section must be reported based on the hours from the date of enrollment to the date of transfer.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

Cost Reporting Codes ranging from 351 – 369*

| | |
|------|--|
| 0100 | The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey. |
| 0150 | The student enrolls in a 150 hour course and is scheduled to attend 150 hours within the survey. The student remains in this course to the end of the survey. For this student, WDIS instructional hours are 150. |
| 0150 | The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey. |

For Continuing Workforce Education and Apprenticeship (Cost Reporting Codes ranging from 341 – 349, 371 and 372*):

For each Continuing Workforce Education and apprenticeship student, the WDIS Student Instructional Hours shall be defined as the number of scheduled hours from that student's first day of enrollment in that program and course through the last scheduled day for that program and course in the survey regardless of attendance.

The following Continuing Workforce Education and apprenticeship examples apply in district XX where there are 18 weeks in a semester. The WDIS class in question is scheduled to meet for one hour twice each week for a WDIS Class Length of 36 scheduled hours.

Reporting Codes ranging from 341 – 349, 371 and 372*

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Year: 2015-16

| | |
|------|---|
| 0032 | The student enrolls on the fifth class day of the course (missing the first four classes). WDIS Student Instructional Hours are calculated from the fifth day of class through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 32. |
| 0036 | The student enrolls on the first day of the course. WDIS Student Instructional Hours are calculated from the first class day of the course through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 36. |

See data element 108791, Cost Reporting Code, for valid codes at this link:
http://www.fldoe.org/eias/dataweb/database_0910/st37_1.pdf

Length: 4

Data Type: Numeric

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

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 Yes

Survey W Yes

Survey G Yes

Survey S Yes

Survey X Yes

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **187025**

Data Element Name: **Weeks in Grading Cycle**

A code which represents the number of weeks in each grading period. The element is used during automated interdistrict records transfer when course in progress information is transmitted. The number can vary between districts and across grade levels within the same district.

| Code | Definition/Example |
|------|--|
| 06 | If report cards are distributed every six weeks for students in grades 6-12, 06 will be entered which would indicate there may be up to six sets of six week grades during the 180 day school year. |
| 09 | If report cards are distributed every nine weeks for students in grades PK-5, 09 will be entered which would indicate there may be up to four sets of nine week grades during the 180 day school year. |
| 12 | If a district distributes report cards every 12 weeks for students in grades 9-12, 12 will be entered which would indicate there may be up to three sets of 12 week grades during the 180 day school year. |

Length: 2

Data Type: Alphabetic

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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Year: 2015-16

Data Element Number: **188025**

Data Element Name: **Withdrawal Code, Adult**

A state-defined code indicating the status under which the adult student withdrew from a course.

See Appendix B: Attendance Recordkeeping Required Codes for Adults.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

Note:

This data element is kept locally for all adult general education and postsecondary career and technical education students.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades:

Programs Required:

None

Formats Required:

None

Surveys Required:

None

Appendixes:

Appendix B: Attendance Recordkeeping Required Codes for Adult

Description of Changes:

None

Data Element Number: **188425**

Data Element Name: **Withdrawal Code, PK-12**

A state-defined code indicating the status under which the PK-12 student withdrew from a school or district.

See Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12 Students.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-----|---|
| ZZZ | may be used for Surveys 2 and 3 if a Withdrawal Code is not applicable. |
|-----|---|

| | |
|-----|--|
| ZZZ | must not be used for Survey 5 reporting. |
|-----|--|

NOTE: One occurrence of the Withdrawal Date and Code has been added to the Category B portion of the automated student record (FIRN Print Program) for local district use. (Optional)

Length: 3

Data Type: Alphanumeric

Year Implemented: 9394

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **188825**

Data Element Name: **Withdrawal Date**

Withdrawal date is the calendar date of a PK-12 student's actual withdrawal from a school, or district. See Automated Student Attendance Recordkeeping for procedures.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|-------------------|
| MMDDYYYY | Example: 06051983 |
|----------|-------------------|

NOTE:

1. The latest withdrawal date will be reported in Survey 5 for all students in grades PK-12. For most students, the date reported on the Prior School Status/Student Attendance record for School Number, Current Enrollment will match the date reported on the Student End of Year Status record. In a few instances the withdrawal dates on these two formats may not match.

2. One occurrence of Withdrawal Code and Date has been added to the Category B portion of the automated student record (FIRN Print Program) for local district use. (Optional)

Length: 8

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

McKay Prepayment Verification DB9 61x

Prior School Status / Student Attendance DB9 55x

Student End of Year Status DB9 17x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **189225**

Data Element Name: **Withdrawal Reason**

For PK-12, withdrawal reason is defined as a code which indicates the status under which the student withdrew from school other than by graduation or completion. This includes withdrawal at the end of one school year with the intention of returning to the school or district the following school year. Valid codes for PK-12 are DNE, W01-W05, and W12-W26, WPO. Withdrawal due to graduation or completion is reported separately under the elements Diploma Type and Certificate of Completion, Type.

See Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|---------------------------------|
| | Not applicable for this element |
|--|---------------------------------|

NOTE: For reporting purposes, the PK-12 Withdrawal Code used to report Withdrawal Reason on the Student End of Year Status format should be the last appropriate code for the school year being reported.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **196215**

Data Element Name: **Year**

The Year data element refers to fiscal year or school year, as appropriate

| Code | Definition/Example |
|------|---|
| YYYY | Example: 0203 If fiscal year: 2002-03 fiscal year If school year: 2002-03 school year |

Note: This data element is used on formats which require fiscal year for Surveys 1, 2, 3, 4, 6 and 9, and school year for Survey 5.

Length: 4

Data Type: Numeric

Year Implemented: 9192

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | Yes |
| Migrant Tracking: | No |

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Exceptional Student DB9 23x
Student Demographic Information DB9 13x
Title I Supplemental Educational Services DB9 57x

Surveys Required:

| | |
|----------|-----|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 8 | Yes |

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Year: 2015-16

Survey 9 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| | | None |

Data Element Number: **196220**

Data Element Name: **Year Entered Ninth Grade, Graduation Requirements Determination**

The school year the student entered ninth grade for the purpose of determining the high school graduation requirements a student must satisfy.

| Code | Definition/Example |
|----------|---|
| 00000000 | Students in grades PK-8. |
| 20072008 | The student must satisfy the high school graduation requirements for students who entered ninth grade in the 2007-08 school year. |

Notes

Enter "00000000" for students in grades PK-8.

The school year is defined as the 180 day school year including the subsequent summer sessions.

Length: 8

Data Type: Numeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

All Programs

Adult Secondary

Adult Postsecondary Career and Technical

Adult Basic Skills

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **196225**

Data Element Name: **Year-Round/Extended School Year FTE Indicator**

A one-character indicator used to identify whether the record is for a Year-Round School program, an Extended School Year program or neither of these.

| Code | Definition/Example |
|------|---|
| A | Interession: The reported record is for a student participating in a year-round school session for days beyond the 180 day school year. Code A should only be used with the TERM codes of T, U, V, W and X. |
| B | Extended School Year: the reported record is for a student participating in an Extended School Year program (days in addition to the regular 180-day school year). |
| Z | Not Applicable |

NOTE: "Year-round school" means a school where each student received at least 180 days of instruction. However, rather than attending school for eight or nine consecutive months with consecutive months for vacation or beyond 180 day school year instructional periods, students are offered educational opportunities over an 11 month or 12 month period, with shorter, staggered vacation periods or beyond 180 day school year instructional periods throughout the year.

"Extended school year" is defined as a school program which extends the 180 day school year for any or all schools in a district, in accordance with Section 1011.62(1)(q), F.S.

Year-Round/Extended School Year FTE Indicator is for FTE purposes and is not the same as Extended School Year Services (ESY) under IDEA.

For the Student Transportation format only codes A and Z are applicable.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Course Schedule DB9 14x

Student Transportation DB9 56x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

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Year: 2015-16

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

11/2/2011 Notes

Updated statutory reference.

6/1/2011 Notes

Changed statute reference in second note from 1001.42(4)(f) to 1011.62(1)(s).

Data Element Number: **197226**

Data Element Name: **Bullied or Harassed - Disability**

An indicator of whether the student was reported to have been bullied or harassed on the basis of the student's disability during this school year.

This includes both substantiated and unsubstantiated bullying and harassment.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|--|
| N | The student was bullied or harassed but it was not on the basis of the disability. |
|---|--|

| | |
|---|--|
| Y | Yes, the student was bullied or harassed on the basis of the student's disability. |
|---|--|

| | |
|---|--|
| Z | The student was not bullied or harassed. |
|---|--|

Note: A Y or N code must be used for students who are the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Harassment (HAR), Unsubstantiated Bullying (UBL), Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) or Sexual Harassment (SXH) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

Appendix P: Definitions for Incident Reporting

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2011 | | New Element |

Data Element Number: **197227**

Data Element Name: **Bullied or Harassed - Race**

An indicator of whether the student was reported to have been bullied or harassed on the basis of the student's race, color or national origin during this school year.

This includes both substantiated and unsubstantiated bullying and harassment.

| Code | Definition/Example |
|------|--|
| N | The student was bullied or harassed but it was not on the basis of the student's race, color or national origin. |
| Y | Yes, the student was bullied or harassed on the basis of the student's race, color or national origin. |
| Z | The student was not bullied or harassed. |

Note: A Y or N code must be used for students who are the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Harassment (HAR), Unsubstantiated Bullying (UBL), Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) or Sexual Harassment (SXH) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

Appendix P: Definitions for Incident Reporting

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2011 | | New Element |

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Year: 2015-16

Data Element Number: **197228**

Data Element Name: **Bullied or Harassed - Sex**

An indicator of whether the student was reported to have been bullied or harassed on the basis of sex during this school year.

Harassment or bullying on the basis of sex is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassment or bullying on the basis of sex also includes gender-based, nonsexual harassing conduct, such as harassment based on gender stereotyping. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

This includes both substantiated and unsubstantiated bullying and harassment.

| Code | Definition/Example |
|------|---|
| N | The student was bullied or harassed but it was not on the basis of sex. |
| Y | Yes, the student was bullied or harassed on the basis of sex. |
| Z | The student was not bullied or harassed. |

Note: A Y or N code must be used for students who are the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Unsubstantiated Bullying (UBL), or Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

Appendix P: Definitions for Incident Reporting

Description of Changes:

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Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2011 | | New Element |

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Year: 2015-16

Data Element Number: **197229**

Data Element Name: **Exceptional Student, 60-Day Exception/Extension**

A one character code to identify whether there is an exception or extension to the 60-day timeline for initial evaluation in accordance with 34 CFR §300.301(e) and 300.309(c) and Rule 6A-6.03018(3), F.A.C.

| Code | Definition/Example |
|------|--|
| N | There was no exception/extension beyond the 60-day timeline for completion of the initial evaluation. |
| P | The parent of the student repeatedly failed or refused to produce the student for the evaluation. |
| Y | The parent and local education agency agreed to a specific time beyond the 60-day timeline, for completion of the initial evaluation related to specific learning disabilities or student transferred to a new district during the evaluation timeframe. |

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Exceptional Student Education

Formats Required:

Exceptional Student DB9 12x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2015 | Codes | Revised language to codes N & Y; added code P. |

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Year: 2015-16

| | | |
|----------|--------------|---|
| 7/1/2015 | Definition | Revised definition and references. |
| 7/1/2015 | Element Name | Changed name of data element, |
| 6/1/2012 | Codes | Reworded Code Y. Minor grammatical change. |
| 6/1/2012 | Codes | Reworded Code N. Deleted reference to the parent and local education agency not agreeing to an extension. |
| 6/1/2011 | | New Element |

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Data Element Number: **197230**

Data Element Name: **School-Related Arrests**

A code indicating whether or not the student was arrested for an activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official during this school year.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|-----------------------------------|
| N | No, the student was not arrested. |
|---|-----------------------------------|

| | |
|---|--------------------------------|
| Y | Yes, the student was arrested. |
|---|--------------------------------|

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 6/1/2011 | | New Element |

Data Element Number: **197231**

Data Element Name: **Zero-Tolerance: Expulsions**

A code indicating whether or not the student was removed from the school setting for an extended length of time with or without continuing education services due to state or local zero-tolerance policies.

A zero-tolerance policy is a policy that results in mandatory expulsion of any student who commits one or more specified offenses (for example, offenses involving guns, or other weapons, or violence, or similar factors, or combinations of these factors). A policy is considered “zero-tolerance” even if there are some exceptions to the mandatory aspect of the expulsions, such as allowing the chief administering officer of an LEA to modify the expulsion on a case-by-case basis.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | No, the student’s expulsion was not due to zero-tolerance policies. |
|---|---|

| | |
|---|--|
| Y | Yes, the student’s expulsion was due to zero-tolerance policies. |
|---|--|

| | |
|---|-------------------------------|
| Z | The student was not expelled. |
|---|-------------------------------|

Note: Students coded Y or N must have a code E, F or U on the Discipline/Resultant Action Code element.

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|--|
| 6/1/2012 | Definition | Revised definition to include “or” local zero-tolerance policies instead of “and”. |
|----------|------------|--|

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Year: 2015-16

6/1/2011

New Element

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Year: 2015-16

Data Element Number: **197234**

Data Element Name: **Enrollment, Not State Funded**

Student and/or course were not state fundable.

| Code | Definition/Example |
|------|--|
| F | Not state fundable, Federal Inmate (FS 1011.80(7)(b) as amended in Chapter 2011-063) |
| I | Other Inmate (not state or federal) only funded with a federal grant |
| S | Not state fundable, State Inmate (FS 1011.80(7)(b) as amended in Chapter 2011-063) |
| Z | State Fundable |

Note: Data reported for non-state fundable activities may be used for federal accountability reporting.

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Student Course DB9 48x

Surveys Required:

Survey F

Survey G

Survey W

Survey X

Survey S

Appendixes:

None

Description of Changes:

6/1/2012 Codes Deleted Code value of C and its definition.

7/27/2011 New Element

Data Element Number: **197235**

Data Element Name: **Online Course**

An indicator of whether the student took this course under conditions that met the definition of an online course as per s. 1002.321(3) and s. 1003.428(2), F.S. An online course is one that is delivered using distance learning technology in an interactive learning environment with some element of student control over time, place, path and/or pace.

An online course has these key characteristics:
 Curriculum is accessed and a majority of the instruction is delivered online; and
 Teacher-student interaction.

| Code | Definition/Example |
|------|--|
| N | This course was not taken under conditions that met the requirements to be an online course as per s. 1002.321(3) and s. 1003.428(2), F.S. |
| Y | This course was taken under conditions that met the requirements of being an online course as per s. 1002.321(3) and s. 1003.428(2), F.S. |

Note: Online courses designated with a 'Y' code must be within the 24 credits required for high school graduation.

A student may take either a .5 or a 1.0 credit course to satisfy the online course requirement under the 24 credit program in s. 1003.428.

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 06-12

Programs Required:

Virtual Instruction

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|-------|--|
| 7/2/2014 | Notes | Deleted language in Note that referenced driver education based on SB 850. |
| 7/2/2014 | Codes | Deleted language in code "Y" that referenced driver education based on SB 850. |

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| | | |
|------------|------------|--|
| 7/1/2014 | Definition | Added narrative to definition for clarity |
| 9/9/2013 | Notes | Note amended to explain that the course may be either a .5 or a 1.0 credit to satisfy the requirement. Also added that students who enter 9th grade beginning in the 2013-14 school year will have an online driver education course coded with "N". |
| 9/9/2013 | Codes | Y code definition updated to exclude driver education course for students who enter 9th grade in the 2013-14 school year. |
| 6/1/2012 | Notes | Added note indicating that the course must be one of the 24 required for graduation. |
| 10/24/2011 | | New Data Element |

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Data Element Number: **197236**

Data Element Name: **Career and Technical Education Date of Program Completion**

The date of the program completion reported in the Full Program Completer Data Element.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|----------|------------------|
| 12012011 | December 1, 2011 |
|----------|------------------|

| | |
|----------|-----------------------|
| MMDDYYYY | Month, day, full year |
|----------|-----------------------|

Length: 8

Data Type: Numeric

Year Implemented: 1213

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades:

Programs Required:

Workforce Development

Formats Required:

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey S Yes

Survey W Yes

Appendixes:

None

Description of Changes:

6/1/2012 New Element

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Data Element Number: **197237**

Data Element Name: **Date Entered United States School**

The month, day and year the student entered school in the United States (any of the 50 states and the District of Columbia, excluding U.S. territories and possessions).

| Code | Definition/Example |
|----------|---|
| 00000000 | Not Applicable. Use this code for all other students, as well as Immigrant Students whose Grade Level = PK. |
| 09242010 | The student entered a United States school on September 24, 2010. |
| MMDDYYYY | Month, day, full year. |

Notes: This element is required for students who are coded LY or LP on the element English Language Learners, PK-12 in Survey Periods 2, 3 or 5.

This element is also required for Immigrant Students reported with a code of Y on the Federal/State Indicator Status format in Survey Periods 2, 3 or 5, unless Immigrant Student's Grade Level = PK, then date should be reported as 00000000.

If only the month and year is known, use the last day of the month in the 'Day' field.

Length: 8

Data Type: Numeric

Year Implemented: 1213

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

All Programs

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 1 Default

Survey 2 Yes

Survey 3 Yes

Survey 4 Default

Survey 5 Yes

Appendixes:

None

Description of Changes:

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| | | |
|----------|-------------------|---|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 8/7/2014 | Surveys Required | Add Surveys 1 and 4 to the list of required Surveys |
| 7/1/2014 | Surveys Required | Surveys 2 and 5 required. |
| 7/1/2014 | Formats Required | Moved element to Student Demographic Information format |
| 7/1/2014 | Programs Required | Changed from English Language Learners to All Programs. |
| 7/1/2014 | Notes | Revised note to include all students KG-12 to be reported. |
| 7/1/2014 | Codes | Deleted date code 88888888 and revised language for date code 00000000. |
| 6/1/2012 | | New Element |

Data Element Number: **197238**

Data Element Name: **FTE Earned, Early Graduates**

The FTE earned for any early graduate, as authorized in s. 1011.62(1)(p), F.S., delivered by a school district during the student's prior enrollment for the student who graduated early pursuant to s. 1003.4281, F.S. Additional FTE for early graduates may be reported by the district as 0.25 or 0.50 FTE. Four decimal places are assumed.

| Code | Definition/Example |
|--------|--|
| 0.0000 | Not applicable. |
| 0.2500 | Student graduated one semester in advance of the student's cohort. |
| 0.5000 | Student graduated one year or more in advance of the student's cohort. |

Notes:
A district may report 0.25 FTE for a student who graduates one semester in advance of the student's cohort and 0.50 FTE for a student who graduates 1 year or more in advance of the student's cohort.
If the student was enrolled in the district as a full-time high school student for at least 2 years, the district shall report the additional FTE. If the student was enrolled in the district for less than 2 years, the district of enrollment shall report the additional FTE and shall transfer a proportionate share of the funds earned for early graduation to the district in which the student was previously enrolled.

Length: 5

Data Type: Numeric

Year Implemented: 1213

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student Additional Funding

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|--------------|---|
| 3/27/2015 | Definition | Updated language to align with name change. |
| 3/27/2015 | Element Name | Element Name Change; Formerly FTE Earned, Unpaid Credits for Early Graduates |
| 6/25/2014 | Definition | Updated codes, definition, and notes of the element based on Senate Bill 850. |

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| | | |
|----------|------------------|---|
| 7/1/2013 | Formats Required | Data element has been moved to the NEW Student Additional Funding Format. |
| 6/1/2012 | | New Element |

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Data Element Number: **197239**

Data Element Name: **Full-time Student Indicator**

Code indicating whether the student is a full-time or part-time student in the postsecondary career and technical education program. A full-time student is a student enrolled for twenty-four or more contact hours per week.

| Code | Definition/Example |
|------|---|
| F | Full-Time student. Use for Fall and Spring terms only. |
| P | Part-Time student. Use for Fall and Spring terms only. |
| S | Summer term. Use for all enrolled students in Summer term. |
| Z | Not Applicable (Continuing Workforce Education or Apprenticeship ONLY). |

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey S Yes

Survey W Yes

Appendixes:

None

Description of Changes:

6/1/2012 New Element

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Year: 2015-16

Data Element Number: **197240**

Data Element Name: **Level of Schooling, Adult**

The highest credential/level of schooling completed by the student upon entry into the adult education program or the postsecondary career and technical education (CTE) program.

| Code | Definition/Example |
|------|--|
| C | College or professional degree: Student has earned an AS, AAS, bachelor's, master's, or doctoral degree. |
| D | Standard High school diploma. |
| E | Grades 1-5: Student has completed an education level up to the equivalent of grade 5. |
| G | GED®: Student has earned a high school equivalency diploma through passing the GED® tests. |
| H | Grades 9-12: Student has completed a secondary education level the equivalent of 9th to 12th grade, but does not have the equivalent of a high school diploma. |
| M | Grades 6-8: Student has completed a secondary education level the equivalent of 6th to 8th grade. |
| N | No schooling: Student has had no formal educational instruction. |
| S | Some college, no degree: Student has enrolled in postsecondary education but has not earned an associate of science (AS) or applied science (AAS), bachelor's, master's, or doctoral degree. Use this code for earners of Associate of Arts and career certificates. |
| X | Unknown, or the student is co-enrolled in an adult general education program or dual enrolled in a postsecondary CTE program. |
| Z | Information not required. For students who enrolled in a postsecondary CTE program prior to July 1, 2013. |

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey S Yes

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Survey W Yes

Survey G Yes

Survey X Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|------------|-------------------------------------|
| 8/2/2013 | Codes | Update to include references to CTE |
| 8/2/2013 | Definition | Update to include references to CTE |
| 6/1/2012 | | New Element |

Data Element Number: **197241**

Data Element Name: **Location of Student**

The location of the student during the majority of the instructional time for the virtual instruction course.

| Code | Definition/Example |
|------|--|
| N | The student is not located in a public school district facility during the regular school day for the virtual instruction course. |
| S | The student is located in a public school district facility during the regular school day for the virtual instruction course, excluding Florida Virtual School courses under contract with the district to be offered on the public school campus in a virtual learning lab. |
| T | The student is located in a public school district facility taking a Florida Virtual School (FLVS) course in a Virtual Learning Lab during the regular school day for the virtual instruction course. These are FLVS courses under contract with the district to be offered on the public school campus. |
| Z | Not applicable. This is not a virtual instruction course requiring this information. |

This element is required for courses instructed in schools 7001, 7004, 7006 and 7023; for courses instructed in a virtual charter school; for courses instructed by the Florida Virtual School (district of instruction 71); and Florida Virtual School courses under contract with the district to be offered on the public school campus in Virtual Learning Labs.

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

Virtual Instruction

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

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

Year: 2015-16

Description of Changes:

| | | |
|----------|-------|--|
| 9/9/2013 | Notes | Expanded note to include FLVS courses under contract with the district to be offered on the public school campus in Virtual Learning Labs. |
| 9/9/2013 | Codes | Added Code T. |
| 9/9/2013 | Codes | Expanded definition of Code S to exclude FLVS contracted VLL classes from being applied to this code. |
| 6/1/2012 | | New Element |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **197242**

Data Element Name: **Online Course Exempt**

An indicator of whether the student is exempt from the requirement of taking an online course as per s. 1002.321(3) and 1003.428(2)(c), F.S.

| Code | Definition/Example |
|------|--|
| D | This requirement does not apply to this student because the student has an individual educational plan under s. 1003.57, F. S. which indicates that an online course would be inappropriate. |
| T | This requirement does not apply to this student because of one of the following reasons: <ul style="list-style-type: none">•The student is enrolled in a Florida high school and has less than one academic year remaining in high school•The student is not in a cohort of students who must meet this requirement for graduation•This requirement does not apply to this student because the student is pursuing a standard diploma by completing one of the following:<ul style="list-style-type: none">-An International Baccalaureate (IB) curriculum under s. 1003.428, F.S.-An Advanced International Certificate of Education (AICE) curriculum under s. 1003.428, F.S.-A three-year, 18-credit college preparatory program under s. 1003.429, F.S. (NOTE: This will not be a valid diploma option beginning with 2014-15 school year.)-A three-year, 18-credit career preparatory program under s. 1003.429, F.S. (NOTE: This will not be a valid diploma option beginning with 2014-15 school year.)-An 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL) option under s. 1002.3105(5), F.S. |
| Z | This student has no exemption. |

Notes: See the data element Online Course for additional information.

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: No

Use Types:

| | |
|-----------------------|-----|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | Yes |
| Migrant Tracking: | No |

Required Grades: 09-12

Programs Required:
All Programs

Formats Required:
Student End of Year Status DB9 17x

Surveys Required:
Survey 5 Yes

Appendixes:

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

Year: 2015-16

None

Description of Changes:

| | | |
|------------|-------|--|
| 4/7/2014 | Codes | Added 18-credit Academically Challenging Curriculum to Enhance Learning criterion to code T. |
| 10/31/2013 | Codes | T – Added a note within the definition of the code. |
| 3/27/2013 | Codes | Reword Code Z to include only the fact that the student has no exemption. |
| 3/27/2013 | Codes | Add the three-year, 18 credit career preparatory program exemption to Code T. |
| 2/4/2013 | Codes | Added the second and third bulleted items to the definition of Code T. These include students in a cohort not requiring this course and students in IB, AICE and 18-credit programs. |
| 6/1/2012 | | New Element |

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

Year: 2015-16

Data Element Number: **197243**

Data Element Name: **Origin of Schooling, Adult**

The national origin of the highest credential/level of schooling completed by the student upon entry into the adult general education program as reported in Level of Schooling, Adult.

| Code | Definition/Example |
|------|---|
| N | Non-U.S.-Based Schooling: Highest level of schooling attained in a school that is not U.S.-based. |
| U | U.S.-Based Schooling: Highest level of schooling attained in the United States, a U.S. territory, an American school overseas, or a U.S. military school. |
| X | Unknown or the student is co-enrolled. |
| Z | Not an adult general education student. |

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

None

Description of Changes:

6/1/2012 New Element

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **197244**

Data Element Name: **Residency for Tuition Purposes**

Classification of the student as a resident or a non-resident for tuition purposes in accordance with requirement in Florida Statutes (s. 1009.21, F.S.).

| Code | Definition/Example |
|------|---|
| D | Non-Florida resident paying differential out-of-state fee [F.S. 1009.22 (4)] |
| F | Florida resident for tuition purposes (in accordance with s. 1009.21, F.S.) |
| N | Non-Florida resident for tuition purposes (in accordance with s. 1009.21, F.S.) |
| Z | Residency determination not required (Examples: Adult General Education (AGE) students as of July 1, 2014; Continuing Workforce Education students; students with statutory exemptions like apprenticeship; co-enrolled adult high school, dual enrollment, or continuing students ONLY.) |

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

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 Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey S Yes

Survey G Yes

Survey W Yes

Survey X Yes

Appendixes:

None

Description of Changes:

6/18/2015 Formats Required Remove WDIS AGE Student Course from "Formats Required" and

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | |
|----------|--|
| | surveys required |
| 7/1/2014 | Update to description of value "Z" required by legislation eliminating the residency determination requirement for Adult General Education (AGE) students. |
| 6/1/2012 | New Element |

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

Year: 2015-16

Data Element Number: **197245**

Data Element Name: **Total Clock Hours Earned Toward Award**

A cumulative count of clock hours earned, prior to and after formal admission, which apply to the current vocational program code. This total should include all hours creditable toward an award including transfer credit/hours.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|----------------|
| | Not Applicable |
|--|----------------|

Notes: Report 999999 for Not Applicable (Continuing Workforce Education).

Length: 6

Data Type: Numeric

Year Implemented: 1213

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 Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey S Yes

Survey W Yes

Appendixes:

None

Description of Changes:

| | |
|----------|-------------|
| 6/1/2012 | New Element |
|----------|-------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **197246**

Data Element Name: **Florida Education Identifier**

A code issued by the Florida Department of Education used to uniquely identify a person in Florida's education data system.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|--|--|
| | FLxxxxxxxxxxFlorida Education Identifier (FLEID) standard. |
|--|--|

| | |
|----------------|---|
| FL1234567890AB | Florida Education Identifier (FLEID) for a student. |
|----------------|---|

Notes:
The Florida Education Identifier is assigned to a person and used across the student and staff information database systems.
The Florida Education Identifier is abbreviated FLEID.
The Florida Education Identifier always begins with FL.

Length: 14

Data Type: Alphanumeric

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:

All Programs

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Dropout Prevention Program Data DB9 11x

English Language Learners Information DB9 10x

Exceptional Student DB9 23x

Federal/State Compensatory Project Evaluation DB9 18x

Federal/State Indicator Status DB9 22x

Industry Certification

McKay Prepayment Verification DB9 61x

Prior School Status / Student Attendance DB9 55x

Student Additional Funding

Student Assessment DB9 59x

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Student Course Schedule DB9 14x
Student Course Transcript Information DB9 39x
Student Demographic Information DB9 13x
Student Discipline/Resultant Action DB9 19x
Student End of Year Status DB9 17x
Student Transportation DB9 56x
Teacher Course DB9 15x
Title I Supplemental Educational Services DB9 57x
WDIS Adult General Education Student Course DB9 48x
WDIS Adult General Education Test Record DB9 62x
WDIS Career and Technical Education Student Course Schedule DB9 47x
WDIS Student Demographic Information DB9 46x
WDIS Student End of Term Status DB9 50x
WDIS Supplemental Information DB9 60x
WDIS Teacher Course DB9 49x

Surveys Required:

| | |
|----------|---------|
| Survey W | Default |
| Survey X | Default |
| Survey 1 | Default |
| Survey 2 | Default |
| Survey 3 | Default |
| Survey 4 | Default |
| Survey 5 | Default |
| Survey 6 | Default |
| Survey 8 | Default |
| Survey 9 | Default |
| Survey A | Default |
| Survey B | Default |
| Survey C | Default |
| Survey D | Default |
| Survey F | Default |
| Survey G | Default |
| Survey S | Default |

Appendixes:

None

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
|----------|------------------|--|

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

| | | |
|-----------|------------------|---|
| 2/16/2015 | Formats Required | Added Industry Certification Format |
| 8/27/2013 | Surveys Required | Added the word 'Default' to each of the required surveys for state reporting. |
| 7/1/2013 | | New Element |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **197247**

Data Element Name: **Blended Learning Course**

An indicator of whether the student took this course under conditions that met the definition of a blended learning model as per s. 1003.499(1)(b) F.S. Blended learning is a formal education program in which a student learns at least in part through online delivery of content and instruction with some element of student control over time, place, path and/or pace, and at a supervised brick-and-mortar location away from home as per s. 1003.498(1), F.S. The modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience.

| Code | Definition/Example |
|------|---|
| N | This course was not taken under the condition that met the requirements to be a blended learning course as per s. 1003.499(1)(b) F.S. |
| Y | This course was taken under the condition that met the requirements to be a blended learning course as per s. 1003.499(1)(b) F.S. |

Notes: If School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023; or District Number, Current Instruction/Service = 71; or District Number, Current Instruction/Service = 50 and School Number, Current Instruction/Service = 7079; or Charter School Status is not Z and School Function/ Setting equals V on the Master School Identification file), then Blended Learning Course must equal N.

Length: 1

Data Type: Alphabetic

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

7/1/2015 Definition

Highlighted "brick & mortar" requirement and included statutory

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

reference.

Added language to definition.

New Element

7/1/2014 Definition

7/10/2013

Data Element Number: **197248**

Data Element Name: **Diploma Designation**

An indicator to designate that a student has earned a standard high school diploma under section 1003.4282, F.S., may receive a diploma designation according to section 1003.4285, F.S.

| Code | Definition/Example |
|------|---|
| B | Both - Scholar and Merit – student has met the requirements of section 1003.4285, F.S., in order to earn both designations. |
| M | Merit – student has met the requirements of section 1003.4285 (1)(b) F.S., in order to earn the merit designation. |
| S | Scholar – student has met the requirements of section 1003.4285 (1)(a) F.S. , in order to earn the scholar designation. |
| Z | Not applicable |

Length: 1

Data Type: Alphabetic

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Student End of Year Status DB9 17x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|-----------|------------|--------------------|
| 5/28/2014 | Codes | Definition amended |
| 5/28/2014 | Definition | Definition amended |
| 10/2/2013 | | New Element |

Data Element Number: **197249**

Data Element Name: **Algebra I Assessment Passed**

| Code | Definition/Example |
|------|--|
| E | Student has exempted all or part of the course, and passed the Algebra I EOC Assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and thereby has successfully met the Algebra I assessment requirement. Also use code 'E' when awarding credit for a failed Algebra I course, when the student has passed the Algebra I EOC Assessment. The Algebra I course credit will be awarded. |
| N | Student has NOT yet taken and/or successfully satisfied the Algebra I EOC Assessment requirement. |
| Y | Student has successfully met the Algebra I End-of-Course (EOC) Assessment requirement by: 1) being enrolled, or previously enrolled, in Algebra I, and either passing the assessment or earning a comparative PERT mathematic score, or 2) receiving an assessment results waiver, or 3) receiving a transfer student exemption, or 4) student earned course credit in Algebra I prior to the 2011-2012 school year and is, therefore, exempt. |
| Z | Not applicable |

Notes:
 It is the responsibility of the district to send the Algebra I course, grade, and credit information on the FASTER I/S04 course record.

If using the Postsecondary Education Readiness Test (PERT) mathematics cut score of 97 to satisfy the Algebra I assessment, use code 'Y'.

Length: 1

Data Type: Alphabetic

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

None

Description of Changes:

| | | |
|------------|-------|--|
| 1/28/2015 | Codes | Revised Code Definition |
| 3/4/2014 | Codes | Updated definition to Code Y. |
| 12/20/2013 | Codes | Deleted code I. The Note under code Y has been deleted because it is stated under the Notes Section. |
| 10/31/2013 | | New Element |

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AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **197250**

Data Element Name: **Biology Assessment Passed**

| Code | Definition/Example |
|------|--|
| E | Student has exempted all or part of the course, and passed the Biology EOC Assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and has thereby earned course credit. Also use code 'E' when awarding credit for a failed Biology course, when the student has passed the Biology assessment. The Biology course credit will be awarded. |
| Y | Student has successfully met the Biology End-of-Course (EOC) Assessment. |

Notes:
It is the responsibility of the district to send the Biology course, grade, and credit information on the FASTER I/S04 course record.

Length: 1

Data Type: Alphabetic

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

| | | |
|------------|-------|---|
| 1/28/2015 | Codes | Revised Code Definition. |
| 1/7/2014 | Codes | Revised code Y. |
| 12/20/2013 | Codes | Deleted codes I, N and Z. Revised code E and Y. |
| 10/31/2013 | | New Element |

FLORIDA DEPARTMENT OF EDUCATION
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AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **197251**

Data Element Name: **Geometry Assessment Passed**

| Code | Definition/Example |
|------|--|
| E | Student has exempted all or part of the course, and passed the Geometry EOC Assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and has thereby earned course credit. Also use code 'E' when awarding credit for a failed Geometry course, when the student has passed the Geometry assessment. The Geometry course credit will be awarded. |
| Y | Student has successfully passed the Geometry End-of-Course (EOC) Assessment. |

Notes:
It is the responsibility of the district to send the Geometry course, grade, and credit information on the FASTER I/S04 course record.

Length: 1

Data Type: Alphabetic

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

| | | |
|------------|-------|--|
| 1/28/2015 | Codes | Revised Code E and Definition Added Code Y and Definition to Data Element |
| 12/20/2013 | Codes | Deleted Codes I, N, Y and Z. Revised code E |
| 10/31/2013 | | New Element |

Data Element Number: **197252**

Data Element Name: **U.S. History Assessment Passed**

| Code | Definition/Example |
|------|--|
| E | Student has exempted all or part of the course, and passed the U.S. History EOC Assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and has thereby earned course credit. Also use code 'E' when awarding credit for a failed U.S. History course, when the student has passed the U.S. History EOC Assessment. The U.S. History course credit will be awarded. |
| Y | Student has passed the U.S. History End-of-Course (EOC) Assessment. |

Notes:
 It is the responsibility of the district to send the U.S. History course, grade, and credit information on the FASTER I/S04 course record.

Length: 1

Data Type: Alphabetic

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

Surveys Required:

None

Appendixes:

None

Description of Changes:

| | | |
|------------|-------|--|
| 1/28/2015 | Codes | Revised Code Definition. |
| 1/6/2014 | Codes | Revised code Y. |
| 12/20/2013 | Codes | Deleted code I, N and Z. Revised code E and Y. |
| 10/31/2013 | | New Element |

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **197253**

Data Element Name: **Bullied or Harassed - Religion**

An indicator of whether the student was reported to have been bullied or harassed on the basis of religion during this school year.

Harassment or bullying on the basis of religion refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of religion constitutes religious harassment.

This includes both substantiated and unsubstantiated bullying and harassment.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|--|
| N | The student was bullied or harassed but it was not on the basis of religion. |
|---|--|

| | |
|---|--|
| Y | Yes, the student was bullied or harassed on the basis of religion. |
|---|--|

| | |
|---|--|
| Z | The student was not bullied or harassed. |
|---|--|

Notes: A Y or N code must be used for students who are the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Harassment (HAR), Unsubstantiated Bullying (UBL), or Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1415

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

Appendix P: Definitions for Incident Reporting

Description of Changes:

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2014 | | New Element |

Data Element Number: **197254**

Data Element Name: **Bullied or Harassed – Sexual Orientation**

An indicator of whether the student was reported to have been bullied or harassed on the basis of sexual orientation during this school year.

Harassment or bullying on the basis of sexual orientation refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of sexual orientation constitutes sexual orientation harassment.

This includes both substantiated and unsubstantiated bullying and harassment.

| Code | Definition/Example |
|------|--|
| N | The student was bullied or harassed but it was not on the basis of sexual orientation. |
| Y | Yes, the student was bullied or harassed on the basis of sexual orientation. |
| Z | The student was not bullied or harassed. |

Notes: A Y or N code must be used for students who are the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Unsubstantiated Bullying (UBL), or Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1415

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

Appendix P: Definitions for Incident Reporting

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

Year: 2015-16

Description of Changes:

| | | |
|----------|------------------|--|
| 7/1/2015 | Surveys Required | Survey 7 Removed from Required Surveys |
| 7/1/2014 | | New Element |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **197255**

Data Element Name: **Victims of Homicide**

A code to identify the victim(s) of Homicide. A maximum of four codes may be included. The codes to be used follow:

| Code | Definition/Example |
|------|--|
| E | Staff |
| F | Faculty |
| O | Other |
| S | Student |
| Z | Not Applicable. Incident, Type was not a homicide. |

Length: 4

Data Type: Alphabetic

Year Implemented: 1415

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2014 New Element

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **197256**

Data Element Name: **Weapon, Discharged**

A code indicating whether or not any of the following was discharged during an incident: Firearm, Other (F); Handgun (H); Multiple Types of Firearms (M); or Rifle or Shotgun (R).

| Code | Definition/Example |
|------|---|
| N | No, the weapon was not discharged. |
| Y | Yes, the weapon was discharged. |
| Z | Not Applicable. Not an incident involving a Firearm, Other; Handgun; Multiple Types of Firearms; or Rifle or Shotgun. |

Length: 1

Data Type: Alphabetic

Year Implemented: 1415

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2014 New Element

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

Year: 2015-16

Data Element Number: **197257**

Data Element Name: **Incident, Basis – Sexual Orientation**

An indicator of whether the bullying or harassment incident was on the basis of sexual orientation. Harassment or bullying on the basis of sexual orientation refers to intimidation or abusive behavior based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, students, and non-employee third parties. Bullying on the basis of sexual orientation constitutes sexual orientation harassment.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | The bullying or harassment incident was not on the basis of sexual orientation. |
|---|---|

| | |
|---|---|
| Y | The bullying or harassment incident was on the basis of sexual orientation. |
|---|---|

| | |
|---|--|
| Z | Not a bullying or harassment incident. |
|---|--|

Length: 1

Data Type: Alphabetic

Year Implemented: 1415

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|----------|-------|--|
| 3/9/2015 | Notes | All notes were removed; they were not relevant to this data element. |
|----------|-------|--|

| | | |
|----------|--|-------------|
| 7/1/2014 | | New Element |
|----------|--|-------------|

Data Element Number: **197258**

Data Element Name: **Incident, Basis - Religion**

An indicator of whether the bullying or harassment incident was on the basis of religion. Harassment or bullying on the basis of religion refers to intimidation or abusive behavior based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, students, and non-employee third parties. Bullying on the basis of religion constitutes religious harassment.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | The bullying or harassment incident was not on the basis of religion. |
|---|---|

| | |
|---|---|
| Y | The bullying or harassment incident was on the basis of religion. |
|---|---|

| | |
|---|--|
| Z | Not a bullying or harassment incident. |
|---|--|

Notes: A Y or N code must be used for incident types of Bullying (BUL), Harassment (HAR), Sexual Harassment (SXH), Threat/Intimidation (TRE), Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR) and for incidents coded Y (yes) on Incident, Bullying – Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1415

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | |
|----------|-------------|
| 7/1/2014 | New Element |
|----------|-------------|

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **197259**

Data Element Name: **Employment Status**

Whether the learner is employed, not employed, or not in the labor force at time of entry into the adult education program in the current term/semester.

| Code | Definition/Example |
|------|---|
| E | Employed- Learners, who work as paid employees, work at their own business or farm, or who work 15 hours or more per week as unpaid workers at a farm or business operated by a member of their family. Includes learners who are not currently working but who have jobs or businesses from which they are temporarily absent. |
| N | Not in the Labor Force- Learners who are not employed and are not seeking employment. |
| U | Unemployed- Learners who are not employed but are seeking employment, make specific efforts to find a job, and are available to work. |
| Z | Not Applicable- Learners who are not enrolled in an NRS eligible Adult Education program. |

Notes: Status should be collected at the beginning of each term/semester. If student is enrolled in two or more terms in a reporting period, employment status reported should be for the first term/semester.

Length: 1

Data Type: Alphanumeric

Year Implemented: 1415

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

Appendixes:

None

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

Year: 2015-16

Description of Changes:

| | | |
|----------|-------|---|
| 8/6/2015 | Codes | Remove code "X" as a valid code and modify code "Z" definition to clarify reporting requirement for NRS eligible programs |
| 7/1/2014 | | New Element |

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

Year: 2015-16

Data Element Number: **197260**

Data Element Name: **Postsecondary School of Enrollment**

Definition: The state assigned four-digit school number in which the student is officially enrolled in postsecondary instruction.

Postsecondary School of Enrollment will be used for reporting performance outcomes by school for legislatively required reports. Examples of situations where the school number for current instruction/service matches the Postsecondary School of Enrollment include when instruction is provided at a Council on Occupational Education (COE) accredited school, a non-COE accredited institution providing instruction in districts that do not have a COE accredited site, and an institution in which the local provider has determined should be a school of enrollment for reporting of performance outcomes.

School of Instruction should not match School of Enrollment in the following situations:

- Instruction is provided on an extension campus which falls under the accreditation of a Council on Occupational Education (COE) accredited site. In this situation the school of enrollment would be the accredited school, and the school of instruction would be the school where services were received.
- Instruction is provided at a separate school that has been approved as an alternate site under an accredited institution. In this situation the school of enrollment would be the accredited school, and the school of instruction would be the school where services were received.
- A student is dual enrolled and instruction is provided at the secondary school. In this situation, the school of enrollment would be the school that was providing the instructional services, not the physical location of the instruction.

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|-----------|--|
| 0001-0899 | District school sites assigned a unique number in the state Master School ID File. |
|-----------|--|

Length: 4

Data Type: Alphanumeric

Year Implemented: 1415

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Career and Technical Education Student Course Schedule DB9 47x

WDIS Supplemental Information DB9 60x

Surveys Required:

Survey F Yes

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

Year: 2015-16

Survey G Yes

Survey S Yes

Survey W Yes

Survey X Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|------------|---|
| 10/31/2014 | Definition | Addition of clarifying language to "Definition" |
| 7/1/2014 | | New Element |

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

Year: 2015-16

Data Element Number: **197261**

Data Element Name: **Incident, Hazing-Related**

A code indicating whether or not the incident was hazing related.

| Code | Definition/Example |
|------|--|
| N | No |
| Y | Yes |
| Z | Use this code for (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment. |

Notes: The incident is hazing-related if the incident includes any action or situation that endangers the mental or physical health or safety of a student for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Length: 1

Data Type: Alphabetic

Year Implemented: 1415

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

School Environmental Safety Incident Report DB9 42x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/2/2014 New Element

Data Element Number: **197262**

Data Element Name: **Algebra II Assessment Passed**

| Code | Definition/Example |
|------|---|
| E | Student has exempted all or part of the course, and passed the Algebra II EOC Assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and thereby has earned course credit. Also use code 'E' when awarding credit for a failed Algebra II course, when the student has passed the Algebra II EO Assessment. The Algebra II course credit will be awarded. |
| Y | Student has passed the Algebra II End-of-Course (EOC) Assessment. |

Notes:
It is the responsibility of the district to send the Algebra II course, grade, and credit information on the FASTER I/S04 course record.

Length: 1

Data Type: Alphabetic

Year Implemented: 1415

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

1/28/2015 New Element

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

Year: 2015-16

Data Element Number: **197263**

Data Element Name: **Habitual Truant**

A student subject to compulsory school attendance who had 15 unexcused absences within 90 calendar days, with or without the knowledge/consent of the student's parent, and is not exempt per s. 1003.21(3) or s. 1003.24, F.S. or by any other exemption specified by law or rules of the State Board of Education. Such a student must have been the subject of the activities specified in ss. 1003.26 and 1003.27(3), F.S., without resultant successful remediation of the truancy problem before being dealt with as a child in need of services according to the provisions of chapter 984. (s. 1003.01(8), F.S.)

| Code | Definition/Example |
|------|--------------------|
|------|--------------------|

| | |
|---|---|
| N | No, student was not a habitual truant. |
| Y | Yes, student was a habitual truant. |
| Z | Not applicable (Surveys 2 and 3 reporting only) |

Notes:
Each public school principal or the principal's designee shall notify the district school board of each minor student under its jurisdiction who accumulates 15 unexcused absences in a period of 90 calendar days, at which the district school superintendent must then provide to the Department of Highway Safety and Motor Vehicles. (s. 1003.27 (b), F.S.)

Length: 1

Data Type: Alphabetic

Year Implemented: 1516

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

New Element

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2015-16

Data Element Number: **197264**

Data Element Name: **Online Course Provider**

Definition: The identifier assigned by the Florida Department of Education to the provider of the online course for Florida Approved Online Courses, authorized by Section 1003.499, F.S.

See Appendix GG for online Course providers and their identifiers

| Code | Definition/Example |
|-------------|---------------------------|
|-------------|---------------------------|

| | |
|-----|----------------|
| ZZZ | Not Applicable |
|-----|----------------|

Length: 3

Data Type: Alphanumeric

Year Implemented: 1516

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: KG-12

Programs Required:

Virtual Instruction

Formats Required:

Student Course Schedule DB9 14x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

APPENDIX GG: ONLINE COURSE PROVIDERS

Description of Changes:

| | |
|----------|-------------|
| 7/1/2015 | New Element |
|----------|-------------|

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

Year: 2015-16

Data Element Number: **197265**

Data Element Name: **Federally Connected Student Indicator**

For this survey reporting period only districts that are eligible for Federal Impact Aid funding under Section 8003, Title VIII of the Elementary and Secondary Education Act of 1965 will report this data.

This indicator identifies students in their district of enrollment who are connected with federally-owned military installations, National Aeronautics and Space Administration (NASA) owned property and federally-owned Indian Lands.

| Code | Definition/Example |
|------|---|
| A | The student resides with a parent or guardian on active duty in the uniformed services or who is an accredited foreign government official and military officer. |
| B | The student resides on federally-owned Indian Lands. |
| C | The student resides with a civilian parent or guardian who lives or works on eligible federal property connected with a federally-owned military installation or NASA owned property. |
| Z | Not Applicable |

Length: 1

Data Type: Alphabetic

Year Implemented: 1516

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Indicator Status DB9 22x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Default

Appendixes:

None

Description of Changes:

7/30/2015 New Element

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

- 1. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not within the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345677X |
| 01 | 0151 | 012345678X |
| * 00 | 0151 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

2. **School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause the records to be rejected. The last two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345676X |
| 01 | 0151 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

If the Survey Period Code as specified in the transmission JCL or in the statements for tape transmission was identified as Survey Period Code "5" and records were coded with Survey Period Code "3", all updates, adds, or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The District must correct the Survey Period Code either on the transmission JCL or on the records and resubmit the records.

- 5. School Year – Record Submitted must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The School Year - Record Submitted as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

Correct the School Year - Record Submitted either on the records coming in or the transmission JCL and resubmit all records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

6. District Number, Current Instruction/Service must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
|---|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345677X |
| 01 | 0151 | 012345678X |
| * 02 | 0151 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

7. The School Number, Current Instruction/Service must be numeric in the range 0001-9899, excluding 9001, or it must be C901-C928, U970-U980, or P001-P999. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the School Number, Current Instruction/Service is not within the valid range of numbers. The second record would be rejected because the School Number, Current Instruction/Service contains two blanks.

| Student Number Identifier, Florida | District Number, Current Instruction/ Service | School Number, Current Instruction/ Service |
|---------------------------------------|---|---|
| * 011234567X | 01 | 9901 |
| * 011234568X | 01 | 21 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

8. The Career and Technical Education/Adult General Education Program Code must be a valid secondary program number (Supplemental Indicator at position 20 = 'S') for the Course Number submitted, as listed on the Career and Technical Education/Adult General Education Program file (DPS.DISTRICT.GQ.F61730.Yyyyy) for the School Year – Course Taken. -record rejected-

EXAMPLE

The first, second, and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Career and Technical Education/Adult General Education Program Code is not a valid program number.

| Student Number Identifier, Florida | Course Number | Vocational/Adult General Education Program Code |
|---------------------------------------|------------------|---|
| 630123457X | 8772010 | 8772000 |
| 630123458X | ACR0041 | C400100 |
| 630123459X | H170503 | H170503 |
| * 630123460X | 8812100 | M803010 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Career and Technical Education/Adult General Education Program Code and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

9. Course Number must not contain blanks and must be a valid secondary Course Number (Supplemental Indicator at position 20 = 'S') on the Career and Technical Education/Adult General Education Program Edit file (DPS.DISTRICT.GQ.F61730.Yyyyy) for the School Year – Course Taken. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Course Number contains blanks. The third record would be rejected because the Course Number is not a valid Program Number in the Course Code Directory.

| School Number Current Instruction/Service | Student Number Identifier, Florida | Course Number |
|---|---------------------------------------|---------------|
| * 0142 | 630123457X | 87 3010 |
| 0031 | 630123459X | 8772110 |
| * 0045 | 630123460X | TDR0070 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

10. Section Number must not be all blanks. Allowable characters are 0-9, A-Z, space, hyphen, dollar sign, pound sign and colon. -record rejected-

EXAMPLE

The first, second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Section Number contains all blanks.

| Student Number Identifier, Florida | Course Number | Section Number | Period Number |
|---------------------------------------|------------------|-------------------|------------------|
| 031234566X | 8751200 | B01 | 0102 |
| 031234567X | 8827110 | 01 | 0507 |
| 031234568X | 8206110 | PP1 8 | 0304 |
| * 031234569X | 8775060 | | 0104 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Section Number and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

11. Period Number must be numeric, and greater than or equal to zero. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Period Number contains a blank. The third record would be rejected because Period Number is not numeric.

| Student Number Identifier, Florida | Course Number | Section Number | Period Number |
|---------------------------------------|------------------|-------------------|------------------|
| 031234567X | 8751200 | B01 | 0304 |
| * 031234568X | 8827110 | 01 | 0 00 |
| * 031234569X | 8206110 | PP1 8 | 010B |
| 031234570X | 8775060 | 02 | 0103 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Period Number and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

13. Term must be either 1-9, B-O or S-Z. -record rejected-

EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left blank.

| Student Number Identifier, Florida | Course Number | Term |
|---------------------------------------|------------------|------|
| * 240123457X | 8103010 | P |
| * 240123458X | 8415130 | |
| * 240123459X | 8206110 | R |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Term and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

14. The School Year – Course Taken must be a valid school year greater than or equal to 0506 and less than or equal to the current school year. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the School Year – Course Taken is all zeros. The third record would be rejected because the School Year – Course Taken is less than 0506. The fourth record would be rejected because the School Year – Course Taken is not a valid school year.

| District Number, Current Instruction | Student Number Identifier, Florida | School Year - Record Submission | School Year - Course Taken |
|---|---|--|-------------------------------------|
| 01 | 019876543X | 0910 | 0910 |
| * 01 | 019876544X | 0910 | 0000 |
| * 01 | 019876545X | 0910 | 0203 |
| * 01 | 019876548X | 0910 | 0707 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Year – Course Taken fields and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

16. The code for Internship Participant must be Y or N. -record reject-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second and third records would be rejected because the Internship Participant codes are invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Internship Participant |
|--|---|--------------------------|---------------------------|
| 01 | 018943210X | 5 | Y |
| * 01 | 012345678X | 5 | S |
| * 01 | 019876545X | 5 | Z |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Internship Participant codes and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

17. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

19. Grade Level must be 06-12. -record rejected-

EXAMPLE

The first, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because Grade Level is invalid.

| Student Number Identifier, Florida | Course Number | Grade Level |
|---------------------------------------|---------------|-------------|
| 630123454X | 8757110 | 10 |
| * 630123455X | 8500310 | 5 |
| * 630123456X | 8751010 | KG |
| * 630123457X | 8403060 | AD |
| 630123458X | 8206110 | 12 |
| 630123459X | 8206110 | 12 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

20. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

21. Each record must be unique based on Student Number Identifier, Florida; School Year - Record Submitted; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Section Number; Period Number and Term. -First record accepted, all other duplicate records rejected-

EXAMPLE

Six of the eight records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fifth and eighth records listed below would be rejected because the key items (Student Number Identifier, Florida; School Year - Record Submitted; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Section Number; Period Number and Term) duplicate the key items in a previous record. The first of two records with the same key information will be loaded to the data base file, assuming it meets all other applicable criteria. Any subsequent records submitted with duplicate data in all the key items would be rejected.

| Student Number Ident., Florida | Sch. Year - Record Submitted | Dist. Num., Curr. Inst./ Serv. | Sch. Num., Curr. Inst./ Serv. | Course Number | Section Number | Period Number | Term |
|---|---------------------------------------|--|---|------------------|-------------------|------------------|------|
| 123456784X | **** | 01 | 0151 | 8209010 | 00100 | 0202 | 1 |
| 123456785X | **** | 01 | 0151 | 8209010 | 00100 | 0202 | 1 |
| 123456786X | **** | 01 | 0151 | 8209010 | 00100 | 0202 | 1 |
| 123456787X | **** | 01 | 0151 | 8209010 | 00100 | 0202 | 1 |
| * 123456787X | **** | 01 | 0151 | 8209010 | 00100 | 0202 | 1 |
| 123456788X | **** | 01 | 0151 | 8209010 | 00100 | 0202 | 1 |
| 123456789X | **** | 01 | 0151 | 8209010 | 00100 | 0202 | 1 |
| * 123456789X | **** | 01 | 0151 | 8209010 | 00100 | 0202 | 1 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

25. On the Career and Technical Student Course Schedule record, Exceptional Student Career and Technical Course Setting code must be one of the following: E, S, M or Z. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Exceptional Student Career and Technical Course Setting code is invalid.

| Student Number Identifier, Florida | Course Number | Exceptional Student Career and Technical Course Setting |
|---|------------------|--|
| 123456789X | 8751200 | E |
| * 123456790X | 8200320 | L |
| 123456791X | 8918110 | S |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student Career and Technical Course Setting code and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

29. The Career and Technical/Adult General Education Completion Point Code must be A-Y, Z or blank and must be left justified with no embedded blanks. - record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the first position of the Career and Technical/Adult General Education Completion Point Code is blank.

| Student Number Identifier, Florida | Career and Technical/Adult General Education Completion Point Code | Career and Technical/Adult General Education Termination Code |
|---|---|--|
| 123456789X | Z | Z |
| * 212345678X | ----- | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Career and Technical/Adult General Education Completion Point Code and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

**30. The Modified Occupational Completion Point Code must be A-Y, or Z.
-record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the first position of the Modified Occupational Completion Point Code is invalid.

| Student Number Identifier, Florida | Modified Occupational Completion Point Code | Exceptional Student Career and Technical Course Setting | Career and Technical/Adult General Education Program Code |
|---|--|---|---|
| 123456789X | A | E | 8209200 |
| 212345678X | B | E | 8212000 |
| * 312345678X | 8 | E | 8209200 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Modified Occupational Completion Point Code and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

31. If the Modified Occupational Completion Point is not Z, then it must be equal to the Career and Technical/Adult General Education Occupational Completion Point. –record rejected -

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Modified Occupational Completion Point Code is different from the Career and Technical/Adult General Education Occupational Completion Point.

| Student Number Identifier, Florida | Modified Occupational Completion Point Code | Career and Technical/AGE Occupational Completion Point Code |
|---|--|---|
| 123456789X | A | A |
| 212345678X | B | B |
| *312345678X | B | E |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Modified Occupational Completion Point Code and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

32. If the Career and Technical/Adult General Education Completion Point Code equals Z, then it must be left justified and followed by five blanks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Career and Technical/Adult General Education Completion Point Code is not a Z followed by five blanks.

| Student Number Identifier, Florida | Career and Technical/Adult General Education Completion Point Code | Career and Technical/Adult General Education Termination Code |
|---|--|---|
| 123456789X | Z | Z |
| * 212345678X | ZZ | Z |
| * 312345678X | AZ | C |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Career and Technical/Adult General Education Completion Point Code and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

33. If the Career and Technical/Adult General Education Completion Point Code is other than Z or blank , then the reported codes must be valid for the Career and Technical/Adult General Education Program Code reported for the student. -record rejected-

Note: Use the Career and Technical/Adult General Education Program Edit File (DATASET NAME = DPS.DISTRICT.GQ.F61730.Yyyyy) for the School Year, Course Taken for the comparison of Career and Technical completion point codes.

EXAMPLE

The two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Career and Technical/Adult General Education Completion Point Code is incompatible with the Career and Technical/Adult General Education Program Code reported for the student for the School Year, Course Taken.

| Student Number Identifier, Florida | Career and Technical/Adult General Education Completion Point Code | Career and Technical/Adult General Education Program Code |
|---|--|---|
| 123456789X | A | 8121600 |
| 212345678X | B | 8212000 |
| * 312345678X | H | 8112000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Career and Technical/Adult General Education Completion Point Code and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

36. If Modified Occupational Completion Point Code has any value other Z, then the Exceptional Student Career and Technical Course Setting must have a value of E. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Exceptional Student Career and Technical Course Setting code is not appropriate for reporting a Modified Occupational Completion Point Code other than Z.

| Student Number Identifier, Florida | Modified Occupational Completion Point Code | Exceptional Student Career and Technical Course Setting |
|---|--|--|
| 123456789X | A | E |
| * 213546879X | A | Z |
| 321654987X | Z | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Modified Occupational Completion Point Code or the Exceptional Student Career and Technical Course Setting code and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

39. FEFP Program Number must be 102, 103, 112, 113, 130, 254, 255, 300, or 999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the FEFP Program Numbers are invalid.

| District Number, Current Instruction/ Service | Student Number Identifier Florida | Course Number | FEFP Program Number |
|---|--|------------------|---------------------------|
| 02 | 123456789X | 2109370 | 300 |
| * 02 | 123456790X | 2109370 | 001 |
| * 02 | 123456791X | 2109370 | 118 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the FEFP Program Number and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

40. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid number in the District Number, Current Enrollment. -record rejected-

EXAMPLE

The records listed below would be rejected because the School Number, Current Enrollment in each case is not on the Master School Identification File as a valid number in the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment |
|--|--------------------------------------|
| * 01 | 8311 |
| * 06 | 0001 |
| * 09 | 0085 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

**41. If the School Number, Current Instruction/Service is not C901-C928, U970-U980, or P001-P999, then it must exist as a valid active number in the District Number, Current Instruction/Service on the Master School Identification File..
-record rejected-**

EXAMPLE

The third, fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the School Number, Current Instruction/Service does not exist or is not active on the Master School Identification file.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service |
|---|---|
| * 09 | 8131 |
| * 13 | 0021 |
| 15 | C912 |
| 57 | 0051 |
| 63 | 0031 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

43. The first two digits of Period Number must be 00-80 while the last two digits must be 00-80 or 88 and be greater than or equal to the first two digits.
-record rejected-

Note: For more information on Period Number refer to the DOE Information Data Base Requirements: Volume I--Automated Student Information System Manual.

EXAMPLE

The first, second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth and fifth records would be rejected because Period Number is not within the specified range.

| Student Number Identifier, Florida | Course Number | Section Number | Period Number |
|---|------------------|-------------------|------------------|
| 371234565X | 8600710 | 00B01 | 0101 |
| 371234566X | 8600710 | 00B01 | 0909 |
| 371234567X | 8600710 | 00B03 | 0405 |
| * 371234568X | 8600710 | 00E01 | 8070 |
| * 371234569X | 8600710 | 00E99 | 9998 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Period Number and resubmit the records.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

45. If Grade Level is less than 09, then the FEFP Program Number must not be 300. -record rejected-

EXAMPLE

The first and third records below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Grade Level is not appropriate for reporting the FEFP Program Number.

| Student Number Identifier, Florida | FEFP Program Number | Grade Level |
|---------------------------------------|------------------------|----------------|
| 123456789X | 300 | 11 |
| * 213546879X | 300 | 07 |
| 321654987X | 300 | 12 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Grade Level or the FEFP Program Number and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - STATE VALIDATION RULES



4G. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:
012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - STATE VALIDATION RULES

50. If School Number, Current Instruction/Service does not begin with C, P and U, and if School Year – Course Taken is the same as School Year – Record Submission, then each Career and Technical Education Student Course record must have a matching Career and Technical Education Teacher Course record based on the key fields of District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year – Record Submission; Course Number; Section Number; Period Number and Term. -state validation-

EXAMPLE

The first and second records listed below would pass the edit criteria. However, the third Career and Technical Education Student Course Schedule record would not pass this edit because of the failure to have a matching Career and Technical Education Teacher Course Schedule record based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year – Record Submission; Course Number; Section Number; Period Number and Term.

Career and Technical Education Student Course Records

| District Number, Current Instruc./Service | School Number, Current Instruc./Service | Student Number Identifier, Florida | School Year – Record Submission | Course Number | Sec. No. | Period No. | Term |
|---|---|------------------------------------|---------------------------------|---------------|----------|------------|------|
| 01 | 0421 | 012345677X | **** | 8209010 | 00200 | 0404 | 1 |
| 01 | 0421 | 012345678X | **** | 8209010 | 00100 | 0202 | 1 |
| * 01 | 0421 | 012345679X | **** | 8209010 | 00100 | 0303 | 1 |

Career and Technical Education Teacher Course Records

| District Number, Current Instruc./Service | School Number, Current Instruc./Service | School Year | Course Number | Sec. No. | Period No. | Social Security Number | Term |
|---|---|-------------|---------------|----------|------------|------------------------|------|
| 01 | 0421 | **** | 8209010 | 00200 | 0404 | 123456789 | 1 |
| 01 | 0421 | **** | 8209010 | 00100 | 0202 | 123456789 | 1 |

**** = Valid fiscal year for data submission.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

The district must correct the appropriate key field on the Career and Technical Education Student Course Schedule record or submit a matching Career and Technical Education Teacher Course record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - STATE VALIDATION RULES

51. Each Career and Technical Student Course Schedule record must have a matching Student Demographic Information record based on District Number, Current Instruction; Student Number Identifier, Florida; Survey Period Code; and Year. -state validation -

EXAMPLE

The first and second Career and Technical Student Course Schedule records listed below would pass this edit. However, the third and fourth Career and Technical Student Course Schedule records would fail this edit because there are no matching Student Demographic Information records.

Career and Technical Student Course Records

| District Number, Current Instruction | Student Number Identifier, Florida | Survey Period Code | Year |
|---|---|--------------------------|------|
| 01 | 019876543X | 5 | **** |
| 01 | 019876544X | 5 | **** |
| * 01 | 019876545X | 5 | **** |
| * 01 | 019876548X | 5 | **** |

Student Demographic Information Records

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Year |
|---|---|--------------------------|------|
| 01 | 019876543X | 5 | **** |
| 01 | 019876544X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Career and Technical Student Course Schedule records if they were submitted in error or submit Student Demographic Information records that match on the indicated fields.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - EXCEPTION REPORTS

60. The student's Grade Level code on the Career and Technical Student Course record must agree with the Grade Level code on the Student Demographic record submitted by the district of instruction. -exception report-

EXAMPLE

The first and third records listed below would pass the edit criteria. However, the second and fourth records would cause a message to be generated because the Grade Level codes on the Student Demographic and Career and Technical Student Course records do not agree.

| <i>Career and Technical Student Course</i> | | | <i>Student Demographic</i> | | |
|--|------------------------------------|-------------|--------------------------------------|-------------------------------------|-------------|
| District Number, Instruction/Service | Student Number, Identifier Florida | Grade Level | District Number, Instruction/Service | Student Number, Identifier, Florida | Grade Level |
| 49 | 491234566X | 12 | 49 | 491234566X | 12 |
| * 49 | 491234567X | 11 | * 49 | 491234567X | 12 |
| 49 | 491234568X | 11 | 49 | 491234568X | 11 |
| * 49 | 491234569X | 12 | * 49 | 491234569X | 11 |

DISTRICT RESPONSIBILITY

The district should verify the student's Grade Level to assure that the Grade Level at the time the Career and Technical course was taken is actually different than the student's Grade Level at the end of the school year. If the Grade Level should be the same, correct the Grade Level. If the reported Grade Level is correct, no action is necessary.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - EXCEPTION REPORTS

63. If the Course Number is not 8502000 or 00000000, then the FEFP Program Number must be 300, 102, 103, 112, 113, 254 or 255. -exception report-

EXAMPLE

The first record listed below meets the criteria specified in the above edit. The second and third records would cause a message to be generated because the FEFP Program Number is not the expected FEFP Program Number for the Course Number reported.

| Student Number Identifier, Florida | Dist. Num. Curr. Inst./ Serv. | Sch. Num. Curr. Inst./ Serv. | Svy. Per. Code | Fiscal Year | Course Number | Section Number | Period Number | FEFP Prog. Num. |
|---|---|--|----------------------|----------------|------------------|-------------------|------------------|-----------------------|
| 012345679X | 01 | 0421 | 2 | **** | 8500310 | 00200 | 0404 | 300 |
| * 012345678X | 01 | 0421 | 2 | **** | 8106460 | 00200 | 0404 | 111 |
| * 012345677X | 01 | 0421 | 2 | **** | 8500380 | 00100 | 0505 | 101 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the FEFP Program Number and the Course Number and correct if in error.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

1. District Number, Current Instruction/Service must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If District 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the District submitting the record).

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | School Year | Course Number | Social Security Number |
|---|---|--------------------------|----------------|------------------|------------------------------|
| 01 | 0021 | 5 | **** | 8103100 | 123456789 |
| * 02 | 0421 | 5 | **** | 8103100 | 123456788 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

- 2. School Number, Current Instruction/Service must be numeric in the range 0001 to 9899, excluding 9001. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the School Number, Current Instruction/Service is not within the specified range or is not numeric.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | School Year | Course Number | Social Security Number |
|---|---|--------------------------|----------------|------------------|------------------------------|
| * 31 | 0000 | 5 | **** | 8506010 | 123456789 |
| * 31 | C801 | 5 | **** | 8415410 | 123456790 |
| 31 | 0031 | 5 | **** | 8506010 | 123456791 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

- 3. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

If the Survey Period Code as specified in the transmission JCL or in the statements for tape transmission was identified as Survey Period Code "5" and records on the transmission had a Survey Period Code "3", all records with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Survey Period Code either on the records coming in or in the JCL and resubmit the corrected records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

- 4. School Year must be correct for the submission specified by the district.
-record rejected-**

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

Correct the School Year codes either on the JCL or the records being submitted and resubmit the records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

5. Course Number must not contain blanks and must be a valid course number (other than "local use only transfer" courses) on the Career and Technical/Adult General Education Program Edit file (F61730). -record rejected-

Note: For more information on Course Number refer to the Career and Technical Data Base Handbook.

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Course Number contains blanks or is invalid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Social Security Number |
|---|---|------------------|------------------------------|
| * 37 | 0361 | 81 6120 | 123456787 |
| * 37 | 0361 | 8730010 | 123456788 |
| 37 | 0361 | 8730160 | 123456789 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

6. **Section Number must not be all blanks. Allowable characters are 0-9, A-Z, space, hyphen, dollar sign, pound sign and colon. -record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Section Number is blank.

| School Number, Current Instruction/ Service | Course Number | Section Number | Period Number | Social Security Number |
|---|------------------|-------------------|------------------|------------------------------|
| * 0602 | 8106120 | | 0102 | 123456787 |
| 0602 | 8209010 | 1 | 0607 | 123456789 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Section Number and resubmit the records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

7. Period Number must be numeric, greater than or equal to zero, and may not be 9999. -record rejected-.

EXAMPLES

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Period Number is not numeric or contains a blank.

| School Number, Current Instruction/ Service | Course Number | Section Number | Period Number | Social Security Number |
|---|------------------|-------------------|------------------|------------------------------|
| * 0602 | 8106120 | 2 | B102 | 123456787 |
| * 0602 | 8209010 | 3 | 01 2 | 123456788 |
| 0602 | 8209010 | 1 | 0102 | 123456789 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Period Number and resubmit the records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

8. Term must be either 1-9, B-O, or S-Y. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Term code is invalid or it is blank.

| School Number, Current Instruction/ Service | Course Number | Social Security Number | Term |
|---|------------------|------------------------------|------|
| * 0211 | 8206110 | 123456787 | P |
| * 0211 | 8209010 | 123456788 | |
| 0211 | 8209010 | 123456789 | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Term code and resubmit the records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

9. Facility Type code must be in the range 00 to 20. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Facility Type code is blank or invalid.

| School Number, Current Instruction/ Service | Course Number | Social Security Number | Facility Type |
|---|------------------|------------------------------|------------------|
| * 0211 | 8206110 | 123456787 | |
| * 0211 | 8209010 | 123456788 | 54 |
| 0211 | 8206110 | 123456789 | 00 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Facility Type code and resubmit the records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

13. Florida Educators Certificate Number must be numeric with no embedded blanks. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Florida Educators Certificate Number contains a blank or is not numeric.

| School Number, Current Instruction/ Service | Course Number | Florida Educators Certificate Number |
|---|------------------|---|
| * 0211 | 8106120 | 291125 |
| * 0211 | 8209010 | TTTT291125 |
| 0211 | 8200220 | 0000123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Florida Educators Certificate Number and resubmit the records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

14. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should have been submitted, the district must correct the Transaction Code and resubmit the records with the correct Transaction Code.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

15. Each record must be unique based on the following key: District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number; Social Security Number and Term. -first record accepted, all other duplicate records rejected-

EXAMPLE

Three of the four records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the key elements (District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number; Social Security Number and Term) duplicate the key elements in the first record. The first of two records with the same key information would be loaded to the data base, assuming it meets all other applicable criteria. Any subsequent records submitted with the same key elements would be rejected.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | School Year | Course Number | Section Number | Period Number | Social Security Number | Term |
|---|---|----------------|------------------|-------------------|------------------|------------------------------|------|
| 59 | 0421 | **** | 8203010 | 00200 | 0505 | 123456789 | 1 |
| 59 | 0421 | **** | 8203010 | 00100 | 0606 | 123456789 | 1 |
| 59 | 0421 | **** | 8203020 | 00200 | 0404 | 123456789 | 1 |
| * 59 | 0421 | **** | 8203010 | 00200 | 0505 | 123456789 | 1 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must delete the invalid record, correct the rejected record if necessary, and resubmit the corrected record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

16. Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Social Security Number is not numeric or has a leading blank.

| District Number, Current Instruction/ Service | Florida Educators Certificate Number | Social Security Number |
|--|---|------------------------------|
| 01 | 0000291125 | 123456789 |
| * 01 | 0000291126 | ZZZZZZZZZZ |
| * 01 | 0000291128 | 123456790 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Number and resubmit the records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

17. If Course Number = W170205 (EMT Basic), District Number, Current Instruction/Service must be one of the following:

District Number,
Current Instruction/
Service

35
41
50
55
58
62

-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the District Number, Current Instruction/Service is not valid for the Course Number W170205.

| District Number, Current Instruction/ Service | Social Security Number | Course Number |
|---|------------------------------|------------------|
| 62 | 123456789 | W170205 |
| * 56 | 123456790 | W170205 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

18. If Course Number = W170206 (Paramedic), District Number, Current Instruction/Service must be one of the following:

District Number,
Current Instruction/
Service

35
41
55
58

-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the District Number, Current Instruction/Service is not valid for the Course Number W170206.

| District Number, Current Instruction/ Service | Social Security Number | Course Number |
|---|------------------------------|------------------|
| 55 | 123456789 | W170206 |
| * 01 | 123456790 | W170206 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

19. Course Number cannot be = M810015 (Insurance Claims Adjustor) or M810016 (Insurance Customer Service Representative). -record rejected-

Note: These courses are approved only for accredited institutions.

EXAMPLE

The records listed below would be rejected because the Course Numbers M810015 and M810016 are not valid for courses provided by districts.

| District Number, Current Instruction/ Service | Social Security Number | Course Number |
|---|------------------------------|------------------|
| * 55 | 123456789 | M810015 |
| * 01 | 123456790 | M810016 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Course Number and resubmit.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

20. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number | Staff Number Identifier, Local |
|--------------------|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

22. If District Number, Current Instruction/Service is in the range 01 - 69 or 72 – 75 and

if School Number, Current Instruction/Service is not 7001, or 7004, 7006, or 7023 and

if School Number, Current Instruction/Service is not 7079 in District Number, Current Instruction/Service 50,

then Facility Type must not equal 20. -record rejected-

EXAMPLE

In the list below, the first three records would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because Facility Type equals 20.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Facility Type |
|---|---|------------------|
| 06 | 0021 | 00 |
| 29 | 7004 | 20 |
| 35 | 7001 | 20 |
| * 01 | 0021 | 20 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Facility Type or the School Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

23. If District Number, Current Instruction/Service is 71, or if the School Number, Current Instruction/Service is one for which the School Function Setting = V and Charter School Status does not equal Z on the Master School Identification file, then Facility type must equal 20. -record rejected-

EXAMPLE

In the list below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Facility Type does not equal 20.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Facility Type |
|---|---|------------------|
| 71 | 0500 | 20 |
| 71 | 0700 | 20 |
| * 71 | 0700 | 10 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Facility Type and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

40. School Number, Current Instruction/Service must exist and be active on the Master School Identification File for the district reported in District Number, Current Instruction/Service. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because School Number, Current Instruction/Service is invalid or inactive.

| District Number, Current Instruction/Service | School Number, Current Instruction/ Service | Social Security Number |
|---|---|------------------------------|
| * 01 | 0661 | 123456788 |
| 01 | 0431 | 123456789 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

42. The first two digits of Period Number must be 00 to 80. The last two digits of Period Number must be 00 to 80 or 88 and must be greater than or equal to the first two digits. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the last two digits of Period Number are not equal to or greater than the first two digits. The second record would be rejected because the first two digits are not valid.

| School Number, Current Instruction/ Service | Course Number | Section Number | Period Number | Social Security Number |
|---|------------------|-------------------|------------------|------------------------------|
| * 0211 | 8106120 | 2 | 0201 | 123456787 |
| * 0211 | 8209010 | 3 | 8899 | 123456788 |
| 0211 | 8725010 | 1 | 0102 | 123456789 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Period Number and resubmit the records.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES



43. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

CAREER AND TECHNICAL TEACHER COURSE - STATE VALIDATION RULES

60. Each Career and Technical Teacher Course record must have a matching Career and Technical Student Course record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number and Term. -state validation 3-

EXAMPLE

The first Career and Technical Teacher Course record would pass the edit. The second, third, and fourth record would cause an error message to be generated because there is no matching Career and Technical Student Course record.

Career and Technical Student Course Records

| Student Number Identifier, Florida | Dist. Num., Curr. Instr./ Serv. | Sch. Num., Curr. Instr./ Serv. | Term | School Year | Course Number | Section Number | Period Number |
|---|---|--|------|----------------|------------------|-------------------|------------------|
| 012345677X | 01 | 0421 | 1 | **** | 8706010 | 00200 | 0404 |
| 012345678X | 01 | 0421 | 1 | **** | 8706010 | 00200 | 0404 |
| 012345679X | 01 | 0421 | 1 | **** | 8706010 | 00100 | 0303 |

Career and Technical Teacher Course Records

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Term | School Year | Course Number | Section Number | Period Number | Social Security Number |
|---|---|------|----------------|------------------|-------------------|------------------|------------------------------|
| 01 | 0421 | 1 | **** | 8706010 | 00200 | 0404 | 123456788 |
| * 01 | 0421 | 1 | **** | 8706010 | 00100 | 0202 | 123456789 |
| * 01 | 0421 | 1 | **** | 9900000 | 00015 | 0303 | 123456790 |
| * 01 | 0421 | 1 | **** | 1001300 | 00020 | 0606 | 123456791 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the Career and Technical Teacher Course record is valid, submit the matching Career and Technical Student Course records for that class. If the Career and Technical Teacher Course record is invalid, delete the Career and Technical Teacher Course record from the data base.

CAREER AND TECHNICAL TEACHER COURSE -EXCEPTION REPORTS

61. Florida Educators Certificate Number must be 0000000000 or in the range 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 or 9999999999. -exception report-

EXAMPLE

The third record listed below would pass the edit. The first and second records would cause an error message to be generated because the Florida Educators Certificate Number is invalid.

| District Number, Current Instruction/Service | School Number, Current Instruction/ Service | Florida Educators Certificate Number |
|---|---|--|
| * 01 | 0421 | 0099999999 |
| * 01 | 0421 | 1000001234 |
| 01 | 0421 | 0000123456 |

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Numbers submitted and correct the records if in error.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

- 1. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |
| * 02 | 0021 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

2. The School Number, Current Enrollment must be alphanumeric and in the range 0001-9899, excluding 9001, or it may be 9992, 9993, 9994 or 9995. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | 0021 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an X or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with an X in the tenth position. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
|---|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 002345679X |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period 5. However, if records on the transmission have a Survey Period Code 3, all records updated, added or deleted with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code either on the records coming in or the transmission JCL and all records should be resubmitted.

- 5. School Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, if records on the transmission have the previous School Year coded, all records updated, added or deleted with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Year either on the records coming in or the transmission JCL and resubmit all records in a batch transaction or add them on-line.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

6. If Dropout Prevention/Juvenile Justice Programs code is U, R, A, E, N, P, D, J or W, then Dropout Prevention Program Enrollment Date must be numeric, a valid date, greater than or equal to 07/01/1989 and less than 08/31/****. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Dropout Prevention Program Enrollment Date is not numeric. The fourth record would be rejected because the Dropout Prevention Program Enrollment Date is an invalid date.

| Student Number Identifier, Florida | Survey Period Code | School Year | Dropout Prevention Program/ Juvenile Justice Programs | Dropout Prevention Program Enrollment Date |
|---|--------------------------|----------------|--|--|
| 123456789X | 5 | **** | U | 09272012 |
| 123456788X | 5 | **** | D | 10152011 |
| * 6212345678 | 5 | **** | U | XXXXXXXXX |
| * 6212345679 | 5 | **** | U | 14032012 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention Program Enrollment Date and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

- 
7. Dropout Prevention/Juvenile Justice Programs must be A, D, E, J, N, P, R, U, or W. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and fifth records are rejected for invalid codes. The fourth record would be rejected because the Dropout Prevention/Juvenile Justice Programs field is blank.

| Student Number Identifier, Florida | Dropout Prevention/ Juvenile Justice Programs |
|---------------------------------------|---|
| * 6301234560 | B |
| 6301234561 | A |
| 6301234562 | U |
| * 6301234564 | |
| * 6301234565 | K |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention/Juvenile Justice Programs codes and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

- 8. Dropout Prevention Length of Prescribed Program must be numeric and greater than or equal to zero. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Dropout Prevention Length of prescribed program is not numeric.

| Student Number Identifier, Florida | Dropout Prevention/ Juvenile Justice Program | Dropout Prevention Length of Prescribed Program |
|--|--|---|
| 123456789X | D | 000 |
| 123456790X | U | 180 |
| * 123456791X | P | H50 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Dropout Prevention Length of Prescribed Program and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

9. Fund Source code must be D or Z. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record will be rejected because the Fund Source code is not valid.

| Student Number Identifier, Florida | Fund Source |
|---------------------------------------|----------------|
| * 6301234560 | N |
| 6301234561 | D |
| 6301234562 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Fund Source and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

- 10. Progress Level - Math code must be C, D, F, G, H, or Z. -record rejected-**

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record will be rejected because the Progress Level - Math code is not valid.

| Student Number Identifier, Florida | Progress Level - Math |
|---------------------------------------|--------------------------|
| * 6301237890 | S |
| 6301298761 | Z |
| 6301212362 | C |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Progress Level – Math code and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

- 12. Progress Level - Reading code must be C, D, F, G, H or Z. -record rejected-**

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record will be rejected because the Progress Level - Reading code is not valid.

| Student Number Identifier, Florida | Progress Level - Reading |
|---------------------------------------|-----------------------------|
| * 6301234560 | N |
| 6301234561 | D |
| 6301234562 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Progress Level – Reading code and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

16. Dropout Prevention Program Withdrawal Date must be numeric, a valid date, greater than or equal to 07/01/** and less than or equal to 08/31/****.**
-record rejected-

Note: Dates will vary depending upon the districts' school calendars.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The Dropout Prevention Program Withdrawal Date in the third record would cause the record to be rejected because it is not within the specified range.

| Student Number Identifier, Florida | Survey Period Code | School Year | Dropout Prevention/ Juvenile Justice Programs | Dropout Prevention Program Withdrawal Date |
|---|--------------------------|----------------|---|--|
| 123456789X | 5 | **** | U | 05302008 |
| 123456790X | 5 | **** | T | 12022007 |
| * 223456789X | 5 | **** | U | 09012001 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Dropout Prevention Program Withdrawal Date and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

21. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

23. Dropout Prevention Program Withdrawal Date must be greater than or equal to Dropout Prevention Program Enrollment Date. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Dropout Prevention Program Withdrawal Date is less than the Dropout Prevention Program Enrollment Date.

| Student Number Identifier, Florida | Dropout Prevention Program Enrollment Date | Dropout Prevention Program Withdrawal Date |
|--|--|--|
| 123456789X | 0904**** | 1207**** |
| 123456790X | 0120**** | 0312**** |
| * 123456791X | 0407**** | 0114**** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Dropout Prevention Program Enrollment Date and/or the Dropout Prevention Program Withdrawal Date and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

**24. District Number, Current Instruction/Service must be numeric and in the range 01–69 or 71-75 and must be correct for the district submitting the data.
-record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida |
|---|---|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

**25. The School Number, Current Instruction/Service must be alphanumeric and in the range 0001-9899, excluding 9001, or it may be 9992, 9993, 9994 or 9995.
-record rejected-**

EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second, third and fourth records would be rejected because the School Number, Current Instruction/Service are invalid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida |
|---|---|---------------------------------------|
| 01 | 0021 | 012345675X |
| * 01 | 9901 | 012345678X |
| * 01 | C929 | 012345677X |
| * 01 | U981 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

26. Term must be 3 or S. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Term is invalid.

| Student Number Identifier, Florida | Term |
|---------------------------------------|------|
| 123456789X | S |
| * 123456790X | 1 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Term and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

27. If School Number, Current Enrollment is not 9992, 9993, 9994 or 9995, then the School Number, Current Enrollment must exist on the Master School Identification File as a valid active school number for the District Number, Current Enrollment. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. Records two, three and four would be rejected because the School Number, Current Enrollment in each case is not on the Master School Identification File as a valid active number for the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment |
|--|--------------------------------------|
| 37 | 0021 |
| * 01 | 8311 |
| * 06 | 0001 |
| * 09 | 0085 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

28. If School Number, Current Instruction/Service is not 9992, 9993, 9994 or 9995, then it must exist on the Master School Identification File as a valid active school in the district of instruction. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. Records one, two and three would be rejected because the School Number, Current Instruction/Service do not exist on the Master School Identification File as valid active school numbers in the district of instruction.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service |
|---|---|
| * 09 | 8131 |
| * 13 | 0021 |
| * 15 | C999 |
| 57 | 0051 |
| 63 | 0031 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

29. Each Dropout Prevention Program Data record must be unique based on the keys of Student Number Identifier, Florida; Survey Period Code; School Year; Dropout Prevention/Juvenile Justice Programs; District Number, Current Instruction/Service; School Number, Current Instruction/Service; and Term. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same Student Number Identifier, Florida) of the first and fourth records, respectively.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Term | Dropout Prevention/ Juvenile Justice Programs | School Year |
|---|---|---|--------------------------|------|---|----------------|
| 01 | 0021 | 012345678X | 5 | 3 | U | **** |
| * 01 | 0021 | 012345678X | 5 | 3 | U | **** |
| 01 | 0021 | 022345676X | 5 | S | P | **** |
| 01 | 0021 | 032345679X | 5 | 3 | D | **** |
| * 01 | 0021 | 032345679X | 5 | 3 | D | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records loaded to the data base are correct, no action is required. However, if the district wishes the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

35. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

37. Pretest Outcome - Math code must be A, B or Z. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record will be rejected because the Pretest Outcome - Math code is not valid.

| Student Number Identifier, Florida | Pretest Outcome - Math |
|---------------------------------------|---------------------------|
| * 6301237890 | S |
| 6301298761 | Z |
| 6301212362 | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Pretest Outcome – Math code and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

38. Pretest Outcome - Reading code must be A, B or Z. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record will be rejected because the Pretest Outcome - Reading code is not valid.

| Student Number Identifier, Florida | Pretest Outcome - Math |
|---------------------------------------|---------------------------|
| * 6301237890 | H |
| 6301298761 | Z |
| 6301212362 | B |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Pretest Outcome – Reading code and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

39. Dropout Prevention – Length of Program Participation must be numeric, equal to or greater than zero and equal to or less than 250. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Dropout Prevention – Length of Program Participation is greater than 250.

| District Number, Current Enrollment | Student Number Identifier, Florida | Dropout Prevention - Length of Program Participation |
|--|---------------------------------------|--|
| 37 | 123456789X | 090 |
| 37 | 123456790X | 000 |
| * 37 | 123456791X | 260 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Dropout Prevention – Length of Program Participation and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES



40. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

DROPOUT PREVENTION PROGRAM DATA - VALIDATION RULES

50. Each Dropout Prevention Program Data record must have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; and School Year. -state validation 3-

EXAMPLE

The Dropout Prevention Program Data record listed below does not have a matching Student Demographic record. Therefore, an error message is generated

Dropout Prevention Program Data

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | School Year |
|---|---|--------------------------|----------------|
| * 01 | 012345678X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Dropout Prevention Program Data record or add a Student Demographic record to match the above key fields.

DROPOUT PREVENTION PROGRAM DATA - VALIDATION RULES

51. If Dropout Prevention/Juvenile Justice Programs is D then Grade Level may not equal PK or KG. -state validation-

EXAMPLE

The Dropout Prevention Program record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Dropout Prevention/Juvenile Justice Programs and Grade Level.

Dropout Prevention Program records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Fiscal Year | Dropout Prevention Juvenile Justice Program |
|-------------------------------------|------------------------------------|-----------------------------------|--------------------|-------------|---|
| * 01 | 019876545X | 0021 | 5 | **** | D |
| 01 | 429876546X | 0021 | 5 | **** | D |

Student Demographic Information records

| District Number Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Year | Grade Level |
|------------------------------------|------------------------------------|-----------------------------------|--------------------|------|-------------|
| 01 | 019876545X | 0021 | 5 | **** | PK |
| 01 | 429876546X | 0021 | 5 | **** | 08 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Dropout Prevention/Juvenile Justice Programs and Grade Level.

DROPOUT PREVENTION PROGRAM DATA EXCEPTION REPORTS

74. If the Dropout Prevention/Juvenile Justice Programs is not equal to D, N, or W, then the Dropout Prevention Length of Prescribed Program must be greater than zero. -exception report-

EXAMPLE

The third record would cause a message to be generated because the Dropout Prevention/Juvenile Justice Programs code P is expected to have a Dropout Prevention Length of Prescribed Program greater than zero.

| Student Number Identifier, Florida | Dropout Prevention/ Juvenile Justice Programs | Dropout Prevention Length of Prescribed Program |
|---|--|---|
| 012345678X | D | 000 |
| 123456789X | U | 030 |
| * 345678901X | P | 000 |

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention Length of Prescribed Program and, if in error, correct the record.

DROPOUT PREVENTION PROGRAM DATA EXCEPTION REPORTS

76. If Dropout Prevention/Juvenile Justice Programs equals A, E, P, R, or U and if Term equals S, then the Dropout Prevention Length of Prescribed Program must be greater than zero and less than or equal to 70. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because during Term S, for Dropout Prevention/Juvenile Justice Programs, P, the Dropout Prevention Length of Prescribed Program is expected to be greater than zero and less than or equal to 70.

| Student Number Identifier, Florida | Dropout Prevention/ Juvenile Justice Programs | Term | Dropout Prevention Length of Prescribed Program |
|---|--|------|---|
| 123456789X | A | S | 45 |
| * 123456788X | P | S | 75 |

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention Length of Prescribed Program, and if in error correct the record.

DROPOUT PREVENTION PROGRAM DATA EXCEPTION REPORTS

78. If Dropout Prevention/Juvenile Justice Program code equals A, E, P R, or U, and if Term equals 3, then Dropout Prevention Length of Prescribed Program must be greater than zero and less than or equal to 250. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Dropout Prevention Length of Prescribed Program is greater than 250.

| Student Number Identifier, Florida | Dropout Prevention/ Juvenile Justice Programs | Term | Dropout Prevention Length of Prescribed Program |
|---|---|------|---|
| 123456789X | A | 3 | 180 |
| * 123456788X | P | 3 | 270 |

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention Length of Prescribed Program, and if in error correct the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

1. **District Number, Current Instruction/Service must be numeric, in the range 01-69, or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

| District Number, Current Instruction/Service | Student Number Identifier, Florida |
|---|---------------------------------------|
| 01 | 012345677X |
| 01 | 012345678X |
| * 00 | 012345679X |
| * 02 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 2. If Survey Period Code is 2, 3 or 5, School Number, Current Enrollment must be numeric in the range 0001 to 9899 (excluding 9001), N998 or N999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric, or N998 or N999.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | N998 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Instruction/Service | Student Number Identifier, Florida |
|---|---------------------------------------|
| 01 | 1234567891 |
| 01 | 123456789X |
| * 01 | 123456789C |
| * 01 | 123456789 |
| * 01 | 0023456791 |
| * 01 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



- 4. Survey Period Code must be 2, 3 or 5, and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "2". However, if records on the transmission have a Survey Period Code "4", all records updated, added or deleted with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the Survey Period Code should be corrected either on the records coming in or the transmission JCL and all records should be resubmitted.

- 5. School Year must be correct for the submission specified by the district. -record rejected-**


EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, if records on the transmission have the previous School Year coded, all records updated, added or deleted with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Year either on the records coming in or the transmission JCL and resubmit all records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 6. If Survey Period Code is 2 or 3, English Language Learners: Entry Date must be numeric and a valid date less than or equal to the survey date unless zero filled. If Survey Period Code is 5, English Language Learners: Entry Date must be numeric and a valid date less than or equal to June 30th unless zero filled. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the English Language Learners: Entry Date is not a valid date. The fourth record would be rejected because the English Language Learners: Entry Date is blank.

| Student Number Identifier, Florida | Survey Period Code | School Year | ELL: Entry Date |
|---------------------------------------|-----------------------|----------------|--------------------|
| 123456789X | 2 | **** | 01181996 |
| * 223456789X | 3 | **** | 02301997 |
| 323456789X | 3 | **** | 00000000 |
| * 423456789X | 5 | **** | |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners: Entry Date and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



7. If Survey Period Code is 2, 3 or 5, English Language Learners: Basis of Entry code must be A, R, L, or T. -record rejected-

EXAMPLE


The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Basis of Entry code is not valid.

| Student Number Identifier, Florida | ELL: Basis of Entry |
|---------------------------------------|------------------------|
| 123456789X | A |
| * 223456789X | E |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Basis of Entry and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

- 
8. If Survey Period Code is 2 or 3, English Language Learners: Student Plan Date must be numeric and a valid date less than or equal to the survey date unless zero filled. If Survey Period Code is 5, English Language Learners: Student Plan Date must be numeric and a valid date less than or equal to June 30th unless zero filled. -record rejected-

EXAMPLE


The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the English Language Learners: Student Plan Date is an invalid date. The fourth record would be rejected because the English Language Learners: Student Plan Date is blank.

| Student Number Identifier, Florida | ELL: Student Plan Date |
|---------------------------------------|---------------------------|
| 123456789X | 01181997 |
| * 223456789X | 04311996 |
| 323456789X | 00000000 |
| * 423456789X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners: Student Plan Date and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 9. If Survey Period is 2 or 3, English Language Learners Classification Date must be numeric and a valid date less than or equal to the survey date unless zero filled. If Survey Period is 5, English Language Learners Classification Date must be numeric and a valid date less than or equal to June 30th unless zero filled. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because English Language Learners: Classification Date is an invalid date. The fourth record would be rejected because the English Language Learners: Classification Date is blank.

| Student Number Identifier, Florida | ELL: Classification Date |
|---------------------------------------|-----------------------------|
| 123456789X | 01181997 |
| 223456789X | 00000000 |
| * 323456789X | 04311996 |
| * 423456789X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners: Classification Date and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 10. If Survey Period Code is 2 or 3, English Language Learners: Exit Date must be numeric and a valid date less than or equal to the survey date, unless zero-filled. If Survey Period Code is 5, English Language Learners: Exit Date must be numeric and a valid date less than or equal to June 30th unless zero filled. –reject record–

EXAMPLE


The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Exit Date is not a valid date.

| Student Number Identifier, Florida | ELL: Exit Date |
|---------------------------------------|-------------------|
| 123456789X | 01192010 |
| * 223456789X | 02312010 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the ELL: Exit Date and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 11. If Survey Period Code is 2 or 3, English Language Learners: Reevaluation Date must be numeric and a valid date less than or equal to the survey date unless zero filled. If Survey Period Code is 5, English Language Learners: Reevaluation Date must be numeric and a valid date less than or equal to June 30th unless zero filled. -record rejected-

EXAMPLE

The first two records listed below would be added to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the English Language Learners: Reevaluation Date is invalid or blank.

| Student Number Identifier, Florida | ELL: Reevaluation Date |
|---------------------------------------|---------------------------|
| 123456789X | 01131998 |
| 223456789X | 00000000 |
| * 323456789X | 06311999 |
| * 423456789X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners: Reevaluation Date and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



12. If Survey Period Code is 2, 3 or 5, English Language Learners: Extension of Instruction must be Y or Z. -record rejected-

EXAMPLE


The first two records listed below would be added to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the English Language Learners: Extension of Instruction is invalid.

| Student Number Identifier, Florida | Survey Period Code | ELL: Extension of Instruction |
|--|--------------------------|-------------------------------------|
| 123456789X | 2 | Y |
| 223456789X | 3 | Z |
| * 323456789X | 5 | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Extension of Instruction and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 13. If Survey Period Code is 2 or 3, The English Language Learners: Reclassification Date must be numeric and a valid date less than or equal to the survey date unless zero filled. If Survey Period Code is 5, English Language Learners: Reclassification Date must be numeric and a valid date less than or equal to June 30th unless zero filled. -record rejected-

EXAMPLE


The first two records listed below would be added to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the English Language Learners: Reclassification Date is invalid and blank, respectively.

| Student Number Identifier, Florida | ELL: Reclassification Date |
|---------------------------------------|-------------------------------|
| 123456789X | 10131998 |
| 223456789X | 00000000 |
| * 323456789X | 04311998 |
| * 423456789X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners: Reclassification Date and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

- 
14. If Survey Period is 2 or 3, Test Date Listening must be numeric and a valid date, less than or equal to the survey date, unless zero filled. If Survey Period is 5, Test Date Listening must be numeric and a valid date less than or equal to June 30th, unless zero-filled. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is invalid.

| Student Number Identifier, Florida | Test Name | Test Date |
|---------------------------------------|--------------|--------------|
| 123456789X | BOL | 01181995 |
| 223456789X | ZZZ | 00000000 |
| * 323456789X | TLD | 04311995 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Date and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

-  15. If Survey Period Code is 2, 3 or 5, English Language Learners: Basis of Exit (*First*) code must be A, B, C, D, E, F, G, H, I, J, L, R or Z. -record rejected-

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Basis of Exit (First) code is not valid.

| Student Number Identifier, Florida | ELL: Basis of Exit (First) |
|---------------------------------------|-------------------------------|
| 123456789X | A |
| * 223456789X | Q |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Basis of Exit (First) and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

16. Fund Source code must be E or Z. -record rejected-

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Fund Source code is not valid.

| Student Number Identifier, Florida | Fund Source |
|---------------------------------------|----------------|
| 123456789X | E |
| * 223456789X | B |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Fund Source and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

**18. The English Language Learners: Student Plan Date must be a valid date and be greater than or equal to the English Language Learners: Entry Date.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Student Plan Date is prior to the English Language Learners: Entry Date.

| Student Number Identifier, Florida | ELL: Entry Date | ELL: Student Plan Date |
|---------------------------------------|-----------------------|------------------------------|
| 123456789X | 03251997 | 03291997 |
| * 223456789X | 03291997 | 03251997 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Student Plan Date and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

19. English Language Learners: Program Participation code must be E, H, L, N or Z. -record rejected-

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Program Participation code is not valid.

| Student Number Identifier, Florida | ELL: Program Participation |
|---------------------------------------|-------------------------------|
| 123456789X | H |
| * 223456789X | G |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Program Participation code and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

20. If there is a valid English Language Learners: Reclassification Date, then the English Language Learners: Reclassification Date must be greater than or equal to a valid English Language Learners: Exit Date. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Reclassification Date is prior to the English Language Learners: Exit Date.

| Student Number Identifier, Florida | ELL: Exit Date | ELL: Reclassification Date |
|---------------------------------------|----------------------|----------------------------------|
| 123456789X | 03251997 | 03291997 |
| * 223456789X | 03291997 | 03251997 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Reclassification Date and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

21. Each English Language Learners Student Information record must be unique based on the keys of District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; and School Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same Student Number Identifier, Florida) of the first and fourth records, respectively.

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | School Year |
|---|---------------------------------------|-----------------------|----------------|
| 01 | 012345678X | 2 | **** |
| * 01 | 012345678X | 2 | **** |
| 01 | 012345676X | 2 | **** |
| 01 | 012345679X | 2 | **** |
| * 01 | 012345679X | 2 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records loaded to the data base are correct, no action is necessary. However, if the district wishes the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

22. If English Language Learners: Entry Date is September 1, 2005 or greater Test Name Listening must be a valid test on the Test Name Table in Appendix I with an indicator code of L (Listening) or Test Name Listening may be ZZZ. If English Language Learners: Entry Date is prior to September 1, 2005 Test Name Listening must be a valid test on the Test Name Table in Appendix I, other than X__, or Test Name Listening may be ZZZ. If District Number, Current Enrollment is 68, then Test Name Listening may be X__. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid. The third record would be rejected because the ELL Entry Date is after September 1, 2005 and the Test Name is valid only before that date.

| Student Number Identifier, Florida | Test Date | Test Name | ELL Entry Date |
|---------------------------------------|--------------|--------------|-------------------|
| 123456789X | 01172009 | LAB | 01172004 |
| * 223456789X | 09012005 | SSL | 09012005 |
| *345678901X | 10012005 | WIA | 10012005 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Name and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

23. The Test Subject Content Listening must be a valid code specified in Appendix L of the DOE Information Data Base Requirements Volume I-Automated Student Information System manual or it may be ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content code is invalid. The third record would be rejected because the Test Subject Content code is blank.

| Student Number Identifier, Florida | Test Name | Test Subject Content |
|---------------------------------------|--------------|-------------------------|
| 123456789X | LAS | 19 |
| * 223456789X | LAS | 03 |
| * 323456789X | LAS | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Subject Content code and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

24. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

25. The School Number, Current Enrollment must exist on the Master School Identification File as a valid active school in the district of enrollment, unless School Number, Current Enrollment is equal to N998 or N999. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. Records one, two and three would be rejected because the School Number, Current Enrollment does not exist on the Master School Identification File as a valid active school number for the District Number, Current Enrollment, or is not equal to N998 or N999.

| District Number, Current Enrollment | School Number, Current Enrollment |
|--|--------------------------------------|
| * 09 | 8131 |
| * 13 | 0021 |
| * 15 | C999 |
| 57 | 0051 |
| 63 | N999 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

26. If the Test Date Listening is a valid date, then the Test Name Listening must be a valid code other than ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is blank.

| Student Number Identifier, Florida | Test Date | Test Name |
|---------------------------------------|--------------|--------------|
| 123456789X | 01192009 | LAB |
| * 323456789X | 01192008 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Name and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

27. **Test Score Type Listening must be RS, SS, NP, or ZZ. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type |
|--|--------------|--------------|-----------------------|
| 123456789X | 01191998 | LAS | RS |
| * 301741234X | 01191998 | LAS | ST |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Score Type and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

28. Test Score Listening must be numeric and right justified with leading zeros. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Score |
|--|--------------|--------------|-----------------------|---------------|
| 123456789X | 01191998 | LAS | RS | 0071 |
| * 301741234X | 01191998 | LAS | SS | AA71 |
| * 242424321X | 01191998 | LAS | RS | 71 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Score and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

29. If Test Date Listening is equal to zero, then Test Name Listening must be ZZZ, the Test Score Type Listening must be ZZ, the Test Subject Content Listening must be ZZ, and the Test Score Listening must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Name is not ZZZ and Test Score Type is not ZZ. The third record would be rejected because Test Subject Content is not ZZ and Test Score is not zero.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Subject Content | Test Score |
|--|--------------|--------------|-----------------------|----------------------------|---------------|
| 123456789X | 00000000 | ZZZ | ZZ | ZZ | 0000 |
| * 301741234X | 00000000 | LAS | SS | ZZ | 0000 |
| * 242424321X | 00000000 | ZZZ | ZZ | 01 | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the appropriate fields and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2A. If Survey Period Code is 2, 3 or 5 and if English Language Learners: Basis of Exit (First) is code A, then English Language Learners: Exit Date must be prior to July 1, 2009. -record rejected-

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Exit Date is after July 1, 2009.

| Student Number Identifier, Florida | ELL: Basis of Exit (First) | ELL: Exit Date |
|---------------------------------------|-------------------------------|-------------------|
| 123456789X | A | 05252009 |
| * 223456789X | A | 09252009 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Exit Date or the English Language Learners: Basis of Exit (First) and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2B. If Survey Period Code is 2, 3 or 5 and if either English Language Learners: Basis of Exit (First) or English Language Learners: Basis of Exit (Second) is code F, G or R, then English Language Learners: Exit Date must be prior to July 1, 2008.

If Survey Period Code is 2, 3 or 5 and if either English Language Learners: Basis of Exit (First) or English Language Learners: Basis of Exit (Second) is code A, then English Language Learners: Exit Date must be prior to July 1, 2009.

If Survey Period Code is 2, 3 or 5 and if either English Language Learners: Basis of Exit (First) or English Language Learners: Basis of Exit (Second) is code B, C, D, or E, then English Language Learners: Exit Date must be prior to April 7, 2012.
-record rejected-

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Exit Date is after July 1, 2008.

| Student Number Identifier, Florida | ELL: Basis of Exit (First) | ELL: Exit Date |
|---------------------------------------|-------------------------------|-------------------|
| 123456789X | F | 05252008 |
| * 223456789X | R | 09252009 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Exit Date or the English Language Learners: Basis of Exit (First) and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2C. If Survey Period Code is 2, 3 or 5 and if English Language Learners: Basis of Exit (First) is not Z, then English Language Learners: Exit Date must be greater than 0. -record rejected-

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Exit Date is not greater than zero.

| Student Number Identifier, Florida | ELL: Basis of Exit (First) | ELL: Exit Date |
|---------------------------------------|-------------------------------|-------------------|
| 123456789X | F | 05252008 |
| * 223456789X | B | 00000000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Exit Date or the English Language Learners: Basis of Exit (First) and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2D. If English Language Learners: Exit Date is greater than zero and Test Name Reading is CEL and Test Date: Reading is greater than the English Language Learners: Entry Date, then Test Form must not be 3. – record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form should not be 3 for an English Language Learner: Exit Date that is greater than zero and where the Test Date: Reading is greater than the English Language Learners: Entry Date.

| District Number, Current Instruction/ Services | Student Number Identifier, Florida | English Language Learners: Entry Date | English Language Learners: Exit Date | Test Date Reading | Test Name Reading | Test Form Reading |
|--|------------------------------------|---------------------------------------|--------------------------------------|-------------------|-------------------|-------------------|
| 05 | 123456789X | 08282008 | 05292009 | 08262008 | CEL | 3 |
| *05 | 301741234X | 08292007 | 12102008 | 08272008 | CEL | 3 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Form, ELL: Exit Date, ELL: Entry Date or Test Date: Reading and resubmit the record

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2E. If English Language Learners: Exit Date is greater than zero and Test Name Writing is CEL and Test Date: Writing is greater than the English Language Learners: Entry Date, then Test Form must not be 3. – record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form should not be 3 for an English Language Learner: Exit Date that is greater than zero and where Test Date: Writing is greater than the English Language Learners: Entry Date.

| District Number, Current Instruction/ Services | Student Number Identifier, Florida | English Language Learners: Entry Date | English Language Learners: Exit Date | Test Date Writing | Test Name Writing | Test Form Writing |
|--|---|--|---|-------------------------|-------------------------|-------------------------|
| 05 | 123456789X | 08282008 | 05292009 | 08262008 | CEL | 3 |
| *05 | 301741234X | 08292007 | 12102008 | 08272008 | CEL | 3 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Form, ELL: Exit Date, ELL: Entry Date or Test Date: Writing and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2F. If English Language Learners: Exit Date is greater than zero and Test Name Speaking is CEL and Test Date: Speaking is greater than the English Language Learners: Entry Date, then Test Form must not be 3. – record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form should not be 3 for an English Language Learner: Exit Date that is greater than zero and where the Test Date: Speaking is greater than the English Language Learners: Entry Date.

| District Number, Current Instruction/ Services | Student Number Identifier, Florida | English Language Learners: Entry Date | English Language Learners: Exit Date | Test Date Speaking | Test Name Speaking | Test Form Speaking |
|--|------------------------------------|---------------------------------------|--------------------------------------|--------------------|--------------------|--------------------|
| 05 | 123456789X | 08282008 | 05292009 | 08262008 | CEL | 3 |
| *05 | 301741234X | 08292007 | 12102008 | 08272008 | CEL | 3 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Form, ELL: Exit Date, ELL: Entry Date or Test Date: Speaking and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2G. If English Language Learners: Exit Date is greater than zero and Test Name Listening is CEL and Test Date: Listening is greater than the English Language Learners: Entry Date, then Test Form must not be 3. – record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form should not be 3 for an English Language Learner: Exit Date that is greater than zero and where the Test Date: Listening is greater than the English Language Learners: Entry Date.

| District Number, Current Instruction/ Services | Student Number Identifier, Florida | English Language Learners: Entry Date | English Language Learners: Exit Date | Test Date Listening | Test Name Listening | Test Form Listening |
|--|------------------------------------|---------------------------------------|--------------------------------------|---------------------|---------------------|---------------------|
| 05 | 123456789X | 08282008 | 05292009 | 08262008 | CEL | 3 |
| *05 | 301741234X | 08292007 | 12102008 | 08272008 | CEL | 3 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Form, ELL: Exit Date, ELL Entry Date or Test Date: Listening and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2H. If English Language Learners: Basis of Entry is code A and If English Language Learners: Exit Date is 00000000 then the Test Name: Listening and Test Name: Speaking must be other than ZZZ. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Name: Listening must be other than ZZZ.

| Student Number Identifier, Florida | ELL: Basis of Entry | ELL: Exit Date | Test Name: Listening | Test Name: Speaking | Test Name: Reading | Test Name: Writing |
|---|---------------------------|----------------------|----------------------------|---------------------------|--------------------------|--------------------------|
| 123456789X | A | 00000000 | LAB | LAB | ZZZ | ZZZ |
| * 323456789X | A | 00000000 | ZZZ | LAB | ZZZ | ZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Name information or the ELL, Basis of Entry and resubmit the record

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2I. If English Language Learners: Basis of Entry is code R and If English Language Learners: Exit Date is 00000000 then the Test Name: Reading and Test Name: Writing must be other than ZZZ. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Name: Reading must be other than ZZZ.

| Student Number Identifier, Florida | ELL: Basis of Entry | ELL: Exit Date | Test Name: Reading | Test Name: Writing | Test Name: Listening | Test Name: Speaking |
|---|---------------------------|----------------------|--------------------------|--------------------------|----------------------------|---------------------------|
| 123456789X | R | 00000000 | LAB | LAB | ZZZ | ZZZ |
| * 323456789X | R | 00000000 | ZZZ | LAB | ZZZ | ZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Name or the ELL: Basis of Entry code and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



**2J. If Survey Period Code is 2, 3 or 5, then Test Form must not be blank.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Survey Code is 3 and the Test Form field is blank.

| Student Number Identifier, Florida | Survey Period Code | Test Form |
|--|-----------------------|--------------|
| 123456789X | 2 | A |
| *342323432X | 3 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Form and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



**2K. If Survey Period Code is not 2, 3 or 5, then Test Level must not be blank.
-record rejected-**

EXAMPLE

The two records listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Survey Code is 3 and the Test Level field is not a valid code.

| Student Number Identifier, Florida | Survey Period Code | Test Level |
|--|-----------------------|---------------|
| 123456789X | 2 | 11 |
| *342323432X | 3 | AA |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Level and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2L. If Survey Period Code is 2, 3 or 5 and if either English Language Learners: Basis of Exit (First) or English Language Learners: Basis of Exit (Second) is code H, I or J, then English Language Learners: Exit Date must be after April 6, 2012. -record rejected-

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Exit Date is prior to April 6, 2012.

| Student Number Identifier, Florida | ELL: Basis of Exit (First) | ELL: Exit Date |
|---------------------------------------|-------------------------------|-------------------|
| 123456789X | I | 05252012 |
| * 223456789X | J | 09252011 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Exit Date or the English Language Learners: Basis of Exit (First) and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2M. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



20. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

30. If Test Date Listening is greater than zero, then Test Score Type Listening must be a valid code other than ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score Type is ZZ. The third record would be rejected because Test Score Type is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Score |
|--|--------------|--------------|-----------------------|---------------|
| 1234567892 | 01191998 | LAS | RS | 0071 |
| * 301741234X | 01191998 | LAS | ZZ | 0071 |
| * 242124321X | 01191998 | LAS | CC | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Score Type and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

31. If Test Date Listening is greater than zero, then Test Subject Content Listening must be a valid code other than ZZ. -record rejected-

EXAMPLE


The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Subject Content is blank. The third record would be rejected because Test Subject Content is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Subject Content | Test Score |
|--|--------------|--------------|-----------------------|----------------------------|---------------|
| 1234567892 | 01191998 | LAS | RS | 01 | 0071 |
| * 301741234X | 01191998 | LAS | RS | | 0071 |
| * 242124321X | 01191998 | LAS | RS | ZZ | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Subject Content and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 32. If Survey Period is 2 or 3 Test Date Speaking must be numeric and a valid date, less than or equal to the survey date, unless zero filled. If Survey Period is 5, Test Date Speaking must be numeric and a valid date, less than or equal to June 30th, unless zero filled. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is invalid.

| Student Number Identifier, Florida | Test Name | Test Date |
|---------------------------------------|--------------|--------------|
| 123456789X | BOL | 01192005 |
| 223456789X | ZZZ | 00000000 |
| * 323456789X | TLD | 04312005 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Date and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

33. If English Language Learners: Entry Date is September 1 , 2005 or greater Test Name Speaking must be a valid test on the Test Name Table in Appendix I with an indicator code of S (Speaking) or Test Name Speaking may be ZZZ. If English Language Learners: Entry Date is prior to September 1, 2005 Test Name Speaking must be a valid test on the Test Name Table in Appendix I, other than X__, or Test Name Speaking may be ZZZ. If District Number, Current Enrollment is 68, then Test Name Listening may be X__.-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid. The third record would be rejected because the ELL Entry Date is after September 1, 2005 and the Test Name is valid only before that date.

| Student Number Identifier, Florida | Test Date | Test Name | ELL Entry Date |
|---------------------------------------|--------------|--------------|-------------------|
| 123456789X | 01172009 | LAB | 01172004 |
| * 223456789X | 09012005 | SSL | 09012005 |
| * 345678901X | 10012005 | WIA | 10012005 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Name and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

34. Test Score Type Speaking must be RS, SS, NP, or ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type |
|--|--------------|--------------|-----------------------|
| 1234567892 | 01191998 | LAS | RS |
| * 301741234X | 01191998 | LAS | ST |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Score Type and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

35. The Test Subject Content Speaking must be a valid code specified in Appendix L of the DOE Information Data Base Requirements: Volume I--Automated Student Information System manual or it may be ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content code is invalid. The third record would be rejected because the Test Subject Content code is blank.

| Student Number Identifier, Florida | Test Name | Test Subject Content |
|---------------------------------------|--------------|-------------------------|
| 123456789X | LLK | 18 |
| * 223456789X | LLK | 12 |
| * 323456789X | LLK | |

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

36. Test Score Speaking must be numeric and right justified with leading zeros. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Score |
|--|--------------|--------------|-----------------------|---------------|
| 1234567892 | 01191998 | LAS | RS | 0071 |
| * 301741234X | 01191998 | LAS | SS | AA71 |
| * 242424321X | 01191998 | LAS | RS | 71 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Score and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

37. If Test Date Speaking is equal to zero, then Test Name Speaking must be ZZZ, the Test Score Type Speaking must be ZZ, the Test Subject Content Speaking must be ZZ, and the Test Score Speaking must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Name is not ZZZ and Test Score Type is not ZZ. The third record would be rejected because Test Subject Content is not ZZ and Test Score is not zero.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Subject Content | Test Score |
|--|--------------|--------------|-----------------------|----------------------------|---------------|
| 1234567892 | 00000000 | ZZZ | ZZ | ZZ | 0000 |
| * 301741234X | 00000000 | LAS | SS | ZZ | 0000 |
| * 242424321X | 00000000 | ZZZ | ZZ | 01 | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the appropriate fields and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

38. If the Test Date Speaking is a valid date, then the Test Name Speaking must be a valid code other than ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is blank.

| Student Number Identifier, Florida | Test Date | Test Name |
|---------------------------------------|--------------|--------------|
| 123456789X | 01192009 | BOL |
| * 323456789X | 01192008 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Name and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

39. If Test Date Speaking is greater than zero, then Test Score Type Speaking must be a valid code other than ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score Type is blank. The third record would be rejected because Test Score Type is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Score |
|--|--------------|--------------|-----------------------|---------------|
| 1234567892 | 01191998 | LAS | RS | 0071 |
| * 301741234X | 01191998 | LAS | | 0071 |
| * 242124321X | 01191998 | LAS | CC | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Score Type and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

40. If Test Date Speaking is greater than zero, then Test Subject Content Speaking must be a valid code other than ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Subject Content is blank. The third record would be rejected because Test Subject Content is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Subject Content | Test Score |
|--|--------------|--------------|-----------------------|----------------------------|---------------|
| 1234567892 | 01191998 | LAS | RS | 01 | 0071 |
| * 301741234X | 01191998 | LAS | RS | | 0071 |
| * 242124321X | 01191998 | LAS | RS | ZZ | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Subject Content and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 **41. If Survey Period is 2 or 3, Test Date Reading must be numeric and a valid date less than or equal to the survey date, unless zero filled. If Survey Period is 5, Test Date Reading must be numeric and a valid date, less than or equal to June 30th, unless zero filled. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is invalid.

| Student Number Identifier, Florida | Test Name | Test Date |
|---------------------------------------|--------------|--------------|
| 123456789X | CAT | 01192006 |
| 223456789X | ZZZ | 00000000 |
| * 323456789X | CAT | 04312006 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Date and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

42. If English Language Learners: Entry Date is September 1, 2005 or greater Test Name Reading must be an approved test listed on the Test Name Table in Appendix I with an indicator code of R (Reading) or Test Name Reading may be ZZZ. If English Language Learners: Entry Date is prior to September 1, 2005 Test Name Reading must be on the Test Name Table in Appendix I, other than X__, or Test Name Reading may be ZZZ. If District Number, Current Enrollment is 68, then Test Name Reading may be X__. If District Number, Current Enrollment is 55 and Test Date is prior to September 1, 2010, then Test Name Reading may be X__.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid. The third record would be rejected because the ELL Entry Date is after September 1, 2005 and the Test Name is valid only prior to that date.

| Student Number Identifier, Florida | Test Date | Test Name | ELL Entry Date |
|---------------------------------------|--------------|--------------|-------------------|
| 123456789X | 01172004 | CAT | 01172004 |
| * 223456789X | 09012005 | SSL | 09012005 |
| * 345678901X | 10012005 | WIA | 10012005 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Name and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

43. **Test Score Type Reading must be RS, SS, NP, or ZZ. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type |
|--|--------------|--------------|-----------------------|
| 1234567892 | 01191998 | CAT | RS |
| * 301741234X | 01191998 | CAT | ST |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Score Type and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

44. The Test Subject Content Reading must be a valid code specified in Appendix L of the DOE Information Data Base Requirements: Volume I-Automated Student Information System manual or it may be ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content code is invalid. The third record would be rejected because the Test Subject Content code is blank.

| Student Number Identifier, Florida | Test Name | Test Subject Content |
|---------------------------------------|--------------|-------------------------|
| 123456789X | CAT | 10 |
| * 223456789X | CAT | 12 |
| * 323456789X | CAT | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Subject Content code and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

- 45. Test Score Reading must be numeric and right justified with leading zeros.**
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Score |
|--|--------------|--------------|-----------------------|---------------|
| 1234567892 | 01191998 | CAT | SS | 0071 |
| * 301741234X | 01191998 | CAT | SS | AA71 |
| * 242424321X | 01191998 | CAT | SS | 71 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Score and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

46. If Test Date Reading is equal to zero, then Test Name Reading must be ZZZ, the Test Score Type Reading must be ZZ, the Test Subject Content Reading must be ZZ, and the Test Score Reading must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Name is not ZZZ and Test Score Type is not ZZ. The third record would be rejected because Test Subject Content is not ZZ and Test Score is not zero.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Subject Content | Test Score |
|--|--------------|--------------|-----------------------|----------------------------|---------------|
| 1234567892 | 00000000 | ZZZ | ZZ | ZZ | 0000 |
| * 301741234X | 00000000 | CAT | SS | ZZ | 0000 |
| * 242424321X | 00000000 | ZZZ | ZZ | 01 | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the appropriate fields and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

47. If the Test Date Reading is a valid date, then the Test Name Reading must be a valid code other than ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is blank.

| Student Number Identifier, Florida | Test Date | Test Name |
|---------------------------------------|--------------|--------------|
| 123456789X | 01191998 | CAT |
| * 323456789X | 01191998 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Name and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

48. If Test Date Reading is greater than zero, then Test Score Type Reading must be a valid code other than ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score Type is blank. The third record would be rejected because Test Score Type is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Score |
|--|--------------|--------------|-----------------------|---------------|
| 1234567892 | 01191998 | CAT | RS | 0071 |
| * 301741234X | 01191998 | CAT | | 0071 |
| * 242124321X | 01191998 | CAT | CC | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Score Type and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

49. If Test Date Reading is greater than zero, then Test Subject Content Reading must be a valid code other than ZZ. -record rejected-

EXAMPLE


The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Subject Content is blank. The third record would be rejected because Test Subject Content is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Subject Content | Test Score |
|--|--------------|--------------|-----------------------|----------------------------|---------------|
| 1234567892 | 01191998 | CAT | RS | 10 | 0071 |
| * 301741234X | 01191998 | CAT | RS | | 0071 |
| * 242124321X | 01191998 | CAT | RS | 99 | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Subject Content and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 50. If Survey Period is 2 or 3, Test Date Writing must be numeric and a valid date, less than or equal to the survey date, unless zero filled. If Survey Period is 5, Test Date Writing must be numeric and a valid date less than or equal to June 30th, unless zero filled. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is invalid.

| Student Number Identifier, Florida | Test Name | Test Date |
|---------------------------------------|--------------|--------------|
| 123456789X | TER | 01192006 |
| 223456789X | ZZZ | 00000000 |
| * 323456789X | TER | 04312006 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Date and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

51. If English Language Learners: Entry Date is September 1, 2005 or greater Test Name Writing must be an approved test listed on the Test Name Table in Appendix I with an indicator code of W (Writing) or Test Name Writing may be ZZZ. If English Language Learners: Entry Date is prior to September 1, 2005, Test Name Writing must be on the Test Name Table in Appendix I, other than X__, or Test Name Writing may be ZZZ. If District Number is 68, then Test Name Writing may be X__. If District Number, Current Enrollment is 50 and Test Date: Writing is between 07/01/2006 and 06/30/2008, then Test Name: Writing may be X__. If District Number, Current Enrollment is 55 and Test Date is prior to September 1, 2010, then Test Name Writing may be X__. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid. The third record would be rejected because ELL Entry Date is later than September 1, 2005 and the Test Name is valid only before that date.

| Student Number Identifier, Florida | Test Date | Test Name | ELL Entry Date |
|---------------------------------------|--------------|--------------|-------------------|
| 123456789X | 01172004 | IRW | 01172004 |
| * 223456789X | 09012005 | SSL | 09012005 |
| * 345678901X | 10012005 | WIA | 10012005 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Name and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

52. Test Score Type Writing must be RS, SS, NP, or ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type |
|--|--------------|--------------|-----------------------|
| 1234567892 | 01191998 | TER | RS |
| * 301741234X | 01191998 | TER | ST |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Score Type and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

53. The Test Subject Content Writing must be a valid code specified in Appendix L of the DOE Information Data Base Requirements: Volume I-Automated Student Information System manual or it may be ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content code is invalid. The third record would be rejected because the Test Subject Content code is blank.

| Student Number Identifier, Florida | Test Name | Test Subject Content |
|---------------------------------------|--------------|-------------------------|
| 123456789X | TER | 35 |
| * 223456789X | TER | 12 |
| * 323456789X | TER | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Subject Content code and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

- 54. Test Score Writing must be numeric and right justified with leading zeros.**
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Score |
|--|--------------|--------------|-----------------------|---------------|
| 1234567892 | 01191998 | TER | SS | 0071 |
| * 301741234X | 01191998 | TER | SS | AA71 |
| * 242424321X | 01191998 | TER | SS | 71 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Score and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

55. If Test Date Writing is equal to zero, then Test Name Writing must be ZZZ, the Test Score Type Writing must be ZZ, the Test Subject Content Writing must be ZZ, and the Test Score Writing must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Name is not ZZZ and Test Score Type is not ZZ. The third record would be rejected because Test Subject Content is not ZZ and Test Score is not zero.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Subject Content | Test Score |
|--|--------------|--------------|-----------------------|----------------------------|---------------|
| 1234567892 | 00000000 | ZZZ | ZZ | ZZ | 0000 |
| * 301741234X | 00000000 | TER | SS | ZZ | 0000 |
| * 242424321X | 00000000 | ZZZ | ZZ | 36 | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the appropriate fields and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

56. If the Test Date Writing is a valid date, then the Test Name Writing must be other than ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is ZZZ.

| Student Number Identifier, Florida | Test Date | Test Name |
|---------------------------------------|--------------|--------------|
| 123456789X | 01191998 | TER |
| * 323456789X | 01191998 | ZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Name and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

57. If Test Date Writing is greater than zero, then Test Score Type Writing must be a valid code other than ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score Type is blank. The third record would be rejected because Test Score Type is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Score |
|--|--------------|--------------|-----------------------|---------------|
| 1234567892 | 01191998 | TER | RS | 0071 |
| * 301741234X | 01191998 | TER | | 0071 |
| * 242124321X | 01191998 | TER | CC | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Score Type and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

58. If Test Date Writing is greater than zero, then Test Subject Content Writing must be a valid code other than ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Subject Content is blank. The third record would be rejected because Test Subject Content is invalid.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type | Test Subject Content | Test Score |
|--|--------------|--------------|-----------------------|----------------------------|---------------|
| 1234567892 | 01191998 | TER | RS | 01 | 0071 |
| * 301741234X | 01191998 | TER | RS | | 0071 |
| * 242124321X | 01191998 | TER | RS | ZZ | 0071 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Subject Content and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

59. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Instruction/Service | Student Number Identifier, Local |
|---|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



62. If Survey Period Code is 2, 3 or 5, then English Language Learners: Reclassification Exit Date must be numeric and a valid date, unless zero-filled.– reject record–

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Exit Date is not a valid date or is it zero-filled.

| Student Number Identifier, Florida | ELL: Reclassification Exit Date |
|---------------------------------------|------------------------------------|
| 123456789X | 01181997 |
| * 223456789X | 02311997 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the ELL: Reclassification Exit Date and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

63. If the English Language Learners: Reclassification Exit Date is greater than zero, then the English Language Learners: Reclassification Exit Date must be equal to or greater than the English Language Learners: Reclassification Date. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the English Language Learners: Reclassification Exit Date is prior to the English Language Learners: Reclassification Date.

| Student Number Identifier, Florida | ELL: Exit Date | ELL: Reclassification Date | ELL: Reclassification Exit Date |
|--|----------------------|----------------------------------|---------------------------------------|
| 1234567892 | 11181997 | 05291999 | 05282000 |
| 301741234X | 11181997 | 05291999 | 00000000 |
| * 242124321X | 11181997 | 05291999 | 12171998 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Reclassification Exit Date and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 64. If Survey Period Code is 2, 3 or 5, English Language Learners: Basis of Exit (Second) code must be B, C, D, E, F, G, H, I, J or Z. -record rejected-

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the English Language Learners: Basis of Exit (Second) code is not valid.

Student Number
Identifier, Florida

ELL: Basis
of Exit (Second)

123456789X
* 223456789X

E
Q

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Basis of Exit (Second) and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

65. If Survey Period Code is 2, 3 or 5 and English Language Learners: Basis of Exit (Second) code is not Z, then English Language Learners: Basis of Exit (First) code must not be Z. -record rejected-

EXAMPLE

The first and second records listed below would be added to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the English Language Learners: Basis of Exit (First) code is not valid when the ELL Basis of Exit (Second) code is not Z.

| Student Number Identifier, Florida | ELL: Basis of Exit (First) | ELL Basis of Exit (Second) |
|---------------------------------------|-------------------------------|-------------------------------|
| 123456789X | B | F |
| 223456789X | C | E |
| * 345678901X | Z | D |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the English Language Learners: Basis of Exit (First) or the English Language Learners: Basis of Exit (Second) and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

66. If English Language Learners: Exit Date is 00000000 and if Test Name Listening is CEL, then Test Form Listening must be code 3. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is not 3.

| Student Number Identifier, Florida | Test Name | Test Form | ELL: Exit Date |
|---------------------------------------|--------------|--------------|-------------------|
| 123456789X | CEL | 3 | 00000000 |
| * 323456789X | CEL | 2 | 00000000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Form and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

67. If English Language Learners: Exit Date is 00000000 and if Test Name Speaking is CEL, then Test Form Speaking must be code 3. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is not 3.

| Student Number Identifier, Florida | Test Name | Test Form | ELL: Exit Date |
|---------------------------------------|--------------|--------------|-------------------|
| 123456789X | CEL | 3 | 00000000 |
| * 323456789X | CEL | 2 | 00000000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Form and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

68. If English Language Learners: Exit Date is 00000000 and if Test Name Reading is CEL, then Test Form Reading must be code 3. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is not 3.

| Student Number Identifier, Florida | Test Name | Test Form | ELL: Exit Date |
|---------------------------------------|--------------|--------------|-------------------|
| 123456789X | CEL | 3 | 00000000 |
| * 323456789X | CEL | 2 | 00000000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Form and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

69. If the English Language Learners: Exit Date is 00000000 and if Test Name Writing is CEL, then Test Form Writing must be code 3. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is not 3.

| Student Number Identifier, Florida | Test Name | Test Form | ELL: Exit Date |
|---------------------------------------|--------------|--------------|-------------------|
| 123456789X | CEL | 3 | 00000000 |
| * 323456789X | CEL | 2 | 00000000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Form and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – STATE VALIDATION RULES

75. Each English Language Learners Student Information record must have a matching Student Demographic record based on District Number, Current Instruction/Service (Student Demographic) and District Number, Current Instruction/Service (English Language Learners Student Information); Student Number Identifier, Florida; Survey Period Code and School Year and with the English Language Learners code = LY, LP or LF. -state validation 3-

EXAMPLE

The English Language Learners Student Information record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

English Language Learners Student Information records

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | School Year |
|---|---|--------------------------|----------------|
| * 01 | 012345678X | 2 | **** |
| 01 | 019876545X | 2 | **** |
| 01 | 429876546X | 2 | **** |

Student Demographic Information records

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | School Year | Limited English Proficient |
|---|---|--------------------------|----------------|----------------------------------|
| 01 | 019876545X | 2 | **** | LY |
| 01 | 429876546X | 2 | **** | LF |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the English Language Learners Student Information record or add a Student Demographic record to match the above key fields.

ENGLISH LANGUAGE LEARNERS INFORMATION – STATE VALIDATION RULES

76. If the English Language Learners: Exit Date is greater than zero, then the English Language Learners code must be LF, unless the English Language Learners: Reclassification Date is greater than zero. -state validation 3-

EXAMPLE

The English Language Learners records listed below which are marked with an asterisk would cause a message to be generated because the English Language Learners: Exit Dates are valid dates and the English Language Learners codes are not LF.

English Language Learners Student Information records

| Student Number Identifier, Florida | School Year | English Language Learners: Exit Date |
|---|----------------|--|
| 012345678X | 0203 | 01042000 |
| * 601254693X | 0203 | 12181998 |
| * 019876545X | 0203 | 02101999 |

Student Demographic Information records

| Student Number Identifier, Florida | School Year | English Language Learners |
|---|----------------|---------------------------------|
| 012345678X | 0203 | LF |
| 601254693X | 0203 | LZ |
| 019876545X | 0203 | ZZ |

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: Exit Dates and/or the English Language Learners codes so that the valid relationship exists between the elements.

ENGLISH LANGUAGE LEARNERS INFORMATION – STATE VALIDATION RULES

77. If Survey Period Code is 2, 3 or 5; and if the English Language Learners: Basis of Exit (First) code is Z; and if the English Language Learners: Basis of Exit (Second) code is Z, then the English Language Learners, PK-12 code (on the Student Demographic Information record) must be LP or LY. The records should be matched on the following elements: District Number, Current Instruction/Service (Student Demographic) and District Number, Current Instruction/Service (English Language Learners Student Information); Student Number Identifier, Florida; Survey Period Code and School Year. -state validation 3-

EXAMPLE

The second record would cause a message to be generated because the English Language Learners, PK-12 code of LF must have a non-Z English Language Learners: Basis of Exit code

Student Demographic Information record

| Student Number Identifier, Florida | English Language Learners, PK-12 |
|------------------------------------|----------------------------------|
| 123456789X | LY |
| * 223456789X | LF |

English Language Learners Student Information record

| Student Number Identifier, Florida | ELL: Basis of Exit (First) | ELL: Basis of Exit (Second) |
|------------------------------------|----------------------------|-----------------------------|
| 123456789X | Z | Z |
| * 223456789X | Z | Z |

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners, PK-12 code and/or the English Language Learners: Basis of Exit code so that a valid relationship exists between the elements.

ENGLISH LANGUAGE LEARNERS INFORMATION – STATE VALIDATION RULES

79. If the English Language Learners: Reclassification Exit Date is a valid date, then the English Language Learners code must be LF. -state validation 3-

EXAMPLE

The English Language Learners records listed below which are marked with an asterisk would cause a message to be generated because the English Language Learners: Reclassification Exit Dates are valid dates and the English Language Learners code is not LF.

English Language Learners Student Information records

| Student Number Identifier, Florida | School Year | Survey Period Code | ELL: Exit Date | ELL: Reclassification Date | ELL: Reclassification Exit Date |
|---|----------------|--------------------------|----------------------|----------------------------------|---------------------------------------|
| 123456789X | **** | 2 | 12041998 | 01051999 | 04302000 |
| * 223456789X | **** | 2 | 10011998 | 03231999 | 06142000 |
| * 323456789X | **** | 2 | 01051998 | 09061998 | 03152000 |

Student Demographic Information records

| Student Number Identifier, Florida | School Year | Survey Period Code | English Language Learners |
|---|----------------|--------------------------|---------------------------------|
| 123456789X | **** | 2 | LF |
| 223456789X | **** | 2 | LZ |
| 323456789X | **** | 2 | ZZ |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The District must correct the English Language Learners: Reclassification Exit Dates and/or the English Language Learners codes so that the valid relationship exists between the elements.

ENGLISH LANGUAGE LEARNERS INFORMATION – STATE VALIDATION RULES

82. English Language Learners: Classification Date must be greater than or equal to the English Language Learners: Home Language Survey Date, unless the ELL: Classification Date is zero filled. –state validation-

EXAMPLE

The third record listed below would cause an error message to be generated because the English Language Learners: Classification Date is less than the English Language Learners: Home Language Survey Date.

English Language Learners Student Information Record

| Student Number Identifier, Florida | ELL: Classification Date |
|---------------------------------------|-----------------------------|
| 123456789X | 02031997 |
| 223456789X | 00000000 |
| * 423456789X | 08072001 |

Student Demographic Information Records

| Student Number Identifier, Florida | ELL: Home Language Survey Date |
|---------------------------------------|-----------------------------------|
| 123456789X | 01181997 |
| 223456789X | 10042004 |
| * 423456789X | 09082001 |

DISTRICT RESPONSIBILITY

The district must correct the ELL: Classification Date and/or the ELL: Home Language Date so that a valid relationship exists between these elements.

ENGLISH LANGUAGE LEARNERS INFORMATION – STATE VALIDATION RULES

83. If English Language Learners, PK-12 on the Student Demographic Information record is LY or LF, then English Language Learners: Entry Date cannot be zero. The match between the two records should be done by matching the District Number, Current Instruction/Service (Student Demographic) and District Number, Current Instruction/Service (English Language Learners Student Information); Student Number Identifier, Florida; Survey Period Code and School Year . -state validation 3-

EXAMPLE

The English Language Learners records listed below which are marked with an asterisk would cause a message to be generated because the English Language Learners: Entry Dates are zero and the English Language Learners, PK-12 codes are LF and LY.

English Language Learners Student Information records

| Student Number Identifier, Florida | School Year | English Language Learners: Entry Date |
|---|----------------|---|
| 012345678X | 0708 | 01042000 |
| * 601254693X | 0708 | 00000000 |
| * 019876545X | 0708 | 00000000 |

Student Demographic Information records

| Student Number Identifier, Florida | School Year | English Language Learners |
|---|----------------|---------------------------------|
| 012345678X | 0708 | LF |
| 601254693X | 0708 | LY |
| 019876545X | 0708 | LF |

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: Entry Dates and/or the English Language Learners, PK-12 codes so that a valid relationship exists between the elements.

ENGLISH LANGUAGE LEARNERS INFORMATION – STATE VALIDATION RULES

85. If there is a matching Student Demographic record, then the Grade Level must be K-12. The records should be matched using the District Number, Current Instruction/Service (Student Demographic) and District Number, Current Instruction/Service (English Language Learners Student Information); Student Number Identifier, Florida; Survey Period Code and School Year. –state validation-

EXAMPLE

The English Language Learners Student Information record listed below which is marked with an asterisk would cause a message to be generated because the matching Student Demographic record has a Grade Level of PK.

English Language Learners Student Information records

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code |
|---|---|--------------------------|
| 01 | 012345678X | 2 |
| *01 | 429876546X | 2 |

Student Demographic Information records


| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Grade Level |
|---|---|--------------------------|----------------|
| 01 | 019876545X | 2 | 3 |
| 01 | 429876546X | 2 | PK |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the English Language Learners Student Information record or change the Grade Level on the matching Student Demographic record.

ENGLISH LANGUAGE LEARNERS INFORMATION – STATE VALIDATION RULES

 86. If Survey Period Code is 2, 3 or 5 and if English Language Learners, PK-12 code is LY and if the English Language Learners: Basis of Entry code is A, R or T, then at least one of the following must be other than ZZZ: Test Name: Listening; Test Name: Reading; Test Name: Writing; or Test Name: Speaking.

If Survey Period Code is 2, 3 or 5 and if English Language Learners, PK-12 code is LF and if both the English Language Learners: Basis of Exit (First) and the English Language Learners: Basis of Exit (Second) codes are A, C, D, F, G or R then at least one of the following must be other than ZZZ: Test Name: Listening; Test Name: Reading; Test Name: Writing; or Test Name: Speaking.

-state validation-

EXAMPLE

The English Language Learners Student Information record listed below which is marked with an asterisk would cause a message to be generated because all the Test Names are ZZZ.

English Language Learners Student Information records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | ELL: Basis of Exit (First) | ELL: Basis of Exit (Second) | Test Name: Listening | Test Name: Reading | Test Name: Writing | Test Name: Speaking |
|---|---|-------------------------------------|--------------------------------------|----------------------------|--------------------------|--------------------------|---------------------------|
| 01 | 123456789X | C | D | LAB | LAB | ZZZ | ZZZ |
| *01 | 234567890X | C | D | ZZZ | ZZZ | ZZZ | ZZZ |

Student Demographic Information records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | English Language Learners, PK-12 |
|---|---|---|
| 01 | 123456789X | LF |
| 01 | 234567890X | LY |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: PK-12 code and/or an English Language Learners: Basis of Entry code or submit the appropriate Test Name so that a valid relationship exists between the elements.

ENGLISH LANGUAGE LEARNERS STUDENT INFORMATION - EXCEPTION REPORTS

91. If English Language Learners, PK-12 on the Student Demographic Information record is not code LF and if English Language Learners: Entry Date is not zero, then it must be within six years of the Survey Date for Survey Period Codes 2 or 3 or August 31 of the start of the next school year for Survey Period Code 5. The match between the two records should be done using the District Number, Current Instruction/Service (Student Demographic) and District Number, Current Instruction/Service (English Language Learners Student Information); Student Number Identifier, Florida; Survey Period Code and School Year.
-exception report-

EXAMPLE

The first and second records listed below would pass the edit. The third record would cause a message to be generated because the English Language Learners: Entry Date is not within six years of the Survey Date and the English Language Learners, PK-12 code is LY.

English Language Learners Information

| District Number, Current Instruction Service | Student Number /Identifier, Florida | English Language Learners: Entry Date | Survey Period Code | School Year |
|---|--|--|--------------------------|----------------|
| 01 | 123456789X | 01042008 | 2 | 1112 |
| 01 | 019584559X | 01182009 | 2 | 1112 |
| *01 | 234584559X | 01182004 | 2 | 1112 |

Student Demographic Information

| District Number, Current Instruction Service | Student Number /Identifier, Florida | ELL, PK-12 | Survey Period Code | School Year |
|---|--|------------|--------------------------|----------------|
| 01 | 123456789X | LY | 2 | 1112 |
| 01 | 019584559X | LY | 2 | 1112 |
| * 01 | 234584559X | LY | 2 | 1112 |

ENGLISH LANGUAGE LEARNERS STUDENT INFORMATION - EXCEPTION REPORTS

DISTRICT RESPONSIBILITY

The district should verify the English Language Learners: Entry Date on the English Language Learners Information format and the English Language Learners, PK-12 code on the Student Demographic Information format and correct the date or code if it is in error.

ENGLISH LANGUAGE LEARNERS STUDENT INFORMATION - EXCEPTION REPORTS

92. If Survey Period is 2 or 3, English Language Learners: Exit Date must be greater than or equal to two years prior to the Survey Date*, unless zero filled or unless English Language Learners: Reclassification Date is greater than zero. If Survey Period is 5, English Language Learners: Exit Date must be greater than or equal to two years prior to August 15th of the year in which the survey 5 data are due to the Department, unless zero filled or unless English Language Learners Reclassification Date is greater than zero. -exception report-

(Example: For Survey 5 of 2007-08 the Exit Date should be greater than or equal to August 15, 2006.)

* Note: The Survey Date is the date of the Friday during Survey Week for the Survey Period reported.

Purpose: The purpose of this edit is to ensure that LF code in the English Language Learners, PK-12 data element is changed to LZ after two years.

EXAMPLE

The first, second and fourth records listed below would pass the edit. The third record would cause a message to be generated because the English Language Learners: Exit Date is more than two years prior to the Survey Date.

| Student Number Identifier, Florida | Survey Period Code | Survey Date | English Language Learners: Exit Date | English Language Learners: Reclassification Date |
|---------------------------------------|--------------------------|----------------|---|--|
| 123456789X | 2 | 10132006 | 01042005 | 00000000 |
| 223456789X | 2 | 10132006 | 00000000 | 00000000 |
| * 019584559X | 2 | 10132006 | 01182004 | 00000000 |
| 234584559X | 2 | 10132006 | 01182003 | 10012004 |

DISTRICT RESPONSIBILITY

The district should verify the English Language Learners: Exit Date and correct the date if it is in error.

ENGLISH LANGUAGE LEARNERS STUDENT INFORMATION - EXCEPTION REPORTS

**93. If Survey Period is 2 or 3, English Language Learners: Reclassification Exit Date must be greater than or equal to two years prior to the Survey Date*, unless zero filled. If Survey Period is 5, the English Language Learners Reclassification Exit Date must be greater than or equal to two years prior to August 15th of the year in which the survey 5 data is due to the Department, unless zero filled.
-exception report-**

Example: For Survey 5 of 2007-08 the Reclassification Exit Date should be greater than or equal to August 15, 2006.

***Note: The Survey Date is the date of the Friday during Survey Week for the Survey Period reported.**

Purpose: The purpose of this edit is to ensure that an LF code in the English Language Learners, PK-12 data element is changed to LZ after two years.

EXAMPLE

If Survey Date is 02102006, the first two records listed below would pass the edit. The third record would cause a message to be generated because the English Language Learners: Reclassification Exit Date is more than two years prior to the Survey Date.

| Student Number Identifier, Florida | Survey Period Code | ELL: Exit Date | ELL: Reclassification Date | ELL: Reclassification Exit Date |
|--|--------------------------|----------------------|----------------------------------|---------------------------------------|
| 1234567892 | 3 | 11182004 | 05292005 | 12022005 |
| 301741234X | 3 | 11182004 | 05292005 | 00000000 |
| * 019584559X | 3 | 11182002 | 05292003 | 12182003 |

DISTRICT RESPONSIBILITY

The district should verify the English Language Learners: Reclassification Exit Date and correct it if it is in error.

EXCEPTIONAL STUDENT - REJECT RULES

1. **District Number, Current Enrollment must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE


If district 01 is submitting records; District Number, Current Enrollment must be 01 for all records. Of the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is 02 rather than 01 (the district submitting the record).

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345678X |
| 01 | 0151 | 012345677X |
| * 02 | 0151 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct District Number, Current Enrollment and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

- 
2. If Survey Period Code is 1-4 or 5, School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not an acceptable code.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345678X |
| 01 | 0151 | 012345677X |
| * 01 | 9999 | 012345676X |
| * 01 | C901 | 012345675X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct School Number, Current Enrollment and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75, or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Student Number Identifier, Florida and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES



- 4. Survey Period Code must be 1, 2, 3, 4 or 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in the statements for tape transmission is identified as Survey Period Code "2" and records are coded with Survey Period Code "1". All updates, adds, or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Survey Period Code either on the records coming in or the transmission JCL, and all records should be resubmitted.

EXCEPTIONAL STUDENT - REJECT RULES

- 
5. Year must be correct for the submission specified by the district. -record rejected-

Note: For Survey Periods 1-4, Year is Fiscal Year. For Survey Period 5, Year is School Year.

EXAMPLE

The Year as specified in the transmission JCL or in the statements for tape transmission is identified as the valid year for data submission, but records being submitted have the previous year coded. All updates, adds, or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Year either on the JCL or the records being submitted and resubmit all records for processing.

6. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After the original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

7. Each Exceptional Student record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected because they are duplicates (same District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year) of the first and fourth records, respectively.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year |
|--|---------------------------------------|-----------------------|------|
| 21 | 212345678X | 2 | **** |
| * 21 | 212345678X | 2 | **** |
| 21 | 212345677X | 2 | **** |
| 21 | 212345679X | 2 | **** |
| * 21 | 212345679X | 2 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records accepted and loaded to the data base are the correct ones no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

EXCEPTIONAL STUDENT - REJECT RULES

8. Exceptionality, Other must be C-M, O, P, S-W, or Z. -record rejected-

Note: Nine possible codes may be selected. If less than nine codes are selected, Z-fill the remaining fields.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Exceptionality, Other code is invalid.


| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptionality, Other |
|--|---------------------------------------|--------------------------|
| 57 | 571234567X | CLZZZZZZZZ |
| * 57 | 571234568X | XZZZZZZZZZ |
| * 57 | 571234569X | RZZZZZZZZZ |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Exceptionality, Other code and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

 9. If Survey Period Code = 1, 2, 3 or 4, and if Exceptionality, Primary is not L, then the Exceptional Student Plan Date must be a valid date within the current or previous fiscal year. If Survey Period Code = 1, 2, 3 or 4, and if Exceptionality, Primary is L, then the Exceptional Student Plan Date must be a valid date within the current or four previous fiscal years. If Survey Period Code = 5, Exceptional Student Plan Date may either be zeroes or a valid date. -record rejected-

Note: Fiscal Year is July 1, **** to June 30, *****.

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Exceptional Student Plan Date is not numeric. The second record would be rejected because the Exceptional Student Plan Date is an invalid date.

| Student Number Identifier, Florida | Survey Period Code | Fiscal Year | Exceptional Student Plan Date |
|---------------------------------------|-----------------------|----------------|----------------------------------|
| * 442345678X | 2 | **** | NNNNNN |
| * 442345679X | 2 | **** | 02302010 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Exceptional Student Plan Date and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

10. Exceptionality, Primary must be C, F-M, O-P, S-W, or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Exceptionality, Primary code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptionality, Primary |
|--|---------------------------------------|----------------------------|
| 57 | 571234567X | C |
| * 57 | 571234568X | D |
| * 57 | 571234569X | Y |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Exceptionality, Primary code and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

11. If Survey Period Code = 2, Time, Total School Week must be numeric and must be greater than zero unless Exceptionality, Primary code is L and Exceptionality, Other is Z-filled, in which case Time, Total School Week may be zero. If survey does not equal 2, then, Time, Total School Week must be 0000. -record rejected-

EXAMPLE

The first, fourth, and fifth records listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Time, Total School Week is zero. The third record would be rejected because the Time, Total School Week is not numeric.

| District, Number Current Enrollment | Student Number Identifier, Florida | Exceptionality, Primary | Exceptionality, Other | Time, Total School Week | Survey Period Code |
|--|---|----------------------------|--------------------------|----------------------------------|--------------------------|
| 57 | 571234567X | W | FGZZZZZZZZ | 2100 | 2 |
| * 57 | 571234568X | G | ZZZZZZZZZZ | 0000 | 2 |
| * 57 | 571432568X | K | ZZZZZZZZZZ | NNNN | 2 |
| 57 | 571234559X | L | ZZZZZZZZZZ | 0000 | 2 |
| 57 | 571234563X | L | ZZZZZZZZZZ | 1500 | 2 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Time, Total School Week and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

12. If Survey Period Code = 2 and there is a code other than L in either Exceptionality, Primary or Exceptionality, Other; then Time With Non-Disabled Peers must be numeric and must be greater than or equal to zero. If Survey Period Code is not 2 or if Exceptionality, Primary code is L and Exceptionality, Other is Z-filled; then Time With Non-Disabled Peers must be 0000. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Time With Non-Disabled Peers value is not numeric.

| District Number, Current Enrollment | Time With Non-Disabled Peers | Survey Period Code |
|--|---------------------------------|-----------------------|
| 57 | 1050 | 2 |
| 57 | 0000 | 3 |
| * 57 | NNNN | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Time With Non-Disabled Peers value and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

13. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

14. If the first character in the field for Exceptionality, Other is a Z, then all codes for the remaining eight fields must be Z. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the code in the first field for Exceptionality, Other is a Z and the remaining fields are not z-filled.

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptionality, Other |
|--|---------------------------------------|--------------------------|
| 36 | 361234567X | CLZZZZZZZZ |
| * 36 | 361234568X | ZZZZFZZZZ |
| 36 | 361234678X | ZZZZZZZZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptionality, Other code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

15. If Survey Period Code = 2, Time With Non-Disabled Peers must be less than or equal to Time, Total School Week. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Time With Non-Disabled Peers is greater than the Time, Total School Week.

| District Number, Current Enrollment | Time With Non-Disabled Peers | Time, Total School Week | Survey Period Code |
|--|---------------------------------------|----------------------------------|--------------------------|
| 57 | 1050 | 2100 | 2 |
| * 57 | 2400 | 2310 | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine if the Time With Non-Disabled Peers or the Time, Total School Week is in error, correct the record, then resubmit it.

EXCEPTIONAL STUDENT - REJECT RULES

16. If Exceptionality, Primary is not Z; then Exceptionality, Other codes may not include the Exceptionality, Primary code. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause rejection. The second record would be rejected because the Exceptionality, Other codes includes the Exceptionality, Primary code.

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptionality, Primary | Exceptionality, Other |
|--|---|----------------------------|--------------------------|
| 57 | 571234567X | W | ZZZZZZZZZ |
| * 57 | 571234568X | C | FCKZZZZZZ |
| 57 | 571234569X | Z | ZZZZZZZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine which exceptionality code is in error, correct the record, then resubmit it.

EXCEPTIONAL STUDENT - REJECT RULES

17. If any Exceptionality, Other codes C-M, O, P or S-W are reported, the codes must be left-justified and the remaining fields Z-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because all Exceptionality, Other codes are not left-justified.

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptionality, Other |
|--|---------------------------------------|--------------------------|
| 36 | 361234567X | CLZZZZZZZZ |
| * 36 | 361234568X | GFZZZKZZZ |
| * 36 | 361234678X | WZZZZZZZF |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Exceptionality, Other codes and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

18. For Survey Period Code = 2, Exceptional Student, IDEA Educational Environments must be A, B, C, D, F, H, J, K, L, M, P, S, or Z. For all other surveys this code must be Z. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Exceptional Student, IDEA Educational Environments code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptional Student, IDEA Educational Environments |
|--|---------------------------------------|--------------------------|--|
| 36 | 123456780X | 2 | A |
| * 36 | 223456780X | 2 | E |
| 36 | 476543210X | 2 | H |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student, IDEA Educational Environments code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

19. If the Exceptionality, Primary code = L, and the Exceptionality, Other code is Z-filled, then the Exceptional Student, IDEA Educational Environments code must be Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Exceptionality Primary code = L, the Exceptionality, Other code is z-filled and the Exceptional Student, IDEA Educational Environments code is P.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptionality, Primary | Exceptionality, Other | Exceptional Student, IDEA Educational Environments |
|--|---|--------------------------|----------------------------|--------------------------|---|
| 36 | 123456780X | 2 | L | ZZZZZZZZZZ | Z |
| * 36 | 223456780X | 2 | L | ZZZZZZZZZZ | P |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student, IDEA Educational Environments code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

20. If School Number, Current Enrollment is not N998 or N999, then the School Number, Current Enrollment must exist on the Master School Identification File as a valid active school number in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment is not valid and active on the Master School Identification File for the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| * 01 | 0351 | 012345678X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct School Number, Current Enrollment and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

 21. If Survey Period Code is 1-4 or 5, Exceptional Student, Dismissal Date must be numeric and must be a valid date or zeroes. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Exceptional Student, Dismissal Date is not a valid date.

| Student Number Identifier, Florida | Exceptional Student, Dismissal Date |
|---------------------------------------|--|
| 012345678X | 1218**** |
| * 012345679X | 1131**** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student, Dismissal Date and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

22. If Survey Period Code = 2 or 3, Alternate Assessment Administered must be Y or Z. For all other Survey Periods the Alternate Assessment Administered code must be Z. –record rejected–

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Alternate Assessment Administered code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Alternate Assessment Administered |
|--|---------------------------------------|-----------------------|---|
| 09 | 591045678X | 2 | Y |
| * 09 | 622345678X | 2 | K |
| 09 | 247654321X | 3 | Z |

DISTRICT RESPONSIBLE

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Alternate Assessment Administered code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

23. For Survey Period Code = 2 or 3, if the Exceptionality, Primary code = L, and the Exceptionality, Other code is Z-filled, then the Alternate Assessment Administered code must be Z. –record rejected–

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Exceptionality, Primary code = L, the Exceptionality, Other code is Z-filled and the Alternate Assessment Administered code is N.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptionality, Primary | Exceptionality, Other | Alternate Assessment Administered |
|--|---|--------------------------|----------------------------|--------------------------|---|
| 36 | 592345678X | 2 | L | ZZZZZZZZZ | Z |
| * 36 | 292345678X | 3 | L | ZZZZZZZZZ | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Alternate Assessment Administered code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

(DELETED FOR 2015-16)

 **24. ~~If Survey Period = 5 Exceptional Student Extended School Year Services must be Y, N, or Z; for all other surveys it must be Z. —record rejected—~~**

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because M is not a valid code for Exceptional Student Extended School Year Services.~~


| | | | Exceptional Student |
|--------------------|---------------------|-------------|---------------------|
| District Number, | Student Number | Survey | Extended School |
| Current Enrollment | Identifier, Florida | Period Code | Year Services |
| 36 | 592345678X | 5 | Y |
| * 36 | 292345678X | 5 | M |

DISTRICT RESPONSIBILITY

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Exceptional Student Extended School Year Services and resubmit the record.~~

EXCEPTIONAL STUDENT - REJECT RULES

(DELETED FOR 2015-16)

 ~~25. In Survey Period 5, if Exceptionality, Primary = L, and Exceptionality, Other = Z, Exceptional Student Extended School Year Services must be Z. For all other primary exceptionalities (C, F-K, M, O-P, S-W), Exceptional Student Extended School Year Services must be Y or N. record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Exceptionality, Primary is L and Exceptional Student Extended School Year Services is not Z.~~

| Exceptional | | | | | |
|-------------|-------------|--------|-----------------|-----------------|----------|
| Student | | | | | |
| Extended | | | | | |
| District | Student | Survey | Exceptionality, | Exceptionality, | School |
| Number, | Number | Period | Primary | other | Year |
| Current | Identifier, | Code | | | Services |
| Enrollment | Florida | | | | |
| 36 | 592345678X | 5 | L | Z | Z |
| * 36 | 292345678X | 5 | L | Z | M |

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Exceptional Student Extended School Year Services and resubmit the record.~~

EXCEPTIONAL STUDENT - REJECT RULES



26. If Survey Period Code is 1-5 then Gifted Eligibility code must be A, B, or Z.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Gifted Eligibility code is not valid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period | Gifted Eligibility |
|--|---------------------------------------|------------------|-----------------------|
| 36 | 592345678X | 2 | A |
| * 36 | 292345678X | 2 | J |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Gifted Eligibility code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

27. If the Exceptional Student, IDEA Educational Environments code equals C, D, F, H, or P then the Exceptionality, Primary code and the Exceptionality, Other codes must not equal T or U. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Exceptionality Primary code = T and the Exceptional Student, IDEA Educational Environments code is D.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptionality, Primary | Exceptionality, Other | Exceptional Student, IDEA Educational Environments |
|--|---|--------------------------|----------------------------|--------------------------|---|
| 36 | 123456780X | 2 | C | ZZZZZZZZZZ | P |
| * 36 | 223456780X | 2 | T | ZZZZZZZZZZ | D |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student, IDEA Educational Environments code or the Exceptionality, Primary code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

28. If Gifted Eligibility = A or B; then Exceptionality, Primary or Exceptionality, Other must = L. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because neither the Exceptionality, Primary code nor the Exceptionality, Other code equals L.

| District Number, Current Enrollment | Student Number Identifier, Florida | Gifted Eligibility | Exceptionality, Primary | Exceptionality, Other |
|--|---|-----------------------|----------------------------|--------------------------|
| 36 | 592345678X | A | K | LZZZZZZZZ |
| * 36 | 292345678X | A | P | FGZZZZZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Gifted Eligibility code; the Exceptionality, Primary; or the Exceptionality, Other code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

29. If the Exceptionality, Primary code or the Exceptionality, Other code equals U, then the Exceptional Student, IDEA Educational Environments code must be Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Exceptionality Primary code = U and the Exceptional Student, IDEA Educational Environments code is A.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptionality, Primary | Exceptionality, Other | Exceptional Student, IDEA Educational Environments |
|--|---|--------------------------|----------------------------|--------------------------|---|
| 36 | 123456780X | 2 | U | ZZZZZZZZZZ | Z |
| * 36 | 223456780X | 2 | U | ZZZZZZZZZZ | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student, IDEA Educational Environments code or the Exceptionality, Primary code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

2A. Exceptionality, Other must be unique other than Z. -record rejected-

Note: Nine possible codes may be selected but must not be duplicated. If fewer than nine codes are selected, Z-fill the remaining fields.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Exceptionality, Other code is duplicated.

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptionality, Other |
|--|---------------------------------------|--------------------------|
| 57 | 571234567X | CLZZZZZZZZ |
| * 57 | 571234568X | XXZZZZZZZZ |
| * 57 | 571234569X | RRZZZZZZZZ |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Exceptionality, Other codes and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

 **2B.** For Survey Periods 2 and 3, if School Number, Current Enrollment is not N999, then Exceptional Student Placement Date must be a valid numeric date and less than or equal to the survey date.

For Survey Period 4, if School Number, Current Enrollment is not N999, then Exceptional Student Placement Date must be a valid numeric date and less than or equal to June 30 of the current school year.

For Survey 5, if Exceptional Student Placement Status = P or T and School Number, Current Enrollment is not N999, then Exceptional Student Placement Date must be a valid numeric date less than August 31 following the 180 day school year. For Survey 5, if Exceptional Student Placement Status = R, E, I, or N, Exceptional Student Placement Date must be zero-filled.

If School Number, Current Enrollment is N999 or if Survey = 1 then the Exceptional Student Placement Date must either follow the rules above or it must be zero-filled.

-record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because the Exceptional Student Placement Date is not numeric. The second record would be rejected because Exceptional Student Placement Date is an invalid date.

| Student Number Identifier, Florida | Survey Period Code | Year | Exceptional Student Placement Status | Exceptional Student Placement Date |
|---------------------------------------|-----------------------|------|---|---|
| * 361234567X | 3 | **** | P | NNNNNNNN |
| * 361234568X | 3 | **** | P | 02302009 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Exceptional Student Placement Date and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

 **2C. Exceptional Student Eligibility Determination Date must be numeric and either a valid date or all zeros.**

If Exceptional Student Placement Status = T, then Exceptional Student Eligibility Determination Date must be a valid date that is less than or equal to the survey date or it must be zero-filled. For Survey 5, use August 31 to represent the survey date.

If Survey Period is 1 and Exceptional Student Placement Status = P, then Exceptional Student Eligibility Determination Date must be less than or equal to the survey date or zero-filled.

If Survey Period is 2, 3 or 4 and Exceptional Student Placement Status = P, then Exceptional Student Eligibility Determination Date must be less than or equal to the survey date.

If Survey Period = 5 and if Exceptional Student Placement Status = R or E then the Exceptional Student Eligibility Determination Date must be zero-filled.

If Survey Period = 5 and if Exceptional Student Placement Status = I, N or P, then the Exceptional Student Eligibility Determinate Date must be a valid date less than or equal to August 31.

-record rejected-

EXAMPLE

The first two records listed below would be rejected because the Exceptional Student Eligibility Determination Date is not a valid date. The third record would be loaded to the data base assuming no other reject rule would cause its rejection.

| Student Number Identifier, Florida | Survey Period Code | Year | Exceptional Student Placement Status | Exceptional Student Eligibility Determination Date |
|---------------------------------------|-----------------------|------|---|--|
| * 621234567X | 2 | **** | P | 00000000 |
| * 621234568X | 2 | **** | P | 031413 |
| 621234569X | 2 | **** | P | 04082013 |

**** = Valid fiscal year for data submission.

EXCEPTIONAL STUDENT - REJECT RULES

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Exceptional Student Eligibility Determination Date and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES



2D. If Survey Period Code is 1, 2, 3 or 4, then Exceptional Student Placement Status must be P or T.

**In Survey Period 5, Exceptional Student Placement Status must be R, E, P, I, N, or T.
-record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Exceptional Student Placement Status code is not valid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptional Student Placement Status |
|--|---------------------------------------|---|
| * 49 | 491234567X | X |
| 49 | 491234568X | P |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student Placement Status and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

2E. If Survey Period is 5 and if Exceptional Student Placement Status is R, E, I or N, then Exceptionality, Primary must be Z. –record rejected–

EXAMPLE


The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Exceptional Student Placement Status is I and Exceptionality, Primary is not Z.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptional Student Placement Status | Exceptionality, Primary |
|--|---|--------------------------|---|----------------------------|
| 21 | 621234567X | 5 | I | Z |
| 21 | 621234568X | 5 | R | Z |
| * 21 | 621234569X | 5 | I | P |

RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Exceptionality, Primary and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

 **2F. Evaluation Completion Date must be numeric. If Exceptional Student Placement Status = E, P, I or N and Survey Period does not equal 1, then Evaluation Completion Date must be a valid date and less than or equal to the survey date (for survey periods 2, 3 and 4) or less than August 31 following the 180 day school year (for survey period 5).**

If Exceptional Student Placement Status = E, P, I or N and Survey Period is 1, then Evaluation Completion Date must be a valid date and less than or equal to the survey date or it must be zero-filled.

If Exceptional Student Placement Status = R, then Evaluation Completion Date must be zero-filled. If Exceptional Student Placement Status = T, then Evaluation Completion Date must be zero-filled or a valid date that is less than or equal to the survey date (for survey periods 1, 2, 3 and 4) or less than August 31 following the 180 day school year (for survey period 5).

-record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected because Evaluation Completion Date is a future date.

| Student Number Identifier, Florida | Survey Period Code | Year | Exceptional Student Placement Status | Evaluation Completion Date |
|---|-----------------------|------|---|----------------------------------|
| * 361234567X | 3 | **** | P | 05162099 |
| 361234568X | 3 | **** | P | 05162011 |
| 361234569X | 3 | **** | T | 00000000 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Evaluation Completion Date and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

2G. Date of Consent for Evaluation must be a valid date and less than August 31 at the start of the next school year or it must be zero filled. –record rejected-

EXAMPLE


The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Date of Consent for Evaluation is after August 31 of the start of the next school year.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year | Date Of Consent For Evaluation |
|--|---|--------------------------|------|--------------------------------------|
| 20 | 123456789X | 2 | 1112 | 09022010 |
| * 20 | 123456788X | 2 | 1112 | 11172012 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Date of Consent for Evaluation and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

 **2H. If Survey Period Code is 5, Exceptional Student Referral Reason must be D, G, M or Z. If Survey Period Code is 1, 2, 3 or 4, Exceptional Student Referral Reason must be Z. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because H is not a valid code for Exceptional Student Referral Reason.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptional Student Referral Reason |
|--|---|--------------------------|--|
| 36 | 123456789X | 5 | D |
| * 36 | 234567890X | 5 | H |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Exceptional Student Referral Reason and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES



2I. Exceptional Student, 60-Day Exception/Extension must be Y, P or N. - record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Exceptional Student, 60-Day Exception/Extension is not Y or N. The second record would be rejected because the Exceptional Student, 60-Day Exception/Extension is blank.

| Student Number Identifier, Florida | Survey Period Code | Fiscal Year | Exceptional Student 60-Day Exception/Extension |
|---------------------------------------|-----------------------|----------------|---|
| * 442345678X | 2 | **** | Z |
| * 442345679X | 2 | **** | |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct Exceptional Student, 60-Day Exception/Extension and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

2J. If Exceptionality, Primary is Z and Survey Period is 5, then Exceptional Student Placement Status must be R, E, I or N. –record rejected–

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Exceptionality, Primary is Z but the Exceptional Student Placement Status is not R, E, I, or N.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptional Student Placement Status | Exceptionality, Primary |
|--|---|--------------------------|---|----------------------------|
| 21 | 621234567X | 5 | I | Z |
| * 21 | 621234568X | 5 | P | Z |

RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptionality, Primary or the Exceptional Student Placement Status and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES



2K. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

EXCEPTIONAL STUDENT - REJECT RULES

**2L. If Survey Period is 1, 2, 3, or 4, then Exceptionality, Primary must not be Z.
-record rejected-**

EXAMPLE


The first record listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Exceptionality, Primary is Z.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptionality, Primary |
|--|---|--------------------------|----------------------------|
| 21 | 621234567X | 2 | G |
| * 21 | 621234569X | 2 | Z |

RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Exceptionality, Primary and resubmit the record.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

 30. For Survey Periods 1 - 4, each Exceptional Student record must have a matching Student Demographic record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. For Survey Period 5, each Exceptional Student record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. -state validation 3, 5, 6-

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Exceptional Student records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year |
|--|--|---|--------------------------|----------------|
| 01 | 0021 | 012345678X | 2 | **** |
| * 01 | 0021 | 019876545X | 2 | **** |
| 01 | 0021 | 429876546X | 2 | **** |

Student Demographic Information records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year |
|--|--|---|--------------------------|----------------|
| 01 | 0021 | 012345678X | 2 | **** |
| 01 | 0021 | 429876546X | 2 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Exceptional Student record or add a Student Demographic record to match the key fields on the Exceptional Student record.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

31. For Survey Period Code = 2, if the student is age 3-5 and if Exceptionality, Primary or Exceptionality, Other contains a code other than L or Z, then the Exceptional Student, IDEA Educational Environments code must be A, B, J, K, L, M or S. If Survey Period Code is 2 and if the student is age 3-5 and if Exceptionality, Primary equals L and Exceptionality, Other is all Z's, then Exceptional Student, IDEA Educational Environments code must be Z. Age is determined using the student's Birth Date on the Student Demographic Information record and the Friday of Survey Week. -state validation-

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments code and Birth Date.

Exceptional Student records

| District Number, Current Enrollment | Year | Student Number Identifier, Florida | Survey Period Code | Exceptional Student, IDEA Educational Environments |
|-------------------------------------|------|------------------------------------|--------------------|--|
| 36 | 0910 | 123456780X | 2 | A |
| * 36 | 0910 | 223456780X | 2 | D |
| 36 | 0910 | 476543210X | 2 | B |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Birth Date |
|-------------------------------------|------------------------------------|--------------------|------------|
| 36 | 123456780X | 2 | 11152005 |
| 36 | 223456780X | 2 | 09222006 |
| 36 | 476543210X | 2 | 06092006 |

DISTRICT RESPONSIBILITY

The district must review both records and correct the record that is in error so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments code and Birth Date.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

32. For Survey Period Code = 2, if the student is age 6-21 then the Exceptional Student, IDEA Educational Environments code must be C, D, F, H, P or Z. -state validation-

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments and Birth Date.

Exceptional Student records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptional Student, IDEA Educational Environments |
|--|---------------------------------------|--------------------------|--|
| 36 | 123456780X | 2 | H |
| * 36 | 223456780X | 2 | A |
| 36 | 476543210X | 2 | C |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year | Birth Date |
|--|---------------------------------------|--------------------------|------|---------------|
| 36 | 123456780X | 2 | 1011 | 10151999 |
| 36 | 223456780X | 2 | 1011 | 09222002 |
| 36 | 476543210X | 2 | 1011 | 06092001 |

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments and Birth Date.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

33. For Survey Period Code = 2, if the student is age 0-2, the Exceptional Student, IDEA Educational Environments code must be Z. –state validation-

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments and Birth Date.

Exceptional Student records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptional Student, IDEA Educational Environments |
|--|---------------------------------------|--------------------------|--|
| 36 | 123456780X | 2 | Z |
| * 36 | 223456780X | 2 | P |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Birth Date |
|--|---------------------------------------|--------------------------|---------------|
| 36 | 123456780X | 2 | 12152000 |
| 36 | 223456780X | 2 | 09222001 |

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments and Birth Date.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

34. If Grade Level = PK on the Student Demographic Information format, then neither Exceptionality, Primary nor Exceptionality, Other may equal L. –state validation-

EXAMPLE

The Exceptional Student records listed below which are marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptionality, Primary or Exceptionality, Other and Grade Level.

Exceptional Student records

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptionality, Primary | Exceptionality, Other |
|--|---------------------------------------|----------------------------|--------------------------|
| 36 | 123456780X | J | Z |
| * 36 | 223456780X | L | F |
| * 36 | 223456780X | H | L |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Grade Level |
|--|---------------------------------------|--------------------------|----------------|
| 36 | 123456780X | 2 | PK |
| 36 | 223456780X | 2 | PK |
| 36 | 223456780X | 2 | PK |

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Exceptionality, Primary or Exceptionality, Other and Grade Level.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

38. If Survey Period Code = 1-4 and if either Exceptionality, Primary is U or Exceptionality, Other is U, age must be less than three as of the first day of survey week; unless Year-Round/Extended School Year FTE Indicator = A or B. - state validation/NULL-

EXAMPLE

The first Student Course record listed below would pass this edit. The second record would fail the edit because the Exceptionality, Primary is U and the age is greater than three.

Student Demographic records

| Student Number Identifier, Florida | Survey Period Code | Birth Date |
|------------------------------------|--------------------|------------|
| 012345678X | 2 | 07182005 |
| 012345679X | 2 | 06252003 |

Student Course records

| Student Number Identifier, Florida | Survey Period Code | Year-Round/Extended School Year FTE Indicator |
|------------------------------------|--------------------|---|
| 012345678X | 2 | Z |
| * 012345679X | 2 | Z |

Exceptional Student records

| Student Number Identifier, Florida | Survey Period Code | Exceptionality, Primary | Exceptionality, Other | Fiscal Year |
|------------------------------------|--------------------|-------------------------|-----------------------|-------------|
| 012345678X | 2 | U | FCKZZZZZZ | 0708 |
| 012345679X | 2 | U | FCKZZZZZZ | 0708 |

DISTRICT RESPONSIBILITY

The district must correct the Birth Date or Exceptionality, Primary so that the proper relationship exists. If the FTE, Earned has been nulled, the district must also correct the FTE, Earned amount.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

39. If Survey Period Code = 1-4 and if either Exceptionality, Primary is T or Exceptionality, Other is T, age must be less than six as of the first day of survey week; unless Year-Round/Extended School Year FTE Indicator = A or B. -state validation/NULL-

EXAMPLE

The first Student Course record listed below would pass this edit. The second record would fail the edit because the Exceptionality, Other is T and the age is greater than six.

Student Demographic records

| Student Number Identifier, Florida | Survey Period Code | Birth Date |
|------------------------------------|--------------------|------------|
| 012345678X | 2 | 07182002 |
| 012345679X | 2 | 06252000 |

Student Course records

| Student Number Identifier, Florida | Survey Period Code | Year-Round/Extended School Year FTE Indicator |
|------------------------------------|--------------------|---|
| 012345678X | 2 | Z |
| * 012345679X | 2 | Z |


Exceptional Student records

| Student Number Identifier, Florida | Survey Period Code | Exceptionality, Primary | Exceptionality, Other | Fiscal Year |
|------------------------------------|--------------------|-------------------------|-----------------------|-------------|
| 012345678X | 2 | W | TZZZZZZZZ | 0708 |
| 012345679X | 2 | W | TZZZZZZZZ | 0708 |

DISTRICT RESPONSIBILITY

The district must correct the Birth Date or Exceptionality, Primary so that the proper relationship exists. If FTE, Earned has been nulled, the district must also correct the FTE, Earned amount.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

 3A. If Exceptional Student Placement Date is not zeros, then Exceptional Student Placement Date must be greater than Birth Date on the Student Demographic Information record. For Survey Periods 1 - 4, The records should be matched to the Student Demographic Information record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. For Survey Period 5, the records should be matched to the Student Demographic Information record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. -state validation -

EXAMPLE


The second record listed below would pass this edit. The first record would cause an error message to be generated because Exceptional Student Placement Date is prior to Birth Date.

| <i>Exceptional Student Program</i> | | | <i>Student Demographic</i> | |
|------------------------------------|--------------------------------------|------------------------------------|------------------------------------|------------|
| Student Number Identifier Florida | Exceptional Student Placement Status | Exceptional Student Placement Date | Student Number Identifier, Florida | Birth Date |
| * 041234567X | P | 06152005 | 041234567X | 04052006 |
| 041234568X | P | 05202010 | 041234568X | 07232004 |

DISTRICT RESPONSIBILITY

The district must correct either the Exceptional Student Placement Date or the Birth Date so that the proper relationship exists.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

 **3B. If Exceptional Student Placement Status = P and if Exceptional Student Eligibility Determination Date is not zero-filled, Exceptional Student Eligibility Determination Date must be greater than Birth Date. For Survey Periods 1 - 4, The records should be matched to the Student Demographic Information record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. For Survey Period 5, the records should be matched to the Student Demographic Information record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. -state validation-**

EXAMPLE

The second record listed below would pass this edit. The first record would cause an error message to be generated because Exceptional Student Eligibility Determination Date is prior to Birth Date.

Exceptional Student


Student Demographic

| Student Number Identifier Florida | Exceptional Student Placement Status | Exceptional Student Eligibility Determination Date | Student Number Identifier, Florida | Birth Date |
|--|---|--|---|------------|
| * 041234567X | P | 06151993 | 041234567X | 04051994 |
| 041234568X | P | 05201998 | 041234568X | 07231992 |

DISTRICT RESPONSIBILITY

The district must correct either the Exceptional Student Eligibility Determination Date or the Birth Date and resubmit the record.

EXCEPTIONAL STUDENT - STATE VALIDATION/NULL EDIT RULES

 **3C. If Exceptional Student Placement Status = P and Evaluation Completion Date is not zero-filled, then Evaluation Completion Date must be greater than Birth Date. For Survey Periods 1 - 4, The records should be matched to the Student Demographic Information record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. For Survey Period 5, the records should be matched to the Student Demographic Information record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. -state validation-**

EXAMPLE

The second record listed below would pass this edit. The first record would cause an error message to be generated because Evaluation Completion Date is prior to Birth Date.

Exceptional Student

| Student Number Identifier Florida | Exceptional Student Placement Status | Evaluation Completion Date |
|--|---|----------------------------------|
| * 041234567X | P | 06151993 |
| 041234568X | P | 05201998 |

Student Demographic

| Student Number Identifier, Florida | Birth Date |
|---|------------|
| 041234567X | 04051994 |
| 041234568X | 07231992 |

DISTRICT RESPONSIBILITY

The district must correct either the Evaluation Completion Date or the Birth Date so that the proper relationship exists.

EXCEPTIONAL STUDENT - EXCEPTION REPORTS

41. If Exceptional Student Placement Date is not zeros then Exceptional Student Placement Date must be greater than or equal to Exceptional Student Eligibility Determination Date. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Exceptional Student Placement Date is prior to (less than) the Exceptional Student Eligibility Determination Date.

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptional Student Placement Status | Exceptional Student Placement Date | Exceptional Student Eligibility Determination Date |
|--|---|---|---|--|
| 65 | 651234567X | P | 03052012 | 01222012 |
| * 65 | 651234568X | P | 04162012 | 04202012 |

DISTRICT RESPONSIBILITY

The district should verify the Exceptional Student Placement Date and the Exceptional Student Eligibility Determination Date and correct if in error.

EXCEPTIONAL STUDENT - EXCEPTION REPORTS

42. If Exceptional Student Placement Status = P, Evaluation Completion Date must be prior to (less than) or equal to Exceptional Student Eligibility Determination Date. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Evaluation Completion Date is after (greater than) the Exceptional Student Eligibility Determination Date.

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptional Student Placement Status | Evaluation Completion Date | Exceptional Student Eligibility Determination Date |
|--|---|---|----------------------------------|--|
| 65 | 651234568X | P | 02152011 | 04152011 |
| *65 | 651234567X | P | 10142011 | 01202011 |

DISTRICT RESPONSIBILITY

The district should verify the Evaluation Completion Date and the Exceptional Student Eligibility Determination Date and correct if in error.

EXCEPTIONAL STUDENT - EXCEPTION REPORTS

43. If Exceptional Student Placement Status = P and Date of Consent for Evaluation is not zero-filled, then Date of Consent for Evaluation must be prior to (less than) or equal to Evaluation Completion Date. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Date of Consent for Evaluation is after (greater than) the Evaluation Completion Date.

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptional Student Placement Status | Date of Consent for Evaluation | Evaluation Completion Date |
|--|---|---|---|----------------------------------|
| 65 | 651234567X | P | 10142011 | 01202012 |
| * 65 | 651234568X | P | 02152011 | 02102011 |

DISTRICT RESPONSIBILITY

The district should verify the Date of Consent for Evaluation and the Evaluation Completion Date and correct if in error.

EXCEPTIONAL STUDENT - EXCEPTION REPORTS

44. If Exceptional Student, Dismissal Date is a valid date, then it must be in the range 07/01/** to 08/16/****. -exception report-**

EXAMPLE

The first record listed below would pass this edit. The second record would cause an error message to be generated because Exceptional Student, Dismissal Date is not in the expected range.

| Student Number Identifier, Florida | Exceptional Student, Dismissal Date |
|---|--|
| 012345678X | 1215**** |
| * 012345679X | 06011999 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Exceptional Student, Dismissal Date and correct the record if in error.

EXCEPTIONAL STUDENT – AGGREGATE EXCEPTION REPORTS

80. For Survey Period 5, for each school that submits an Exceptional Student, there must be at least one student record with Exceptional Student Placement Status equal to code “I”. – aggregate exception edit –

Note: An error message will be printed on the exception report for schools that do not meet the aggregate exception edit above.

EXAMPLE

School 0035 has submitted 45 Exceptional Student records, but no student record is coded “I” (evaluated and ineligible) for Exceptional Student Placement Status.

An aggregate edit error message is generated for school 0035 on the exception report indicating that the school failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must verify whether or not the records should include the Exceptional Student Placement Status code of “I” and submit corrected records as necessary.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

1. **District Number, Current Instruction/Service must be numeric in the range 01-69 or 71-75, and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
|---|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 02 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

2. School Number, Current Instruction/Service must be numeric in the range 0001 to 9899, excluding 9001, or it may be 9992, 9993, 9995, 9996 or 9997. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Instruction/Service is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Instruction/Service is not an acceptable code.

| District Number, Current Instruction/Service | Student Number Identifier, Florida | School Number, Current Instruction/Service |
|--|--|--|
| 01 | 012345676X | 0151 |
| 01 | 012345677X | 0151 |
| * 01 | 123456789X | 9999 |
| * 01 | 123456788X | C901 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Current Instruction/Service and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to DOE Information Database Requirements Volume I -- Automated Student Information System Manual.

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida code, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida code contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
|---|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

- 4. Survey Period Code must be 5 and correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5." However, records on the transmission have a Survey Period Code "3." All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Survey Period Code either on the records being submitted or the transmission JCL and resubmit.

- 5. School Year must be correct for the submission specified by the district. -record rejected-**


EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

Correct the School Year either on the records being submitted or the transmission JCL and resubmit all records in a batch transaction or add them on-line.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

 6. The first digit of Federal/State Project, Area, and Model must be 1, 2, 5 or 8. The second digit must be in the range 0-9, A or Z. The third and fourth digits must be in the range 00-01 or 09-14. The fifth digit must be zero or T. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because digits three and four of the Federal/State Project, Area, and Model are not within the range 00-01 or 09-12. The fourth record would be rejected because the third position of the Federal/State Project, Area, and Model contains a blank.

| Student Number Identifier, Florida | Federal/State Project, Area, and Model |
|---------------------------------------|---|
| 012345676X | 21090 |
| 012345677X | 1201T |
| * 012345678X | 24300 |
| * 012345679X | 24 80 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Federal/State Project, Area, and Model and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

7. If Term = S and the first digit of Federal/State Project, Area and Model is 2 or 5, and Federal/State Project - Support Service = Z, the second digit of Federal/State Project, Area and Model may not equal 0 (zero). -record rejected-

EXAMPLE

The first and third records listed below would pass the edit. The third record would cause a message to be generated because the Term is S and the second digit of Federal/State Project, Area and Model is 0.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Federal/ State Project, Area and Model | Federal/ State Project - Support Services | Term |
|---|---|---|--|---|------|
| 01 | 0021 | 123456789X | 21010 | Z | S |
| * 01 | 0021 | 123456790X | 20010 | Z | S |
| 01 | 0021 | 123456791X | 53010 | Z | S |

DISTRICT RESPONSIBILITY

The district should verify that the elements, Term and Federal/State Project, Area and Model have been accurately reported. If there is an error, the record should be corrected and resubmitted for processing. Otherwise, no further action is necessary.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

8. Migrant Priority for Services must be Y, N or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Migrant Priority for Services |
|---------------------------------------|----------------------------------|
| 012345676X | Y |
| 012345677X | N |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Migrant Priority for Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

9. If the first digit of the Federal/State Project, Area and Model is 2 or 5 then the Migrant Priority for Services code must not equal Z. – record rejected –

EXAMPLE

The first and third records listed below would pass the edit. The second record would be rejected because the first digit of the Federal/State Project, Area and Model is 2 and the Migrant Priority for Services code is Z.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Federal/ State Project, Area and Model | Migrant- Referred Services |
|---|---|---|--|----------------------------------|
| 01 | 0021 | 123456789X | 22010 | Y |
| *01 | 0021 | 123456790X | 20090 | Z |
| 01 | 0021 | 123456791X | 53080 | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Migrant Priority for Services code and resubmit the record.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

10. Immigrant Student Services – Code L must be L or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | L |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

11. Immigrant Student Services – Code D must be D or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | D |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | E |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

12. Immigrant Student Services - Code F must be F or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | F |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | P |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

13. Immigrant Student Services Code A must be A or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | A |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | H |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

14. Immigrant Student Services – Code B must be B or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | B |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | G |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

15. Immigrant Student Services Code C must be C or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | C |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

16. Immigrant Student Services – Code M must be M or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | M |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | Q |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

17. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the database; if C or D is specified then the record must exist on the database. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Transaction Code and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

18. Each Federal/State Compensatory Project Evaluation record must be unique based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; School Year; Federal/State Project, Area, and Model and Term. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates of the first and fourth records, respectively.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | School Year | Federal/State Project, Area, and Model | Term |
|---|---|---|--------------------------|----------------|---|------|
| 01 | 0021 | 123456789X | 5 | **** | 11010 | 3 |
| * 01 | 0021 | 123456789X | 5 | **** | 11010 | 3 |
| 01 | 0021 | 123456786X | 5 | **** | 11010 | 3 |
| 01 | 0021 | 123456787X | 5 | **** | 11000 | 3 |
| * 01 | 0021 | 123456787X | 5 | **** | 11000 | 3 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the database are the correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

19. Immigrant Student Services – Code O must be O or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | O |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | J |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

20. Term must be 3 or S. -record rejected-

EXAMPLE

The records listed below would be rejected because of invalid Term codes.

| Student Number Identifier, Florida | Term |
|---------------------------------------|----------|
| * 123456789X | 0 (zero) |
| * 223456789X | |
| * 012345678X | M |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Term code and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

21. Immigrant Student Services – Code R must be R or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | R |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | W |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

22. Immigrant Student Services – Code S must be S or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | S |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | G |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

23. Immigrant Student Services – Code T must be T or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Immigrant Student Services |
|---------------------------------------|-------------------------------|
| 012345676X | T |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | V |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Immigrant Student Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

24. Federal/State Project - Support Service must be A, D, H, N, O, R, S, T, X, or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Federal/state Project, Area, and Model | Federal/State Project - Support Services |
|--|--|--|
| 123456786X | 11010 | DHNZ |
| 123456787X | 12090 | ZZZZ |
| * 123456789X | 11010 | DH N |
| * 123456788X | 11010 | MGZZ |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Federal/State Project - Support Service code and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

25. Migrant Referred Services must be Y, N or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Migrant Referred Services |
|---------------------------------------|------------------------------|
| 012345676X | Y |
| 012345677X | N |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Migrant Referred Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

26. If the first digit of the Federal/State Project, Area and Model is 2 or 5 then the Migrant Referred Services code must not equal Z. –record reject-

EXAMPLE

The first and third records listed below would pass the edit. The second record would be rejected because the first digit of the Federal/State Project, Area and Model is 2 and the Migrant Referred Services code is Z.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Federal/ State Project, Area and Model | Migrant- Referred Services |
|---|---|---|--|----------------------------------|
| 01 | 0021 | 123456789X | 22010 | Y |
| *01 | 0021 | 123456790X | 20090 | Z |
| 01 | 0021 | 123456791X | 53080 | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Migrant Referred Services code and resubmit the record.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

27. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the database assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Instruction/Service | Student Number Identifier, Local |
|---|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Student Number Identifier, Local and resubmit the record.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

NEW EDIT FOR 2015-16



28. If in Federal/State Project, Area and Model if

- The first digit, Project Type, equals 2 or 5 and
- the second digit, Subject Area, equals 1, 2, or 3, or
- the third and fourth digits, Model, equals 12 or 13 then,

the fifth digit, Service Provider, must equal 0 or T. For all other combinations of code the fifth digit must equal 0. –record rejected–

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the Project Type equals 1, the Model equals 01 and the Service Provider equals T.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Federal/ State Project, Area and Model |
|---|---|---|--|
| 01 | 0021 | 123456789X | 2312T |
| * 01 | 0021 | 123456790X | 1201T |
| 01 | 0021 | 123456791X | 51130 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, then no action is required. However if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Federal/State Project, Area and Model and resubmit the record.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

29. If the first digit of Federal/State Project, Area, and Model is 1, then the third and fourth digits cannot be 00. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because digits three and four of the Federal/State Project, Area, and Model are 00.

| Student Number Identifier, Florida | Federal/State Project, Area, and Model |
|---------------------------------------|---|
| 012345676X | 13010 |
| 012345677X | 15100 |
| * 012345678X | 13000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Federal/State Project, Area, and Model and resubmit the record.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

2A. Migrant Continuation of Services must be A, B, C or Z. -record rejected-

EXAMPLE


The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Migrant Continuation of Services |
|---------------------------------------|-------------------------------------|
| 012345676X | C |
| 012345677X | A |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Migrant Continuation of Services codes and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

 **2B. Florida Education Identifier (FLEID) is alphanumeric and must be entered as "FL" in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-**

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Florida Education Identifier and resubmit the record for processing.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

30. If the School Number, Current Instruction/Service is not 9992, 9993, 9995 or 9996, then it must exist on the Master School Identification File as a valid active school in the district of instruction. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Instruction/Service is not valid and active on the Master School Identification File for the District Number, Current Instruction/ Service.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Student Number Identifier, Florida |
|--|--|--|
| * 01 | 0351 | 123456789X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the School Number, Current Instruction/Service and resubmit the record.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - STATE VALIDATION RULES

31. Each Federal/State Compensatory Project Evaluation record must have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation-

EXAMPLE

The Federal/State Compensatory Project Evaluation record listed below would cause an error message to be generated because it does not have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year.

Student Demographic Information records

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | School Year |
|---|---------------------------------------|--------------------------|----------------|
| 01 | 123456789X | 5 | **** |
| 01 | 123456788X | 5 | **** |

Federal/State Compensatory Project Evaluation record

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | School Year |
|---|---------------------------------------|--------------------------|----------------|
| * 01 | 123456786X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Federal/State Compensatory Project Evaluation record if it was submitted in error. Otherwise, submit the matching demographic record if it should have been submitted with the original transmission.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

1. **District Number, Current Enrollment must be numeric, in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |
| * 02 | 0021 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

- 
2. If Survey Period Code is 2, 3 or 5, School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345678X |
| 01 | 0151 | 012345679X |
| * 01 | 9999 | 012345680X |
| * 01 | C901 | 012345681X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES



- 4. Survey Period Code must be 2, 3 or 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "2". However, records on the transmission have a Survey Period Code "3". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The Survey Period Code must be corrected either on the records coming in or the transmission JCL and all records must be resubmitted.

- 5. Fiscal Year must be correct for the submission specified by the district. - record rejected-**

EXAMPLE

The Fiscal Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous Fiscal Year coded. All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Fiscal Year either on the records coming in or the transmission JCL and resubmit all records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

6. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

7. Each Federal/State Indicator record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same Student Number Identifier, Florida) of the first and fourth records, respectively.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year |
|--|---------------------------------------|-----------------------|----------------|
| 01 | 012345678X | 2 | **** |
| * 01 | 012345678X | 2 | **** |
| 01 | 012345676X | 2 | **** |
| 01 | 012345679X | 2 | **** |
| * 01 | 012345679X | 2 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

(New Edit for 1516)

 8. Federally Connected Student Indicator code must be A, B, C or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Federally Connected Student Indicator code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Federally Connected Student Indicator |
|--|---|--|
| 01 | 123456789X | A |
| 01 | 123456790X | Z |
| * 01 | 123456791X | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Federally Connected Student Indicator code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

10. Bullied or Harassed - Religion code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Bullied or Harassed - Religion code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Bullied or Harassed - Religion |
|--|---|--------------------------------------|
| 01 | 123456789X | Y |
| 01 | 123456790X | N |
| * 01 | 123456791X | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Bullied or Harassed - Religion code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

11. Bullied or Harassed – Sexual Orientation code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Bullied or Harassed – Sexual Orientation code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Bullied or Harassed - Sexual Orientation |
|--|---|--|
| 01 | 123456789X | Y |
| 01 | 123456790X | N |
| * 01 | 123456791X | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Bullied or Harassed – Sexual Orientation code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

12. Immigrant Student code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Immigrant Student code is invalid. The fourth record would be rejected because the Immigrant Student code is blank.

District

| Number, Current Instruction/ Service | Student Number Identifier, Florida | Immigrant Student |
|---|---|----------------------|
| 01 | 123456789X | Y |
| 01 | 123456790X | N |
| * 01 | 123456791X | 2 |
| * 01 | 123457891X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Immigrant Student code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

13. If Immigrant Student code is Z, then the School Number, Current Enrollment must be 3518. -record rejected-

EXAMPLE


The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Immigrant Student code is Z and the School Number, Current Enrollment is not 3518.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | School Number, Current Enrollment | Immigrant Student |
|---|---|--|----------------------|
| 01 | 123456789X | 1234 | Y |
| 01 | 123456790X | 2345 | N |
| 01 | 123456791X | 3518 | Z |
| * 01 | 123457891X | 4567 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Immigrant Student code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

 14. For Survey Period Codes 2 and 3 , Dropout Prevention/Juvenile Justice Programs must be A, D, E, J, N, P, R, U, W or Z. For Survey Period Code 5, Dropout Prevention/Juvenile Justice Programs must be Z. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and fifth records are rejected for invalid codes. The fourth record would be rejected because the Dropout Prevention/Juvenile Justice Programs field is blank.

| Student Number Identifier, Florida | Dropout Prevention/ Juvenile Justice Programs |
|---------------------------------------|---|
| * 6301234560 | B |
| 6301234561 | A |
| 6301234562 | U |
| * 6301234564 | |
| * 6301234565 | K |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention/Juvenile Justice Programs codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

15. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121 @xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES



17. For Survey Periods 2, 3 and 5, Mathematics Remediation Component code must be Z. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and third records would be rejected because the Mathematics Remediation Component codes are invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Mathematics Remediation Component |
|--|---|---|
| * 01 | 012345678X | Y |
| 01 | 601254693X | A |
| * 01 | 019876545X | R |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Mathematics Remediation Component codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

20. Test Accommodations code must be C, L, P, Q, R, U or Z. record rejected-

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule caused its rejection. The second record would be rejected because the Test Accommodations code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Test Accommodations |
|--|---|--------------------------|------------------------|
| 01 | 012345678X | 2 | L |
| * 01 | 012345679X | 3 | K |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes data in the rejected record to be loaded to the data base, the district must correct the Test Accommodations code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES



21. For Survey Period Codes 2, 3 and 5, Immunization Status must be 0, 1, 2, 3, 4, or 8. -record rejected-

EXAMPLE


The first record listed below would be rejected because the Immunization Status code is invalid. The second record would be rejected because the Immunization Status code was left blank.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Immunization Status |
|---|---|--------------------------|------------------------|
| * 01 | 012345678X | 2 | 9 |
| * 01 | 012345679X | 2 | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Immunization Status codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

 22. Career and Professional Academy Identifier (Second) must exist on Appendix Y of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual as a valid number for the District Number, Current Instruction/Service: CAPE (Second) or it must be ZZZ. -record rejected-

EXAMPLE

The fifth record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first four records would be rejected because Career and Professional Academy Identifiers are not valid codes listed in Appendix Y.

| District Number, Current Instruction/Service CAPE (Second) | Student Number Identifier, Florida | Career and Professional Academy Identifier |
|---|---------------------------------------|--|
| * 01 | 012345675X | 562 |
| * 01 | 012345676X | 258 |
| * 01 | 012345677X | 458 |
| * 01 | 012345678X | 589 |
| 01 | 012345679X | 002 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Career and Professional Academy Identifier codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

23. The combination of District Number, Current Instruction/Service: CAPE (First) and Career and Professional Academy Identifier (First) must not be the same as the combination of District Number, Current Instruction/Service: CAPE (Second) and Career and Professional Academy Identifier (Second) unless both Career and Professional Academy Identifiers are ZZZ. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because District Number, Current Instruction/Service: CAPE (First) combined with Career and Professional Academy Identifier (First) are the same as District Number, Current Instruction/Service: CAPE (Second) combined with Career and Professional Academy Identifier (Second)

| District Number, Current Enrollment | Student Number Florida | District Number, Current Instr/Serv CAPE (1 st) | Career and Professional Academy Identifier (1 st) | District Number, Current Instr/Serv CAPE (2 nd) | Career and Professional Academy Identifier (2nd) |
|-------------------------------------|------------------------|---|---|---|--|
| 01 | 012345678X | 01 | 002 | 01 | 003 |
| 01 | 601254693X | 01 | 001 | 02 | 001 |
| * 01 | 019876545X | 01 | 001 | 01 | 001 |
| 01 | 014576545X | 00 | ZZZ | 00 | zzz |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Career and Professional Academy Identifier code or the District Number, Current Instruction/Service: CAPE and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

24. Career and Professional Academy Identifier (First) must not be ZZZ if Career and Professional Academy Identifier (Second) is entered with a valid number that exists on Appendix Y of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The third record would be rejected because Career and Professional Academy Identifier (First) must not be ZZZ if Career and Professional Academy Identifier (Second) is entered with a valid number.

| District Number, Current Enrollment | Student Number Identifier Florida | Career and Professional Academy Identifier (1st) | Career and Professional Academy Identifier (2nd) |
|--|--|---|---|
| 01 | 012345678X | 002 | ZZZ |
| 01 | 601254693X | ZZZ | ZZZ |
| *01 | 019876545X | ZZZ | 001 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Career and Professional Academy Identifier codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES



25. If Survey Period Code is 2, 3 or 5, Homelessness Cause code must be D, E, F, H, M, N, O, S, T, U, W or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the code for Homelessness Cause is not valid.

| District Number Current Enrollment | Student Number Identifier, Florida | Homelessness Cause |
|---------------------------------------|---------------------------------------|-----------------------|
| 05 | 123456789X | W |
| 05 | 123456790X | D |
| * 05 | 123456791X | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Homelessness Cause code and resubmit the record

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

26. If Homeless Student, PK-12 code is A, B, D, E or F, Homelessness Cause must be D, E, F, H, M, N, O, S, T, U or W. If Homeless Student, PK-12 code is N, Homelessness Cause must be Z. - record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the code for Homelessness Cause is not valid for a homeless student.

| Student Number Identifier, Florida | Homeless Student, PK-12 | Homelessness Cause |
|---------------------------------------|-------------------------------|-----------------------|
| 123456789X | E | S |
| 123456790X | A | T |
| * 123456791X | A | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Homelessness Cause code or the Homeless Student, PK-12 code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

27. District Number, Current Instruction/Service: CAPE (First) must be numeric, in the range 00-69 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected since the District Number, Current Instruction/Service: CAPE (First) is not in the appropriate range.

| District Number, Current Instruction/ Service: CAPE (First) | Student Number Identifier, Florida |
|---|---------------------------------------|
| 01 | 012345677X |
| 00 | 012345678X |
| * 85 | 012345679X |
| * 77 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Current Instruction/Service: CAPE (First) and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

28. District Number, Current Instruction/Service: CAPE (Second) must be numeric, in the range 00-69 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected since the District Number, Current Instruction/Service: CAPE (Second) is not in the appropriate range.

| District Number, Current Instruction/ Service: CAPE (Second) | Student Number Identifier, Florida |
|--|---------------------------------------|
| 01 | 012345677X |
| 00 | 012345678X |
| * 85 | 012345679X |
| * 77 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Current Instruction/Service: CAPE (Second) and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

29. If Career and Professional Academy Identifier (First) is not ZZZ then District Number, Current Instruction/Service: CAPE (First) must not be 00. If District Number, Current Instruction/Service: CAPE (First) is not 00 then Career and Professional Academy Identifier (First) must not be ZZZ. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a valid Career and Professional Academy Identifier (First) code but the District Number Current Instruction/Service (First) is 00.

| District Number, Current Enrollment | Student Number Identifier Florida | District Number Current Instruction/ Service: CAPE (First) | Career and Professional Academy Identifier (First) |
|--|--|---|---|
| 01 | 012345678X | 01 | 002 |
| 01 | 601254693X | 03 | 001 |
| *01 | 019876545X | 00 | 001 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Career and Professional Academy Identifier code or the District Number, Current Instruction/Service: CAPE (First) and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

30. If Career and Professional Academy Identifier (Second) is not ZZZ then District Number, Current Instruction/Service: CAPE (Second) must not be 00. If District Number, Current Instruction/Service: CAPE (Second) is not 00 then Career and Professional Academy Identifier (Second) must not be ZZZ. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a valid Career and Professional Academy Identifier (Second) code but the District Number Current Instruction/Service (Second) is 00.

| District Number, Current Enrollment | Student Number Identifier Florida | District Number Current Instruction/ Service: CAPE (Second) | Career and Professional Academy Identifier (Second) |
|--|--|--|--|
| 01 | 012345678X | 01 | 002 |
| 01 | 601254693X | 03 | 001 |
| *01 | 019876545X | 00 | 001 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Career and Professional Academy Identifier code or the District Number, Current Instruction/Service: CAPE (Second) and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

31. School-Related Arrests code must be Y or N. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School-Related Arrests code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | School-Related Arrests |
|--|--|---------------------------|
| 01 | 123456789X | Y |
| 01 | 123456790X | N |
| * 01 | 123456791X | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School-Related Arrests code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

 **39. For Survey Period Codes 2, 3 and 5, the Section 504 Eligible code must be Y, N, I or Z. -record rejected-**

EXAMPLE

Both records listed below would be rejected because the Section 504 Eligible codes are invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Section 504 Eligible |
|--|---|--------------------------|-------------------------|
| * 01 | 012345678X | 2 | S |
| * 01 | 012345679X | 2 | E |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Section 504 Eligible codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

40. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid active school number in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment is not valid and active on the Master School Identification File for the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| * 01 | 0351 | 012345678X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES



41 For Survey Period Codes 2, 3 and 5, Homeless Student, PK-12 code must be A, B, D, E, F or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the code for Homeless Student, PK-12 is not valid.

| District Number, Current Instruction/ Service | Student Number Identifier,Florida | Homeless Student, PK-12 |
|---|--------------------------------------|-------------------------------|
| 05 | 123456789X | A |
| 05 | 123456790X | D |
| * 05 | 123456791X | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Homeless Student, PK-12 code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES



42. For Survey Period Codes 2, 3 and 5, Homeless Unaccompanied Youth code must be Y, N, or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the code for Homeless Unaccompanied Youth is not valid.

| District Number, Current Instruction/ Service | Student Number Identifier,Florida | Homeless Unaccompanied Youth |
|---|--------------------------------------|------------------------------------|
| 05 | 123456789X | Y |
| 05 | 123456790X | N |
| * 05 | 123456791X | H |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Homeless Unaccompanied Youth code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

43 If Homeless Student, PK-12 code is A, B, D, E or F, Unaccompanied Youth must be Y or N. If Homeless Student, PK-12 code is N, Unaccompanied Youth must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the code for Homeless Student, PK-12 is not valid for a homeless student.

| Student Number Identifier,Florida | Homeless Student, PK-12 | Unaccompanied Youth |
|--------------------------------------|-------------------------------|------------------------|
| 123456789X | E | N |
| 123456790X | A | Y |
| *123456791X | Y | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the appropriate field and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES



44. For Survey Period Code 5, Fund Source code must be I or Z. For Survey Period Codes 2 or 3, Fund Source code must be Z. -record rejected-

EXAMPLE


The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Fund Source code is not valid.

| Student Number Identifier, Florida | Survey Period Code | Fund Source |
|---------------------------------------|--------------------------|----------------|
| 123456789X | 5 | I |
| * 223456789X | 5 | B |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Fund Source and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

 **45. Career and Professional Academy Identifier (First) must exist on Appendix Y of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual as a valid number for the District Number, Current Instruction/Service: CAPE (First) or it must be ZZZ. -record rejected-**

EXAMPLE

The fifth record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first four records would be rejected because Career and Professional Academy Identifiers are not valid codes listed in Appendix Y.

| District Number, Current Instruction/Service CAPE (First) | Student Number Identifier, Florida | Career and Professional Academy Identifier |
|--|---------------------------------------|--|
| * 01 | 012345675X | 562 |
| * 01 | 012345676X | 258 |
| * 01 | 012345677X | 458 |
| * 01 | 012345678X | 589 |
| 01 | 012345679X | 002 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Career and Professional Academy Identifier codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

46. Military Family Student code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Military Family Student code is invalid. The fourth record would be rejected because the Military Family Student code is blank.


| District, Number Current Enrollment | Student Number Identifier, Florida | Military Family Student |
|--|---|-------------------------------|
| 01 | 123456789X | Y |
| 01 | 123456790X | N |
| * 01 | 123456791X | 2 |
| * 01 | 123457891X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Military Family Student codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

(Deleted for 1516)

 47. ~~For Survey Period Codes 2, 3 and 5, Reading Fluency code must be F, D, W or Z. -record rejected-~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the data base assuming no other reject rules would cause their rejection. The third record would be rejected because the Reading Fluency code is invalid.~~

| District | Student | Survey | Reading |
|-----------------------|------------------------|-------------------|--------------------|
| Number, | Number | Period | Fluency |
| Current | Identifier, | Code | |
| Enrollment | Florida | | |
| 01 | 012345678X | 5 | F |
| 01 | 601254693X | 5 | Z |
| * 01 | 019876545X | 5 | A |

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Reading Fluency code and resubmit the record.~~

FEDERAL/STATE INDICATOR STATUS - REJECT RULES



48. If Survey Period Code is 2, 3 or 5, then the Physical Education Waiver code must be Y, N or Z. -record rejected-

EXAMPLE

The first record listed below would be rejected because the Physical Education Waiver code is blank. The second record would be rejected because the Physical Education Waiver code is not valid. The third record is correct and will be accepted unless there are other errors in the record to cause it to be rejected.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Physical Education Waiver |
|--|---|--------------------------|---------------------------------|
| * 01 | 012345678X | 2 | |
| * 01 | 019876545X | 2 | W |
| 01 | 019876545X | 7 | Z |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes data in the rejected records to be loaded to the data base, the district must correct the Physical Education Waiver code and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

49. Bullied or Harassed - Disability code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Bullied or Harassed - Disability code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Bullied or Harassed - Disability |
|--|---|--|
| 01 | 123456789X | Y |
| 01 | 123456790X | N |
| * 01 | 123456791X | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Bullied or Harassed - Disability code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

4A. Bullied or Harassed - Race code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Bullied or Harassed - Race code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Bullied or Harassed - Race |
|--|---|----------------------------------|
| 01 | 123456789X | Y |
| 01 | 123456790X | N |
| * 01 | 123456791X | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Bullied or Harassed - Race code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

4B. Bullied or Harassed - Sex code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Bullied or Harassed - Sex code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Bullied or Harassed - Sex |
|--|---|---------------------------------|
| 01 | 123456789X | Y |
| 01 | 123456790X | N |
| * 01 | 123456791X | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Bullied or Harassed - Sex code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES



4C. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits.. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

50. Each Federal/State Indicator Status record must have a matching Student Demographic record based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Fiscal Year |
|--|---|--|--------------------------|----------------|
| * 01 | 012345678X | 0021 | 2 | **** |
| 01 | 019876545X | 0021 | 2 | **** |
| 01 | 429876546X | 0021 | 2 | **** |

Student Demographic records

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Fiscal Year |
|---|---|--|--------------------------|----------------|
| 01 | 019876545X | 0021 | 2 | **** |
| 01 | 429876546X | 0021 | 2 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Federal/State Indicator Status record or add a Student Demographic record to match the above key fields.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

51. If Survey Period Code is 2 or 3 and Grade Level is KG on the matching Student Demographic Information record and if there is at least one matching Student Course Schedule record for the student, then the Immunization Status code must be 0, 1, 2, 3, or 4. The Student Demographic Information and Student Course Schedule matches are based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic and Student Course Schedule) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

Both Federal/State Indicator Status records listed below would cause a message to be generated because the Immunization Status codes are invalid for Grade Level KG.

| <i>Student Demographic records</i> | | <i>Federal/State Indicator Status records</i> | |
|------------------------------------|-------------|---|---------------------|
| Student Number Identifier, Florida | Grade Level | Student Number Identifier, Florida | Immunization Status |
| 012345678X | KG | * 012345678X | 6 |
| 267429345X | KG | * 267429345X | 7 |

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Grade Level and Immunization Status.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

52. If Career and Professional Academy Identifier (First) is not ZZZ then Grade Level on the matching Student Demographic Information record must be 06-12. The match is based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -state validation -

EXAMPLE

The first record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Level and Career and Professional Academy Identifier (First). The second record would not cause a message to be generated.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | CAPE Academy ID (First) |
|-------------------------------------|------------------------------------|-----------------------------------|--------------------|-------------------------|
| * 01 | 019876545X | 0151 | 2 | 001 |
| 01 | 429876546X | 0151 | 2 | 001 |

Student Demographic Information records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Grade Level |
|--|------------------------------------|-----------------------------------|--------------------|-------------|
| *01 | 019876545X | 0151 | 2 | 05 |
| 01 | 429876546X | 0151 | 2 | 11 |

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Career and Professional Academy Identifier (First) and Grade Level.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

(Deleted for 2015-16)

57. ~~If Grade Level on the matching Student Demographic Information record equals PK-05, then the Mathematics Remediation Component code must be Z. The records should be matched on the following elements: District Number, Current Enrollment (Federal/State Indicator Status) and both District Number, Current Instruction/Service and District Number, Current Enrollment (Student Demographic Information); Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. -state validation-~~

~~EXAMPLE~~

~~The second and third Federal/State Indicator Status records listed below would pass this edit. The first record would not pass the edit because the Grade Level is 02 and the Mathematics Intervention Component code is not Z.~~

| Student Demographic | | | Federal/State Indicator Status | | |
|---------------------|-------|--|--------------------------------|-------------|-------------|
| Student | | | District | Student | |
| Number | | | Number | Number | Mathematics |
| Identifier, | Grade | | Current | Identifier, | Remediation |
| Florida | Level | | Enrollment | Florida | Component |
| * 2345678901 | 02 | | 23 | 2345678901 | A |
| 2345678902 | 01 | | 23 | 2345678902 | Z |
| 2345678903 | 11 | | 23 | 2345678903 | Z |

~~DISTRICT RESPONSIBILITY~~

~~The district must review the record in error and submit a correction to the Mathematics Intervention Component code or the Grade Level so that the appropriate relationship exists.~~

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

59. If Dropout Prevention/Juvenile Justice Programs code is D then Grade Level on the matching Student Demographic Information record must not equal PK or KG. The match is based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -state validation-

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Dropout Prevention/Juvenile Justice Programs and Grade Level.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Fiscal Year | Dropout Prevention Juvenile Justice Program |
|-------------------------------------|------------------------------------|-----------------------------------|--------------------|-------------|---|
| 01 | 019876545X | 0021 | 2 | **** | D |
| * 01 | 429876546X | 0021 | 2 | **** | D |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Year | Grade Level |
|-------------------------------------|------------------------------------|-----------------------------------|--------------------|------|-------------|
| 01 | 019876545X | 0021 | 2 | **** | 08 |
| 01 | 429876546X | 0021 | 2 | **** | PK |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Dropout Prevention/Juvenile Justice Programs and Grade Level.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

60. If Grade Level on the Student Demographic Information record is PK, then Military Family Student code must be Z. The records should be matched using the following elements: District Number, Current Enrollment (Federal/State Indicator Status) and both District Number, Current Instruction/Service and District Number, Current Enrollment (Student Demographic Information); Fiscal Year/Year; Survey Period Code and Student Number Identifier, Florida. -state validation-

EXAMPLE

The first record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Level and Military Family Student code.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Military Family Student |
|-------------------------------------|------------------------------------|-----------------------------------|--------------------|-------------------------|
| * 01 | 019876545X | 0021 | 2 | Y |
| 01 | 429876546X | 0021 | 2 | Z |

Student Demographic Information records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Grade Level |
|--|------------------------------------|-----------------------------------|--------------------|-------------|
| *01 | 019876545X | 0021 | 2 | PK |
| 01 | 429876546X | 0021 | 2 | PK |

DISTRICT RESPONSIBILITY

The district must review the records and correct the record that is in error so that the appropriate relationship exists between Military Family Student and Grade Level.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

61. If Survey Period Code is 2 or 3 and Grade Level is 07 on the matching Student Demographic Information record and if there is at least one matching Student Course Schedule record for the student, then Immunization Status code must be 0, 2, 3, 4, or 8. The Student Demographic Information and Student Course Schedule matches are based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic and Student Course Schedule) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -state validation -

EXAMPLE

The first Federal/State Indicator Status record listed below with an asterisk would cause a message to be generated because the Immunization Status code is invalid for Grade Level 07.

Student Demographic records *Federal/State Indicator Status records*

| Student Number Identifier, Florida | Grade Level | Student Number Identifier, Florida | Immunization Status |
|---|----------------|---|------------------------|
| 012345678X | 07 | * 012345678X | 1 |
| 019876545X | 07 | 019876545X | 8 |

DISTRICT RESPONSIBILITY

The district must review both records and correct the record that is in error so that the appropriate relationship exists between Grade Level and Immunization Status.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

(Deleted for 1516)

62. If Survey Period Code is 2, 3 or 5 and if Grade Level = PK-05 on the Student Demographic Information record, then Reading Fluency must be Z. The match should use the following elements: District Number, Current Enrollment (Federal/State Indicator Status) and both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic Information); Student Number Identifier, Florida; Survey Period Code and Year/Fiscal Year. — state validation—

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between the Grade Level and the Reading Fluency code.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year | Reading Fluency |
|--|---|--------------------------|----------------|--------------------|
| * 01 | 019876545X | 2 | **** | F |
| 01 | 429876546X | 2 | **** | Z |
| 01 | 266323801X | 2 | **** | Z |

Student Demographic Information records


| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Grade Year Level |
|---|---|--------------------------|------------------------|
| 01 | 019876545X | 2 | **** 03 |
| 01 | 429876546X | 2 | **** KG |
| 01 | 266323801X | 2 | **** 05 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and revise the record that is incorrect so that the appropriate relationship exists between Reading Fluency and Grade Level.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

 63. If Grade Level equals PK or 9-12 on the matching Student Demographic Information record, then the Physical Education Waiver code must be Z. If Survey Period Code is 2, 3 or 5 and if Grade Level equals KG-8 on the matching Student Demographic Information record, then the Physical Education Waiver code must be Y or N. The match should be made using the following elements: District Number, Current Enrollment (Federal/State Indicator Status) and both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic Information); Survey Period Code; Year and Student Number Identifier, Florida. –state validation–

EXAMPLE

The first two records listed below would cause an error message to be generated because the Physical Education Waiver code is not valid for the Grade Level. The third set of records contains the correct relationship.

Federal/State Indicator Status Records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Physical Education Waiver |
|--|---|--------------------------|---------------------------------|
| * 01 | 012345678X | 2 | Y |
| * 01 | 019876545X | 2 | Z |
| 01 | 019876546X | 2 | Z |

Student Demographic Information Records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Grade Level |
|---|---|--------------------------|----------------|
| * 01 | 012345678X | 2 | 10 |
| * 01 | 019876545X | 2 | 3 |
| 01 | 019876546X | 2 | PK |

DISTRICT RESPONSIBILITY

The district should review the Grade Levels and Physical Education Waiver codes and correct the ones that are in error.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

64. If the Immigrant Student = Y, then the Country of Birth on the Student Demographic record must not be US or PR. The records should be matched on the following elements: District Number, Current Enrollment (Federal/State Indicator Status) and both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -State validation-

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Immigrant Student and Country of Birth code.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year | Immigrant Student |
|-------------------------------------|------------------------------------|--------------------|-------------|-------------------|
| * 01 | 019876545X | 2 | **** | Y |
| 01 | 429876546X | 2 | **** | Y |

Student Demographic Information records

| District Current Enrollment | Student Identifier, Florida | Survey Period Code | Fiscal Year | Country of Birth |
|-----------------------------|-----------------------------|--------------------|-------------|------------------|
| 01 | 019876545X | 2 | **** | US |
| 01 | 429876546X | 2 | **** | KI |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Immigrant Student and Country of Birth.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

66. If Dropout Prevention/Juvenile Justice Programs code is P, then Grade Level on the matching Student Demographic Information record must not be KG-04. The match is based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -state validation-

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Level and Dropout Prevention/Juvenile Justice code.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Fiscal Year | Dropout Prevention/Juvenile Justice Program |
|-------------------------------------|------------------------------------|-----------------------------------|--------------------|-------------|---|
| * 01 | 019876545X | 0021 | 2 | **** | P |
| 01 | 429876546X | 0021 | 2 | **** | A |

Student Demographic Information records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Year | Grade Level |
|--|------------------------------------|-----------------------------------|--------------------|------|-------------|
| 01 | 019876545X | 0021 | 2 | **** | 04 |
| 01 | 429876546X | 0021 | 2 | **** | 04 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Dropout Prevention/Juvenile Justice code and Grade Level.

FEDERAL/STATE INDICATOR STATUS – EXCEPTION REPORTS

67. If Survey Period Code is 2 or 3 and there is a matching Exceptional Student record with an Exceptionality, Primary or Exceptionality, Other code other than L and Z; then the Section 504 Eligible code must be Z. The match is based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year/Year. -state validation-

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Fiscal Year | Section 504 Eligible |
|--|---|--|--------------------------|----------------|----------------------------|
| * 01 | 019876545X | 0021 | 2 | **** | Y |
| 01 | 429876546X | 0021 | 2 | **** | Z |

Exceptional Student records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year | Exceptionality, | |
|--|---|--------------------------|------|-----------------|------------------|
| | | | | Primary | Other |
| 01 | 019876545X | 2 | **** | W | <u>ZZZZZZZZZ</u> |
| 01 | 429876546X | 2 | **** | L | <u>ZZZZZZZZZ</u> |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record.

FEDERAL/STATE INDICATOR STATUS – EXCEPTION REPORTS

81. If Dropout Prevention/Juvenile Justice Programs code is P, then Grade Level on the matching Student Demographic Information record must not be 05 or 06. The match is based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. –exception report–

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the Grade Level appears to be inappropriate for the Dropout Prevention/Juvenile Justice code.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Fiscal Year | Dropout Prevention/Juvenile Justice Program |
|-------------------------------------|------------------------------------|-----------------------------------|--------------------|-------------|---|
| * 01 | 019876545X | 0021 | 2 | **** | P |
| 01 | 429876546X | 0021 | 2 | **** | A |

Student Demographic Information records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Year | Grade Level |
|--|------------------------------------|-----------------------------------|--------------------|------|-------------|
| 01 | 019876545X | 0021 | 2 | **** | 05 |
| 01 | 429876546X | 0021 | 2 | **** | 05 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the Dropout Prevention/Juvenile Justice code and Grade Level and correct one of the records if there is an error.

FEDERAL/STATE INDICATOR STATUS – EXCEPTION REPORTS

82. If Survey Period Code is 5 and there is a matching Exceptional Student record with an Exceptionality, Primary or Exceptionality, Other code other than L and Z; then the Section 504 Eligible code must be Z. The match is based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year/Year. - exception report--

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the expected relationship does not exist between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Fiscal Year | Section 504 Eligible |
|--|---|--|--------------------------|----------------|----------------------------|
| * 01 | 019876545X | 0021 | 5 | **** | Y |
| 01 | 429876546X | 0021 | 5 | **** | Z |

Exceptional Student records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year | Exceptionality, | |
|--|---|--------------------------|------|-----------------|-------------------|
| | | | | Primary | Other |
| 01 | 019876545X | 5 | **** | W | <u>ZZZZZZZZZZ</u> |
| 01 | 429876546X | 5 | **** | K | <u>ZZZZZZZZZZ</u> |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and, if a code is in error, correct the record so that the expected relationship exists between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record. If the data are correct as reported no action is necessary.

FEDERAL/STATE INDICATOR STATUS – AGGREGATE EXCEPTION REPORTS

91. If Survey Period Code is 2, 3 or 5, for each school district in the range of 01-67 there must be at least one student coded A, B, D, E or F on the Homeless Student, PK-12 element. –aggregate exception report-

EXAMPLE

School District XX has 600 total Federal/State Indicator Status records but all records have a Z code on the Homeless Student, PK-12 element. An error message is generated for School District XX on the exception report indicating that the district failed this exception edit.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Homeless Student, PK-12 element on the records that are in error.

INDUSTRY CERTIFICATION – REJECT RULES

1. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not within the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345677X |
| 01 | 0151 | 012345678X |
| * 00 | 0151 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

INDUSTRY CERTIFICATION – REJECT RULES

2. School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause the records to be rejected. The last two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345676X |
| 01 | 0151 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

If the Survey Period Code as specified in the transmission JCL or in the statements for tape transmission was identified as Survey Period Code "5" and records were coded with Survey Period Code "3", all updates, adds, or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The District must correct the Survey Period Code either on the transmission JCL or on the records and resubmit the records.

- 5. School Year – Record Submission must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The School Year - Record Submission as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

Correct the School Year - Record Submission either on the records coming in or the transmission JCL and resubmit all records.

INDUSTRY CERTIFICATION – REJECT RULES

6. District Number, Current Instruction/Service must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
|---|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345677X |
| 01 | 0151 | 012345678X |
| * 02 | 0151 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

INDUSTRY CERTIFICATION – REJECT RULES

7. The School Number, Current Instruction/Service must be numeric in the range 0001-9899, excluding 9001, or it must be C901-C928, U970-U980, or P001-P999. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the School Number, Current Instruction/Service is not within the valid range of numbers. The second record would be rejected because the School Number, Current Instruction/Service contains two blanks.

| Student Number Identifier, Florida | District Number, Current Instruction/ Service | School Number, Current Instruction/ Service |
|---------------------------------------|---|---|
| * 011234567X | 01 | 9901 |
| * 011234568X | 01 | 21 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

8. Industry Certification Identifier must exist on Appendix Z of the FDOE Information Database Requirements: Volume I -- Automated Student Information System Manual. – record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first two records would be rejected because the Industry Certification Identifier must be a valid certification number and must not be ZZZZZZZZ.

| Student Number Identifier, Florida | Industry Certification Identifier |
|---------------------------------------|---|
| * 012345675X | ZZZZZZZZ |
| * 012345676X | ZZZZZZZZ |
| 012345677X | ACARI001 |
| 012345679X | NIASE007 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Industry Certification Identifier codes and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

9. Industry Certification Outcome must be P or F only unless Industry Certification Identifier is CAPEI001 then the Industry Certification Outcome may be A, C, F, I, P or Z. –record rejected-

EXAMPLE

The third, fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Industry Certification Identifier is not CAPEI001.

| Student Number Identifier, Florida | Industry Certification Identifier | Industry Certification Outcome |
|---------------------------------------|---|--------------------------------------|
| *012345675X | ACARI001 | A |
| * 012345676X | NIASE007 | C |
| 012345677X | CAPEI001 | Z |
| 012345679X | CAPEI001 | I |
| 012345680X | NIASE007 | P |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Industry Certification Outcome code and resubmit the record.

INDUSTRY CERTIFICATION – REJECT RULES

10. Course Number must not contain blanks.

If School Number, Current Instruction/Service does not begin with C, P or U; then

- If Grade Level is KG-05, the Course Number must be 0000000; or
- If Grade Level is 06-08 and position 6 of the Industry Certification Identifier is 8 the Course Number must be 0000000, or must be a valid Course Number in the Course Code Directory for the School Year - Course Taken; or
- If Grade Level is 06-08 and position 6 of the Industry Certification Identifier is not 8, the Course Number must be a valid Course Number in the Course Code Directory for the School Year - Course Taken; or
- If Grade Level is 09-12, the Course Number must be a valid Course Number in the Course Code Directory for the School Year - Course Taken.

If School Number, Current Instruction/Service begins with C or U, then the Course Number must be on the Statewide Course Numbering System file for the School Year - Course Taken.

-record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Course Number contains blanks. The third record would be rejected because the Course Number is not a valid Course Number in the Course Code Directory.

| School Number Current Instruction/Service | Student Number Identifier, Florida | Course Number |
|---|---------------------------------------|---------------|
| * 0142 | 630123457X | 87 3010 |
| 0031 | 630123459X | 8772110 |
| * 0045 | 630123460X | TDR0070 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

11. If Course Number equals 0000000 and Grade Level is KG-08, then the Career and Technical Education/Adult General Education Program Code must be zero.

If Course Number begins with a number ; and

- **Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730); and**
- **Is not 0000000, 1006300, 2001310, 2001340, 2003310, 2102360, 2102370, 3027010, 3027020, 2000350, or 2000360;**

Then the Career and Technical Education/Adult General Education Program Code must be a valid program number for the Course Number submitted, as listed in file F61730 for School Year - Course Taken.

If the Course Number begins with three alphabetic characters followed by a zero in the fourth position, and

- **Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);**

Then the Career and Technical Education/Adult General Education Program Code must be a valid program number for the Course Number submitted, as listed in file F61730 for School Year - Course Taken.

If Course Number begins with one alphabetic character, and

- **Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);**

Then the Career and Technical Education/Adult General Education Program Code must be the same as the Course Number for School Year - Course Taken.

Otherwise the Career and Technical Education/Adult General Education Program Code must be zero.

-record rejected-

EXAMPLE

INDUSTRY CERTIFICATION – REJECT RULES

The first, second, and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Career and Technical Education/Adult General Education Program Code is not a valid program number.

| Student Number Identifier, Florida | Course Number | Career and Technical Education/Adult General Education Program Code |
|---------------------------------------|---------------|---|
| 630123457X | 8772010 | 8772000 |
| 630123458X | ACR0041 | C400100 |
| 630123459X | H170503 | H170503 |
| * 630123460X | 8812100 | M803010 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Career and Technical/Adult General Education Program Code and resubmit the record.

INDUSTRY CERTIFICATION – REJECT RULES

12. The School Year – Course Taken must be a valid school year greater than or equal to 0708 and less than or equal to the current school year. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the School Year – Course Taken is all zeros. The third record would be rejected because the School Year – Course Taken is less than 0708. The fourth record would be rejected because the School Year – Course Taken is not a valid school year.

| District Number, Current Instruction | Student Number Identifier, Florida | School Year - Record Submission | Industry Certification Identifier | School Year - Course Taken |
|---|---|--|---|-------------------------------------|
| 01 | 019876543X | 0910 | NIASE007 | 0910 |
| * 01 | 019876544X | 0910 | CISCO004 | 0000 |
| * 01 | 019876545X | 0910 | CISCO004 | 0506 |
| * 01 | 019876548X | 0910 | NIASE007 | 0707 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Year – Course Taken fields and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

13. If position 6 of Industry Certification Identifier is 8 (Type = 3 on Appendix Z), then Grade Level must be KG-08. -record rejected-

EXAMPLE

The first, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because Grade Level is invalid.

| Student Number Identifier, Florida | Industry Certification Identifier | Grade Level |
|---------------------------------------|---|-------------|
| 630123454X | CERTI801 | 07 |
| * 630123455X | MICRO801 | 12 |
| * 630123456X | APPLE801 | 11 |
| * 630123457X | PROSO801 | 09 |
| 630123458X | PROSO804 | 08 |
| 630123459X | CERTI802 | 07 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

14. If position 6 of the Industry Certification Identifier is 8 (Type = 3 on Appendix Z) then the School Year - Course Taken must be equal to the School Year - Record Submission. -record rejected-

EXAMPLE

The third, fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the School Year – Course Taken does not equal School Year – Record Submission.

| Student Number Identifier, Florida | Industry Certification Identifier | School Year - Course Taken | School Year - Record Submission |
|---------------------------------------|---|----------------------------------|---------------------------------------|
| * 012345675X | APPLE801 | 1415 | 1314 |
| * 012345676X | MICRO801 | 1415 | 1213 |
| 012345677X | PROSO803 | 1415 | 1415 |
| 012345679X | CERTI802 | 1415 | 1415 |
| 012345680X | APPLE801 | 1415 | 1415 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Year - Course Taken or School Year – Record Submission and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

15. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the record.

INDUSTRY CERTIFICATION – REJECT RULES

16. Grade Level must be KG-12. -record rejected-

EXAMPLE

The first, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because Grade Level is invalid.

| Student Number Identifier, Florida | Course Number | Grade Level |
|---------------------------------------|---------------|-------------|
| 630123454X | 8757110 | 10 |
| * 630123455X | 8500310 | PK |
| * 630123456X | 8751010 | 31 |
| * 630123457X | 8403060 | AD |
| 630123458X | 8206110 | 05 |
| 630123459X | 8206110 | 12 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

17. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

18. Each record must be unique based on Student Number Identifier, Florida; School Year - Record Submission; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Industry Certification Identifier; Industry Certification Outcome and Survey Period Code.
-First record accepted, all other duplicate records rejected-

EXAMPLE

Six of the eight records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fifth and eighth records listed below would be rejected because the key items (Student Number Identifier, Florida; School Year - Record Submission; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Industry Certification Identifier; Industry Certification Outcome and Survey Period Code) duplicate the key items in a previous record. The first of two records with the same key information will be loaded to the data base file, assuming it meets all other applicable criteria. Any subsequent records submitted with duplicate data in all the key items would be rejected.

| Student Number Ident., Florida | Sch. Year - Record Submission | Dist. Num., Curr. Inst./ Serv. | Sch. Num., Curr. Inst./ Serv. | Course Number | Ind Cert Identifier | Ind Cert Outcome | Survey Period |
|---|--|--|---|------------------|------------------------|---------------------|------------------|
| 123456784X | **** | 01 | 0151 | 8209010 | MICRO069 | P | 5 |
| 123456785X | **** | 01 | 0151 | 8209010 | MICRO069 | P | 5 |
| 123456786X | **** | 01 | 0151 | 8209010 | MICRO069 | P | 5 |
| 123456787X | **** | 01 | 0151 | 8209010 | MICRO069 | P | 5 |
| * 123456787X | **** | 01 | 0151 | 8209010 | MICRO069 | P | 5 |
| 123456788X | **** | 01 | 0151 | 8209010 | MICRO069 | P | 5 |
| 123456789X | **** | 01 | 0151 | 8209010 | MICRO069 | P | 5 |
| * 123456789X | **** | 01 | 0151 | 8209010 | MICRO069 | P | 5 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

INDUSTRY CERTIFICATION – REJECT RULES

19. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid active number in the District Number, Current Enrollment. -record rejected-

EXAMPLE

The records listed below would be rejected because the School Number, Current Enrollment in each case is not on the Master School Identification File as a valid number in the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment |
|--|--------------------------------------|
| * 01 | 8311 |
| * 06 | 0001 |
| * 09 | 0085 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

**20. If the School Number, Current Instruction/Service is not C901-C928, U970-U980, or P001-P999, then it must exist as a valid active number in the District Number, Current Instruction/Service on the Master School Identification File.
-record rejected-**

EXAMPLE

The third, fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the School Number, Current Instruction/Service does not exist or is not active on the Master School Identification file.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service |
|---|---|
| * 09 | 8131 |
| * 13 | 0021 |
| 15 | C912 |
| 57 | 0051 |
| 63 | 0031 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

21. If the Industry Certification Identifier on Appendix Z is indicated to be a CAPE Industry Certification (Type = 1) or CAPE Acceleration Industry Certification (Type = 2), then Grade Level must be 06-12. -record rejected-

EXAMPLE

The third, fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Industry Certification Identifier is not a CAPE Industry Certification or CAPE Acceleration Industry Certification on Appendix Z or the Grade Level is below sixth grade.

| Student Number Identifier, Florida | Industry Certification Identifier | Grade Level |
|---------------------------------------|---|----------------|
| * 012345675X | APPLE001 | 05 |
| * 012345676X | MICRO801 | 10 |
| 012345677X | PROSO003 | 11 |
| 012345679X | ADOBE012 | 06 |
| 012345680X | AMDDA005 | 09 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Industry Certification Identifier or Grade Level and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

22. If the Industry Certification Identifier on Appendix Z is indicated to be a CAPE Industry Certification (Type = 1) or CAPE Acceleration Industry Certification (Type = 2), then Course Number must be a valid number on the Course Code Directory or the Statewide Course Numbering System file for the School Year - Course Taken. -record rejected-

EXAMPLE

The third, fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Industry Certification Identifier is a CAPE Industry Certification or CAPE Acceleration Industry Certification on Appendix Z and the Course Number is not a valid number on the Course Code Directory or the Statewide Course Numbering System file for the School Year - Course Taken.

| Student Number Identifier, Florida | Industry Certification Identifier | Course Number |
|---------------------------------------|---|------------------|
| * 012345675X | APPLE011 | 201210 |
| * 012345676X | MICRO069 | 9510 |
| 012345677X | PROSO003 | 8732110 |
| 012345679X | ADOBE012 | 8201210 |
| 012345680X | AMDDA005 | 8600440 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

23. Career and Professional Academy Identifier must exist on Appendix Y of the FDOE Information Database Requirements: Volume I -- Automated Student Information System Manual as a valid number for the District Number, Current Instruction/Service for the School Year – Course Taken or it must be ZZZ. -record rejected-

EXAMPLE

The fifth record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first four records would be rejected because Career and Professional Academy Identifiers are not valid codes listed in Appendix Y for the District.

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Career and Professional Academy Identifier |
|--|---------------------------------------|--|
| * 01 | 012345675X | 562 |
| * 01 | 012345676X | 258 |
| * 01 | 012345677X | 458 |
| * 01 | 012345678X | 589 |
| 01 | 012345679X | 002 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Career and Professional Academy Identifier codes and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

24. The Career and Technical Education/Adult General Education Program Code must be a program number from the Career and Technical Education/Adult General Education Program Edit file (F61730) for School Year – Course Taken or must be zero-filled. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Vocational/Adult General Education Program Code is not a valid program number.

| Student Number Identifier, Florida | Course Number | Career and Technical Education/ Adult General Education Program Code |
|---------------------------------------|------------------|---|
| 630123457X | 8772010 | 8772000 |
| 630123458X | 1480201 | 1480201 |
| * 630123459X | 8506310 | 5806310 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Career and Technical Education/Adult General Education Program Code and resubmit the record.

INDUSTRY CERTIFICATION – REJECT RULES



25. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

INDUSTRY CERTIFICATION – REJECT RULES

26. If the Industry Certification Identifier is CAPEI001, then Course Number must be 2102365. -record rejected-

EXAMPLE

The third, fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Industry Certification Identifier is CAPEI001 and the Course Number is not 2102365.

| Student Number Identifier, Florida | Industry Certification Identifier | Course Number |
|---------------------------------------|---|------------------|
| * 012345675X | CAPEI001 | 8732110 |
| * 012345676X | CAPEI001 | 8201210 |
| 012345677X | CAPEI001 | 2102365 |
| 012345679X | CAPEI001 | 2102365 |
| 012345680X | CAPEI001 | 2102365 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

INDUSTRY CERTIFICATION – STATE VALIDATION

40. Each Industry Certification record must have a matching Student Demographic Information record based on District Number, Current Instruction; Student Number Identifier, Florida; Survey Period Code; and Year. -state validation -

EXAMPLE

The first and second Industry Certification records listed below would pass this edit. However, the third and fourth Industry Certification records would fail this edit because there are no matching Student Demographic Information records.

Industry Certification Records

| District Number, Current Instruction | Student Number Identifier, Florida | Survey Period Code | Year |
|---|---|--------------------------|------|
| 01 | 019876543X | 5 | **** |
| 01 | 019876544X | 5 | **** |
| * 01 | 019876545X | 5 | **** |
| * 01 | 019876548X | 5 | **** |

Student Demographic Information Records

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Year |
|---|---|--------------------------|------|
| 01 | 019876543X | 5 | **** |
| 01 | 019876544X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Industry Certification records if they were submitted in error or submit Student Demographic Information records that match on the indicated fields.

INDUSTRY CERTIFICATION – STATE VALIDATION

41. If Course Number begins with a number; and

- Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730) for the School Year – Course Taken; and
- Is not 1006300, 2001310, 2001340, 2003310, 2102360, 2102370, 3027010, 3027020, 2000350, or 2000360;

Then there must be a matching record on the Career and Technical Education Student Course Schedule format based on Student Number Identifier, Florida; District Number, Current Instruction; School Number, Current Instruction; Survey Period Code; Career and Technical Education/Adult General Education Program Code; Course Number; School Year - Record Submitted; and for the School Year – Course Taken. – state validation -

EXAMPLE

The first and second Industry Certification records listed below would pass this edit. However, the third and fourth Industry Certification records would fail this edit because there are no matching Student Demographic Information records.

Industry Certification Records

| District Number, Current Instruction | Student Number Identifier, Florida | Course Number |
|--------------------------------------|------------------------------------|---------------|
| 01 | 019876543X | 8732110 |
| 01 | 019876544X | 8732110 |
| * 01 | 019876545X | 8732110 |
| * 01 | 019876548X | 8732110 |

Career and Technical Education Student Course Schedule Records

| District Number, Current Instruction | Student Number Identifier, Florida | Course Number |
|--------------------------------------|------------------------------------|---------------|
| 01 | 019876543X | 8732110 |
| 01 | 019876544X | 8732110 |

DISTRICT RESPONSIBILITY

The district must delete the Industry Certification records if they were submitted in error or submit Career and Technical Education Student Course Schedule records that match on the indicated fields.

INDUSTRY CERTIFICATION - EXCEPTION REPORTS

60. The student's Grade Level code on the Industry Certification record must agree with the Grade Level code on the Student Demographic record submitted by the district of instruction. Matched based on District Number, Current Instruction; Student Number Identifier, Florida; Survey Period Code; and Year. -exception report-

EXAMPLE

The first and third records listed below would pass the edit criteria. However, the second and fourth records would cause a message to be generated because the Grade Level codes on the Student Demographic and Industry Certification records do not agree.

| Industry Certification | | | <i>Student Demographic</i> | | |
|--------------------------------------|------------------------------------|-------------|--------------------------------------|-------------------------------------|-------------|
| District Number, Instruction/Service | Student Number, Identifier Florida | Grade Level | District Number, Instruction/Service | Student Number, Identifier, Florida | Grade Level |
| 49 | 491234566X | 12 | 49 | 491234566X | 12 |
| * 49 | 491234567X | 11 | * 49 | 491234567X | 12 |
| 49 | 491234568X | 11 | 49 | 491234568X | 11 |
| * 49 | 491234569X | 12 | * 49 | 491234569X | 11 |

DISTRICT RESPONSIBILITY

The district should verify the student's Grade Level to assure that the Grade Level at the time the course was taken is actually different than the student's Grade Level at the end of the school year. If the Grade Level should be the same, correct the Grade Level. If the reported Grade Level is correct, no action is necessary.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES

1. **District Number, Current Enrollment must be numeric, in the range 01-68 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 3518 | 012345677X |
| 01 | 3518 | 012345678X |
| * 00 | 3518 | 012345679X |
| * 02 | 3518 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct District Number, Current Enrollment and resubmit the records.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES

2. The record must match a record on the McKay Prepayment Verification table on the DOE Student Data Base. The match is done on District Number, Current Enrollment; Student Number Identifier, Florida; School Year; and Survey Period Code. -record rejected-

EXAMPLE

The record listed below would be rejected because the key fields listed do not match these key fields for any record currently on the data base McKay Prepayment Verification table.

| District Number, Current Enrollment | Student Number Identifier, Florida | School Year | Survey Period Code |
|--|---|----------------|--------------------------|
| * 01 | 0123456789 | 0910 | B |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the key field(s) that is in error and resubmit the record.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES

3. If Survey = A, then Entry (Re-Entry) Date must be numeric, a valid date in the format MMDDYYYY, greater than 05012000 and must not be a date later than June 30 of the current school year or it may be all zeroes or all nines. If Survey = B, C or D, then Entry (Re-Entry) Date must be numeric, a valid date in the format MMDDYYYY, greater than 05012000 and must not be a date in the future or it may be all zeroes or all nines. -record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Entry (Re-Entry) Date is not numeric. The second record would be rejected because Entry (Re-Entry) Date is an invalid date. The third record would be rejected because the Entry (Re-Entry) Date is a future date beyond the current school year.

| Student Number Identifier, Florida | Survey Period Code | Entry (Re-Entry) Date |
|---|--------------------------|-----------------------------|
| * 012345678X | A | ZZZZZZZZ |
| * 012345679X | A | 02302008 |
| * 012345679X | A | 11142099 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Entry (Re-Entry) Dates and resubmit the records.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES

4. If Survey = A, then Withdrawal Date must be numeric, a valid date in the format MMDDYYYY, greater than 05012000 and less than August 31 of the reporting school year or it may be all zeroes or all nines. If Survey = B, C or D, then Withdrawal Date must be numeric, a valid date in the format MMDDYYYY, greater than 05012000 and must not be a date in the future or it may be all zeroes or all nines. -record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Withdrawal Date is not numeric. The second record would be rejected because Withdrawal Date is not a valid date. The third record would be rejected because the Withdrawal Date is a future date beyond August 31 of the reporting school year.

| Student Number Identifier, Florida | Survey Period Code | Withdrawal Date |
|---|--------------------------|--------------------|
| * 012345678X | A | <u>ZZZZZZZZ</u> |
| * 012345679X | A | 02302008 |
| * 012345679X | A | 11142099 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Withdrawal Dates and resubmit the records.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES

5. Only one of the dates - Entry (Re-Entry) Date and Withdrawal Date – may be all zeroes. -record rejected-

EXAMPLE

The second and third records below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected because both Entry (Re-Entry) Date and Withdrawal Date are all zeroes.

| Student Number Identifier, Florida | Entry (Re-Entry) Date | Withdrawal Date |
|---|-----------------------------|--------------------|
| * 012345678X | 00000000 | 00000000 |
| 012345679X | 00000000 | 06032009 |
| 012345680X | 09212009 | 00000000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Entry (Re-Entry) Date or the Withdrawal Date and resubmit the record.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES

6. If the Entry (Re-Entry) Date is 99999999 then the Withdrawal Date must be 99999999. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Entry (Re-Entry) Date is all nines and Withdrawal Date is not all nines.

| Student Number Identifier, Florida | Entry (Re-Entry) Date | Withdrawal Date |
|---|-----------------------------|--------------------|
| 012345678X | 99999999 | 99999999 |
| * 012345679X | 99999999 | 00000000 |
| * 012345680X | 99999999 | 06032009 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct either the Entry (Re-Entry) Date or the Withdrawal Date and resubmit the records.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES

7. If the Withdrawal Date is 99999999 then the Entry (Re-Entry) Date must be 99999999. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Withdrawal Date is all nines and the Entry (Re-Entry) Date is not all nines.

| Student Number Identifier, Florida | Entry (Re-Entry) Date | Withdrawal Date |
|---|-----------------------------|--------------------|
| 012345678X | 99999999 | 99999999 |
| * 012345679X | 00000000 | 99999999 |
| * 012345680X | 06032009 | 99999999 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct either the Entry (Re-Entry) Date or the Withdrawal Date and resubmit the records.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES

8. Survey Period Code must be A, B, C, or D and must be correct for the submission specified by the district. -record rejected-

EXAMPLES

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "A" and records are coded with Survey Period Code "B". This record will be rejected.

The record in the example below would be rejected because the Survey Period Code is not valid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code |
|--|---------------------------------------|-----------------------|
| * 34 | 341234567X | F |

DISTRICT RESPONSIBILITY

In the first example, the district must correct the Survey Period Code either on the records coming in or the transmission JCL and resubmit the record for processing. In the second example, the district must correct the Survey Period Code and resubmit the record for processing.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES



9. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

MCKAY PREPAYMENT VERIFICATION – EXCEPTION REPORTS

80. If the Military Family Student code = N, then the Entry (Re-Entry) Date and the Withdrawal Date must not = 99999999. –exception report–

EXAMPLE

The first record listed below would cause a message to be generated because the Military Family Student code = N and both the Entry (Re-Entry) Date and the Withdrawal Date are 99999999. The second record would not cause an error message because Military Family Student code = Y.

| Student Number, Identifier Florida | Military Family Student | Entry (Re-Entry) Date | Withdrawal Date |
|---|-------------------------------|-----------------------------|--------------------|
| *0123456789 | N | 99999999 | 99999999 |
| 0123456780 | Y | 99999999 | 99999999 |

DISTRICT RESPONSIBILITY

The district should verify the data submitted on the McKay Prepayment Verification records and correct it if in error.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

- 1. District Number, Current Enrollment must be numeric, in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |
| * 02 | 0021 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct District Number, Current Enrollment and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

- 2. School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 3518 and 9001, or it must be N998 or N999. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric and is not N998 or N999.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | 0021 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct School Number, Current Enrollment and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75, or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions must not be all zeroes. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth and sixth records would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with a numeric character in the tenth position. The seventh record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
|---|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 0123 56791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

4. The first nine positions of Student Number Identifier-Alias, Florida must be numeric. The tenth position of Student Number Identifier-Alias, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier-Alias, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. -record rejected-

Note: For additional information on Student Number Identifier-Alias, Florida refer to DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier-Alias, Florida, the tenth digit must be an "X". The fourth and sixth records would be rejected because the Student Number Identifier-Alias, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier-Alias, Florida |
|---|--------------------------------------|--|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 0123 56791 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier-Alias, Florida and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

5. The Student Name, Legal: Must not be blank (Z-fill is NOT allowed). Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens, accent marks, and spaces where appropriate. -record rejected-

EXAMPLE

The record listed below would be rejected because the Student Name, Legal is blank.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Student Name, Legal |
|--|---|---------------------------|
| * 01 | 0123456789 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Student Name, Legal and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

6. Gender code must be M or F. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Gender code is Z. The second record would be rejected because the Gender code was left blank.

| Student Number Identifier, Florida | Gender | School Number Current Enrollment |
|---------------------------------------|--------|-------------------------------------|
| * 012345678X | Z | 1021 |
| * 012345679X | | 1021 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Gender code and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

8. Birth Date must be numeric, a valid date in the format MMDDYYYY, and must be less than or equal to the last day of the Survey Period. -record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Birth Date is not numeric. The second record would be rejected because Birth Date is an invalid date. The third record would be rejected because the Birth Date is greater than the last day of the Survey Period.

| Student Number Identifier, Florida | Survey Period Code | Year | Birth Date |
|---|--------------------------|------|-----------------|
| * 012345678X | 2 | **** | <u>ZZZZZZZZ</u> |
| * 012345679X | 2 | **** | 02301985 |
| * 012345679X | 2 | **** | 11142099 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Birth Date and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

9. **Grade Level code must be PK, KG, or 01-12. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first record would be rejected because the code is invalid. The second record would be rejected because the code was left blank.

| Student Number Identifier, Florida | Grade Level |
|---------------------------------------|----------------|
| * 012345678X | K |
| * 012345679X | |
| 012345976X | 11 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Grade Level and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

- 10. Survey Period Code must be 2, 3, or 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period Code "2". However, if records on the transmission have a Survey Period Code of "5", all records updated, added or deleted with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the Survey Period Code must be corrected either on the records coming in or the transmission JCL and all the records must be resubmitted.

- 11. School Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, if records on the transmission have the previous School Year coded, all records updated, added or deleted with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Year either on the records coming in or the transmission JCL and resubmit all records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

12. Entry (Re-entry) Code, PK-12 must be E01, E02, E2A, E03, E3A, E04, E4A, E05, E09, R01, R02, or R03 unless Survey Period Code is 3 or 5 and Term is Y, in which case the field should be Z-filled. -record rejected-

Note: See DOE Information Database Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable entry or re-entry attendance codes for grades PK-12 students.

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the Entry (Re-entry) Code, PK-12 is an adult entry code reported for a PK-12 student. The fourth record would be rejected since the Survey Period Code is 3 and the Entry (Re-entry) Code is E01.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Entry (Re-entry) Code, PK-12 |
|--|---------------------------------------|-----------------------|---------------------------------|
| 01 | 012345678X | 2 | E01 |
| 01 | 012345679X | 2 | R03 |
| * 01 | 012345670X | 2 | EA1 |
| * 01 | 012345671X | 3 | E01 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Entry (Re-entry) Code, PK-12 and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

13. If Survey Period is 2 or 3, then Entry (Re-entry) Date must be numeric and must be a valid date that is greater than or equal to 07/01/**** and less than or equal to the last day of the survey week. If Survey Period Code is 3 or 5 and Term is Y then the field should be zero filled. If Survey Period Code is 5, then the Entry (Re-entry) Date must be numeric and must be a valid date in the range 7/01/**** to 8/31/****. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Entry (Re-entry) Date is not a valid date in the specified range. The third record would be rejected because the Entry (Re-entry) Date contains blanks.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Entry (Re-entry) Date |
|--|---------------------------------------|-----------------------|--------------------------|
| 01 | 012345678X | 2 | 0811**** |
| * 01 | 012345679X | 2 | 0231**** |
| * 01 | 012345670X | 2 | 0123 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Entry (Re-entry) Dates and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

14. Prior School/Location: District/County must be numeric and in the range 01-69, 71-75 or 99. -record rejected-

Note: See DOE Information Database Requirements: Volume I -- Automated Student Information System Manual, Appendix C for appropriate District/County Numbers.

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Prior School/Location: District/County is not in the appropriate range.

| Prior School/Location: District/County | School Number, Current Enrollment | Student Number Identifier, Florida |
|---|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| * 81 | 0021 | 012345679X |
| * 00 | 0021 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct Prior School/Location: District/County and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

15. Prior School/Location: State/Territory or Commonwealth must be a valid code as listed in Appendix H or Appendix Q of the DOE Information Database Requirements Volume I -- Automated Student Information System Manual or ZZ.
-record rejected-

EXAMPLE


The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the State/Territory or Commonwealth code is invalid.

| Student Number Identifier, Florida | Prior School/Location: District | Prior School/Location: State/Territory or Commonwealth |
|---------------------------------------|------------------------------------|--|
| 012345676X | 62 | FL |
| 012345677X | 99 | PR |
| * 012345679X | 99 | RL |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Prior School/Location: State/Territory or Commonwealth code and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

 16. Prior School/Location: Country must be a valid code as listed in Appendix G or Appendix Q of the DOE Information Database Requirements Volume I -- Automated Student Information System Manual other than ZZ, unless the Term is Y, then Country should be Z-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location Country code is not valid. The third and fourth records would be rejected because the Prior School/Location: Country codes are not valid for the Term code reported.

| Student Number Identifier, Florida | Prior School/Location: Country | Term |
|---------------------------------------|-----------------------------------|------|
| 012345676X | CU | 3 |
| * 012345677X | YI | 3 |
| * 012345678X | ZZ | 1 |
| * 012345679X | XX | Y |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Prior School/Location: Country codes and/or the Term code and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

17. Withdrawal Code, PK-12 must be DNE, W01, W02, W3A, W3B, W04, W05, W06, W6A, W6B, W07, W08, W8A, W8B, W09, W10, W12, W13, W15, W18, W21, W22, W23, W24, W25, W26, W27, WFA, WFB, WFT, WFW, WRW, WGA, WGD, WXL, WXT, WXW, WD1 or WPO. It may also be ZZZ only for survey periods 2 and 3. -record rejected-

Note: See DOE Information Database Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable withdrawal codes for grades PK-12 students.

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Withdrawal Code, PK-12 is not valid. The third record would be rejected because a Withdrawal Code, PK-12 of ZZZ is not valid for the Survey Period Code.

| District Number, Current Enrollment | School Number Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Withdrawal Code, PK-12 |
|--|---|---|--------------------------|------------------------------|
| 01 | 0301 | 012345678X | 2 | W3A |
| * 01 | 0301 | 012345679X | 2 | W54 |
| * 01 | 0301 | 012345670X | 5 | ZZZ |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Withdrawal Code, PK-12 and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

18. Withdrawal Date must be a valid date in the range of 07/01/** to 08/31/**** and must be less than or equal to the last day of the survey period, or may be zero-filled for survey periods 2 and 3 if the Withdrawal Code is ZZZ. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Withdrawal Date is not a valid date. The third record would be rejected because Withdrawal Date is not in the correct format. The fourth record would be rejected because Withdrawal Date is greater than the last day of the Reporting Period.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Withdrawal Date |
|--|---------------------------------------|-----------------------|--------------------|
| 01 | 012345678X | 2 | 1011**** |
| * 01 | 012345679X | 2 | 0931**** |
| * 01 | 012345670X | 2 | 0123 |
| * 01 | 012345970X | 2 | 1114**** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Withdrawal Dates and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

19. Days Present, Annual must be zero-filled in Survey 2 and must be numeric for Surveys 3 and 5 unless Term is Y in which case it must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Days Present, Annual is not 0 for the survey reported.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Days Present, Annual | Term |
|--|---|--------------------------|----------------------------|------|
| 12 | 121234567X | 5 | 088 | 3 |
| * 12 | 121234568X | 2 | 088 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Days Present, Annual and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

20. Days Absent, Annual must be zero-filled in Survey 2 and must be numeric in Surveys 3 and 5 unless Term is Y in which case it must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Days Absent, Annual is not 000 for the survey reported.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Days Absent, Annual | Term |
|--|---|--------------------------|---------------------------|------|
| 19 | 191234567X | 5 | 012 | 3 |
| * 19 | 191234568X | 2 | 012 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Days Absent, Annual and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

21. Days Present, Summer Terms must be zero-filled in surveys 2 and 3 and must be numeric for Survey 5 unless Term is Y in which case it must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Days Present, Summer Terms is not 0 for the survey reported.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Days Present, Summer Terms | Term |
|--|---|--------------------------|-------------------------------------|------|
| 12 | 121234567X | 5 | 088 | 3 |
| * 12 | 121234568X | 2 | 088 | 3 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Days Present, Summer Terms and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

**22. Days Absent, Summer Terms must be zero-filled in surveys 2 and 3 and must be numeric in survey 5 unless Term is Y in which case it must be zero-filled.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Days Absent, Summer Terms is not 0 for the survey reported.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Days Absent, Summer Term | Term |
|--|---|--------------------------|-----------------------------------|------|
| 19 | 191234567X | 2 | 000 | Z |
| * 19 | 191234568X | 2 | 012 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Days Absent, Summer Terms and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

23. For Survey 5, the Withdrawal Date must be greater than or equal to the Entry (Re-entry) Date. For Surveys 2 and 3, the Withdrawal Date must be greater than or equal to the Entry (Re-entry) Date or it must be zero-filled . -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Withdrawal Date is less than the Entry (Re-entry) Date.

| Student Number Identifier, Florida | Survey Period Code | Entry (Re-entry) Date | Withdrawal Date |
|---------------------------------------|-----------------------|--------------------------|--------------------|
| 012345678X | 5 | 0812**** | 0913**** |
| * 012345679X | 5 | 0913**** | 0812**** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Entry (Re-entry) Date and/or the Withdrawal Date and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

24. Each Prior School Status/Student Attendance record must be unique based on the keys of District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; School Year, and Entry (Re-entry) Date. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since it is a duplicate of the second record.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year | Entry (Re-entry) Date |
|--|--|---|--------------------------|----------------|-----------------------------|
| 03 | 0071 | 012345678X | 2 | **** | 0812**** |
| 03 | 0111 | 012345679X | 2 | **** | 1015**** |
| * 03 | 0111 | 012345679X | 2 | **** | 1015**** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records loaded to the database are correct, no action is necessary. However, if the district wishes the rejected records to be loaded to the database, the district must delete any invalid records, correct any rejected records if necessary and resubmit the corrected records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

25. School Number, Current Enrollment must exist on the Master School Identification File as a valid active school number for the District Number, Current Enrollment or it must be N999. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records would be rejected because the school numbers do not exist on the Master School Identification file as valid and active school numbers for the District Number, Current Enrollment. The third record would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment |
|--|--------------------------------------|
| * 09 | 8131 |
| * 13 | 0021 |
| * 15 | C999 |
| 57 | 0051 |
| 63 | 0031 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Current Enrollment and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

26. If the Entry Code is E01, then the Prior School/Location: District must be the same as the District Number, Current Enrollment, the Prior School/Location: State/Territory or Commonwealth must be FL, and the Prior School/Location: Country must be US. -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District is not the same as the Reporting District. The third record would be rejected because the Prior School/Location: State/Territory or Commonwealth is not FL, and the Prior School/Location: Country is not US.

| District Number, Current Enrollment | Entry (Re-Entry) Code | Prior School/ Location: District | Prior School/ Location: State, Territory or Commonwealth | Prior School/ Location: Country |
|--|-----------------------------|--|---|---------------------------------------|
| 62 | E01 | 62 | FL | US |
| * 62 | E01 | 37 | FL | US |
| * 62 | E01 | 62 | ZZ | ZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must determine whether the Entry Code and/or the Prior School/Location: District, Prior School/Location: State, Territory or Commonwealth, or Prior School Location: Country is in error, correct it, and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

27. If the Entry Code is:

- E02, then the Prior School/Location: District/County must not be 99 and must not be the same as the District Number, Current Enrollment.
- E2A, then the Prior School/Location: District/County must be 99
-record rejected-

EXAMPLE

The first and third record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District/County is the same as the Reporting District.

| District Number, Current Enrollment | Entry (Re-Entry) Code | Prior School/ Location: District/ County | Prior School/ Location: State, Territory or Commonwealth | Prior School/ Location: Country |
|--|-----------------------------|---|---|---------------------------------------|
| 62 | E02 | 37 | FL | US |
| * 62 | E02 | 62 | FL | US |
| 62 | E2A | 99 | GA | US |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must determine whether the Entry Code and/or the Prior School/Location: District/County, Prior School/Location: State, Territory or Commonwealth, or Prior School Location: Country is in error, correct it, and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

28. If the Prior School/Location: District is 99 and the Prior School/Location: State/Territory or Commonwealth is ZZ, the Prior School/Location: Country may not be US and vice versa. -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District is 99, the Prior School/Location: State/Territory or Commonwealth is ZZ, and the Prior School/Location: Country is US.

| District Number, Current Enrollment | Prior School/ Location: District/County | Prior School/ Location: State, Territory or Commonwealth | Prior School/ Location: Country |
|--|---|---|---------------------------------------|
| 62 | 99 | ZZ | IT |
| * 62 | 99 | ZZ | US |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must determine whether the Prior School/Location: District/County, Prior School/Location: State, Territory or Commonwealth, or Prior School Location: Country is in error, correct it, and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

29. If the Re-Entry Code is R01, R02, or R03 , the Prior School/Location: District must be the same as the District Number, Current Enrollment. -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District is not the same as the Reporting District. The third record would be rejected because the Prior School/Location: State/Territory or Commonwealth is not FL, and the Prior School/Location: Country is not US.

| District Number, Current Enrollment | Entry (Re-Entry) Code | Prior School/ Location: District | Prior School/ Location: State, Territory or Commonwealth | Prior School/ Location: Country |
|--|-----------------------------|--|---|---------------------------------------|
| 62 | R01 | 62 | FL | US |
| * 62 | R01 | 37 | FL | US |
| * 62 | R01 | 62 | ZZ | ZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must determine whether the Re-entry Code and/or the Prior School/Location: District, Prior School/Location: State, Territory or Commonwealth, or Prior School Location: Country is in error, correct it, and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

- 30. Term must be Z for survey 2 and must be either 3, S or Y for surveys 3 and 5.
-record rejected-**

EXAMPLE

The first record would be rejected because the Term code is not valid for the survey reported. The second record would be rejected because the Term code is blank.

| School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Term |
|--------------------------------------|---------------------------------------|-----------------------|------|
| * 0211 | 012345678X | 2 | 3 |
| * 0211 | 012345679X | 5 | |
| 0211 | 012345670X | 5 | S |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Term codes and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

31. No more than one record with ZZZ as Withdrawal Code, PK-12 may be submitted for survey periods 2 or 3. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because only one record with ZZZ in the Withdrawal Code, PK-12 may be submitted.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Withdrawal Code, PK-12 |
|--|---------------------------------------|-----------------------|---------------------------|
| 01 | 012345678X | 2 | ZZZ |
| * 01 | 012345678X | 2 | ZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Withdrawal Code PK-12 and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

32. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the database; if C or D is specified then the record must exist on the database. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Transaction Code and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

33. If the Prior School/Location: Country is not US, then the Entry Code must be E09 and vice versa, unless Term is Y. –record reject–

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: Country is US and the Entry (Re-Entry) Code is E09.

| District Number, Current Enrollment | Entry (Re-Entry) Code | Prior School/ Location: District | Prior School/ Location: State, Territory or Commonwealth | Prior School/ Location: Country |
|--|-----------------------------|--|---|---------------------------------------|
| 62 | E09 | 99 | ZZ | AF |
| * 62 | E09 | 37 | FL | US |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Entry Code or the Prior School/Location: Country code and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

34. If Entry (Re-Entry) Code equals E01 – E05, E2A, E3A, E4A, or R01 – R03 then Prior School/Location: Country must be US. –record reject–

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: Country is a country other than US and the Entry (Re-Entry) Code is E02.

| District Number, Current Enrollment | Entry (Re-Entry) Code | Prior School/ Location: District/ County | Prior School/ Location: State, Territory or Commonwealth | Prior School/ Location: Country |
|--|-----------------------------|---|---|---------------------------------------|
| 62 | E01 | 62 | FL | US |
| * 62 | E02 | 06 | FL | AF |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must determine whether the Entry (Re-Entry) Code and/or the Prior School/Location: Country is in error, correct it, and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

35. If Withdrawal Code, PK-12 is W06, W6A, W6B, W07, W08, W8A, W8B, W09, W10, W27, WFA, WFB, WFT, WFW, WRW, WGA, WGD, WXL, WXT, WXW, WD1 or WPO or then Grade Level must be 9-12. –record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not equal to 9-12 and Withdrawal Code, PK-12 is W8A.

| Student Number Identifier, Florida | Grade Level | Withdrawal Code, PK-12 |
|---------------------------------------|----------------|---------------------------|
| 012345678X | 10 | W06 |
| * 012345679X | 08 | W8A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct either the Withdrawal Code, PK-12 or Grade Level and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

36. Educational Choice must be A, B, C, E, F, M or Z. –record rejected–

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Educational Choice code is not A, B, C, E, F, M or Z.

| District Number, Current Enrollment | Entry (Re-Entry) Code | Educational Choice |
|--|-----------------------------|-----------------------|
| 62 | E01 | A |
| * 62 | E02 | D |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Educational Choice code so that it is a valid code in the range A, B, C, E, F, M or Z and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

37. Disaster Affected Student code must be B, E, Q, Y, W or Z. -record rejected-

EXAMPLE

The first record below would be accepted to the database assuming no other edit caused it to be rejected. The second record would be rejected because the Disaster Affected Student code is invalid.

| Student Number Identifier, Florida | Disaster Affected Student | School Number Current Enrollment |
|---------------------------------------|------------------------------|-------------------------------------|
| 012345678X | Z | 1021 |
| * 012345679X | N | 1021 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Disaster Affected Student code and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

38. If the Prior School/Location: District/County is 01-69 or 71-75 then the Prior School/Location: State/Territory or Commonwealth must be FL. -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District/County is 01 and the Prior School/Location: State/Territory or Commonwealth is not FL.

| District Number, Current Enrollment | Prior School/ Location: District/County | Prior School/ Location: State, Territory or Commonwealth |
|--|---|---|
| 62 | 33 | FL |
| * 62 | 01 | GA |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must determine which code (the Prior School/Location: District/County or Prior School/Location: State, Territory or Commonwealth) is in error, correct it, and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

39. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the database assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Student Number Identifier, Local and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES



40. Florida Education Identifier (FLEID) is alphanumeric and must be entered as as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Florida Education Identifier and resubmit the record for processing.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

41. Student Offender Transfer must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because Student Offender Transfer is not a valid code.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Student Offender Transfer |
|---|---|--|---------------------------------|
| 01 | 0271 | 123456789X | Y |
| 01 | 0271 | 123456780X | N |
| * 01 | 0271 | 123456781X | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Student Offender Transfer code and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

42. If the Prior School/Location: District/County is 99, then the Prior School/Location: State/Territory or Commonwealth must not be FL. -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District/County is 99 and the Prior School/Location: State/Territory or Commonwealth is FL.

| District Number, Current Enrollment | Prior School/ Location: District/County | Prior School/ Location: State, Territory or Commonwealth |
|--|---|---|
| 62 | 99 | MI |
| * 62 | 99 | FL |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must determine which code (the Prior School/Location: District/County or Prior School/Location: State, Territory or Commonwealth) is in error, correct it, and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

43. Days Absent, Annual—Unexcused Not Related to Discipline must be zero-filled in survey 2 and must be numeric in surveys 3 and 5 unless Term is Y in which case it must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Days Absent, Annual—Unexcused Not Related to Discipline is not 000 for the survey reported.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Days Absent, Annual-- Unexcused Not Related to Discipline | Term |
|--|---|--------------------------|---|------|
| 19 | 191234567X | 5 | 012 | 3 |
| * 19 | 191234568X | 2 | 012 | 3 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Days Absent, Annual—Unexcused Not Related to Discipline and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

44. If Survey Period Code is 3 or 5 and Withdrawal Code is DNE, then Term must be Y. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Term is not Y for Survey Period Code 5 and Withdrawal Code DNE.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Withdrawal Code | Term |
|--|---|--------------------------|--------------------|------|
| 12 | 121234567X | 5 | DNE | Y |
| * 12 | 121234568X | 5 | DNE | 3 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Term code or the Withdrawal Code and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

45. The Educational Choice code must be Z for the following:

- District Number, Current Enrollment is 68, 69 or 71-75.
 - School Number, Current Enrollment is 7001 (school district virtual instruction program – contracted provider) or 7004 (Florida Virtual School franchise) or 7006 (KG-12 virtual course offerings) or 7023 (school district virtual instruction program – district provider).
 - School Number, Current Enrollment is 3518 (McKay Scholarship).
 - School Number, Current Enrollment is N998 (Home Education).
 - School Number, Current Enrollment is N999 (private school).
 - School Number, Current Enrollment has a School Function Setting equal to V and a Charter School Status not equal to Z on the Master School Identification file.
- record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Educational Choice code is not appropriate for the District Number, Current Enrollment and School Number, Current Enrollment that was submitted.

| District Number, Current Enrollment | School Number Current Enrollment | Educational Choice |
|--|-------------------------------------|-----------------------|
| 06 | 3518 | Z |
| * 71 | 0500 | B |
| * 35 | 7023 | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Educational Choice code or the School Number, Current Enrollment and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

46. If Grade Level = PK, Educational Choice must not be C. –record rejected–

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Grade Level is PK and the Educational Choice code is C.

| District Number, Current Enrollment | Entry (Re-Entry) Code | Grade Level | Educational Choice |
|--|-----------------------------|----------------|-----------------------|
| 62 | E05 | PK | A |
| * 62 | E02 | PK | C |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Educational Choice code so that it is a code not equal to C and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

47. If Withdrawal Code, PK-12 = W05 then age must be 16 or greater as of the Withdrawal Date.-record rejected-

EXAMPLE

The first record listed below would pass this edit. The second record would fail the edit because the Withdrawal Code is W05 and the age is less than sixteen.

| Student Number Identifier, Florida | Survey Period Code | Birth Date | Withdrawal Code, PK-12 | Withdrawal Date |
|---|--------------------------|---------------|---------------------------|--------------------|
| 012345678X | 5 | 09151989 | W05 | 10022006 |
| *012345679X | 5 | 02191995 | W05 | 08232006 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Withdrawal Code, PK-12; the Birth Date or the Withdrawal Date and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

48. If Withdrawal Code = W25 then Grade Level must be PK or KG. –record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not equal to PK or KG and Withdrawal Code, PK-12 is W25.

| Student Number Identifier, Florida | Grade Level | Withdrawal Code, PK-12 |
|---------------------------------------|----------------|---------------------------|
| 012345678X | PK | W25 |
| * 012345679X | 03 | W25 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct either the Withdrawal Code, PK-12 or Grade Level and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

49. If Withdrawal Code, PK-12 = W25 then age must be less than 6 years old as of February 1 of the current school year.-record rejected-

EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Withdrawal Code, PK-12 is W25 and the age is greater than six.

| Student Number Identifier, Florida | Survey Period Code | Birth Date | Withdrawal Code, PK-12 | Withdrawal Date |
|---|--------------------------|---------------|---------------------------|--------------------|
| 012345678X | 5 | 10152002 | W25 | 09022007 |
| *012345679X | 5 | 02191999 | W25 | 08232006 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Withdrawal Code, PK-12; the Birth Date or the Withdrawal Date and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

4D. If the Prior School/Location: State/Territory or Commonwealth is FL, then Prior School Location: District/County must not be 99. If the Prior School/Location: State/Territory or Commonwealth is not FL, then Prior School Location: District/County must be 99 - record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District/County is 99 and the Prior School/Location: State/Territory or Commonwealth is FL.

| District Number, Current Enrollment | Prior School/ Location: District/County | Prior School/ Location: State, Territory or Commonwealth |
|--|---|---|
| 62 | 99 | MI |
| * 62 | 99 | FL |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must determine which code (the Prior School/Location: District/County or Prior School/Location: State, Territory or Commonwealth) is in error, correct it, and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

4E. If District Number, Current Enrollment is 35 and School Number, Current Enrollment is 0531 or if District Number, Current Enrollment is 55 and School Number, Current Enrollment is 0231 or if District Number, Current Enrollment is 64 and School Number, Current Enrollment is 7821; then Educational Choice code must be B or Z –record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the Educational Choice code is A.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Educational Choice |
|--|--------------------------------------|---------------------------------------|-----------------------|
| 35 | 0531 | 012345678X | B |
| 64 | 7821 | 012345679X | Z |
| * 55 | 0231 | 012345670X | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Educational Choice code and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

4F. If the School Number, Current Enrollment is a Charter School (Charter School Status on the Master School ID table is any code other than Z), then Educational Choice code must not be A. –record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the relationship between Educational Choice and Charter School Status is incorrect.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Educational Choice |
|--|--------------------------------------|---------------------------------------|-----------------------|
| 35 | 0021 | 012345678X | Z |
| 35 | 0102 | 012345679X | Z |
| * 35 | 0201 | 012345670X | A |

Master School Identification File

| District Number, Current Enrollment | School Number, Current Enrollment | Charter School Status |
|--|--------------------------------------|--------------------------|
| 35 | 0021 | R |
| 35 | 0102 | C |
| * 35 | 0201 | C |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Educational Choice code and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

4G. If Survey Period is 5 and Term is S, then Days Present, Summer Terms must be greater than zero and both Days Present, Annual and Days Absent, Annual must be zero. If Survey Period is 5 and Term is 3, then both Days Present, Summer and Days Absent, Summer must be zero. –record rejected–

EXAMPLE

The first and third records listed below would pass this edit. The second record below would be rejected because Days Present, Summer Terms is greater than 0.

| School Number, Current Enrollment | Student Number Identifier, Florida | Term | Days Present, Summer Terms |
|--------------------------------------|---------------------------------------|------|-------------------------------|
| 0411 | 12345678X | S | 015 |
| * 0411 | 12345679X | 3 | 073 |
| 0411 | 12345680X | S | 003 |

DISTRICT RESPONSIBILITY

The district should correct the Days Present, Summer Terms or the Term and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

4H. District Number, Current Instruction/Service must be numeric, in the range 01-69, or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
|---|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |
| * 02 | 0021 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

New Edit for 2015-16:



4I. Habitual Truant code must be N, Y or Z. If Survey Period Code is 2 or 3, then Habitual Truant code must be Z. If Survey Period Code is 5, then Habitual Truant code must be N or Y. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Survey Period Code = 3 and the Habitual Truant code is Y.

| Student Number Identifier, Florida | Survey Period Code | Habitual Truant |
|---------------------------------------|--------------------|-----------------|
| 012345677X | 5 | Y |
| 012345678X | 5 | N |
| *012345679X | 3 | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Habitual Truant code and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – STATE VALIDATION RULES

50. For Survey Period code 5, each Prior School Status/Student Attendance record must have a matching Student Demographic record based on both the District Number, Current Instruction/Service and District Number, Current Enrollment (Student Demographic) and District Number, Current Enrollment (Prior School Status); Student Number Identifier, Florida; Survey Period Code and School Year. -state validation 3-

EXAMPLE

The Prior School Status/Student Attendance record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Prior School Status/Student Attendance records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|--|---------------------------------------|-----------------------|----------------|
| 01 | 012345678X | 5 | **** |
| * 01 | 019876545X | 5 | **** |
| 01 | 429876546X | 5 | **** |

Student Demographic records

| District Number, Instruction/Service | District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|---|--|---------------------------------------|-----------------------|----------------|
| 01 | 01 | 012345678X | 5 | **** |
| 01 | 01 | 429876546X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Prior School Status/Student Attendance record or submit the matching Student Demographic record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – STATE VALIDATION RULES

51. If the Withdrawal Code, PK-12 is W21 on the Prior School Status/Student Attendance record, then at least one Discipline/Resultant Action code on the Student Discipline/Resultant Action records must be E.

The records should be matched on the following items: District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and School Year. –state validation–

EXAMPLE

The first and third records listed below would meet criteria specified in the edit above. The second record would cause a message to be generated because the Withdrawal Code, PK-12 is W21 but there is no Discipline/Resultant Action Code of E.

Prior School Status/Student Attendance

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Code, PK-12 | Survey Period |
|--|---------------------------------------|------------------------------|------------------|
| 36 | 123456789X | W21 | 5 |
| * 36 | 223456788X | W21 | 5 |
| 36 | 476543217X | W21 | 5 |

Student Discipline/Resultant Action

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Survey Period |
|--|---------------------------------------|---|------------------|
| 36 | 123456789X | E | 5 |
| * 36 | 223456788X | O | 5 |
| 36 | 476543217X | E | 5 |

DISTRICT RESPONSIBILITY

The district should verify the Withdrawal Code, PK-12 and the Discipline/Resultant Action Code and correct the code that is in error.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – STATE VALIDATION RULES

52. If the Entry (Re-Entry) Code, PK-12 is R01, R02, or R03, then there must be a matching Prior School Status/Student Attendance record (based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year) with an Entry (Re-Entry) Code, PK-12 of E01-E05, E2A, E3A, E4A, or E09 and a Withdrawal Date less than or equal to the Entry (Re-Entry) Date. state validation-

EXAMPLE

The first two sets of records listed below would pass this edit. The last record would cause an error message to be generated because there is no matching Prior School Status/Student Attendance record with an Entry Code of E01-E05 or E09.

| District Number, Current Enrollment | Student Number, Identifier, Florida | School Year | Entry (Re-entry) Code, PK-12 | Entry (Re-entry) Date | Withdrawal Date |
|-------------------------------------|-------------------------------------|-------------|------------------------------|-----------------------|-----------------|
| 03 | 012345678X | **** | E01 | 0825**** | 0915**** |
| 03 | 012345678X | **** | R03 | 1118**** | 0000**** |
| 03 | 012345677X | **** | E09 | 0920**** | 1015**** |
| 03 | 012345677X | **** | R01 | 0314**** | 0000**** |
| * 03 | 012345679X | **** | R03 | 0921**** | 0000**** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the Entry (Re-entry), PK-12 code and correct it if necessary or submit a matching record with an Entry (Re-entry) Code, PK-12 of E01-E05 or E09 and a Withdrawal Date less than the Entry (Re-entry) Date on the current record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

71. For Survey Period Codes 3 and 5, Days Present, Annual must be in the range 0-180. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record below would cause a message to be generated because Days Present, Annual is greater than 180.

| School Number, Current Enrollment | Student Number Identifier, Florida | Term | Days Present, Annual |
|--------------------------------------|---------------------------------------|------|-------------------------|
| 0411 | 12345678X | 3 | 002 |
| * 0411 | 12345679X | 3 | 768 |
| 0411 | 12345670X | 3 | 174 |

DISTRICT RESPONSIBILITY

The district should verify the Days Present, Annual and correct the record if in error. Otherwise, the district would take no action.

72. For Survey Period Codes 3 and 5, Days Absent, Annual must be in the range 0-180. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record below would cause a message to be generated because Days Absent, Annual is greater than 180.

| School Number, Current Enrollment | Student Number Identifier, Florida | Term | Days Absent, Annual |
|--------------------------------------|---------------------------------------|------|------------------------|
| 0311 | 123456789X | 3 | 002 |
| * 0311 | 123456791X | 3 | 215 |
| 0311 | 123456801X | 3 | 012 |

DISTRICT RESPONSIBILITY

The district should verify the Days Absent, Annual and correct the record if in error. Otherwise, the district would take no action.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

73. For Survey Period Code 5 if School Function/Setting on the Master School Identification (MSID) file for the School Number, Current Enrollment does not equal D, Days Present, Summer Terms must be in the range 0-45. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record below would cause a message to be generated because Days Present, Summer Terms is greater than 45.

| School Number, Current Enrollment | Student Number Identifier, Florida | Term | Days Present, Summer Terms |
|--------------------------------------|---------------------------------------|------|-------------------------------|
| 0411 | 12345678X | S | 015 |
| * 0411 | 12345679X | S | 073 |
| 0411 | 12345680X | S | 003 |

DISTRICT RESPONSIBILITY

The district should verify the Days Present, Summer Terms and correct the record if in error. Otherwise, the district would take no action.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

74. For Survey Period Code 5 if School Function/Setting on the Master School Identification (MSID) files for the School Number, Current Enrollment does not equal D, Days Absent, Summer Terms must be in the range 0-45. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record would cause an error message to be generated because Days Absent, Summer Terms is greater than 45.

| School Number, Current Enrollment | Student Number Identifier, Florida | Term | Days Absent, Summer Terms |
|--------------------------------------|---------------------------------------|------|------------------------------|
| 0411 | 12345678X | S | 015 |
| * 0411 | 12345679X | S | 073 |
| 0411 | 12345680X | S | 003 |

DISTRICT RESPONSIBILITY

The district should verify the Days Absent, Summer Terms and correct the record if in error. Otherwise, the district would take no action.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

75. For Survey Period Codes 3 and 5, the sum of Days Absent, Annual and Days Present, Annual must not be greater than 180. -exception report-

EXAMPLE

The record listed below would cause a message to be generated because the sum of Days Absent, Annual and Days Present, Annual is greater than 180.

| School Number, Current Enrollment | Student Number Identifier, Florida | Days Present, Annual | Days Absent, Annual |
|--------------------------------------|---------------------------------------|-------------------------|------------------------|
| * 0021 | 012345678X | 165 | 050 |

DISTRICT RESPONSIBILITY

The district should verify Days Present, Annual and/or Days Absent, Annual and correct the record if in error. Otherwise, the district would take no action.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

76. For Survey Period Code 5 if School Function/Setting for the School Number, Current Enrollment on the Master School Identification (MSID) file does not equal D, the sum of Days Absent, Summer Terms and Days Present, Summer Terms must not be greater than 45. -exception report-

EXAMPLE

The record listed below would cause a message to be generated because the sum of Days Absent, Summer Terms and Days Present, Summer Terms is greater than 45.

| School Number, Current Enrollment | Student Number Identifier, Florida | Days Present, Summer Terms | Days Absent, Summer Terms |
|--------------------------------------|---------------------------------------|-------------------------------|------------------------------|
| * 06 | 012345678X | 021 | 050 |

DISTRICT RESPONSIBILITY

The district should verify Days Present, Summer Terms and/or Days Absent, Summer Terms and correct the record if it is in error. Otherwise, the district would take no action.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

77. If Entry Code is E05, grade must be either PK or KG. –exception report--

EXAMPLE

The first and second records listed below would pass the edit assuming no other reject rule would cause their rejection. The third record would cause an error message to be generated because the Entry (Re-Entry Code) is E05 and Grade level is other than PK or KG.

| District Number, Current Enrollment | Student Number Identifier, Florida | Entry (Re-Entry) Code | Grade Level | Survey Period Code |
|--|---|-----------------------------|----------------|--------------------------|
| 62 | 123456787X | E05 | KG | 5 |
| 62 | 123456788X | E05 | PK | 5 |
| * 62 | 123456789X | E05 | 01 | 5 |

DISTRICT RESPONSIBILITY

The district should verify the Grade Level and correct the record if it is in error. Otherwise, the district would take no action.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

78. For Survey Period Code 5, Days Absent, Annual—Unexcused Not Related to Discipline must be in the range 0-180. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record below would cause a message to be generated because Days Absent, Annual—Unexcused Not Related to Discipline is greater than 180.

| School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period | Days Absent, Annual Unexcused Not Related to Discipline |
|--|---|------------------|--|
| 0311 | 123456789X | 5 | 002 |
| * 0311 | 123456791X | 5 | 215 |
| 0311 | 123456801X | 5 | 012 |

DISTRICT RESPONSIBILITY

The district should verify the Days Absent, Annual—Unexcused Not Related to Discipline and correct the record if in error. Otherwise, the district would take no action.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

79. If Withdrawal Code, PK-12 = W26 then age must be 16 or greater as of the Withdrawal Date.-exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would fail the edit because the Withdrawal Code is W26 and the age is less than sixteen.

| Student Number Identifier, Florida | Survey Period Code | Birth Date | Withdrawal Code, PK-12 | Withdrawal Date |
|---|--------------------------|---------------|---------------------------|--------------------|
| 012345678X | 5 | 09151989 | W26 | 10022006 |
| *012345679X | 5 | 02191994 | W26 | 08232006 |

DISTRICT RESPONSIBILITY

The district must review the record, determine whether all information is accurate and correct the record if necessary.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

80. If Survey Period = 2 or 3 and if the Withdrawal Code is W02, then there must be a matching Prior School Status/Student Attendance record (based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year) with an Entry (Re-Entry) Code, PK-12 of R02 and an Entry/Re-entry Date greater than or equal to the Withdrawal Date. -exception report-

EXAMPLE

The first two records listed below would pass this edit. The third record would generate an error message because the relationship between Withdrawal Code and the Entry/Re-entry Code does not meet the requirements of the edit. It is expected that a student withdrawing with a Withdrawal Code of W02 would be reported as entering another school in the district with an Entry (Re-entry) code of R02.

| District Number, Current Enrollment | Student Number, Identifier, Florida | School Year | Withdrawal Code | Withdrawal Date |
|-------------------------------------|-------------------------------------|-------------|-----------------|-----------------|
| 03 | 012345678X | **** | W02 | 0901**** |
| 03 | 012345677X | **** | W02 | 0915**** |
| * 03 | 012345679X | **** | W02 | 1001**** |

**** = Valid fiscal year for data submission.

| District Number, Current Enrollment | Student Number, Identifier, Florida | School Year | Entry (Re-entry) Code, PK-12 | Entry/ (Re-entry) Date |
|-------------------------------------|-------------------------------------|-------------|------------------------------|------------------------|
| 03 | 012345678X | **** | R02 | 0902**** |
| 03 | 012345677X | **** | R02 | 0917**** |
| * 03 | 012345679X | **** | E01 | 1003**** |

DISTRICT RESPONSIBILITY

The district must review the Withdrawal Code and Entry (Re-entry) Code, PK-12 in the third set of records and correct the code(s) that is in error.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

81. For Survey Period Code 5 if School Function/Setting on the Master School Identification (MSID) file for the School Number, Current Enrollment equals D, the sum of Days Absent, Summer Terms and Days Present, Summer Terms must not be greater than 70. –exception report-

EXAMPLE

The record listed below would cause a message to be generated because the sum of Days Absent, Summer Terms and Days Present, Summer Terms is greater than 70.

| School Number, Current Enrollment | Student Number Identifier, Florida | Days Present, Summer Terms | Days Absent, Summer Terms |
|--------------------------------------|---------------------------------------|-------------------------------|------------------------------|
| * 06 | 012345678X | 021 | 052 |

DISTRICT RESPONSIBILITY

The district should review the number of days present and number of days absent for accuracy. If the information in the record is correct, no action is necessary. If the information is not correct, the district should correct the Days Present, Summer Terms or Days Absent, Summer Terms or both and submit the record as a batch update.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – EXCEPTION REPORTS

82. If Survey is 5 and if the Withdrawal Code, PK-12 is W21 on the Prior School Status/Student Attendance record, then the Withdrawal Reason must be W21 on the Student End of Year Status record.

The records should be matched on the following items: District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and School Year. –exception report–

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Withdrawal Code, PK-12 is W21 but the Withdrawal Reason on the Student End of Year Status record is not W21.

Prior School Status/Student Attendance

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Code, PK-12 | Survey Period |
|--|---------------------------------------|------------------------------|------------------|
| 36 | 123456789X | W21 | 5 |
| * 36 | 223456788X | W21 | 5 |
| 36 | 476543217X | W21 | 5 |

Student End of Year Status

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Reason | Survey Period |
|--|---------------------------------------|----------------------|------------------|
| 36 | 123456789X | W21 | 5 |
| * 36 | 223456788X | W3A | 5 |
| 36 | 476543217X | W21 | 5 |

DISTRICT RESPONSIBILITY

The district should verify the Withdrawal Code, PK-12 and the Withdrawal Reason Code, and, correct one of the codes if there is an error.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – AGGREGATE EXCEPTION REPORTS

90. For Survey Period Codes 2, 3, and 5, for each active school on the Master School Identification (MSID) file for the district, unless it is school 3518 (McKay) or 9001 (Superintendent's Office), there must be at least one Prior School Status/Student Attendance record. –aggregate exception edit–

Note: An error message will be printed on the exception report for schools that do not meet the aggregate exception edit above.

EXAMPLE

School 0035 is an active school on the MSID file, but no Prior School Status/Student Attendance records exist for this school on the Student Database Prior School Status/Student Attendance table.

An aggregate edit error message is generated for school 0035 on the exception report indicating that the school failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must verify whether or not Prior School Status/Student Attendance records should be sent for this school and submit these records if necessary.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – AGGREGATE EXCEPTION REPORTS

91. For Survey Period Codes 3 and 5, for each school on the Prior School Status/Student Attendance table, the number of Days Absent, Annual must be > 0 (Refer to aggregate report F70624). – aggregate exception edit –

Note: The following information will be listed on the exception report for schools that do not meet the aggregate exception edit above:

- District Number, Current Enrollment
- School Number, Current Enrollment
- Total Days Present, Annual
- Total Days, Absent, Annual
- Percentage Days Present, Annual

EXAMPLE

School 0035 has 201,136 aggregate days present and 0 days absent on the Prior School Status/Student Attendance table. These figures equate to 100% days present during the 180 day school year. An aggregate edit error message is generated for school 0035 on the exception report indicating that the school failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must verify Days Absent, Annual and Days Present, Annual on the Prior School Status/Student Attendance records for this school and correct these fields if in error.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – AGGREGATE EXCEPTION REPORTS

92. For Survey Period Code 5, for each school on the Prior School Status/Student Attendance table, the percentage of Days Present, Annual (calculated as: Days Present, Annual/sum of Days Present, Annual + Days Absent, Annual X 100) must be equal to or > 90. – aggregate exception report –

Note: The following information will be listed on the exception report for schools that do not meet the aggregate exception edit above:

- District Number, Current Enrollment
- School Number, Current Enrollment
- Total Days Present, Annual
- Total Days, Absent, Annual
- Percentage Days Present, Annual

EXAMPLE

School 0035 has 58,502 aggregate days present and 29,121 days absent on the Prior School Status/Student Attendance table. These figures equate to 66.77% days present during the 180 day school year. An aggregate edit error message is generated for school 0035 on the exception report indicating that the school failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district should verify Days Present, Annual and Days Absent, Annual on the Prior School Status/Student Attendance records for this school and correct these fields if they are in error.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – AGGREGATE EXCEPTION REPORTS

93. For Survey Period Code 5, for each school on the Prior School Status/Student Attendance table for which Days Present, Summer Term is greater than 0, the percentage of Days Present, Summer Term (calculated as: Days Present, Summer Term/sum of Days Present, Summer Term + Days Absent, Summer Term X 100) must be equal to or greater than 95. – aggregate exception report –

Note: The following information will be listed on the exception report for schools that do not meet the aggregate exception edit above:

- District Number, Current Enrollment
- School Number, Current Enrollment
- Total Days Present, Summer Term
- Total Days, Absent, Summer Term
- Percentage Days Present, Summer Term

EXAMPLE

School 0035 has 1,627 aggregate summer days present and 523 summer days absent on the Prior School Status/Student Attendance table. These figures equate to 75.67% days present during the summer term. An aggregate edit error message is generated for school 0035 on the exception report indicating that the school failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district should verify Days Present, Summer Term and Days Absent, Summer Term on the Prior School Status/Student Attendance records for this school and correct them if they are in error.

STUDENT ASSESSMENT –REJECT RULES

1. **District Number, Current Enrollment must be numeric, in the range 01-67, 69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |
| * 02 | 0021 | 012345676X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

2. The School Number, Current Enrollment must exist on the Master School Identification File as a valid active school in the district of enrollment. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. Records one, two and three would be rejected because the School Number, Current Enrollment does not exist on the Master School Identification File as a valid active school number for the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment |
|--|--------------------------------------|
| * 09 | 8131 |
| * 13 | 0009 |
| * 15 | C999 |
| 57 | 0051 |
| 63 | 0021 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 and 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains a blank. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission Job Control Language (JCL) is identified as Survey Period "5". However, if records on the transmission have a Survey Period Code "2", all records updated, added or deleted with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the Survey Period Code should be corrected and all records should be resubmitted.

- 5. School Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The School Year as specified in the transmission JCL is identified as the valid year for data submission. However, if records on the transmission have the previous year coded, all records updated, added or deleted with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Year either on the records coming in or the transmission JCL and resubmit all records.

STUDENT ASSESSMENT –REJECT RULES

6. Test Name must be a valid test on the Test Name Table in Appendix I of the DOE Information Data Base Requirements Volume I-Automated Student Information System manual. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid.

| Student Number Identifier, Florida | Test Date | Test Name |
|---------------------------------------|--------------|--------------|
| 123456789X | 01172006 | APT |
| * 223456789X | 01172006 | SSL |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Name and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

7. Test Publication Year must be numeric and a valid year in the range 1970 through the current year. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Publication Year is in the future. The third record would be rejected because the Test Publication Year is not within the valid range of years.

| Student Number Identifier, Florida | Test Date | Test Publication Year |
|---------------------------------------|--------------|-----------------------------|
| 123456789X | 0118**** | 2002 |
| * 223456789X | 1115**** | 2103 |
| * 323456789X | 0431**** | 1956 |

**** = Valid year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Test Publication Year and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

8. Test Date must be numeric and a valid date that is not in the future.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is not a valid calendar date.

| Student Number Identifier, Florida | Test Date |
|---------------------------------------|--------------|
| 123456789X | 0118**** |
| 223456789X | 1115**** |
| * 323456789X | 0431**** |

**** = Valid year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

9. The Test Subject Content code must be a valid code, specified in Appendix L of the DOE Information Data Base Requirements Volume I-Automated Student Information System manual, for the Test Name/Code. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content code is invalid for the Test Code submitted. The third record would be rejected because the Test Subject Content code is blank.

| Student Number Identifier, Florida | Test Code | Test Subject Content |
|---------------------------------------|--------------|-------------------------|
| 123456789X | STA | 11 |
| * 223456789X | STA | 03 |
| * 323456789X | STA | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Test Subject Content codes and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

11. Test Score 1 must be numeric and right justified with leading zeros.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score 1 contains alphabetic characters. The third record would be rejected because Test Score 1 does not have leading zeros.

| Student Number Identifier, Florida | Test Date | Test Score 1 |
|--|--------------|-----------------|
| 123456789X | 0119**** | 0071 |
| * 301741234X | 0119**** | AA71 |
| * 242424321X | 0119**** | 71 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Test Score 1 and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

13. Test Score 2 must be numeric and right justified with leading zeros.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score 2 contains alphabetic characters. The third record would be rejected because Test Score 2 does not have leading zeros.

| Student Number Identifier, Florida | Test Date | Test Score 2 |
|--|--------------|-----------------|
| 123456789X | 0119**** | 0071 |
| * 301741234X | 0119**** | AA71 |
| * 242424321X | 0119**** | 71 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Test Score 2 and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

14. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the database; if C or D is specified then the record must exist on the database. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Transaction Code and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

18. Test Level must not be blank. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level field is blank.

| Student Number Identifier, Florida | Test Date | Test Level |
|--|--------------|---------------|
| 123456789X | 0119**** | 11 |
| * 242424321X | 0119**** | |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Level and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

19. Test Form must not be blank. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form field is blank.

| Student Number Identifier, Florida | Test Date | Test Form |
|---|--------------|--------------|
| 123456789X | 0119**** | A |
| * 242424321X | 0119**** | |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Form and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

20. If Test Score Type 2 is ZZ then Test Score 2 must be 0000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score 2 is not 0000.

| Student Number Identifier, Florida | Test Date | Test Score Type 2 | Test Score 2 |
|---|--------------|-------------------------|-----------------|
| 123456789X | 01192007 | ZZ | 0000 |
| * 301741234X | 01192007 | ZZ | 0200 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Score 2 and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

21. Each Student Assessment record must be unique based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; School Year; Test Name, Test Date and Test Subject Content. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; School Year; Test Name, Test Date and Test Subject Content) of the first and fourth records, respectively.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number, Identifier Florida | Survey Period, Code | School Year | Test Name | Test Date | Test Subject Content |
|--|--|---|---------------------------|----------------|--------------|--------------|----------------------------|
| 01 | 0411 | 012345675X | 5 | **** | CAI | 09182006 | 3A |
| * 01 | 0411 | 012345675X | 5 | **** | CAI | 09182006 | 3A |
| 01 | 0411 | 023456789X | 5 | **** | APT | 09222006 | 1A |
| 01 | 0411 | 032345675X | 5 | **** | IBP | 09232006 | NB |
| * 01 | 0411 | 032345675X | 5 | **** | IBP | 09232006 | NB |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

STUDENT ASSESSMENT –REJECT RULES

22. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

23. School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 3518 and 9001. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 012345678X |
| 01 | 0151 | 012345679X |
| * 01 | 9999 | 012345680X |
| * 01 | C901 | 012345681X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

 24. Test Name must be APT, CAI or IBP. Test Score Type 1 must be SS for APT, CAI or IBP, and Test Score Type 2 must be ZZ for APT, CAI or IBP. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score Type 2 is not ZZ.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score Type 1 | Test Score Type 2 |
|--|--------------|--------------|-------------------------|-------------------------|
| 123456789X | 11012008 | CAI | SS | ZZ |
| * 301741234X | 11012008 | CAI | SS | LX |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Test Score Type 2 and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

26. If Test Name is CAI then Test Publication Year must be the year the data is being reported or the previous year. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Publication Year is not valid for the Test Name reported.

| Student Number Identifier, Florida | Test Date | Test Name | Test Publication Year |
|--|--------------|--------------|-----------------------------|
| 123456789X | 06012009 | CAI | 2009 |
| * 301741234X | 06012009 | CAI | 2007 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Publication Year and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

**27. If Test Name is CAI then Test Date must be June 1 (0601), June 2 (0602) November 1 (1101) or November 2 (1102) of the school year being reported.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Date is not valid for the Test Name reported.

| Student Number Identifier, Florida | Test Date | Test Name | Test Publication Year |
|--|--------------|--------------|-----------------------------|
| 123456789X | 06012009 | CAI | 2009 |
| * 301741234X | 06112009 | CAI | 2009 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Date and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

28. If Test Name is APT, CAI or IBP then Test Form must be Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is not valid for the Test Name reported.

| Student Number Identifier, Florida | Test Date | Test Name | Test Form |
|--|--------------|--------------|--------------|
| 123456789X | 06012009 | CAI | Z |
| * 301741234X | 06012009 | CAI | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Form and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

29. If Test Name is CAI then Test Level must be A or AS. -record rejected-

Note: Test Level A is left justified with a trailing blank.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level is not valid for the Test Name reported.

| Student Number Identifier, Florida | Test Date | Test Name | Test Level |
|--|--------------|--------------|---------------|
| 123456789X | 06012009 | CAI | AS |
| * 301741234X | 06012009 | CAI | S |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Level and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

30. If Test Name is CAI then Test Score must be 0000, 0001, 0002, 0003, 0004, 0005, 0006, 0007, or 0008. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score is not valid for the Test Name reported.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score |
|--|--------------|--------------|---------------|
| 123456789X | 06012009 | CAI | 0007 |
| * 301741234X | 06012009 | CAI | B |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Score and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

31. If Test Name is APT then Test Level must be ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level is not valid for the Test Name reported.

| Student Number Identifier, Florida | Test Date | Test Name | Test Level |
|--|--------------|--------------|---------------|
| 123456789X | 06012009 | APT | ZZ |
| * 301741234X | 06012009 | APT | AS |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Level or Test Name code and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

32. If Test Name is IBP then Test Level must be HL or SL. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level is not valid for the Test Name reported.

| Student Number Identifier, Florida | Test Date | Test Name | Test Level |
|--|--------------|--------------|---------------|
| 123456789X | 06012009 | IBP | SL |
| * 301741234X | 06012009 | IBP | AS |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Level or Test Name code and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

33. If Test Name is APT then Test Score (1) must be 0001, 0002, 0003, 0004, or 0005. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score is not valid for the Test Name reported.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score |
|--|--------------|--------------|---------------|
| 123456789X | 06012009 | APT | 0003 |
| * 301741234X | 06012009 | APT | B |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Score and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

34. If Test Name is IBP then Test Score (1) must be 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0008 or 0009. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score is not valid for the Test Name reported.

| Student Number Identifier, Florida | Test Date | Test Name | Test Score |
|--|--------------|--------------|---------------|
| 123456789X | 06012009 | IBP | 0007 |
| * 301741234X | 06012009 | IBP | B |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Test Score and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES



35. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

STUDENT ASSESSMENT – VALIDATION EDIT RULES

60. Each Student Assessment record must have a matching Student Demographic Information record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation-

EXAMPLE

The Student Assessment record listed below marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic Information record.

Student Assessment records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|--|---|--------------------------|----------------|
| * 01 | 012345678X | 5 | **** |
| 01 | 019876545X | 5 | **** |
| 01 | 429876546X | 5 | **** |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|--|---|--------------------------|----------------|
| 01 | 019876545X | 5 | **** |
| 01 | 429876546X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Student Assessment record or add a Student Demographic Information record to match the above key fields.

STUDENT ADDITIONAL FUNDING – REJECT RULES

1. District Number, Current Instruction/Service must be numeric and in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Student Number Identifier, Florida |
|---|---|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

STUDENT ADDITIONAL FUNDING – REJECT RULES

2. **School Number, Current Instruction/Service must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Instruction/Service is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Instruction/Service is not numeric.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Student Number Identifier, Florida |
|---|---|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | 0021 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

STUDENT ADDITIONAL FUNDING – REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75, or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Student Number Identifier, Florida |
|---|---|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT ADDITIONAL FUNDING – REJECT RULES

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "3". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct Survey Period Code either on the records coming in or the transmission JCL and all records must be resubmitted.

- 5. School Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

The district must correct School Year either on the records coming in or the transmission JCL and all records must be resubmitted.

STUDENT ADDITIONAL FUNDING – REJECT RULES

6. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

STUDENT ADDITIONAL FUNDING – REJECT RULES

7. FTE Earned, College Entrance Examination Board (CEEB) Advanced Placement Test must be numeric and must equal 0.00, 0.16, 0.32, 0.48, 0.64, 0.80, 0.96, 1.12, 1.28, 1.44, 1.60, 1.76, 1.92, 2.08, 2.24 or 2.40. -record rejected-

NOTE: Two decimal places assumed.

EXAMPLE

The first and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and third records listed below would be rejected. The second record would be rejected because FTE Earned, CEEB Advanced Placement Test is not numeric. The third record would be rejected because FTE Earned, CEEB Advanced Placement Test is not valid.

| District Number, Current Instruction/Service | Student Number Identifier, Florida | FTE Earned, CEEB Advanced Placement Test |
|---|---------------------------------------|--|
| 30 | 301234567X | 032 |
| * 30 | 301234568X | ZZZ |
| * 30 | 301234569X | 480 |
| 30 | 302356789X | 000 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the FTE Earned, CEEB Advanced Placement Test and resubmit the records.

STUDENT ADDITIONAL FUNDING – REJECT RULES

8. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Instruction/Service | Student Number Identifier, Local |
|---|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the records.

STUDENT ADDITIONAL FUNDING – REJECT RULES

9. FTE Earned, International Baccalaureate Diploma must be 0.00 or 0.30. -record rejected-

Note: Two decimal places assumed.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because FTE Earned, International Baccalaureate Diploma is not 0.00 or 0.30.

| District Number, Current Instruction/Service | Student Number, Identifier, Florida | FTE Earned, International Baccalaureate Diploma |
|---|--|---|
| 35 | 351234567X | 030 |
| 35 | 351234568X | 000 |
| * 35 | 351234569X | 050 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE Earned, International Baccalaureate Diploma and resubmit the record.

STUDENT ADDITIONAL FUNDING – REJECT RULES

10. FTE Earned, International Baccalaureate Score must be numeric and must equal 0.00, 0.16, 0.32, 0.48, 0.64, 0.80, 0.96, or 1.12. -record rejected-

Note: Two decimal places assumed.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because FTE Earned, International Baccalaureate Score is not valid.

| District Number, Current Instruction/Service | Student Number, Identifier, Florida | FTE Earned, International Baccalaureate Score |
|---|--|---|
| 35 | 351234567X | 112 |
| 35 | 351234568X | 000 |
| * 35 | 351234569X | 320 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE Earned, International Baccalaureate Score and resubmit the record.

STUDENT ADDITIONAL FUNDING – REJECT RULES

11. The School Number, Current Instruction/Service must exist on the Master School Identification File as a valid school number in the district of Instruction/Service. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Instruction/Service is not valid on the Master School Identification File for the District Number, Current Instruction/Service.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Student Number Identifier, Florida |
|---|---|---------------------------------------|
| * 01 | 0351 | 012345678X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the record.

STUDENT ADDITIONAL FUNDING – REJECT RULES

12. FTE Earned, Advance International Certificate of Education Diploma must be 0.00 or 0.30. -record rejected-

Note: Two decimal places assumed.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because FTE Earned, Advance International Certificate of Education Diploma is not 0.00 or 0.30.

| District Number, Current Instruction/Service | Student Number, Identifier, Florida | FTE Earned, Advanced International Certificate Of Education Diploma |
|---|--|---|
| 35 | 351234567X | 030 |
| 35 | 351234568X | 000 |
| * 35 | 351234569X | 050 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE Earned, Advance International Certificate of Education Diploma and resubmit the record.

STUDENT ADDITIONAL FUNDING – REJECT RULES

13. FTE Earned, Advanced International Certificate of Education Score must be 0.00, 0.08, 0.16, 0.24, 0.32, 0.40, 0.48, 0.56, 0.64, 0.72, 0.80, 0.88, 0.96, 1.04, or 1.12. -record rejected-

Note: Two decimal places assumed.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because FTE Earned, Advance International Certificate of Education Score is not valid.

| District Number, Current Instruction/Service | Student Number, Identifier, Florida | FTE Earned, Advanced International Certificate Of Education Score |
|---|--|---|
| 35 | 351234567X | 104 |
| 35 | 351234568X | 000 |
| * 35 | 351234569X | 122 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE Earned, Advance International Certificate of Education Score and resubmit the record.

STUDENT ADDITIONAL FUNDING – REJECT RULES

15. FTE Earned, Early Graduates must be numeric and must be equal to 0.0000, 0.2500, or 0.5000. -record rejected-

NOTE: Four decimal places assumed.

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause its rejection. The third and fourth records listed below would be rejected. The third record would be rejected because FTE Earned, Early Graduates is not numeric. The fourth record would be rejected because FTE Earned, Early Graduates is not equal to 0.0000, 0.2500, or 0.5000.

| District Number, Current Instruction/Service | Student Number Identifier, Florida | FTE Earned, Early Graduates |
|---|---------------------------------------|--------------------------------|
| 30 | 301234566X | 02500 |
| 30 | 301234567X | 00000 |
| * 30 | 301234568X | <u>ZZZZZ</u> |
| * 30 | 301234569X | 33333 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the FTE Earned, Early Graduates and resubmit the records.

STUDENT ADDITIONAL FUNDING – REJECT RULES



16. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

STUDENT ADDITIONAL FUNDING – REJECT RULES

17. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | Student Number Identifier, Florida |
|--|---------------------------------------|
| 01 | 012345677X |
| 01 | 012345678X |
| * 00 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT ADDITIONAL FUNDING – REJECT RULES

18. Each Student Additional Funding record must be unique based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year. –first record accepted, all other duplicate records rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because it is a duplicate (same District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year) of the first record.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | School Year |
|---|---|---|--------------------------|----------------|
| 01 | 0381 | 123456780X | 5 | **** |
| *01 | 0381 | 123456780X | 5 | **** |
| 01 | 0250 | 429876546X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records accepted and loaded to the data base are the correct ones no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the rejected record and resubmit the record. The district must delete any invalid records.

STUDENT ADDITIONAL FUNDING – REJECT RULES

19. If FTE Earned, Early Graduates is greater than zero, then District Number, Current Enrollment must match District Number, Current Instruction/Service. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected since the District Number, Current Instruction/Service and District Number, Current Enrollment does not match.

| District Number, Current Instruction/Service | District Number, Current Enrollment | FTE Earned, Early Graduates |
|--|---|--------------------------------|
| 01 | 01 | 0.2500 |
| * 02 | 01 | 0.2500 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the rejected record and resubmit the record.

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

40. If FTE Earned, Early graduates is greater than zero, then a Student End of Year Status record must exist and the Diploma Type on the Student End of Year Status record must be W06, WFT, or WFW. The records should match based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period, and Year. –state validation–

EXAMPLE

The second and third records would cause a message to be generated because the FTE Earned, Early Graduates is greater than zero and the Diploma Type codes are not W06, WFT or WFW.

Student End of Year Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | Diploma Type |
|--|---|-----------------|
| 36 | 123456780X | W06 |
| * 36 | 223456780X | W6A |
| * 36 | 323456780X | ZZZ |

Student Additional Funding records

| District Number, Current Enrollment | Student Number Identifier, Florida | FTE Earned, Early Graduates |
|--|---|-----------------------------------|
| 36 | 123456780X | 0.2500 |
| * 36 | 223456780X | 0.2500 |
| * 36 | 323456780X | 0.2500 |

DISTRICT RESPONSIBILITY

The district must review the Diploma Type codes and the FTE Earned, Early Graduates amounts and correct the items that are in error. The district must then resubmit the records.

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

41. Each Student Additional Funding record must have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation–

EXAMPLE

The Student Additional Funding record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Student Additional Funding records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year |
|---|---|--------------------------|------|
| 01 | 123456780X | 5 | **** |
| * 01 | 223456780X | 5 | **** |
| 01 | 429876546X | 5 | **** |

Student Demographic records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year |
|---|---|--------------------------|------|
| 01 | 123456780X | 5 | **** |
| 01 | 429876546X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Student Additional Funding record or add a Student Demographic record to match the above key fields.

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

60. If the FTE amount is greater than zero for either of the following data elements:

- FTE Earned: Advanced International Certificate of Education Diploma
- FTE Earned: Advanced International Certificate of Education Score

then the student must have a Student Course Schedule record with a course number that matches a course identified in Appendix V as an Advanced International Certificate of Education (AICE) course in Surveys 2 or 3 of the current school year. The District Number, Current Instruction/Service and School Number, Current Instruction/Service on the Student Additional Funding format must match the Student Course Schedule record and either the Student Number Identifier, Florida on the Student Additional Funding format or the Student Number Identifier - Alias, Florida on the Student Demographic format must match the Student Number Identifier, Florida on the Student Course Schedule record. See Appendix V for a list of AICE Course Numbers. –exception report–

EXAMPLE

The first record listed below would pass this edit. The second record would not pass the edit because the FTE Earned: Advanced International Certificate of Education Score is greater than zero and the student does not have a Student Course Schedule record with a course number identified in Appendix V for AICE courses in Surveys 2 or 3 of the current school year.

Student Additional Funding records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | FTE Earned AICE Score |
|---|---|--------------------------|------|--------------------------------|
| 36 | 123456780X | 5 | **** | 0.12 |
| * 36 | 223456780X | 5 | **** | 0.12 |

Student Demographic records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | Student Number Identifier Alias Florida |
|---|---|--------------------------|------|--|
| 36 | 123456780X | 5 | **** | 1234567000 |
| * 36 | 223456780X | 5 | **** | 3567901234 |

Student Course Schedule records

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | Course Number |
|---|---|--------------------------|------|------------------|
| 36 | 123456780X | 3 | **** | 1202360 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify that the student took an Advanced International Certificate of Education (AICE) course. If the student did not take an AICE course, then the district must correct the FTE Earned: Advanced International Certificate of Education Score on the Student Additional Funding record. If a Student Course Schedule record is missing from Surveys 2 or 3, the district must submit a Student Course Schedule record for the omitted AICE course.

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

61. If the FTE amount is greater than zero for either of the following data elements:

- FTE Earned: International Baccalaureate Diploma
- FTE Earned: International Baccalaureate Score

then the student must have a Student Course Schedule record with a course number that matches a course identified in Appendix V as an International Baccalaureate (IB) course in Surveys 2 or 3 of the current school year. The District Number, Current Instruction/Service and School Number, Current Instruction/Service on the Student Additional Funding format must match the Student Course Schedule record and either the Student Number Identifier, Florida on the Student Additional Funding format or the Student Number Identifier – Alias, Florida on the Student Demographic format must match the Student Number Identifier, Florida on the Student Course Schedule record. See Appendix V for a list of IB Course Numbers.

–exception report–

EXAMPLE

The first record listed below would pass this edit. The second record would not pass the edit because the FTE Earned: International Baccalaureate Diploma is greater than zero and the student does not have a Student Course Schedule record with a course number identified in Appendix V for IB courses in Surveys 2 or 3 of the current school year.

Student Additional Funding records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | FTE Earned: International Baccalaureate Diploma |
|---|---|--------------------------|------|--|
| 36 | 123456780X | 5 | **** | 0.30 |
| * 36 | 223456780X | 5 | **** | 0.30 |

Student Demographic records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | Student Number Identifier, Alias Florida |
|---|---|--------------------------|------|---|
| 36 | 123456780X | 5 | **** | 1234567000 |
| * 36 | 223456780X | 5 | **** | 3567901234 |

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

Student Course Schedule Records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | Course Number |
|---|---|--------------------------|------|------------------|
| 36 | 123456780X | 3 | **** | 0114860 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify that the student took an International Baccalaureate (IB) course. If the student did not take an IB course, then the district must correct the FTE Earned: International Baccalaureate Diploma on the Student Additional Funding record. If a Student Course Schedule record is missing from Surveys 2 or 3 the district must submit a Student Course Schedule record for the omitted IB course.

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

62. If the FTE Earned on College Entrance Examination Board Advanced Placement Test is greater than zero, and

- **If District Number, Current Instruction/Service equals 01-69, or 72-75, then the student must have a Student Course Schedule record with a course number that matches a course identified in Appendix V as an Advanced Placement (AP) course in Surveys 2 or 3 of the current school year, or**
- **If District Number, Current Instruction/Service equals 71 and School Number, Current Instruction Service equals 0300 or 0400, then the student must have a Student Course Schedule record with a course number that matches a course identified in Appendix V as an Advanced Placement (AP) course in Surveys 2, 3 or 4 of the current school year, or**
- **If District Number, Current Instruction is equal to 71 and School Number, Current Instruction/Service equal 0500 or, 0600, then the student must have a Student Course Schedule record with a course number that matches a course identified in Appendix V as an Advanced Placement (AP) course in Surveys 1, 2, 3, or 4 of the current school year.**
- **The District Number, Current Instruction/Service and School Number, Current Instruction/Service on the Student Additional Funding format must match the Student Course Schedule record and either the Student Number Identifier, Florida on the Student Additional Funding format or the Student Number Identifier—Alias, Florida on the Student Demographic format must match the Student Number Identifier, Florida on the Student Course Schedule record. See Appendix V for a list of AP Course Numbers. – exception report–**

EXAMPLE

The first record listed below would pass this edit. The second record would not pass the edit because the FTE Earned: College Entrance Examination Board (CEEB) Advanced Placement Test is greater than zero and the student does not have a Student Course Schedule record with a course number identified in Appendix V for AP course in Surveys 2 or 3 of the current school year.

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

Student Additional Funding records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | FTE Earned: CEEB AP Test |
|---|---|--------------------------|------|-----------------------------------|
| 36 | 123456780X | 5 | **** | 0.24 |
| * 36 | 223456780X | 5 | **** | 0.24 |

Student Demographic records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | Student Number Identifier, Alias Florida |
|---|---|--------------------------|------|---|
| 36 | 123456780X | 5 | **** | 1234567000 |
| * 36 | 223456780X | 5 | **** | 3567891234 |

Student Course Schedule records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | Course Number |
|---|---|--------------------------|------|------------------|
| 36 | 123456780X | 3 | **** | 0708400 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify that the student took an Advanced Placement (AP) course. If the student did not take an AP course, then the district must correct the FTE Earned: College Entrance Examination Board Advanced Placement Test amount on the Student Additional Funding record. If a Student Course Schedule record is missing from Surveys 2 or 3 the district must submit a Student Course Schedule record for the omitted AP course.

STUDENT COURSE SCHEDULE - REJECT RULES

1. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

2. **School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected. The third record would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric, N998 or N999.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | 0021 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on the Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

- 4. Survey Period Code must be 1, 2, 3, or 4 and it must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in the statements for tape transmission is identified as Survey Period Code "2" and records are coded with Survey Period Code "3". All updates, adds, or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

Correct the Survey Period Code either on the records coming in or the transmission JCL and resubmit all of the records.

- 5. The Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Fiscal Year on the JCL and the records being submitted for processing must match. Otherwise, the records would be rejected.

DISTRICT RESPONSIBILITY

Correct the Fiscal Year either on the transmission JCL or the records being submitted and resubmit all records for processing.

STUDENT COURSE SCHEDULE - REJECT RULES

- 6. District Number, Current Instruction/Service must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The District Number, Current Instruction/Service on records being submitted for processing must match the District Number, Current Instruction/Service on the JCL. Otherwise, the records would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

7. If Survey Period Code is 1, then

- School Number, Current Instruction/Service must be numeric in the range 0001-9899 or 9996 (excluding 7001, 7004, 7006, 7023, 9001; and excluding schools where the Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file), or
- it must be C901-C928, U970-U980, or P001-P999.

If Survey Period Code = 2 or 3, then

- School Number, Current Instruction/Service must be numeric in the range 0001-9899 (excluding 9001), 9996, C901-C928, U970-U980, P001-P999, or
- it may be a private school number.

If Survey Period Code is 4, then

- School Number, Current Instruction/Service must be numeric in the range 0001-9899 (excluding 9001), 9996, , or
 - it must be C901-C928, U970-U980, or P001-P999.
- record rejected-

NOTE: If School Number, Current Instruction/Service is a private school number, Course Number must be 2222222.

EXAMPLE

The records listed below would be rejected because in each case the School Number, Current/Instruction Service is not within the valid range.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code |
|---|---|---|--------------------------|
| * 01 | 9901 | 123456789X | 2 |
| * 01 | C929 | 123456790X | 2 |
| * 01 | U981 | 123456791X | 2 |

STUDENT COURSE SCHEDULE - REJECT RULES

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

8. If the School Number, Current Instruction/Service is C901-C928, U970-U980, P001-P999, 9996, or N999, the District Number, Current Enrollment must be correct for the district submitting the data. If Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number, the District Number, Current Enrollment must be correct for the district submitting the data. -record rejected-

NOTE: If School Number, Current Instruction/Service is a private school number, Course Number must be 2222222.

EXAMPLE

If the district submitting the records is 01, then the first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the District Number, Current Enrollment is incorrect for the district submitting the record.

| District Number, Current Enrollment | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code |
|--|---|---|--------------------------|
| 01 | C901 | 123456789X | 2 |
| * 02 | C928 | 123456790X | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Course record or the transmission JCL where the mismatch occurs and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

9. Course Number must not contain blanks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Course Number contains a blank.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number |
|---|---|---|------------------|
| 02 | 0061 | 123456789X | 5013010 |
| * 02 | 0201 | 123456790X | 1008 80 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

10. Section Number must not be all blanks. Allowable characters are 0-9, A-Z, space, hyphen (-), dollar sign (\$), pound sign (#), ampersand (&), percent (%), forward slash (/) and colon (:). -record rejected-

Note: Section Number may be submitted with blanks in one to four of the five positions, but may not be submitted with five blanks.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Section Number is all blanks.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | Section Number |
|---|---|------------------|-------------------|
| 02 | 123456789X | 5013010 | PP18 |
| * 02 | 123456791X | 2003340 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Section Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

11. Period Number must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Period Number is not numeric. The fourth record would be rejected because Period Number is blank.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | Period Number |
|---|---|------------------|------------------|
| 02 | 123456789X | 5013010 | 0101 |
| 02 | 123456790X | 7910100 | 0288 |
| * 02 | 123456791X | 2109310 | AB80 |
| * 02 | 123456792X | 1300330 | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Period Number and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

12. If the School Number Current Instruction/Service does not begin with "P" the Course Number must not be a "local use only transfer" course number unless Course Number = 0500980. If the School Number Current Instruction/Service does not begin with "P" then the Course Number must not begin with 00. -record rejected-

Note: Local use only transfer course numbers for Grade Levels 09-12 are numeric course numbers that end in 980 or 990. Local use only transfer course numbers for Grade Levels 30-31 are alphanumeric course numbers that begin with one alpha character and end with six zeroes.

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Course Numbers are local use only transfer course numbers.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number |
|---|---|---|------------------|
| * 01 | 0201 | 123456789X | 2100990 |
| * 01 | 0201 | 123456790X | 2000990 |
| 01 | 0201 | 123456791X | 1206310 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

13. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

14. Each Student Course Schedule record must be unique based on Student Number Identifier, Florida; Survey Period Code; Fiscal Year; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Section Number; Period Number; and Term. -Record having highest weighted FTE accepted, all other duplicate records rejected-

EXAMPLE

The records that are highlighted are duplicates. The record in each of the pairs which is marked with an asterisk would be rejected because it has the lower weighting factor. That is, FEFP Program Number 102 has a lower weighting factor for funding than does FEFP Program Number 103.

| Student Number Identifier, Florida | Svy. Pd. Code | FY | Dist. Num., Curr. Inst./ Serv. | Schl. Num., Curr. Instr./ Serv. | Course Number | Section Number | Period Number | FEFP Prog. No. | Term |
|---|---------------------|-------------|--|---|------------------|-------------------|------------------|----------------------|----------|
| 123456780X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| 123456781X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| 123456782X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| 123456783X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| 123456784X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| 123456785X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| 123456786X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| * 123456787X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| 123456787X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 103 | 1 |
| 123456788X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| * 123456789X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 102 | 1 |
| 123456789X | 2 | **** | 01 | 0021 | 2109370 | 00001 | 0202 | 103 | 1 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

STUDENT COURSE SCHEDULE - REJECT RULES

15. Dual Enrollment Indicator must be A, B, C, E, or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Dual Enrollment Indicator is not valid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Student Number Identifier, Florida | Course Number | Dual Enrollment Indicator |
|---|---|--------------------------|---|------------------|---------------------------------|
| 31 | 0291 | 2 | 123456789X | PHY1050 | A |
| 31 | 0291 | 2 | 123456790X | 1209800 | Z |
| * 31 | 0291 | 2 | 123456791X | PHY1050 | D |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Dual Enrollment Indicator and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

16. All alphanumeric Course Numbers must either be on the Course Code Directory or on the Statewide Course Numbering System file unless School Number, Current Instruction/Service equals N999 or P001-P999. -record rejected-

EXAMPLE


The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and fourth records would be rejected because the Course Numbers are not on the Course Code Directory or on the Statewide Course Numbering System files.

| Student Number Identifier, Florida | District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number |
|---|---|---|------------------|
| * 661234566X | 66 | 0061 | FF10011 |
| 661234567X | 66 | 0061 | I460103 |
| 661234568X | 66 | 0201 | B070614 |
| * 661234569X | 66 | 0271 | ABCDE12 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Numbers and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

 17. If Course Number is a course number from the Courses That Do Not Generate FTE file (F71424), then FTE Reported, Course must be 0000 and FEFP Program Number must be 999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the course is a study hall and the FEFP Program Number is not 999. The third record would be rejected because the course is a study hall and the FTE Reported, Course is greater than zero.

| Student Number Identifier, Florida | Survey Period Code | FTE Reported, Course | Course Number | FEFP Program Number |
|---|--------------------------|----------------------------|------------------|---------------------------|
| 242123456X | 2 | 0000 | 2200300 | 999 |
| * 242123457X | 2 | 0000 | 2200310 | 103 |
| * 242123458X | 2 | 0250 | 2200320 | 999 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must appropriately correct the element(s) listed in the edit and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

18. If Course Number equals 0800300 or 8502000, then FEFP Program Number must equal 102, 103, 112, 113, 254, 255, or 999. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the proper relationship does not exist between FEFP Program Number and the Course Number 8502000.

| Student Number Identifier, Florida | District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | FEFP Program Number |
|---|---|---|------------------|---------------------------|
| 111123456X | 01 | 0201 | 8502000 | 103 |
| * 111123457X | 01 | 0201 | 8502000 | 300 |
| 111123458X | 01 | 0201 | 8502000 | 103 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the FEFP Program Number or the Course Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

19. If Course Number equals 2222222, then School Number, Current Instruction/Service must be a private school number and vice versa -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since Course Number is 2222222 and the School Number, Current Instruction/Service is not a private school number.

| Student Number Identifier, Florida | District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number |
|---|---|---|------------------|
| 123456789X | 01 | 8034 | 2222222 |
| 123456790X | 17 | 8016 | 2222222 |
| * 123456791X | 17 | 8711 | 2222222 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the School Number, Current Instruction/Service or the Course Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

20. FEFP Program Number must be 102, 103, 112 or 113 if Dual Enrollment Indicator code = A, B, C, or E. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the relationship between Dual Enrollment Indicator code and FEFP Program Number is not appropriate.

| Student Number Identifier, Florida | Dual Enrollment Indicator | FEFP Program Number |
|---------------------------------------|---------------------------------|---------------------------|
| 123456789X | A | 103 |
| * 123456790X | C | 251 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Dual Enrollment Indicator code or FEFP Program Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

21. If Dual Enrollment Indicator equals A, then School Number, Current Instruction/Service must be C901-C928, U970-U980 or P001-P999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the School Number, Current Instruction/Service is not in the appropriate range.

| School Number, Current Enrollment | School Number Current, Instruction/Service | Dual Enrollment Indicator |
|--------------------------------------|---|------------------------------|
| 0021 | C901 | A |
| 0051 | P999 | A |
| *0204 | 0204 | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

- 22. Class Minutes, Weekly must be numeric and greater than or equal to zero.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Class Minutes, Weekly contains a blank. The third record would be rejected because Class Minutes, Weekly is not numeric.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | Class Minutes, Weekly |
|---|---|------------------|-----------------------------|
| 02 | 123456789X | 2109370 | 0050 |
| * 02 | 123456790X | 2109370 | 075 |
| * 02 | 123456791X | 2109370 | W025 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Class Minutes, Weekly and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

**23. FEFP Program Number must be 101-103, 111-113, 130, 254-255, 300, or 999.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the FEFP Program Numbers are invalid.

| District Number, Current Instruction/ Service | Student Number Identifier Florida | Course Number | FEFP Program Number |
|---|--|------------------|---------------------------|
| 02 | 123456789X | 2109370 | 103 |
| * 02 | 123456790X | 2109370 | 001 |
| * 02 | 123456791X | 2109370 | 118 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the FEFP Program Number and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

24. FTE Reported, Course must be numeric and greater than or equal to zero. If Period Number is 9800, FTE Reported, Course must be greater than zero and less than or equal to .1667. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because FTE Reported, Course contains a blank. The third record would be rejected because FTE Reported, Course is not numeric.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | FEFP Program Number | FTE Reported, Course |
|---|---|------------------|---------------------------|----------------------------|
| 02 | 123456789X | 2109370 | 103 | 0834 |
| * 02 | 123456790X | 2109370 | 103 | 0 34 |
| * 02 | 123456791X | 2109370 | 103 | o005 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the records by assigning a value greater than or equal to zero for FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

25. If Grade Level on the Student Course Schedule record is PK, the Reading Intervention Component code must be Z. -record rejected-

EXAMPLE


The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Reading Intervention Component code is not Z.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | Reading Intervention Component | Grade Level |
|---|---|------------------|--------------------------------------|----------------|
| 01 | 123456789X | 2100010 | Y | 06 |
| 01 | 123456790X | 2100010 | N | 10 |
| 01 | 123456791X | 2100010 | Y | 01 |
| * 01 | 123457891X | 5100520 | N | PK |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Reading Intervention Component code and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

 26. If Survey Period Code = 2 or 3, Reading Intervention Component code must be Y, N, or Z. If Survey Period Code = 1 or 4, Reading Intervention Component code must be Z. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Reading Intervention Component code is not Z.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | Reading Intervention Component | Survey Period Code |
|---|---|------------------|--------------------------------------|--------------------------|
| 01 | 123456789X | 2100010 | Y | 2 |
| 01 | 123456790X | 2100010 | N | 3 |
| 01 | 123456791X | 2100010 | Z | 1 |
| *01 | 123457891X | 2100010 | N | 4 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Reading Intervention Component code and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

27. If Course Number is 5100520, 5100530, 5100560, 5100570, 5100580 or 5100590 Grade Level must be PK. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it to reject. The second record would be rejected because the student's Grade Level is not PK..

| Course Number | FEFP Program Number | Grade Level |
|------------------|---------------------------|----------------|
| 5100580 | 999 | PK |
| * 5100590 | 999 | 01 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Grade Level or Course Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

28. If School Number, Current Instruction/Service equals 9996, then School Number, Current Enrollment must be N999. -record rejected-

EXAMPLE

The first record listed below would be rejected because School Number, Current Enrollment is not N999. The second record would be loaded to the data base assuming no other reject rule would cause it to reject.

| Student Number Identifier, Florida | District Number, Current Instruction/ Service | School Number, Current Enrollment | School Number Current Instruction/ Service |
|---|---|--|--|
| * 123456789X | 01 | 0021 | 9996 |
| 223456789X | 41 | N999 | 9996 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the School Number, Current Enrollment or the School Number, Current Instruction/Service and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

29. Grade Level must be PK, KG, or 01-12. -record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Grade Level codes are not valid.

| Student Number Identifier, Florida | Grade Level | FEFP Program Number |
|---------------------------------------|-------------|------------------------|
| * 630123455X | KK | 101 |
| * 630123456X | 1 | 101 |
| 630123458X | 01 | 101 |
| 630123459X | 12 | 103 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level code and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

2A. If Dual Enrollment Indicator is A and if School Number, Current Instruction/Service is not P001-P999 then Course Number must start with an alphabetic character. -record rejected

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Course Number is not appropriate for the Dual Enrollment Indicator reported.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Student Number Identifier, Florida | Course Number | Dual Enrollment Indicator |
|---|---|--------------------------|---|------------------|---------------------------------|
| 31 | C901 | 2 | 123456789X | PHY1050 | A |
| 31 | U970 | 2 | 123456790X | SOC1022 | A |
| * 31 | U970 | 2 | 123456791X | 0701350 | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Dual Enrollment Indicator or the Course Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

2B. The Course Grade code must be A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, IP, N, U, P, S, E, WP, FL, NG, W, WF or Z and must be right justified with leading blanks. -record rejected-

EXAMPLE

In the example below, records two and five would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one and four would be rejected since they contain invalid codes. Record three would be rejected since the Course Grade is not right justified with leading blanks.

| Course Number | Credit Earned, Course | Course Grade |
|---------------|--------------------------|--------------|
| * 1005300 | 100 | OOA |
| 0900310 | 050 | B+ |
| * 0400330 | 100 | C+ |
| * 1200350 | 050 | WC |
| 1200350 | 050 | P |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Grade and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

2C. If Dual Enrollment Indicator = Z and

- School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;
- or District Number, Current Instruction/Service = 71;
- or if School Number, Current Instruction/Service has a Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file,
- or Location of Student equals T; and District Number, Current Instruction equals 01-69 or 72-75; and School Number, Current Instruction not equal 7001, 7004, 7006, or 7023;

then Course Grade may not equal Z. All other schools must equal Z.

EXAMPLE

In the example below, records two and three would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Record one would be rejected since it contains an invalid code.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Grade | Dual Enrollment Indicator |
|---|---|---|-----------------|---------------------------------|
| * 01 | 7023 | 123456789X | Z | Z |
| 01 | 7001 | 123456790X | IP | Z |
| 71 | 0600 | 123456791X | A- | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Grade and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

2D. If

- Survey Period Code is 1, 2, 3 or 4;
- and Course Number is 8709410, 8709420, 8709430, 8709440, 8709450, 8709460, 8709470, 8709480, 8709490, 8709491, 8709492, 8709493, 9504110, 9504120, 9504130, 9504140, 9504150, or 9504160;
- and District Number, Current Instruction/Service and School Number, Current Instruction/Service exists on the Non-fundable Automotive Service Technology file (F71340),

then FTE Reported, Course must be .0000.

-record rejected-

The records listed below would be rejected because in each case District Number, Current Instruction/Service and School Number, Current Instruction/Service exists on Non-fundable Automotive Service Technology Program file (F#####)

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | FTE Reported, Course |
|---|---|------------------|----------------------------|
| * 10 | 0252 | 8709430 | 0035 |
| * 12 | 0011 | 8709492 | 0024 |
| * 13 | 7191 | 8709493 | 0005 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

NEW EDIT FOR 2015-16:

2E. If the School Number, Current Instruction/Service has a School Function Setting of V and Charter School Status not equal to Z on the Master School Identification file, then the Virtual Instruction Provider code must be a valid assigned code as specified in Appendix CC. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Virtual Instruction Provider code is not valid.

Student Course Schedule records

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Student Number Identifier, Florida | Virtual Instruction Provider |
|--|--|--------------------|------------------------------------|------------------------------|
| 31 | 0301 | 2 | 123456789X | 301 |
| 31 | 5001 | 2 | 123456790X | 311 |
| * 31 | 0301 | 2 | 123456791X | 989 |

Master School Identification file records

| District Number | School Number | School Function Setting | Charter School Status |
|-----------------|---------------|-------------------------|-----------------------|
| 31 | 0301 | V | R |
| 31 | 5001 | V | R |
| * 31 | 0301 | V | R |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Virtual Instruction Provider code and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

2F. If Dual Enrollment Indicator = Z, Course Number does not equal 2222222 and

- School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;
- or District Number, Current Instruction/Service = 71
- or if School Number, Current Instruction/Service has a Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file,
- or Location of Student equals T; and District Number, Current Instruction equals 01-69 or 72-75; and School Number, Current Instruction not equal 7001, 7004, 7006, or 7023;
- and Course Grade is F, I, IP, N, U, WP, FL, NG, W, or WF;

then FTE Reported, Course must be .0000.

-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because FTE Reported, Course is greater than zero.


| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Grade | FTE Reported, Course |
|---|---|-----------------|----------------------------|
| 02 | 0012 | A | 0035 |
| 54 | 0301 | C | 0024 |
| * 63 | 0021 | IP | 0025 |
| * 38 | 0091 | F | 0067 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

NEW EDIT FOR 2015-16:

 **2G.** If School Number, Current Instruction/Service is 7006, then the Online Course Provider code must be a valid code in Appendix GG. If School Number, Current Instruction/Service is not 7006, then the Online Course Provider code must be ZZZ. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Online Course Provider code is not valid for the School Number, Current Instruction/Service.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Student Number Identifier, Florida | Course Number | Virtual Instruction Provider |
|---|---|--------------------------|---|------------------|------------------------------------|
| 31 | 7006 | 2 | 123456789X | 1001020 | 100 |
| 31 | 7006 | 2 | 123456790X | 1205010 | ZZZ |
| * 31 | 7001 | 2 | 123456791X | 1303000 | 100 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Online Course Provider or the School Number, Current Instruction/Service and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

30. If Survey Period Code = 1-4 and FEFP Program Number is 999, then FTE Reported, Course must be zero. -record rejected-

Note: The use of the FEFP Program Number "999" is for individual students who are not eligible for FTE funding for reasons other than attendance or program membership. These students would include those pre-kindergarten students who are being served in a program for which the student cannot earn FTE.

EXAMPLE

The first, second, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because FTE Reported, Course is not zero.

| Student Number Identifier, Florida | Grade Level | FEFP Program Number | FTE Reported, Course |
|---------------------------------------|-------------|------------------------|-------------------------|
| 630123454X | PK | 999 | 0000 |
| 630123455X | KG | 999 | 0000 |
| * 630123456X | 01 | 999 | 5000 |
| * 630123457X | 07 | 999 | 2500 |
| 630123458X | 01 | 999 | 0000 |
| 630123459X | 12 | 999 | 0000 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationship between FEFP Program Number and FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

31. In surveys 1 through 4 if the FEFP Program Number is not 999, then there must be a valid association between the FEFP Program Number listed below and the student's Grade Level. -record rejected-

| FEFP Program Numbers | Grade Levels |
|----------------------|--------------|
| 101----- | >PK-03 |
| 102----- | >04-08 |
| 103----- | >09-12 |
| 111----- | >PK-03 |
| 112----- | >04-08 |
| 113----- | >09-12 |
| 130----- | >KG-12 |
| 254-255----- | >PK-12 |
| 300----- | >09-12 |

EXAMPLE

The records below without an asterisk would be loaded to the data base assuming no other reject rule would cause their rejection. The records below which are marked with an asterisk would be rejected because of the invalid association between the Grade Level of the student and the FEFP Program Number.

| Student Number Identifier, Florida | Dist. Number, Current Instruction/Service | Sch. Number, Current Instruction/Service | FEFP Program Number | Grade Level | FTE Reported, Course |
|------------------------------------|---|--|---------------------|-------------|----------------------|
| * 123456789X | 01 | 0021 | 102 | KG | 0834 |
| * 123456788X | 01 | 0021 | 102 | 12 | 0834 |
| 123456786X | 01 | 0021 | 102 | 07 | 0834 |
| 123456785X | 01 | 0021 | 102 | 08 | 0834 |
| * 123456785X | 01 | 0021 | 103 | 08 | 0834 |
| 123456784X | 01 | 0021 | 102 | 07 | 0834 |
| * 123456783X | 01 | 0021 | 103 | 07 | 0834 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the FEFP Program Number or the Grade Level so that there is a valid relationship between these two data elements and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

32. If Survey Period Code is 1-4, Grade Level is less than 06 and FTE Reported, Course is greater than zero, then School Number, Current Instruction/Service must not be a college or university (C901-C928, U970-U978 or P001-P999). -record rejected-

EXAMPLE

The second and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and third records would be rejected because FTE Reported, Course is greater than zero and the School Number, Current Instruction/Service is for a college or university and the Grade Level is less than 06.

| Student Number Identifier, Florida | School Number Current Instruction/ Service | Section Number | Period Number | FEFP Program Number | Grade Level | FTE Reported, Course |
|---|--|-------------------|------------------|---------------------------|----------------|----------------------------|
| *123456786X | U974 | 00001 | 0202 | 102 | 05 | 0834 |
| 123456787X | 0021 | 00001 | 0202 | 102 | 08 | 0834 |
| *123456788X | C901 | 00001 | 0202 | 102 | 05 | 0834 |
| 123456789X | 0021 | 00001 | 0202 | 102 | 07 | 0834 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationship between Grade Level; FTE Reported, Course and School Number Current Instruction/Service and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

**33. If Course Number is 5100580 then Survey Period code must be 2 or 3.
-record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the student's Course Number is 5100580 and Survey Period Code is 4. The last record would be rejected because the student's Course Number is 5100580, and Survey Period Code is 1.

| Course Number | Survey Period Code | Grade Level | FTE Reported, Course |
|------------------|--------------------------|----------------|----------------------------|
| 5100580 | 2 | PK | 0000 |
| 5100580 | 3 | PK | 0000 |
| * 5100580 | 4 | PK | 0000 |
| * 5100580 | 1 | PK | 0000 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code or Course Number and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

**34. If Course Number is 5100590 then Survey Period Code must be 1 or 4.
–record rejected–**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the student's Course Number is 5100590 and Survey Period Code is 2. The last record would be rejected because the student's Course Number is 5100590, and Survey Period Code is 3.

| Course Number | Survey Period Code | Grade Level | FTE Reported, Course |
|------------------|--------------------------|----------------|----------------------------|
| 5100590 | 1 | PK | 0000 |
| 5100590 | 4 | PK | 0000 |
| * 5100590 | 2 | PK | 0000 |
| * 5100590 | 3 | PK | 0000 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code or Course Number and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

35. Term must be either 1-9, B-O or S-X. -record rejected-

EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left blank.

| Student Number Identifier, Florida | Course Number | Term |
|---------------------------------------|------------------|------|
| * 240123457X | 1200310 | P |
| * 240123458X | 1001310 | |
| * 240123459X | 2000310 | A |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Term and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

36. English Language Learners: Instructional Model must be E, S, I, C, O, T, or Z. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because English Language Learners: Instructional Model is invalid. The fourth record would be rejected because English Language Learners: Instructional Model is blank.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | ELL: Instructional Model |
|---|---|------------------|--------------------------------|
| 01 | 123456786X | 5100070 | E |
| * 01 | 123456787X | 5100070 | A |
| 04 | 123456788X | 5100070 | C |
| * 08 | 123456789X | 5100070 | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners: Instructional Model and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

37. Year-Round/Extended School Year FTE Indicator must be A or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Year-Round/Extended School Year FTE Indicator codes are not valid.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | Survey Period Code | Year-Round/ Extended School Year FTE Indicator |
|---|---|------------------|--------------------------|---|
| 01 | 0123456786X | 5100070 | 2 | A |
| 01 | 0123456787X | 5100070 | 2 | Z |
| * 01 | 0123456788X | 5100070 | 2 | B |
| * 01 | 0123456789X | 5100070 | 2 | Y |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Year-Round/Extended School Year FTE Indicator codes and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

38. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121 @xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

39. If Survey Period is 2 or 3, and
If Dual Enrollment Indicator is not B or C, and
- District Number, Current Instruction/Service = 71 and School Number, Current Instruction/Service = 0300 or 0400; or
 - if School Number, Current Instruction/Service is
 - 7001 (district virtual instruction program – contracted provider), or
 - 7004 (franchise of Florida Virtual School), or
 - 7006 (KG-12 virtual course offerings), or
 - 7023 (district virtual instruction program – district provider), or
 - Location of Student = T; and District Number, Current Instruction equals 01-69 or 72-75; and School Number Current Instruction not equal 7001, 7004, 7006 or 7023,
- then FTE Reported, Course must be 0000.

If Survey Period is 2 or 3 and

- The School Number, Current Instruction/Service has a School Function Setting of V on the Master School Identification file and
 - The School Number, Current Instruction/Service has a Charter School Status not equal to Z on the Master School Identification file and
 - Dual Enrollment Indicator is not “B” or “C”,
- then FTE Reported, Course must be 0000.

-record rejected-

EXAMPLE

The third and fourth records below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records below which are marked with an asterisk would be rejected because the FTE Reported, Course is not zero.

| Student Number Identifier, Florida | Dist. Number, Current Instruction/Service | Sch. Number, Current Instruction/Service | FEFP Program Number | Survey Period | FTE Reported, Course |
|------------------------------------|---|--|---------------------|---------------|----------------------|
| * 123456789X | 01 | 7001 | 101 | 2 | 0834 |
| * 123456788X | 01 | 7001 | 103 | 2 | 0834 |
| 123456786X | 01 | 7001 | 102 | 2 | 0000 |
| 123456785X | 01 | 7001 | 102 | 2 | 0000 |

STUDENT COURSE SCHEDULE - REJECT RULES

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service or the FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

40. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid active number in the District Number, Current Enrollment. -record rejected-

NOTE: If Survey Period Code is 2 or 3 and the student is being reported for the McKay Scholarship Program for students with disabilities, School Number, Current Enrollment must be 3518.

EXAMPLE

The records listed below would be rejected because the School Number, Current Enrollment is not on the Master School Identification File as a valid active school number in the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment |
|--|--------------------------------------|
| * 01 | 8311 |
| * 06 | 0001 |
| * 09 | 9999 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

41. The Career and Technical Education/Adult General Education Program Code must be a program number from the Career and Technical Education/Adult General Education Program Edit file (F61730) or must be zero-filled. -record rejected-

Note: For more information on Vocational/Adult General Education Program Codes refer to the Career and Technical Education Data Base Handbook Appendices.

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Vocational/Adult General Education Program Code is not a valid program number.

| Student Number Identifier, Florida | Course Number | Career and Technical Education/ Adult General Education Program Code |
|---------------------------------------|------------------|---|
| 630123457X | 8772010 | 8772000 |
| 630123458X | 1480201 | 1480201 |
| * 630123459X | 8506310 | 5806310 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Career and Technical Education/Adult General Education Program Code and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

42. School Number, Current Instruction/Service must exist on the Master School Identification File as a valid active number in the District Number, Current Instruction/Service or it must be C901-C928, U970-U978, P001-P999, or 9996. If Survey Period Code = 2 or 3, then School Number, Current Instruction/Service may be a private school number anywhere in Florida. -record rejected-

NOTE: If School Number, Current Instruction/Service is a private school number Course Number must be 222222.

EXAMPLE

The last three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first two records would fail this edit because they do not exist on the Master School Identification File as a valid and active number for the District Number, Current Instruction. The third record would fail this edit because it is not in the valid range for alphanumeric numbers.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Course Number |
|---|---|--------------------------|------------------|
| * 09 | 8131 | 2 | 1001010 |
| * 13 | 0021 | 2 | 5012000 |
| * 15 | C999 | 2 | SPN2010 |
| 57 | 0051 | 2 | 5012000 |
| 63 | 0031 | 2 | 5012000 |
| 67 | C904 | 2 | SPN2010 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service so that it exists as a valid and active number in the District Number, Current Instruction/Service or is a valid and active alphanumeric school number and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

43. All numeric Course Numbers must be on the Course Code Directory file unless School Number, Current Instruction/Service begins with P. If Survey Period Code = 2, or 3 and School Number, Current Instruction/Service is a private school number, Course Number must be 222222. -record rejected-

EXAMPLE

The first, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because the numeric Course Numbers are not on the Course Code Directory file.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Course Number | Survey Period Code |
|--|--|---|------------------|--------------------------|
| 01 | 0021 | 379873674X | 0200300 | 2 |
| * 01 | 0021 | 379873675X | 0801300 | 2 |
| * 01 | 0021 | 379873676X | 0708301 | 2 |
| * 01 | 0021 | 379873677X | 1004820 | 2 |
| 01 | 0021 | 379873698X | 1008320 | 2 |
| 01 | 0021 | 379873679X | 1200310 | 2 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

44. If Grade Level equals PK-05, then the Dual Enrollment Indicator must equal Z. -record rejected-

EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Grade Level is 5 and the Dual Enrollment Indicator is C.

| Student Number Identifier, Florida | Grade Level | Dual Enrollment Indicator |
|---|----------------|---------------------------------|
| 630123457X | 4 | Z |
| * 630123458X | 5 | C |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Grade Level and the Dual Enrollment Indicator and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

45. If the Course Number begins with an alpha character and is on the Course Code Directory file, and the School Number, Current Instruction/Service does not begin with P, the FEFP Program Number must be 103 or 113. -record rejected-

Note: Enrollment of secondary students in postsecondary vocational courses must be reported in the Workforce Development Information System. The parallel allowable dual enrollment hours at the high school are to be reported under the same postsecondary vocational course number, but must be funded under the basic program weights of 103 or 113.

EXAMPLE

The records listed below would be rejected because the Course Number is for a postsecondary course (begins with an alpha character and the School Number, Current Instruction/Service does not begin with a P) and the FEFP Program Number is not 103 or 113.

| | Student Number Identifier, Florida | School Number, Current Instruction/ Service | Course Number | Section Number | Period Number | FEFP Program Number | Grade Level | FTE Reported, Course |
|---|---|---|------------------|-------------------|------------------|---------------------------|----------------|----------------------------|
| * | 123456787X | 0021 | A010304 | 00100 | 0202 | 300 | 12 | 0834 |
| * | 123456788X | 0021 | B070401 | 00100 | 0202 | 300 | 30 | 0834 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and/or the FEFP Program Number and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

46. The first two digits of the Period Number must be 00-80 while the last two digits must be 00-80, or 88 and be greater than or equal to the first two digits. For Survey 4, period 9800 may also be reported. -record rejected-

Note: For more information on Period number refer to the DOE Information Data Base Requirements: Volume I -- Automated Student Information System manual.

EXAMPLE

The first three Student Course records listed below would be loaded to the data base assuming no other reject rule caused their rejection. The fourth record would be rejected because the Period Number has an ending period with a value less than the beginning period. The last record would be rejected because the last two digits of Period Number are not in the acceptable range.

| Student Number Identifier, Florida | Course Number | Section Number | Period Number | FTE Reported, Course |
|---|------------------|-------------------|------------------|----------------------------|
| 371234564X | 8772030 | B0100 | 0101 | 0834 |
| 371234565X | 8754500 | B0100 | 0909 | 0834 |
| 371234566X | 8754500 | B0300 | 0405 | 1667 |
| * 371234567X | 8727210 | E0100 | 8070 | 2000 |
| * 371234568X | 8727210 | E9900 | 8098 | 2000 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Period Number and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

47. If Dual Enrollment Indicator code does not equal Z, then Grade Level must equal 06-12. -record rejected-

EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Grade Level is 5 and the Dual Enrollment Indicator is C.

| Student Number Identifier, Florida | Grade Level | Dual Enrollment Indicator |
|---|----------------|---------------------------------|
| 630123457X | 12 | A |
| *630123458X | 5 | C |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Grade Level and the Dual Enrollment Indicator and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

**48. If Dual Enrollment Indicator equals E, then School Number, Current Instruction/Service must be C901-C928, U970-U980 or P001-P999, or a school on the Master School Identification file that has School Function Setting equal to T.
-record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the School Number, Current Instruction/Service is not in the appropriate range.

| School Number, Current Enrollment | School Number Current, Instruction/Service | Dual Enrollment Indicator |
|--------------------------------------|---|------------------------------|
| 0021 | C901 | E |
| 0051 | P999 | E |
| *0204 | 0204 | E |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Instruction/Service or the Dual Enrollment Indicator code and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

49. Days Per Week must be 1-7. If Period Number is 9800, Days Per Week must equal zero. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Days Per Week is zero.

| Student Number Identifier, Florida | Course Number | FEFP Program Number | Grade Level | FTE Reported, Course | Class Minutes, Weekly | Days Per Week |
|---|------------------|---------------------------|----------------|----------------------------|-----------------------------|---------------------|
| 371234566X | 1200310 | 103 | 12 | 0834 | 250 | 5 |
| * 371234568X | 1200310 | 103 | 12 | 1667 | 500 | 0 |
| 371234569X | 1200310 | 103 | 11 | 2000 | 300 | 5 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Days Per Week and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

4A. If Course Number = 9900130-9900135 (GED Prep courses), then School Number, Current Instruction/Service must be a valid active school on the Master School Identification (MSID) file with School Function/Setting = D (DJJ). -record rejected-

EXAMPLE

The second Student Course Schedule record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first and third records would be rejected because the School Function/Setting is not D (DJJ) on the MSID.

| <i>Student Course Schedule Records</i> | | | | <i>MSID</i> | | |
|---|---|------------------------------------|---------------|-----------------|---------------|-------------------------|
| District Number, Current Instruc./Service | School Number, Current Instruc./Service | Student Number Identifier, Florida | Course Number | District Number | School Number | School Function/Setting |
| * 49 | 0201 | 123456789X | 9900133 | 49 | 0201 | Z |
| 49 | 9031 | 123456790X | 9900132 | 49 | 9031 | D |
| * 49 | 9013 | 123456791X | 9900130 | 49 | 9013 | M |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Course Numbers on the Student Course Schedule records or the school type on the Master School Identification file and resubmit the records for processing.

STUDENT COURSE SCHEDULE - REJECT RULES

4B. Location of Student must be N, S, T or Z. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Location of Student code is not valid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Student Number Identifier, Florida | Course Number | Location of Student |
|---|---|--------------------------|---|------------------|---------------------------|
| 31 | 7004 | 2 | 123456789X | 0706320 | N |
| 31 | 0291 | 2 | 123456790X | 1209800 | Z |
| * 31 | 7004 | 2 | 123456791X | 0706320 | P |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Location of Student code and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

 **4C. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-**

EXAMPLE

Florida Education Identifier:

- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

STUDENT COURSE SCHEDULE - REJECT RULES

4D. If Period Number is 9800, Course Number must be 1200310, 2000310, 1206310 or 2100310 and FEFP Program Number must be 102 or 103. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Course Number is not valid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Period Number | Course Number | FEFP Program Number |
|---|---|--------------------------|------------------|------------------|---------------------------|
| 15 | 0021 | 4 | 9800 | 1200310 | 103 |
| 15 | 0021 | 4 | 9800 | 1206310 | 103 |
| * 15 | 0021 | 4 | 9800 | 1200320 | 103 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Number and resubmit the record for processing.

STUDENT COURSE SCHEDULE - REJECT RULES

4F. If Period Number is 9800, then all of the following must be N:

**Day of Week Scheduled, Monday,
Day of Week Scheduled, Tuesday,
Day of Week Scheduled, Wednesday,
Day of Week Scheduled, Thursday,
Day of Week Scheduled, Friday,
Day of Week Scheduled, Saturday.
-record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Day of Week Scheduled, Monday is not valid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Period Number | Course Number | Day of Week Scheduled, Monday |
|---|---|--------------------------|------------------|------------------|--|
| 54 | 0301 | 4 | 9800 | 1200310 | N |
| 54 | 0301 | 4 | 9800 | 1206310 | N |
| * 54 | 0301 | 4 | 9800 | 2000310 | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Day of Week Scheduled, Monday and resubmit the record for processing.

STUDENT COURSE SCHEDULE - REJECT RULES

4G. If Period Number is 9800, Day of Week Scheduled, Date Certain must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Day of Week Scheduled, Date Certain is not valid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Period Number | Course Number | Day of Week Scheduled, Date Certain |
|---|---|--------------------------|------------------|------------------|--|
| 63 | 0021 | 4 | 9800 | 1200310 | Z |
| 63 | 0021 | 4 | 9800 | 1206310 | Z |
| * 63 | 0021 | 4 | 9800 | 2000310 | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Day of Week Scheduled, Date Certain and resubmit the record for processing.

STUDENT COURSE SCHEDULE - REJECT RULES

4H. If School Number Current Instruction/Service

- equals 7001, 7004, 7006, or 7023;
- or if District Number Current Instruction/Service equals 71;
- or District Number, Current Instruction/Service=50 and School Number, Current Instruction/Service = 7079;
- or Charter School Status is not Z and School Function/Setting = V on the Master School Identification file,

then Location of Student must be N or S.

All other schools must be T or Z. – record rejected -

EXAMPLE

The first four records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fifth record would be rejected because the Location of Student code is not valid for the School Number, Current Instruction/Service.

| District Number, Current Instruction/ Service | School Number Current Instruction/ Service | Survey Period Code | Student Number Identifier, Florida | Course Number | Location of Student |
|---|--|--------------------------|---|------------------|---------------------------|
| 31 | 7004 | 2 | 123456789X | 0706320 | S |
| 71 | 0500 | 4 | 123456790X | 1209800 | N |
| 71 | 0600 | 3 | 123456791X | 1209800 | S |
| 01 | 0300 | 3 | 123456792X | 0706320 | Z |
| *31 | 0021 | 2 | 123456793X | 0706320 | S |

DISTRICT RESPONSIBILITY

The district must review the Location of Student code and the School Number and correct the item that is in error.

STUDENT COURSE SCHEDULE - REJECT RULES

50. If Course Number is 2400200 (M/J Homeroom) then FEFP must equal 999 and FTE Reported, Course must be 0000. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the student's Course Number is 2400200 and FEFP Program Number is 102. The last record would be rejected because the student's Course Number is 2400200, and FTE Reported, Course is 0834.

| Course Number | FEFP Program Number | FTE Reported, Course |
|------------------|---------------------------|----------------------------|
| 2400200 | 999 | 0000 |
| * 2400200 | 102 | 0000 |
| * 2400200 | 999 | 0834 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number; FEFP Program Number and/or the FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

51. If Survey Period = 1-4 and the student's Grade Level is 7-12, Class Minutes, Weekly must be greater than zero. If Period Number is 9800, Class Minutes, Weekly must be equal to zero. -record rejected-

EXAMPLE

The first and fourth records below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and third records would be rejected because the appropriate relationship between Grade Level and Class Minutes, Weekly is not present.

| Student Number Identifier, Florida | FEFP Program Number | Grade Level | FTE Reported, Course | Class Minutes, Weekly |
|---|---------------------------|----------------|----------------------------|-----------------------------|
| 371234566X | 102 | 05 | 0834 | 0000 |
| * 371234567X | 103 | 12 | 0834 | 0000 |
| * 371234568X | 300 | 10 | 1667 | 0000 |
| 371234569X | 103 | 11 | 2000 | 0600 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationships between Grade Level and Class Minutes, Weekly and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

52. If the School Number, Current Enrollment is N998 (home education), then Dual Enrollment Indicator must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Dual Enrollment Indicator is not Z for a home education student (school of enrollment of N998).

| District Number, Current Enrollment | School Number, Current Enrollment | Survey Period Code | Student Number Identifier, Florida | Course Number | Dual Enrollment Indicator |
|--|--|--------------------------|---|------------------|---------------------------------|
| 31 | N998 | 2 | 123456789X | 1007350 | Z |
| 31 | N998 | 2 | 123456790X | 1209800 | Z |
| * 31 | N998 | 2 | 123456791X | PHY1050 | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Dual Enrollment Indicator or the School Number, Current Enrollment and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

53. If Course Number begins with a number; and
- is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730); and
 - ➔ • is not 1006300, 2001310, 2001340, 2003310, 2102360, 2102365, 2102370, 3027010, 3027020, 2000350 or 2000360 with an FEFP Program Number other than 300;
 - then the Career and Technical Education/Adult General Education Program Code must be a valid program number for the Course Number submitted, as listed in file F61730.

If Course Number begins with three alphabetic characters followed by a zero in the fourth position, and

- is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);
- then the Career and Technical Education/Adult General Education Program Code must be a valid program number for the Course Number submitted, as listed in file F61730.

If Course Number begins with one alphabetic character, and

- is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);
- then the Career and Technical Education/Adult General Education Program Code must be the same as the Course Number.

-record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Vocational/Adult General Education Program Code is not a valid program number.

| Student Number Identifier, Florida | Course Number | Vocational/Adult General Education Program Code |
|---------------------------------------|------------------|---|
| 630123457X | 8772010 | 8772000 |
| 630123458X | ACR0041 | C400100 |
| * 630123459X | RTT0532 | 0000000 |

STUDENT COURSE SCHEDULE - REJECT RULES

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Career and Technical Education/Adult General Education Program Code and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

54. If the Virtual Instruction Provider code is:

- 071 (Florida Virtual School) then Grade Level must be 09-12.
- 301 (Florida Connections Academy, LLC) then Grade Level must be KG-12.
- 302 (K12 Florida, LLC) then Grade Level must be KG-12
- 308 (Somerset Academy, Inc.) then Grade Level must be 06-12.
- 309 (Edgenuity) then Grade Level must be 06-12.
- 311 (Mater Virtual Academy) then Grade Level must be 06-12

-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Grade Level is not valid for the Virtual Instruction Provider code.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Student Number Identifier, Florida | Grade Level | Virtual Instruction Provider |
|---|---|--------------------------|---|----------------|------------------------------------|
| 31 | 7001 | 2 | 123456789X | 04 | 301 |
| 31 | 7001 | 2 | 123456790X | 09 | 071 |
| * 31 | 7001 | 2 | 123456791X | 04 | 308 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Virtual Instruction Provider or the Grade Level and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

55. If District Number, Current Instruction is 01-69, 72-75 and
- School Number, Current Instruction is not 7001, 7004, 7006, or 7023 and
 - if Term equals 4, 5, or S,

then Survey Period Code must be 1 or 4.

If District Number, Current Instruction is 71 and

- School Number, Current Instruction equals 0500, 0600 or 0700 and
- if Term equals 4, 5, or S,

then Survey Period Code must be 1, 2, 3 or 4.

If District Number, Current Instruction is 71 and School Number, Current Instruction equals 0300 or 400,

- Or If District Number, Current Instruction is 01-69, 72-75 and if School Number, Current Instruction is 7001, 7004, 7006, or 7023 and
- if Term equals 4, 5 or S

then Survey Period Code must be 4.

-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Term code is not valid for the Survey Period Code.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | Survey Period Code | Term |
|---|---|------------------|--------------------------|------|
| 01 | 0123456786X | 5100070 | 1 | 4 |
| 01 | 0123456787X | 5100070 | 4 | 5 |
| * 01 | 0123456788X | 5100070 | 2 | S |
| * 01 | 0123456789X | 5100070 | 3 | S |

STUDENT COURSE SCHEDULE - REJECT RULES

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Term or Survey Period Code and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

56. If Grade Level code is PK and the FEFP Program Number is not 111, 254 or 255, then FEFP Program Number must be 101 or 999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the student's Grade Level code is PK, the student is not exceptional and the FEFP Program Number is not 101 or 999.

| Student Number Identifier, Florida | FEFP Program Number | Grade Level | FTE Reported, Course |
|---|---------------------------|----------------|----------------------------|
| 381234566X | 254 | PK | 0834 |
| 381234567X | 999 | PK | 0000 |
| * 381234568X | 102 | PK | 0834 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Grade Level or the FEFP Program Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

57. If School Number, Current Instruction/Service is 7001, then the Virtual Instruction Provider code must be a valid code in Appendix CC.

 All other schools except Virtual Charter Schools (where on the Master School ID file School Function Setting = V and Charter School Status is not equal to Z) must be ZZZ. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Virtual Instruction Provider code is not valid for the School Number, Current Instruction/Service.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Student Number Identifier, Florida | Course Number | Virtual Instruction Provider |
|---|---|--------------------------|---|------------------|------------------------------------|
| 31 | 7001 | 2 | 123456789X | 1001020 | 301 |
| 31 | 0521 | 2 | 123456790X | 1205010 | ZZZ |
| * 31 | 7001 | 2 | 123456791X | 1303000 | ZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Virtual Instruction Provider or the School Number, Current Instruction/Service and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

Deleted for 2015-16.

58 ~~If the Reading Intervention Component code is E, then the Grade Level (on the Student Course Schedule record) must be 6-12. record rejected-~~

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Grade Level is inappropriate for the Reading Intervention Component code of E.

| District | Number, | Student | | | |
|--------------|-------------|---------|--------------|-------|--|
| Current | Number | | Reading | | |
| Instruction/ | Identifier, | Course | Intervention | Grade | |
| Service | Florida | Number | Component | Level | |
| 01 | 123456789X | 2103010 | E | 12 | |
| 01 | 123456791X | 2100310 | E | 11 | |
| * 01 | 123457891X | 2106310 | E | 05 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Reading Intervention Component code or the Grade Level code and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

59. If Year-Round/Extended School Year FTE Indicator is A then the Year Round School code on the Master School Identification file must be S or M for the reported School Number, Current Instruction/Service. Match to the Master School Identification file using District Number, Current Instruction/Service and School Number, Current Instruction/Service. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Year-Round/Extended School Year FTE Indicator code is not valid for the School Number, Current Instruction/Service.

Student Course Schedule records

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | School Number Current Instruction/ Service | Survey Period Code | Year-Round/ Extended School Year FTE Indicator |
|---|---|--|--------------------------|---|
| 01 | 0123456786X | 0021 | 2 | A |
| 01 | 0123456787X | 0551 | 2 | A |
| * 01 | 0123456788X | 2031 | 2 | A |

Master School Identification file records

| District Number | School Number | Year Round School |
|--------------------|------------------|-------------------------|
| 01 | 0021 | S |
| 01 | 0551 | S |
| * 01 | 2031 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Year-Round/Extended School Year FTE Indicator code or the Year Round School code on the Master School Identification file and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5B. If Grade Level = 06-12 and Course Number contains an alpha character in the first position, then Dual Enrollment Indicator must be other than Z. -record rejected-

EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Grade Level is 12 and the Course Number contains an alpha character, but the dual Enrollment Indicator is Z.

| Student Number Identifier, Florida | Course Number | Grade Level | Dual Enrollment Indicator |
|---|------------------|----------------|---------------------------------|
| 630123457X | B070401 | 12 | C |
| * 630123458X | A010304 | 12 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Course Number, Grade Level, and Dual Enrollment Indicator and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5C. If FEFP Program Number is 130, English Language Learners: Instructional Model code must be C, E, I, O, S, or T unless School Number, Current Enrollment equals 3518. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the relationship between the FEFP Program Number and the English Language Learners: Instructional Model is not valid.

| Student Number Identifier, Florida | School Number, Current Enrollment | FEFP Program Number | English Language Learners: Instructional Model |
|---|--|---------------------------|---|
| 123456789X | 0021 | 130 | C |
| 123456780X | 3518 | 130 | Z |
| * 123456790X | 0021 | 130 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the FEFP Program Number or the English Language Learners: Instructional Model and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5D. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Monday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Monday is invalid.

| Student Number Identifier, Florida | Course Number | Days Per Week | Day of Week Scheduled, Monday | Survey Period Code |
|---|------------------|---------------------|--|--------------------------|
| 371234566X | 1200310 | 5 | Y | 2 |
| * 371234568X | 1200310 | 0 | Z | 2 |
| 371234569X | 1200310 | 2 | N | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Monday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5E. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Tuesday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Tuesday is invalid.

| Student Number Identifier, Florida | Course Number | Days Per Week | Day of Week Scheduled, Tuesday | Survey Period Code |
|---|------------------|---------------------|---|--------------------------|
| 371234566X | 1200310 | 5 | Y | 2 |
| * 371234568X | 1200310 | 0 | Z | 2 |
| 371234569X | 1200310 | 2 | N | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Tuesday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5F. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Wednesday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Wednesday is invalid.

| Student Number Identifier, Florida | Course Number | Days Per Week | Day of Week Scheduled, Wednesday | Survey Period Code |
|---|------------------|---------------------|---|--------------------------|
| 371234566X | 1200310 | 5 | Y | 2 |
| * 371234568X | 1200310 | 0 | Z | 2 |
| 371234569X | 1200310 | 2 | N | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Wednesday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5G. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Thursday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Thursday is invalid.

| Student Number Identifier, Florida | Course Number | Days Per Week | Day of Week Scheduled, Thursday | Survey Period Code |
|---|------------------|---------------------|--|--------------------------|
| 371234566X | 1200310 | 5 | Y | 2 |
| * 371234568X | 1200310 | 0 | Z | 2 |
| 371234569X | 1200310 | 2 | N | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Thursday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5H. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Friday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Friday is invalid.

| Student Number Identifier, Florida | Course Number | Days Per Week | Day of Week Scheduled, Friday | Survey Period Code |
|---|------------------|---------------------|--|--------------------------|
| 371234566X | 1200310 | 5 | Y | 2 |
| * 371234568X | 1200310 | 0 | Z | 2 |
| 371234569X | 1200310 | 2 | N | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Friday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5I. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Saturday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Saturday is invalid.

| Student Number Identifier, Florida | Course Number | Days Per Week | Day of Week Scheduled, Saturday | Survey Period Code |
|---|------------------|---------------------|--|--------------------------|
| 371234566X | 1200310 | 5 | Y | 2 |
| * 371234568X | 1200310 | 0 | Z | 2 |
| 371234569X | 1200310 | 2 | N | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Saturday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5K. If Survey Period Code is 2 or 3, and

If School Number, Current Enrollment does not equal 3518; or the School Number, Current Instruction/Service is not 7001, 7004, 7006 or 7023; or the School Number, Current Instruction/Service has a School Function Setting of V and a Charter School Status not equal to Z on the Master School Identification file,

then at least one of the following must be Y: Day of Week Scheduled, Monday; Day of Week Scheduled, Tuesday; Day of Week Scheduled, Wednesday; Day of Week Scheduled, Thursday; Day of Week Scheduled, Friday or Day of Week Scheduled, Saturday . -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because none of the Day of Week Scheduled elements are coded Y.

| Student Number Identifier, Florida | Sch. Num., Curr. Enr | Days Per Week | Day of Week Schd., Mon. | Day of Week Schd., Tues. | Day of Week Schd., Wed. | Day of Week Schd., Thurs. | Day of Week Schd., Fri. | Day of Week Schd., Sat. | Survey Period Code |
|---|-------------------------------|---------------------|-------------------------------------|--------------------------------------|-------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 371234566X | 0411 | 5 | Y | Y | Y | Y | Y | Y | 2 |
| * 371234568X | 0411 | 3 | N | | N | | N | | 2 |
| 371234569X | 3518 | 0 | N | N | N | N | N | N | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct at least one Day of Week Scheduled and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5L. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Date Certain must be Y, N or Z. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Date Certain is blank.

| Student Number Identifier, Florida | Course Number | Days Per Week | Day of Week Scheduled, Date Certain | Survey Period Code |
|---|------------------|---------------------|--|--------------------------|
| 371234566X | 1200310 | 5 | Y | 2 |
| * 371234568X | 1200310 | 0 | | 2 |
| 371234569X | 1200310 | 2 | N | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Date Certain and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5M. If Survey Period code is 2 or 3 and Day of Week, Scheduled Friday is Y, then Day of Week Scheduled, Date Certain must be N or Z. –record rejected-

EXAMPLE

The first, second and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the correct relationship between Day of Week Scheduled, Friday and Day of Week Scheduled, Date Certain does not exist.

Note: In the fourth record below, although Day of Week Scheduled, Friday is N, it is not automatically assumed that Day of Week Scheduled, Date Certain is Y unless all of the students in the entire school are not scheduled in any core classes (See Appendix S) on Friday.

| Student Number Identifier, Florida | Course Number | Days Per Week | Day of Week Scheduled, Friday | Day of Week Scheduled, Date Certain |
|---|------------------|---------------------|--|--|
| 12345678X | 1200310 | 5 | Y | N |
| 22345678X | 1200310 | 2 | N | Y |
| * 32345678X | 1200310 | 2 | Y | Y |
| 42345678X | 1200310 | 4 | N | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the correct relationship exists between Day of Week Scheduled, Friday and Day of Week Scheduled, Date Certain and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

50. If Course Number equals 2222222, then School Number, Current Enrollment must be 3518. -record rejected-

EXAMPLE

The first record listed below would not be loaded to the data base because School Number, Current Enrollment is not 3518. The second record would be loaded to the data base assuming no other reject rule would cause it to reject.

| Student Number Identifier, Florida | District Number, Current Instruction/ Service | School Number, Current Enrollment | Course Number |
|---|---|--|------------------|
| * 123456789X | 01 | 0818 | 2222222 |
| 223456789X | 41 | 3518 | 2222222 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the School Number, Current Enrollment or the Course Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5P. If District Number, Current Instruction/Service is equal to 71 and School Number, Current Instruction/Service equals 0500, 0600, or 0700 then FEFP Program Number must equal 101, 102, 103, 111, 112, 113 or 300. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because FEFP Program Number does not equal 101, 102, 103, 111, 112, 113 or 300.

| District Number, Current Enrollment | District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | FEFP Program Number | School Number, Current Instruction/ Service |
|--|---|---|------------------|---------------------------|---|
| 23 | 71 | 234567889X | 2109370 | 103 | 0500 |
| * 23 | 71 | 123456790X | 2109370 | 254 | 0500 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FEFP Program Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5Q. If School Number, Current Instruction/Service is equal to 7004 and School Number, Current Enrollment is not equal to 7004, then FEFP Program Number must be, 101, 102, 103, 111, 112, 113, or 300. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because FEFP Program Number does not equal 101, 102, 103, 111, 112, 113 or 300.

| District Number, Current Enrollment | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | FEFP Program Number | FTE Reported, Course |
|--|---|---|------------------|---------------------------|----------------------------|
| 06 | 7004 | 234567889X | 2109370 | 103 | 0834 |
| 06 | 7004 | 234567890X | 2109370 | 101 | 0834 |
| * 06 | 7004 | 234567891X | 0200050 | 130 | 0834 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FEFP Program Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5S. If Course Number is 5100580 or 5100590 then FEFP Program Number must be 999 and FTE Reported, Course must be 0000 and Grade Level must be PK. – record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the student's Course Number is 5100590 and FEFP Program Number is 101. The last record would be rejected because the student's Course Number is 5100580, and FTE Reported, Course is 0834.

| Course Number | FEFP Program Number | Grade Level | FTE Reported, Course |
|------------------|---------------------------|----------------|----------------------------|
| 5100580 | 999 | PK | 0000 |
| 5100590 | 999 | PK | 0000 |
| * 5100590 | 101 | PK | 0000 |
| * 5100580 | 999 | PK | 0834 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the FEFP Program Number and the FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

Deleted for 2015-16.

 **5T. ~~If the Reading Intervention Component code is F, then the Grade Level (on the Student Course Schedule record) must be 11 or 12. -record rejected-~~**

~~EXAMPLE~~

~~The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Grade Level is inappropriate for the Reading Intervention Component code of F.~~

| District | Number, | Student | Current | Number | Reading | Instruction/ | Identifier, | Course | Intervention | Grade |
|---------------------|-----------------------|--------------------|----------------------|-------------------|--------------------|-------------------------|------------------------|-------------------|-------------------------|------------------|
| Service | Florida | Number | Component | Level | | | | | | |
| 01 | 123456789X | 2103010 | F | 12 | | | | | | |
| 01 | 123456791X | 2100310 | F | 11 | | | | | | |
| * 01 | 123457891X | 2106310 | F | 06 | | | | | | |

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Reading Intervention Component code or the Grade Level code and resubmit the record.~~

STUDENT COURSE SCHEDULE - REJECT RULES

5U. If Survey Period Code is 2 or 3 and if School Number, Current Enrollment is not 3518 and if FEFP Program Number is 130, then the Course Number must be a course in Appendix DD. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the FEFP Program Number is 130 and the Course Number is not in Appendix DD.

| District Number, Current Instruction/Service | Student Number Identifier, Florida | FEFP Program Number | Course Number |
|---|---|---------------------------|------------------|
| 01 | 123456789X | 130 | 1001040 |
| 01 | 123456780X | 130 | 1002000 |
| *01 | 123456791X | 130 | 1301000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Course Number or the FEFP Program Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5V. If Survey Period is 2, 3 or 4 and if English Language Learners: Instructional Model is S or C, then Course Number must be a Mathematics, Science, Social Studies or Computer Education course in Appendix DD.

If Survey Period is 1 and if English Language Learners: Instructional Model is S or C, then Course Number must be a Mathematics, Science, Social Studies or Computer Education course in the current or prior year in Appendix DD.

-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since Course Number 1000010 is not a Science, Social Studies, or Computer Literacy course in Appendix DD.

| District Number, Current Enrollment | Student Number Identifier, Florida | English Language Learners: Instructional Model | Course Number |
|--|---|--|------------------|
| 01 | 012345671X | S | 2100310 |
| 01 | 012345672X | C | 2002480 |
| * 01 | 012345673X | S | 1000010 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the English Language Learners: Instructional Model code or the Course Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5W. If Survey Period is 2, 3 or 4 and if English Language Learners: Instructional Model is E or I, then Course Number must be a Language Arts Course Number in Appendix DD.

If Survey Period is 1 and if English Language Learners: Instructional Model is E or I, then Course Number must be a Language Arts Course Number in the current or prior year in Appendix DD. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since Course Number 1204000 is not a Language Arts course in Appendix DD.

| District Number, Current Enrollment | English Student Number Identifier, Florida | Language Learners: Instructional Model | Course Number |
|--|--|---|------------------|
| 01 | 012345671X | E | 1000000 |
| 01 | 012345672X | I | 1000010 |
| * 01 | 012345673X | E | 1204000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the English Language Learners: Instructional Model code or the Course Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5Y. If School Number, Current Enrollment is not equal to 7001 or 7023 and if School Number, Current Instruction/Service is equal to 7001 or 7023, then FEFP Program Number must be 101, 102, 103, 111, 112, 113, or 300. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because FEFP Program Number is not valid for the school number reported.

| District Number, Current Enrollment | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | FEFP Program Number | FTE Reported, Course |
|--|---|---|------------------|---------------------------|----------------------------|
| 06 | 7001 | 234567889X | 2109370 | 103 | 0834 |
| 06 | 7001 | 234567890X | 2109370 | 111 | 0834 |
| * 06 | 7001 | 234567891X | 0200050 | 130 | 0834 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FEFP Program Number or School Number, Current Instruction/Service and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5Z. If the School Number, Current Instruction/Service is C901-C928, U970-U980, or P001-P999, then the Dual Enrollment Indicator must be other than Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Dual Enrollment Indicator is code Z.

| School Number, Current Enrollment | School Number Current, Instruction/Service | Dual Enrollment Indicator |
|--------------------------------------|---|------------------------------|
| 0021 | C901 | A |
| 0051 | P999 | A |
| *0204 | U970 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Dual Enrollment Indicator and resubmit the record.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

60. The student's Grade Level on the Student Course record must agree with the Grade Level on the Student Demographic record submitted by the district of instruction unless Year-Round/Extended School Year FTE Indicator on the Student Course record = A or if Survey Period Code = 1 or 4. -state validation/NULL-

****FTE Reported, Course on all Student Course records set to NULL value for these records at the close of the State Records Processing Cycle.****

EXAMPLE

The first and third Student Course records listed below would pass this edit. The second and fourth records would not pass the edit because the Grade Level codes on the Student Demographic records and Student Course records do not agree. (The FTE Reported, Course on the Student Course records would be set to a null value at the close of the State Records Processing Cycle.)

Student Demographic Records

| District Number, Current Instruc./ Service | Student Number Identifier, Florida | Grade Level |
|--|---|----------------|
| 49 | 491234566X | 12 |
| 49 | 491234567X | 11 |
| 49 | 491234568X | 11 |
| 49 | 491234569X | 12 |

Student Course Records

| District Number, Current Instruc./ Service | Student Number Identifier, Florida | Grade Level |
|--|---|----------------|
| 49 | 491234566X | 12 |
| * 49 | 491234567X | 12 |
| 49 | 491234568X | 11 |
| * 49 | 491234569X | 10 |

DISTRICT RESPONSIBILITY

The Grade Level codes which do not agree must be corrected. If the Grade Level code on the Student Demographic record is correct, then the Grade Level code on the Student Course record must be updated so that it agrees. If the Grade Level code on the Student Course record is correct, then the Student Demographic record must be updated so that the Grade Level codes agree.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

61. During Surveys 1 through 4 if FTE Reported, Course is greater than zero and the student is less than 3 years old, then Grade Level must be PK and FEFP Program Number must be 101, 111 or 254-255. -state validation/NULL-

****FTE Reported, Course set to NULL after the close of the State Records Processing Cycle****

EXAMPLE

If the Birth Date on the matching Student Demographic records for each of the Student Course records listed below indicates that the student's age is less than 3, then the record marked with an asterisk would fail the edit because the correct relationship between Grade Level code, FEFP Program Number and FTE Reported, Course does not exist.

| Student Number Identifier, Florida | Section Number | FEFP Program Number | FTE Reported, Course | Grade Level |
|---|-------------------|---------------------------|----------------------------|----------------|
| 111234563X | 00100 | 254 | 0834 | PK |
| 111234564X | 00200 | 101 | 0012 | PK |
| * 111234565X | 00500 | 999 | 0834 | PK |
| 111234566X | A1500 | 111 | 0834 | PK |

DISTRICT RESPONSIBILITY

The district must correct the records so that the correct relationship between Grade Level, FEFP Program Number and FTE Reported, Course exists.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

63. If the Dual Enrollment Indicator equals E on one Student Course Schedule record reported for a student, then each Student Course Schedule record for that student must be coded with E in the Dual Enrollment Indicator field. Matching Student Course Schedule records for a student should be based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Fiscal Year and Survey Period Code. –state validation–

EXAMPLE

The Student Course Schedule records listed below marked with an asterisk would fail this edit because the Dual Enrollment Indicator does not equal “E” for all courses for the student.

| Student Number, Identifier, Florida | Course Number | Dual Enrollment Indicator |
|--|------------------|------------------------------|
| 123456789x | AMH9014 | E |
| 123456789x | MAT1201 | E |
| 123456789x | PSY1407 | E |
| 123456789x | SOC1011 | E |
| *234567890x | AMH9001 | E |
| *234567890x | MAT1207 | A |
| *234567890x | PSY2011 | B |
| *234567890x | SOC1022 | E |

DISTRICT RESPONSIBILITY

The district must review the status of the student regarding dual enrollment and correct the Dual Enrollment Indicator codes on the records that are in error.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

66. If Period Number is not 9800 and

If School Number, Current Instruction/Service is not a private school number on a record with Survey Period Code = 2 or 3,

Then each Student Course record must have a matching Teacher Course record based on the key fields of District Number, Current Instruction/Service; School Number, Current Instruction/ Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term. -state validation/NULL-

****FTE Reported, Course set to NULL following the close of the State Records Processing Cycle****

EXAMPLE

The first and second Student Course records listed below would pass this edit. The third Student Course Schedule would be flagged in error because of the failure to have a matching Teacher Course Schedule based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term.

Student Course Records

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Fiscal Year | Course Number | Sec. No. | Period Number | Term |
|---|---|---|--------------------------|----------------|------------------|-------------|------------------|------|
| 01 | 0421 | 012345679X | 2 | **** | 1200330 | 00200 | 0404 | 1 |
| 01 | 0421 | 012345678X | 2 | **** | 1200330 | 00200 | 0404 | 1 |
| * 01 | 0421 | 012345677X | 2 | **** | 1200330 | 00100 | 0303 | 1 |

Teacher Course Records

| District Number, Current Instruction/ Services | School Number, Current Instruction/ Services | Survey Period Code | Fiscal Year | Course Number | Section Number | Period Number | Term | Social Security Number |
|--|--|--------------------------|----------------|------------------|-------------------|------------------|------|------------------------------|
| 01 | 0421 | 2 | **** | 1200330 | 00200 | 0404 | 1 | 0000291125 |
| 01 | 0421 | 2 | **** | 1200330 | 00100 | 0202 | 1 | 0000291125 |

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the Student Course record is valid, submit the Matching Teacher Course Schedule record for that class. If the Student Course record is invalid, delete the record from the data base. If an error has been made in one or more of the data elements required to match on either the Student Course record or the Teacher Course record, then the record(s) should be corrected so that the two types of records match for each of the data elements of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

67. Each Student Course Schedule must have a matching Student Demographic record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service. -state validation/NULL-

****FTE Reported, Course set to NULL for ALL Student Course Schedule records for this student****

EXAMPLE

The Student Course Schedule listed below which is marked with an asterisk would fail the edit above because it does not have a matching Student Demographic record.

Student Demographic records

| District Number, Current Instruction/ Service | District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Fiscal Year |
|---|--|---|--|--------------------------|----------------|
| 01 | 01 | 019876544X | 0021 | 3 | **** |
| 01 | 01 | 019876545X | 0021 | 3 | **** |
| 01 | 01 | 019876546X | 0021 | 3 | **** |

Student Course records

| District Number, Current Instruction/ Service | District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year |
|---|--|--|---|--------------------------|----------------|
| 01 | 01 | 0021 | 019876544X | 3 | **** |
| 01 | 01 | 0021 | 019876545X | 3 | **** |
| * 01 | 01 | 0321 | 019876546X | 3 | **** |

**** = Valid fiscal year for data submission.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

DISTRICT RESPONSIBILITY

The district must verify the various key comparisons from the Student Course record, correct those in error and resubmit the correction. For more detailed explanation of the proper submission of the various keys, consult the front pages of both the Student Demographic Information and Student Course Schedule formats.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

69. If Survey Period Code = 1-4, each Student Course Schedule record with FEFP Program Number equal to 111-113 or 254-255 must have a matching Exceptional Student record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year unless Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number. -state validation/NULL-

****FTE Reported, Course set to NULL for all Student Course Schedule records for this student****

EXAMPLE

The Student Course Schedule listed below which is marked with an asterisk would fail the edit above because it does not have a matching Exceptional Student record.

Exceptional Student records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year |
|--|--|---|--------------------------|----------------|
| 01 | 0021 | 019876544X | 2 | **** |
| 01 | 0021 | 019876545X | 2 | **** |
| 01 | 0021 | 019876546X | 2 | **** |

Student Course Schedule records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year | FEFP Program Number |
|--|--|---|--------------------------|----------------|---------------------------|
| 01 | 0021 | 019876544X | 2 | **** | 111 |
| 01 | 0021 | 019876545X | 2 | **** | 112 |
| 01 | 0021 | 019876546X | 2 | **** | 113 |
| * 01 | 0021 | 019876547X | 2 | **** | 254 |

**** = Valid fiscal year for data submission.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

DISTRICT RESPONSIBILITY

If the Student Course Schedule record is valid, the district must submit the matching Exceptional Student record. If the Student Course Schedule record is invalid, the district must either delete the record or correct the invalid elements.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

72. If FEFP Program Number equals 130, then English Language Learners, PK-12 on the Student Demographic Information record (matched on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service) must equal LY or LP. – state validation/NULL-

****FTE Reported, Course set to NULL after the close of the State Records Processing cycle.****

EXAMPLE

The second and third records below would pass this edit. The first and fourth records listed below and flagged with asterisks would cause error messages to be generated because the English Language Learners, PK-12 code does not equal LY or LP. If the error is not corrected by the end of the state processing period, the FTE Reported, Course will be sent to NULL.

Student Course Schedule records

| Student Number Identifier, Florida | FEFP Program Number | Course Number |
|---|---------------------------|------------------|
| * 661234566X | 130 | 1200310 |
| 661234567X | 130 | 1200310 |
| 661234568X | 130 | 1200310 |
| * 661234569X | 130 | 1200310 |

Student Demographic Information records

| Student Number Identifier, Florida | English Language Learners, PK-12 |
|---|---|
| * 661234566X | LF |
| 661234567X | LY |
| 661234568X | LP |
| * 661234569X | LN |

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

DISTRICT RESPONSIBILITY

The district must review the FEFP Program Number and English Language Learners, PK-12 codes and correct the codes that are in error. If the end of the state processing cycle has occurred and the FTE Reported, Course has been changed to a NULL value, then the district must also resubmit the Student Course Schedule record with the proper FTE Reported, Course.

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

73. For Surveys 2 and 3;

- if School Number, Current Enrollment is not 3518, N998, or N999; and
- if School Number, Current Instruction/Service is not 0500, 0600 or 0700 within District Number, Current Instruction/Service 71, and
- if FTE Reported, Course is greater than zero, and
- if the student has a Withdrawal Code, PK-12 of DNE on a Prior School Status/Student Attendance record, or if there is no matching Prior School Status/Student Attendance record,

then FTE Reported, Course is set to NULL after the close of the state records processing cycle.

The match should be made using Year (School and Fiscal), Survey Period Code, District Number, Current Enrollment and Student Number Identifier, Florida. If the student has more than one Prior School Status/Student Attendance record, the match should be made to the record with the most recent Entry (Re-entry) Date.
-state validation/NULL-

EXAMPLE

In the example below all FTE Reported, Course amounts would be set to null after the end of the state processing period except for the FTE Reported in the third record. Student Course Schedule records should not be submitted for a student with a “Did Not Enter” Withdrawal Code.

Prior School Status/Student Attendance records:

| School Year | Survey Period Code | District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Code PK-12 |
|-------------|--------------------|-------------------------------------|------------------------------------|-----------------------|
| **** | 2 | 03 | 111234563X | DNE |
| **** | 2 | 03 | 111234564X | DNE |
| **** | 2 | 03 | 111234565X | ZZZ |
| **** | 2 | 03 | 111234566X | DNE |

Student Course Schedule records:

| Fiscal Year | Survey Period Code | Student Number Identifier, Florida | Section Number | FEFP Program Number | FTE Reported, Course |
|-------------|--------------------|------------------------------------|----------------|---------------------|----------------------|
| **** | 2 | * 111234563X | 00100 | 103 | 0834 |
| **** | 2 | * 111234564X | 00200 | 101 | 0012 |
| **** | 2 | 111234565X | 00500 | 102 | 0834 |
| **** | 2 | * 111234566X | A1500 | 111 | 0834 |

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

**** = a valid School or Fiscal Year

DISTRICT RESPONSIBILITY

The district must delete the Student Course Schedule records if they were submitted in error or change the DNE Withdrawal Code if it is incorrect.

STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

75. If Course Number is 7650030 (Prekindergarten Disabilities: Age 0-2) then the student must be 0-2 years old. Age is determined using the student's Birth Date on the Student Demographic Information record and the Friday of Survey Week. Match the Student Course Schedule record with the Student Demographic Information record using the following fields: District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service. -state validation-

EXAMPLE

The Student Course Schedule record listed below which is marked with an asterisk would cause a message to be generated because the Course Number is incorrect for the age of the student.

Student Course Schedule records

| District Number, Current Enrollment | Year | Student Number Identifier, Florida | Survey Period Code | Course Number |
|-------------------------------------|------|------------------------------------|--------------------|---------------|
| 36 | 0910 | 123456780X | 2 | 7650030 |
| * 36 | 0910 | 223456780X | 2 | 7650030 |
| 36 | 0910 | 476543210X | 2 | 7650030 |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Birth Date |
|-------------------------------------|------------------------------------|--------------------|------------|
| 36 | 123456780X | 2 | 08202009 |
| 36 | 223456780X | 2 | 12152006 |
| 36 | 476543210X | 2 | 06152009 |

DISTRICT RESPONSIBILITY

The district must review both records and correct the record that is in error so that the appropriate relationship exists between Course Number and Birth Date.

STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

80. If the School Number, Current Instruction/Service does not begin with "P" and the Course Number is a vocational secondary Course Number (begins with 8 or 9) except for Course Number 8502000, then the FEFP Program Number must be 300, 102, 103, 112-113 or 254-255. -exception report-

EXAMPLE

The first record listed below meets the criteria specified in the above edit. The second and third records would cause a message to be generated because the FEFP Program Number is not the expected FEFP Program Number for the Course Number reported.

| Student Number Identifier, Florida | Dist. Num. Curr. Inst./ Serv. | Sch. Num. Curr. Inst./ Serv. | Svy. Per. Code | Fiscal Year | Course Number | Section Number | Period Number | FEFP Prog. Num. |
|---|---|--|----------------------|----------------|------------------|-------------------|------------------|-----------------------|
| 012345679X | 01 | 0421 | 2 | **** | 8500310 | 00200 | 0404 | 300 |
| * 012345678X | 01 | 0421 | 2 | **** | 8206300 | 00200 | 0404 | 101 |
| * 012345677X | 01 | 0421 | 2 | **** | 8500380 | 00100 | 0505 | 111 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the FEFP Program Number and the Course Number and correct if in error.

STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

81. Class Minutes, Weekly must not be greater than 2400. -exception report-

EXAMPLE

The first record listed below would pass this edit. The last three records would cause a message to be generated because Class Minutes, Weekly is greater than 2400.

| Student Number Identifier, Florida | Dist. Num., Curr. Inst./ Serv. | Sch. Num., Curr. Inst./ Serv. | Fiscal Year | Course Number | Section Number | Period Number | Class Minutes, Weekly |
|---|--|---|----------------|------------------|-------------------|------------------|-----------------------------|
| 012345676X | 01 | 0431 | **** | 1211300 | 00100 | 0401 | 2400 |
| * 012345677X | 01 | 0431 | **** | 1211300 | 00100 | 0101 | 2500 |
| * 012345678X | 01 | 0431 | **** | 1211300 | 00100 | 0101 | 4800 |
| * 012345679X | 01 | 0431 | **** | 1211300 | 00100 | 0101 | 2424 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Class Minutes, Weekly and correct if in error.

STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

82. If Course Number is 7650130 then the student must be 3-5 years old. Age is determined using the student's Birth Date on the Student Demographic Information record and the Friday of Survey Week. Match the Student Course Schedule record with the Student Demographic Information record using the following fields: District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service. –exception report–

EXAMPLE

The Student Course Schedule record listed below which is marked with an asterisk would cause a message to be generated because the Course Number is inconsistent with the age of the student.

Student Course Schedule records

| District Number, Current Enrollment | Year | Student Number Identifier, Florida | Survey Period Code | Course Number |
|-------------------------------------|------|------------------------------------|--------------------|---------------|
| 36 | 0910 | 123456780X | 2 | 7650130 |
| * 36 | 0910 | 223456780X | 2 | 7650130 |
| 36 | 0910 | 476543210X | 2 | 7650130 |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Birth Date |
|-------------------------------------|------------------------------------|--------------------|------------|
| 36 | 123456780X | 2 | 08202005 |
| 36 | 223456780X | 2 | 12152008 |
| 36 | 476543210X | 2 | 06052005 |

DISTRICT RESPONSIBILITY

The district must review both records and, if the data is incorrect, correct the record that is in error so that the appropriate relationship exists between Course Number and Birth Date.

STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

83. Only one of the FEFP Program Numbers, 111-113 or 254-255, may be reported for a student in the same survey and Term. -exception report-

EXAMPLE

The records listed below would not pass this edit because more than one of the FEFP Program Numbers was reported for the same student in the same survey and the same Term.

| Student Number Identifier, Florida | Survey Period Code | FEFP Program Number | Term |
|---|--------------------------|---------------------------|------|
| * 123456789X | 2 | 111 | 1 |
| * 123456789X | 2 | 111 | 1 |
| * 123456789X | 2 | 111 | 1 |
| * 123456789X | 2 | 254 | 1 |
| * 123456789X | 2 | 111 | 1 |
| * 123456789X | 2 | 111 | 1 |

DISTRICT RESPONSIBILITY

The district should verify the FEFP Program Numbers to determine if they have been reported accurately. The records should be corrected if in error. However, if it is determined that the FEFP Program Numbers were reported accurately, no action is necessary.

STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

96. For each student, no more than two Student Course Schedule records may be coded Y on the Reading Intervention Component element. Find all Student Course Schedule records for a student by matching on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -exception report-

EXAMPLE

The student's records listed below would cause a message to be generated because it is expected that no more than two courses per student will contain the Reading Intervention Component and be coded Y on this element.

| District Number, Current Instruction/ Service | Survey Period Code | Student Number Identifier, Florida | Course Number | Reading Intervention Component |
|---|--------------------------|---|------------------|--------------------------------------|
| * 01 | 2 | 123456789X | 5013010 | Y |
| * 01 | 2 | 123456789X | 7910100 | Y |
| * 01 | 2 | 123456789X | 2109310 | Y |
| * 01 | 2 | 123456789X | 1300330 | Y |

DISTRICT RESPONSIBILITY

The district should verify whether or not the student is receiving reading intervention in all four courses and correct the records if they are in error. If no record is in error, no action is necessary.

STUDENT COURSE SCHEDULE – AGGREGATE EXCEPTION REPORTS

AA. If Survey Period Code is 2 or 3 and district of instruction is 01-67, 69, or 72-75, then there must be at least one student coded Y on the Reading Intervention Component element for each School Number, Current Instruction. – aggregate exception report-

EXAMPLE

School Number 0021 has 973 total Student Course Schedule records but all records have a Z code on the Reading Intervention Component element. An error message is generated for School Number 0021 on the exception report indicating that the district failed this exception edit. It is expected that the school will have one or more students receiving reading intervention services.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Reading Intervention Component element on the records that are in error.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

- 1. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, if records on the transmission have a Survey Period Code "3", all records updated, added, or deleted with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the Survey Period Code must be corrected either on the records coming in or the transmission JCL and all records must be resubmitted in a batch transaction or added on-line.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

- 2. District Number, Current Enrollment must be numeric and in the range 01-69, or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record (indicated by an asterisk) would be rejected since the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

3. **School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause the records to be rejected. The two records indicated with asterisks would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | 0021 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

4. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth digit of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with a numeric character in the tenth position. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

5. The District Number, Where Credit Earned must be numeric in the range of 01-75 or 77-79 for Florida public school districts, 99 for credit earned in Florida non-public schools, alpha codes AK-WY for credit earned out-of-state, or AA-ZB for credit earned out-of-country, or AQ to WQ for credit earned at United States Commonwealth and Territories. (See Appendices G, H and Q of the DOE Information Data Base Requirements: Volume I--Automated Student Information System Manual for valid Foreign Country, State codes and United States Commonwealth and Territories.) -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected since the District Number, Where Credit Earned is not in the range 01-75 or 77-79.

| District Number, Where Credit Earned | School Number, Where Credit Earned | School Year | Term |
|--|--|-------------|------|
| 01 | 0151 | 0203 | 2 |
| * 81 | 7542 | 0203 | 1 |
| 99 | N999 | 0203 | 4 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Where Credit Earned entries and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

6. The School Number, Where Credit Earned must be alphanumeric in the range of 0001-9899 for Florida public school district sites, N999 or in the range of 0001-9899 for credit earned in Florida PK-12 non-public schools, 9900 for credit earned in out-of-state schools, N998 for credit earned in home education, N997 for credit earned in an American school abroad, C901-C928 for Florida public community colleges, U970-U980 for Florida public state universities, or P001-P999 for eligible postsecondary nonpublic institutions. -record rejected-

EXAMPLE

The second and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected since the School Number, Where Credit Earned contains a blank. The third record would be rejected since the School Number, Where Credit Earned has an invalid code.

| District Number, Where Credit Earned | School Number, Where Credit Earned | School Year | Term |
|--|--|-------------|------|
| * 01 | 151 | **** | 2 |
| 64 | 6881 | **** | 1 |
| * 99 | M999 | **** | 4 |
| ID | N999 | **** | 2 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Where Credit Earned and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

7. School Year – Course Taken must be a valid school year, numeric, and less than or equal to the current school year. -record rejected-

EXAMPLE

The first, fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and third records would be rejected since the school year is invalid.

| District Number, Where Credit Earned | School Number, Where Credit Earned | School Year Course Taken |
|--|--|-----------------------------|
| 01 | 0021 | 0203 |
| * 01 | 0021 | 9597 |
| * 01 | 0021 | 9492 |
| 01 | 0021 | 9899 |
| 01 | 0021 | 0910 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Year – Course Taken and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

8. **Grade Level must be 01-12 or 30. -record rejected-**

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected because the Grade Level does not contain two characters as required. The fourth record would be rejected since the Grade Level is not a valid grade.

| School Year | Grade Level | Term |
|-------------|-------------|------|
| * 0001 | 8 | 1 |
| 0001 | 10 | 2 |
| 0203 | 11 | 1 |
| * 0203 | 40 | 2 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

9. Term must be 1-9, B-O, or S-X. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected because Term was left blank. The fourth record would be rejected since the Term code is not valid.

| School Year | Grade Level | Term |
|-------------|-------------|------|
| * 0001 | 08 | |
| 0001 | 10 | 2 |
| 0203 | 11 | 1 |
| * 0203 | 12 | A |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Term codes and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

10. Course Number must be alphanumeric and contain no blanks. -record rejected-

EXAMPLE

The second, third, fourth, fifth, and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and seventh records would be rejected since the Course Number contains blanks.

| Student Number Identifier, Florida | School Year | Course Number | Course Sequence Number |
|---|----------------|------------------|------------------------------|
| * 123456789X | **** | 1 5300 | 1234A |
| 129876543X | **** | 0900310 | 1234A |
| 123456789X | **** | A010203 | 12345 |
| 123456789X | **** | 1200330 | 3456C |
| 123456789X | **** | V200302 | 1234A |
| 123456789X | **** | 2109310 | ABCDE |
| * 123456789X | **** | 1005 | 21234 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district should correct the Course Number and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

11. The Course Sequence Number must be alphanumeric and contain no blanks. Allowable characters are 0-9, A-Z, hyphen, dollar sign, pound sign, and colon. -record rejected-

EXAMPLE

The second, third, fourth, fifth, and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and seventh records would be rejected since the Course Sequence Number contains blanks.

| Student Number Identifier, Florida | School Year | Course Number | Course Sequence Number |
|---|----------------|------------------|------------------------------|
| * 123456789X | **** | 1005300 | 1 34 |
| 129876543X | **** | 0900310 | 1234A |
| 123456789X | **** | 0400330 | 12345 |
| 123456789X | **** | 1200330 | 3456C |
| 123456789X | **** | 1302340 | 1234A |
| 123456789X | **** | 2109310 | ABCDE |
| * 123456789X | **** | 1005300 | 2 4 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Sequence Number and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

12. All alphanumeric Course Numbers must either be on the Course Code Directory or on the Statewide Course Numbering System file unless School Number, Where Credit Earned equals P001-P999. -record rejected-

EXAMPLE


The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and fourth records would be rejected because the Course Numbers are not on the Course Code Directory or on the Statewide Course Numbering System files.

| Student Number Identifier, Florida | District Number, Where Credit Earned | School Number, Where Credit Earned | Course Number |
|---|--|--|------------------|
| * 661234566X | 66 | 0061 | FF10011 |
| 661234567X | 66 | 0061 | I460103 |
| 661234568X | 66 | 0201 | B070614 |
| * 661234569X | 66 | C901 | ABCDE12 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Numbers and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

 13. If School Year-Course Taken = School Year-Record Submission, then Course, State Subject Area Requirements must equal EN, MA, SC, AH, WH, EC, AG, VO, PF, PE, EL, FL, PA, A1, A2, BI, GE, EQ, SS, CE, EX, LA, LM, NC or SV. -record rejected-

EXAMPLE

In the example below, records number two, five, six, and seven would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one, three and four would be rejected since the Course, State Subject Area Requirements codes are invalid.

| Course Number | Course Sequence Number | Course, State Subject Area Requirements |
|---------------|---------------------------|--|
| * 1005300 | 1234A | E |
| 0900310 | 2345B | EL |
| * 0400330 | 1235B | FP |
| * 1200330 | 3456C | MS |
| 1302340 | 45678 | PF |
| 2109310 | ABCDE | WH |
| 1005320 | 123AB | EN |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course, State Subject Area Requirements and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

14. If School Year-Course Taken = School Year-Record Submission, then Course Flag must be 7, 9, G-I, N, P, T, W, X, * or blank. -record rejected-

EXAMPLE

In the example below, records one and three would be loaded to the data base assuming no other reject rules would cause the records to be rejected. Record two would be rejected since the Course Flag contains invalid characters.

| Course Number | Course Flag |
|------------------|----------------|
| 1005300 | HT |
| * 0900310 | 9S5 |
| 1302340 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Flag entry and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

15. For each Student Course Transcript Information record, no Course Flag, except blanks, may be repeated. -record rejected-

EXAMPLE

In the example below, records two and three would be loaded to the data base assuming no other reject rule would cause the records to be rejected. The first record would be rejected since the Course Flag contains two H codes.

| Course Number | Course Flag |
|------------------|----------------|
| * 1005300 | RHH |
| 0900310 | 9 |
| 1302340 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Flag and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

16. Credit Attempted, Course must be numeric. -record rejected-

NOTE: Two decimal places assumed.

EXAMPLE

In the example below, records two, five, six, and seven would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one, three, and four would be rejected since the Credit Attempted, Course is not numeric.

| Course Number | Credit Attempted, Course | Credit Earned, Course |
|---------------|-----------------------------|--------------------------|
| * 1005300 | edk | 100 |
| 0900310 | 050 | 050 |
| * 0400330 | 05a | 100 |
| * 1200350 | ooo | 050 |
| 1302340 | 100 | 100 |
| 2109310 | 100 | 050 |
| 1005320 | 050 | 050 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Credit Attempted, Course and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

17. Credit Earned, Course must be numeric. -record rejected-

NOTE: Two decimal places assumed.

EXAMPLE

In the example below, records two, five, six, and seven would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one, three, and four would be rejected since the Credit Earned, Course is not numeric.

| Course Number | Credit Attempted, Course | Credit Earned, Course |
|---------------|-----------------------------|--------------------------|
| * 1005300 | 100 | edk |
| 0900310 | 050 | 050 |
| * 0400330 | 100 | ooo |
| * 1200350 | 050 | 5x5 |
| 1302340 | 100 | 100 |
| 2109310 | 100 | 050 |
| 1005320 | 050 | 050 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Credit Earned, Course and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

18. The Course Grade code must be A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, N, U, P, S, E, WP, FL, NG, W or WF and must be right justified with leading blanks. -record rejected-

EXAMPLE

In the example below, records two and five would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one and four would be rejected since they contain invalid codes. Record three would be rejected since the Course Grade is not right justified with leading blanks.

| Course Number | Credit Earned, Course | Course Grade |
|---------------|--------------------------|--------------|
| * 1005300 | 100 | OOA |
| 0900310 | 050 | B+ |
| * 0400330 | 100 | C+ |
| * 1200350 | 050 | WC |
| 1200350 | 050 | P |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Grade and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

19. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

20. Each Student Course Transcript Information record must be unique based on Survey Period Code; District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; School Year – Course Taken; Grade Level; Term; Course Number; and Course Sequence Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third, fourth, sixth, and seventh records listed below would be loaded to the data base assuming no other reject rule would cause the records to be rejected. The second and fifth records would be rejected since they are duplicates of the first and fourth records, respectively.

| Survey Period Code | District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | School Year - Course Taken | Grade Level | Term | Course Number | Course Sequence Number |
|--------------------------|--|--|---|-------------------------------------|----------------|------|------------------|------------------------------|
| 5 | 01 | 0021 | 012345678X | 1011 | 12 | 2 | 1200310 | 1234A |
| * 5 | 01 | 0021 | 012345678X | 1011 | 12 | 2 | 1200310 | 1234A |
| 5 | 01 | 0021 | 012345676X | 1011 | 12 | 3 | 1001370 | 1234D |
| 5 | 01 | 0021 | 012345679X | 1011 | 12 | 3 | 1001370 | 1234D |
| * 5 | 01 | 0021 | 012345679X | 1011 | 12 | 3 | 1001370 | 1234D |
| 5 | 01 | 0021 | 021234567X | 1011 | 11 | 1 | 2001370 | 1234D |
| 5 | 01 | 0021 | 021234567X | 1011 | 11 | 2 | 2001370 | 1234D |

DISTRICT RESPONSIBILITY

If the records loaded to the data base are correct, no action is necessary. However, if the district wishes the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

21. School Number, Current Enrollment must exist on the Master School Identification File as a valid active school number for the District Number, Current Enrollment. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one, two, and three would be rejected because the School Number, Current Enrollment does not exist on the Master School Identification File as a valid active school number for the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment |
|--|--------------------------------------|
| * 09 | 8131 |
| * 13 | 0021 |
| * 15 | C999 |
| 57 | 0051 |
| 63 | 0031 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

23. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121 @xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

24. If School Number, Where Credit Earned equals C901-C928, U970-U980, or P001-P999, then District Number, Where Credit Earned must equal 99. –record reject -

EXAMPLE

The first record listed below would pass the edit. The second record would be rejected because the School Number, Where Credit Earned is not correct for the District Number, Where Credit Earned.

| District Number, Where Credit Earned | School Number, Where Credit Earned | Student Number Identifier, Florida |
|---|---------------------------------------|---------------------------------------|
| 99 | U970 | 123456789X |
| * 16 | C901 | 234567891X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Where Credit Earned or the School Number, Where Credit Earned and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

25. If the Course Grade code equals W, then the School Number, Where Credit Earned must be U970-U980, C901-C928, P001-P999, 9900 or N999. -record rejected-

EXAMPLE

In the examples below, records two and four would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one and three would be rejected because the Course Grade is not valid for the reported School Number, Where Credit Earned.

| Course Number | School Number, Where Credit Earned | Course Grade |
|---------------|---------------------------------------|--------------|
| * 1005300 | 0021 | W |
| ZOO1010 | C901 | W |
| * 0400330 | 7851 | W |
| PSY2012 | U970 | W |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Grade or the School Number, Where Credit Earned and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

26. Course Number, Substituted must be a course in the Course Code Directory or it must be blank. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and third records would be rejected because the Course Numbers, Substituted are not in the Course Code Directory.

| Student Number Identifier, Florida | District Number, Where Credit Earned | School Number, Where Credit Earned | Course Number Substituted |
|---|--|--|---------------------------------|
| * 123456789X | 66 | 0101 | FF10011 |
| 123456788X | 66 | 0101 | 0800300 |
| * 123456786X | 66 | C917 | ABCDE12 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number, Substituted fields and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

27. If the Course Number, Substituted is not blank, then at least one Course Flag must be “*”. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because there is no asterisk (*) Course Flag.

| Student Number Identifier, Florida | Course Number | Course Number Substituted | Grade Level | Course Flag |
|---|------------------|---------------------------------|----------------|----------------|
| 123456789X | 1802300 | 0800300 | 09 | * |
| * 123456788X | 1802300 | 0800300 | 10 | |
| 123456787X | 1802300 | 0800300 | 11 | * |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Number, Substituted or the Course Flag field and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

28. If any of the four Course Flags are “*”, then the Course Number, Substituted must not be blank. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Course Number, Substituted must not be blank when there is a Course Flag of ‘*’.

| Student Number Identifier, Florida | Course Number | Course Number Substituted | Grade Level | Course Flag |
|---|------------------|---------------------------------|----------------|----------------|
| 123456789X | 1802300 | 0800300 | 09 | * |
| 123456788X | 1802300 | 0800300 | 10 | * |
| *123456787X | 1802300 | | 11 | * |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Number, Substituted or the Course Flag field and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

 29. If School Year-Course Taken = School Year-Record Submission, then Course Substituted, State Subject Area Requirements must equal EN, MA, SC, AH, WH, EC, AG, VO, PF, PE, EL, FL, PA, A1, A2, BI, GE, EQ, SS, CE, EX, LA, LM, NC or SV or blank. If Course Number, Substituted is blank, Course Substituted, State Subject Area Requirements must be blank. If Course Substituted, State Subject Area Requirements is blank, then Course Number, Substituted must be blank. -record rejected-

EXAMPLE

In the example below, the first record would be loaded to the data base assuming no other reject rule would cause it to be rejected. The second record would be rejected since the Course Substituted, State Subject Area Requirements code is invalid.

| Course Number | Course Number, Substituted | Course Substituted, State Subject Area Requirements |
|---------------|-------------------------------|---|
| 0800300 | 1802300 | PE |
| *0800300 | 1802300 | PP |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Substituted, State Subject Area Requirements code and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

30. The School Year – Record Submission must be correct for the submission specified by the district. -record rejected-

EXAMPLE

The School Year – Record Submission on the JCL and the records being submitted for processing must match. Otherwise, the records will be rejected.

DISTRICT RESPONSIBILITY

Correct the School Year – Record Submission either on the transmission JCL or the records being submitted and resubmit all records for processing.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

35. Online Course must be Y or N. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Online Course code is not a valid code.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | Online Course |
|---|---|------------------|------------------|
| 02 | 123456789X | 1200310 | Y |
| * 02 | 123456791X | 1200300 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Online Course code and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

36. If School Number, Where Credit Earned does not begin with P, then Course Number must not equal 5022000, 2200000-2200050, or 2200300-2200370 (study hall) and must not have a Sort Level of 1 (Basic Education PK-5) or 2 (Basic Education 6-8) on the Course Code Directory file DPS.DISTRICT.K9.F62806.Yyyy. -record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record listed below would be rejected because it is a Study Hall course. The second record would be rejected because it is a middle/junior high school course.

| Student Number Identifier, Florida | School Year | Course Number | School Number, Where Credit Earned |
|---|----------------|------------------|---|
| * 123456789X | **** | 2200300 | 5201 |
| 129876543X | **** | 0702020 | 5211 |
| 123456789X | **** | 2003310 | 5201 |
| 123456789X | **** | 1302300 | 5201 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the Course Numbers and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES



37. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL" in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

STUDENT COURSE TRANSCRIPT INFORMATION - STATE VALIDATION RULES

50. Each Student Course Transcript must have a matching Student Demographic Record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year – Record Submission matched to Year. -state validation 3-

EXAMPLE

The Student Course Transcript Information record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic Information record.

Student Course Transcript Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | School Year - Record Submission | Survey Period Code |
|-------------------------------------|------------------------------------|---------------------------------|--------------------|
| * 01 | 012345678X | 1011 | 5 |
| 01 | 019876545X | 1011 | 5 |
| 01 | 429876546X | 1011 | 5 |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | Year | Survey Period Code |
|-------------------------------------|------------------------------------|------|--------------------|
| 01 | 019876545X | 1011 | 5 |
| 01 | 429876546X | 1011 | 5 |

DISTRICT RESPONSIBILITY

The district must delete the Student Course Transcript Information record or add a Student Demographic Information record to match the key fields on the Student Course Transcript Information record.

STUDENT COURSE TRANSCRIPT INFORMATION - STATE VALIDATION RULES

80. **Grade Level must be in the range 06-12, or 30. -exception report-**

EXAMPLE

The second, third and fourth records listed below would pass this edit. The first record would cause an error message to be generated because the student is reported as being in grade level 05.

| School Year | Grade Level | Term | Credit Earned, Course |
|-------------|-------------|------|--------------------------|
| * 9900 | 05 | 1 | 050 |
| 9900 | 10 | 2 | 050 |
| 0001 | 11 | 1 | 050 |
| 0203 | 08 | 2 | 050 |

DISTRICT RESPONSIBILITY

The district should verify the Grade Level submitted and correct the record if in error.

STUDENT COURSE TRANSCRIPT INFORMATION - STATE VALIDATION RULES

81. If Grade Level is less than 09 and Credit Earned, Course is greater than zero, then Course Flag must be 9. -exception report-

EXAMPLE

The second, third and fourth records listed below would pass this edit. The first record would cause an error message to be generated because the student is reported as being in grade level 07, but does not have a Course Flag code of 9.

| School Year | Course Number | Grade Level | Course Flag | Credit Earned, Course |
|----------------|------------------|----------------|----------------|--------------------------|
| * **** | 1200310 | 07 | | 050 |
| **** | 1001350 | 10 | R | 050 |
| **** | 1001370 | 11 | | 050 |
| **** | 1200310 | 08 | 9 | 050 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Course Flag code submitted and correct the record if in error.

STUDENT COURSE TRANSCRIPT INFORMATION - STATE VALIDATION RULES

82. For each Course Flag of I, there must be a Course Flag of X on another course record for the same District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; School Year – Record Submission and Course, State Subject Area Requirements. -exception report-

EXAMPLE

The second and third records listed below would pass this edit. The first and fourth records would cause an error message to be generated because for the same Student Number Identifier, Florida and the same Course Number there are no matching Course Flags of I and X.

| Student Number Identifier, Florida | School Year Record Submission | Term | Course Number | Grade Level | Course, State Subject Area Requirements | Course Flag | Credit Earned, Course |
|---|--|------|------------------|----------------|---|----------------|-----------------------------|
| * 123456789X | 1011 | 3 | 1200300 | 09 | MA | | 000 |
| 301385526X | 1011 | 3 | 1001340 | 10 | EN | X | 000 |
| 301385526X | 1011 | 3 | 1001340 | 11 | EN | I | 100 |
| * 123456789X | 1011 | 3 | 1200300 | 10 | MA | I | 100 |

DISTRICT RESPONSIBILITY

The district should verify the Course Flags submitted along with other elements listed in the edit statement and correct the records if in error.

STUDENT COURSE TRANSCRIPT INFORMATION - STATE VALIDATION RULES

83. If Course Flag is N then Credit Earned, Course must be zero. -exception report-

EXAMPLE

The second and third records listed below would pass this edit. The first record would cause an error message to be generated because there is a Course Flag of N, but Credit Earned, Course does not equal zero.

| Student Number Identifier, Florida | School Year | Course Number | Course Grade | Course Flag | Credit Earned, Course |
|---|----------------|------------------|-----------------|----------------|-----------------------------|
| * 123456789X | 0001 | 1200310 | A | N | 100 |
| 301385526X | 0203 | 1001340 | B- | | 100 |
| 123456789X | 0001 | 1200320 | B | | 100 |

DISTRICT RESPONSIBILITY

The district should verify the Course Flag and the Credit Earned, Course and correct the record if in error.

STUDENT COURSE TRANSCRIPT INFORMATION - STATE VALIDATION RULES

84. If the Course Number is not one of those listed below, the Credit Attempted, Course must be less than or equal to 100. -exception report-

NOTE: Two decimal places assumed.

Vocational Courses Offering Multiple Credit:

| | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|
| 8100410 | 8100100 | 8200420 | M899990 | B079998 | 8200410 | 8200100 |
| 8300420 | 8300410 | 8301650 | 8400410 | 8400100 | 8500410 | 8500100 |
| 8700400 | 8700100 | 8800100 | 8800410 | 8900410 | 8900100 | 9001820 |
| 9001810 | 8300430 | | | | | |

Exceptional Education Courses Offering Multiple Credit:

| | | | | | |
|---------|---------|---------|---------|---------|---------|
| 7910100 | 7921010 | 7962030 | 7963110 | 7967010 | 7980100 |
| 7910110 | 7921330 | 7962040 | 7963120 | 7980010 | 7980110 |
| 7910390 | 7960010 | 7963010 | 7963130 | 7980020 | 7980120 |
| 7910400 | 7961010 | 7963030 | 7965010 | 7980030 | 7980130 |
| 7912050 | 7961020 | 7963040 | 7965030 | 7980040 | 7980150 |
| 7912340 | 7961030 | 7963050 | 7965040 | 7980050 | 7980190 |
| 7915010 | 7961040 | 7963060 | 7966010 | 7980060 | |
| 7919010 | 7961050 | 7963070 | 7966020 | 7980070 | |
| 7920010 | 7962010 | 7963080 | 7966030 | 7980080 | |
| 7920050 | 7962020 | 7963090 | 7966040 | 7980090 | |

EXAMPLE

The third record listed below would pass this edit. The first and second records would not pass this edit because Credit Attempted, Course is greater than 100 and the Course Number is not one of the exceptions.

| Course Number | Credit Attempted, Course | Credit Earned, Course |
|---------------|-----------------------------|--------------------------|
| * 7921060 | 250 | 100 |
| * 7920060 | 150 | 050 |
| 8100410 | 200 | 200 |

DISTRICT RESPONSIBILITY

The district should verify the Credit Attempted, Course submitted and correct the records if in error.

STUDENT COURSE TRANSCRIPT INFORMATION - STATE VALIDATION RULES

85. If the Course Number is not one of those listed below, the Credit Earned, Course must be less than or equal to 100. -exception report-

NOTE: Two decimal places assumed.

Vocational Courses Offering Multiple Credit:

| | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|
| 8100410 | 8100100 | 8200420 | M899990 | B079998 | 8200410 | 8200100 |
| 8300420 | 8300410 | 8301650 | 8400410 | 8400100 | 8500410 | 8500100 |
| 8700400 | 8700100 | 8800100 | 8800410 | 8900410 | 8900100 | 9001820 |
| 9001810 | 8300430 | | | | | |

Exceptional Education Courses Offering Multiple Credit:

| | | | | | |
|---------|---------|---------|---------|---------|---------|
| 7910100 | 7921010 | 7962030 | 7963110 | 7967010 | 7980100 |
| 7910110 | 7921330 | 7962040 | 7963120 | 7980010 | 7980110 |
| 7910390 | 7960010 | 7963010 | 7963130 | 7980020 | 7980120 |
| 7910400 | 7961010 | 7963030 | 7965010 | 7980030 | 7980130 |
| 7912050 | 7961020 | 7963040 | 7965030 | 7980040 | 7980150 |
| 7912340 | 7961030 | 7963050 | 7965040 | 7980050 | 7980190 |
| 7915010 | 7961040 | 7963060 | 7966010 | 7980060 | |
| 7919010 | 7961050 | 7963070 | 7966020 | 7980070 | |
| 7920010 | 7962010 | 7963080 | 7966030 | 7980080 | |
| 7920050 | 7962020 | 7963090 | 7966040 | 7980090 | |

EXAMPLE

The third record listed below would pass this edit. The first and second records would not pass this edit because Credit Earned, Course is greater than 100 and the Course Number is not one of the exceptions.

| Course Number | Credit Attempted, Course | Credit Earned, Course |
|---------------|-----------------------------|--------------------------|
| * 7921060 | 100 | 200 |
| * 7920060 | 100 | 150 |
| 8100410 | 200 | 200 |

DISTRICT RESPONSIBILITY

The district should verify the Credit Earned, Course submitted and correct the records if in error.

STUDENT DEMOGRAPHIC – REJECT RULES

1. **District Number, Current Instruction/Service must be correct for the district submitting the data. -record rejected-**

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
|---|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 02 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

2. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75. -record rejected-

EXAMPLE


The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

 3. If Survey Period Code is 1-4 or 9, School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001 or it must be 9992, 9993, 9997, N998 or N999. If Survey Period Code is 5, School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001 or it must be 9992, 9993, 9995, 9997, N998 or N999. If Survey Period Code is 6 or 8, School Number Current Enrollment must be numeric in the range 0001 to 9899, excluding 3518 and 9001. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric, N998 or N999.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | 0021 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

4. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES



- 5. Survey Period Code must be 1, 2, 3, 4, 5, 6, 8 or 9 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "2". However, records on the transmission have a Survey Period Code "3". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The Survey Period Code must be corrected either on the records coming in or the Transmission JCL and all records must be resubmitted.

- 6. Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Year as specified in the transmission JCL or in statements for tape transmission is identified as "0001". However, records on the transmission have Year coded as "0102". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Year either on the records coming in or the Transmission JCL and resubmit all the records.

STUDENT DEMOGRAPHIC – REJECT RULES

7. The first nine positions of Student Number Identifier-Alias, Florida must be numeric. The tenth position of Student Number Identifier-Alias, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier-Alias, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. -record rejected-

Note: For additional information on Student Number Identifier-Alias, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier-Alias, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier-Alias, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier-Alias, Florida |
|---|--------------------------------------|--|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier-Alias, Florida and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

8. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

9. Each Student Demographic record must be unique based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Year) of the first and fourth records, respectively.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Year |
|---|---|--------------------------|------|
| 01 | 012345675X | 2 | **** |
| * 01 | 012345675X | 2 | **** |
| 01 | 012345677X | 2 | **** |
| 01 | 012345678X | 2 | **** |
| * 01 | 012345678X | 2 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

STUDENT DEMOGRAPHIC – REJECT RULES

10. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121 @xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

11. If Survey Period is 5 or 9, Institution Number, Neglected/Delinquent (First); Institution Number, Neglected/Delinquent (Second) and Institution Number, Neglected/Delinquent (Third) must be numeric in the range 0000 to 9899 or they must be a district assigned 3 digit number preceded by an A. If Survey Period is not 5 or 9, Institution Number, Neglected/Delinquent must be 0000. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Institution Number, Neglected/Delinquent is not in the appropriate numerical range. The fourth record would be rejected because the Survey Period is 2 and the Institution Number, Neglected/Delinquent is not 0000.

| District Number, Current Enrollment | Survey Period Code | Institution Number, Neglected/ Delinquent | Student Number Identifier, Florida |
|--|--------------------------|--|---|
| 01 | 2 | 0000 | 012345676X |
| 01 | 5 | A006 | 012345677X |
| * 01 | 9 | 9999 | 012345678X |
| * 01 | 2 | A006 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Institution Number, Neglected/Delinquent and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

12. If the Institution Number, Neglected/Delinquent (First); Institution Number, Neglected/Delinquent (Second) or Institution Number, Neglected/Delinquent (Third) is not 0000 then it must be a valid institution for neglected/delinquent children in the District of Enrollment. (This edit does not apply to Survey Periods 6 and 8.) –record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the institution numbers are not on the Department of Education's list of valid institutions for neglected or delinquent children.

| District Number, Current Enrollment | Survey Period Code | Institution Number, Neglected/ Delinquent | Student Number Identifier, Florida |
|--|--------------------------|--|---|
| 01 | 9 | 0701 | 012345676X |
| 01 | 9 | A006 | 012345677X |
| * 01 | 9 | A352 | 012345678X |
| * 01 | 9 | 9678 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Institution Number, Neglected/Delinquent and resubmit the records or supply correct information about the qualifications of these institutions to the designated contact person at the Department of Education so that these institutions can be added to the list of valid institutions. Following addition of the institutions to the list of valid institutions the district must resubmit the records for processing.

STUDENT DEMOGRAPHIC – REJECT RULES

13. If Institution Number, Neglected/Delinquent (First) is 0000 then Institution Number, Neglected/Delinquent (Second) must also be 0000. If Institution Number, Neglected/Delinquent (First) or Institution Number, Neglected/Delinquent (Second) is 0000 then Institution Number, Neglected/Delinquent (Third) must be 0000. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Institution Number, Neglected/Delinquent (First) is 0000 and Institution Number, Neglected/Delinquent (Second) and Institution Number, Neglected/Delinquent (Third) contain an institution number.

| District Number, Current Enrollment | Institution Number, Neglected/ Delinquent (First) | Institution Number, Neglected/ Delinquent (Second) | Institution Number, Neglected/ Delinquent (Third) |
|--|---|--|---|
| 01 | 0701 | 0000 | 0000 |
| 01 | A006 | 5678 | 9876 |
| * 01 | 0000 | 3456 | 5432 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Institution Number, Neglected/Delinquent (First); Institution Number, Neglected/Delinquent (Second) and/or Institution Number, Neglected/Delinquent (Third) and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

14. If Survey Period is 2 or 3 and Grade Level is 30 or 31, then School Number, Current Enrollment must be 9997 – record rejected-

EXAMPLE


The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because School Number, Current Enrollment is not 9997 for a student in Grade Level 30.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Grade Level |
|--|--|---|--------------------------|----------------|
| 01 | 9997 | 012345675X | 2 | 30 |
| * 01 | 0021 | 012345675X | 2 | 30 |

DISTRICT RESPONSIBLE

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Enrollment or the Grade Level and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

 15. If Migrant Status Term is B, D, E, S, T, U, V, W or X, then Birth Date must be 09011993 through 08312016 inclusive. (This edit does not apply to Survey Periods 6 and 8.). -record rejected-

EXAMPLE

The first record would be rejected because the Birth Date is not in the acceptable range. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

| Student Number Identifier, Florida | Survey Period Code | Year | Migrant Status Term | Birth Date |
|---------------------------------------|--------------------------|------|---------------------------|---------------|
| * 0123456789X | 5 | **** | D | 09141983 |
| 0123456790X | 5 | **** | S | 01092003 |
| 0123456791X | 5 | **** | B | 10191999 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Birth Date or the Migrant Status Term and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

 16.

- If Survey Period Code = 1, 2, 4, 5 or 9, then District Number, Zoned School must be filled with zeroes.
- If Survey Period Code = 3, then District Number, Zoned School must be 00-67.

(This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE


The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Zoned School is outside the specified range.

| Survey Period Code | District Number, Zoned School | School Number, Zoned School |
|-----------------------|----------------------------------|--------------------------------|
| 01 | 00 | 0000 |
| 02 | 00 | 0000 |
| * 03 | 69 | 0114 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Zoned School and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 17. If Survey Period Code = 1, 2, 4, 5 or 9, then School Number, Zoned School must be filled with zeroes.

If Survey Period Code = 3 and

- District of Instruction is not 71 and
- School of Enrollment is in the range 0001-9899 but not 3518, 7001, 7004, 7006, 7023 and
- School Function/Setting is not D (DJJ) on MSID and
- Charter School Status is Z (not Charter) on MSID and
- Grade Level code is KG-12 and
- Accountability ESE Center is Y or Primary Service Type is B (Alternative Education) on MSID and
- Neglected, Delinquent Status is not (D) or (N) on MSID

then School Number, Zoned School must be an active school for the District Number, Zoned School on the Master School Identification file unless District of Instruction or District of Enrollment is 68 in which case School Number, Zoned School can also be zeroes.

Any other School of Enrollment can also report zeros for School Number, Zoned School.

(This edit does not apply to Survey Periods 6 and 8.) -record rejected-

STUDENT DEMOGRAPHIC – REJECT RULES

EXAMPLE


The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the School Number, Zoned School is not zero- filled for survey 2. The fourth record would be rejected since the School Number, Zoned School is not a valid number on the Master School Identification file.


| Survey Period Code | District Number, Zoned School | School Number, Zoned School |
|-----------------------|----------------------------------|--------------------------------|
| 3 | 00 | 0000 |
| 3 | 00 | 0000 |
| * 2 | 00 | 0345 |
| * 3 | 02 | 9990 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Zoned School and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 18. If School Number, Current Enrollment is not 3518, 9992, 9993, 9995 or 9997, then there must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 1-4, age will be determined as of Date Certain (Friday) of the survey period. For Survey Period 5, age will be determined as of Date Certain of Survey 3. For Survey Period 6, age will be determined as of the Survey Due Date. For Survey Periods 8 and 9, age will be determined as of Date Certain of Survey 2. –record rejected–

| Grade Level | Age |
|---|------------------------|
| PK----- | not equal to 9+ |
| KG----- | not equal to 0-3, 11+ |
| 1 ----- | not equal to 0-4, 12+ |
| 2 ----- | not equal to 0-4, 13+ |
| 3 ----- | not equal to 0-5, 14+ |
| 4 ----- | not equal to 0-5, 15+ |
| 5 ----- | not equal to 0-6, 16+ |
|  6 ----- | not equal to 0-7, 18+ |
| 7 ----- | not equal to 0-8, 19+ |
| 8 ----- | not equal to 0-9, 20+ |
| 9 ----- | not equal to 0-10, 27+ |
| 10----- | not equal to 0-11, 28+ |
| 11----- | not equal to 0-12, 29+ |
| 12----- | not equal to 0-13, 30+ |

EXAMPLE

The records below without an asterisk would be loaded to the data base assuming no other reject rule would cause their rejection. The records below which are marked with an asterisk would be rejected because of the invalid association between the Grade Level of the student and the student's Birth Date.


| Student Number Identifier, Florida | Year | Survey Period Code | Grade Level | Birth Date |
|---|------|--------------------------|----------------|---------------|
| * 123456788X | 1011 | 2 | 02 | 02021994 |
| 123456786X | 1011 | 2 | 08 | 05051996 |
| 123456785X | 1011 | 2 | PK | 12022010 |
| * 123456789X | 1011 | 2 | 12 | 08172010 |

STUDENT DEMOGRAPHIC – REJECT RULES

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Grade Level or Birth Date so that there is a valid relationship between these two data elements and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 19. If Survey Period Code is 1-4 or 5, and English Language Learners, PK-12 code = LY or LP, and School Number, Current Enrollment is not 3518, and Grade Level is not PK, then Date Entered United States School must be numeric and a valid date in the format MMDDYYYY. Date Entered United States School may be 00000000 for all others. For Survey Period 9, Date Entered United States School must be 00000000. (This edit does not apply to Survey Periods 6 and 8.). -record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Date Entered United States School is not numeric; the second record would be rejected because Date Entered United States School is 00000000 and English Language Learners, PK-12 code = LY; the third record would be rejected because Date Entered United States School is an invalid date.

| Student Number Identifier, Florida | Survey Period Code | Year | Date Entered United States School | English Language Learners, PK-12 |
|---|--------------------------|------|---|---|
| * 012345678X | 2 | **** | ZZZZZZZZ | LF |
| * 012345679X | 2 | **** | 00000000 | LY |
| * 012345680X | 2 | **** | 02302005 | LP |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the information for Date Entered United States School or English Language Learners, PK-12 and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

1A. Ethnicity code must be Y or N. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Ethnicity code is not valid. The second record would be rejected because the Ethnicity code was left blank.

| Student Number Identifier, Florida | Gender | Ethnicity |
|---------------------------------------|--------|-----------|
| * 012345678X | M | Z |
| * 012345679X | F | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Ethnicity code and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

1B. Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander, and Race: White codes must be Y or N. (This edit does not apply to Survey Periods 6 and 8.)
-record rejected-

EXAMPLE

The record listed below would be rejected because the first and third examples do not contain valid codes for Race: American Indian or Alaska Native and Race: Black or African American; and the fourth example contains a blank for Race: Native Hawaiian or Other Pacific Islander.

| Student Number Identifier, Florida | Race: American Indian or Alaska Native | Race: Asian | Race: Black or African American | Race: Native Hawaiian or Other Pacific Islander | Race: White |
|---|--|----------------|--|--|----------------|
| * 012345678X | Z | Y | Z | | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Race: American Indian or Alaska Native, Race: Black or African American, and Race: Native Hawaiian or Other Pacific Islander codes and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

1C. At least one Race code (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander, or Race: White) must be Y. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The student record listed below would be rejected because there is not a Y code for any of the Races.

| Student Number Identifier, Florida | Race: American Indian or Alaska Native | Race: Asian | Race: Black or African American | Race: Native Hawaiian or Other Pacific Islander | Race: White |
|---|--|----------------|--|--|----------------|
| * 012345678X | N | N | N | N | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must code at least one of the Races with a Y and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

1D. If Survey Period equals 8, then Primary Instructor Responsible, Reading code must be numeric and greater than zero or the first two positions must be “CS” and the last seven positions must be numeric. If Survey Period does not equal 8, then Primary Instructor Responsible, Reading code must be all zeroes (This edit does not apply to Survey Period 6.) –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because the Primary Instructor Responsible, Reading code was left blank. The third record would be rejected because the Primary Instructor Responsible, Reading code is all zeros.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Primary Instructor Responsible, Reading |
|--|--|---|--------------------------|--|
| 01 | 0021 | 012345675X | 8 | 262451234 |
| * 01 | 0021 | 012345676X | 8 | |
| * 01 | 0021 | 012345678X | 8 | 000000000 |

DISTRICT RESPONSIBLE

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Primary Instructor Responsible, Reading code and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

1E. If School Number, Current Enrollment is 7004 then Grade Level must be KG through 12. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The first and third records listed below would be written to the data base assuming no other reject rule would cause their rejection. The second record would be rejected since the Grade Level is not in the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Grade Level |
|--|--------------------------------------|----------------|
| 04 | 7004 | 06 |
| * 04 | 7004 | PK |
| 04 | 7004 | 10 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Grade Level and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

20. The Student Name, Legal: Last Name must not be blank (Z-fill is NOT allowed). Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens and accent marks. -record rejected-

EXAMPLE

The record listed below would be rejected because the Student Name, Legal: Last Name is blank.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Student Name, Legal: Last Name | Student Name, Legal: First Name | Student Name, Legal: Middle/Maiden Name or Initial |
|--|---|---|--|--|
| * 01 | 0123456789 | | Clinton | S |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Name, Legal: Last Name and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

21. The Student Name, Legal: First Name must not be blank (Z-fill is NOT allowed). Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. Student middle name/appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens and accent marks. -record rejected-

EXAMPLE

The record listed below would be rejected because the Student Name, Legal: First Name is blank.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Student Name, Legal: Last Name | Student Name, Legal: First Name | Student Name, Legal: Middle/Maiden Name or Initial |
|--|---|---|--|--|
| * 01 | 0123456789 | Williams | | L |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Name, Legal: First Name and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

- 22. If School Number, Current Enrollment is not 9995, then Birth Date must be numeric and a valid date in the format MMDDYYYY. -record rejected-**

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Birth Date is not numeric; the second record would be rejected because Birth Date is an invalid date.

| Student Number Identifier, Florida | Survey Period Code | Year | Birth Date |
|---|--------------------------|------|------------|
| * 012345678X | 2 | **** | ZZZZZZZZ |
| * 012345679X | 2 | **** | 02301985 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Birth Date and resubmit the records.

- 23. Gender code must be M or F. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the gender code is not M or F. The second record would be rejected because gender code was left blank.

| Student Number Identifier, Florida | Gender |
|---------------------------------------|--------|
| * 012345678X | Z |
| * 012345679X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the gender code and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

26. If Survey Period Code = 3 and School Number, Zoned School is greater than 0000, then District Number, Zoned School must be greater than 00. If the District Number, Zoned School is greater than 00, then School Number, Zoned School must be greater than 0000. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE


The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because District Number, Zoned School is not greater than 00 for a School Number, Zoned School that is greater than zero.

| Survey Period Code | District Number, Zoned School | School Number, Zoned School |
|-----------------------|----------------------------------|--------------------------------|
| 03 | 01 | 0602 |
| * 03 | 00 | 0604 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Zoned School or School Number, Zoned School and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

 27. If Survey Period is 1, 2, 3, 4, 5, or 9, English Language Learners, PK-12 code must be LY, LF, LP, LZ, or ZZ. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE


The records listed below would be rejected. The first record would be rejected because the English Language Learners, PK-12 code is not valid. The second record would be rejected because the English Language Learners, PK-12 code was left blank.

| Student Number Identifier, Florida | English Language Learners, PK-12 | Survey Period Code |
|---------------------------------------|-------------------------------------|-----------------------|
| * 012345678X | 00 | 5 |
| * 012345679X | | 5 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners, PK-12 codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 28. If Survey Period Code is 5 or 9 and School Number, Current Enrollment is not 9995, Resident Status, State/County code must be 0, A, B, 2, 3, 4, 5, 6 or 7. If Survey Period Code is 1-4, Grade Level is not 30 or 31, and School Number, Current Enrollment is not 9995, then Resident Status, State/County code must be 0, A, B, 2 or 3. If Survey Period Code is 2 or 3, Grade Level is 30 or 31, and School Number, Current Enrollment is not 9995, then Resident Status, State/County code must be 4, 5, 6 or 7. If School Number, Current Enrollment = 9995, then Resident Status State/County must be Z. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE


The records listed below would be rejected. The first record would be rejected because the Resident Status, State/County code is invalid. The second record would be rejected because the Resident Status, State/County code was left blank.

| Student Number Identifier, Florida | Resident Status, State/County |
|---------------------------------------|-------------------------------------|
| * 012345678X | F |
| * 012345679X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Resident Status, State/County codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 29. If Survey Period Code = 1, 4, 6, or 9, Grade Level code must be PK, KG, or 01-12. If Survey Period Code = 8, then Grade Level must be KG or 01-12. If Survey Period Code = 9, then Grade Level may also = 30 if Institution Number, Neglected/Delinquent (First) does not =0000. If Survey Period Code = 2, 3 or 5, Grade Level code must be PK, KG, 01-12, 30 or 31. -record rejected-

EXAMPLE


The records listed below would be rejected. The first record would be rejected because the Grade Level code is invalid. The second record would be rejected because the Grade Level code was left blank.

| Student Number Identifier, Florida | Grade Level |
|---------------------------------------|----------------|
| * 012345678X | K |
| * 012345679X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 30. If Survey Period Code is 1-4, 5 or 9, Student Characteristic, Agency Programs code must be A, C or Z. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE


The records listed below would be rejected. In each case the Student Characteristic, Agency Programs code is not a valid code.

| Student Number Identifier, Florida | Student Characteristic, Agency Programs |
|---------------------------------------|---|
| * 012345678X | P |
| * 012345679X | 0 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Characteristic, Agency Programs codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

-  31. If Survey Period Code is 1-5 or 9; and
- If Grade Level equals 9 – 12; and
 - If School Number, Current Enrollment does not equal 9992, 9993, 9995, 9997, N998, N999, or 3518; or
 - If both District Number, Current Instruction/Service and District Number, Current Enrollment equal 71;
- then Graduation Option code must be 1, 2, 3, 4, 5, 6, 7, 8, 9, A or B.

If School Number, Current Enrollment = 9992, 9993, 9995, 9997, N998, N999, 3518, or

- if District Number, Current Instruction/Service equals 71 and District Number, Current Enrollment does not equal 71,
- then Graduation Option code must be Z.

If Grade Level equals PK – 8, 30, or 31, then Graduation Option code must be Z.

(This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The first two records would be loaded to the database assuming no other reject rules would cause their rejection. The third record would be rejected because Graduation Option does not equal 1-9. The fourth record would be rejected because Graduation Option does not equal Z.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Grade Level | Graduation Option |
|--|--------------------------------------|---------------------------------------|----------------|----------------------|
| 01 | 0001 | 0123456789 | 10 | 3 |
| 01 | 0001 | 0123456790 | 07 | Z |
| * 01 | 0001 | 0123456791 | 11 | Z |
| * 01 | 3518 | 0123456792 | 12 | 1 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Grade Level; School Number, Current Enrollment or Graduation Option so that the proper relationship exists, and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

33. Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be numeric and a valid date or must be all zeroes. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not a valid date.

| Student Number Identifier, Florida | Survey Period Code | Year | Qualifying Arrival Arrival Date (QAD) for Migrant Program Eligibility |
|---------------------------------------|--------------------------|------|--|
| 0123456789X | 3 | **** | 10192009 |
| 0123456790X | 3 | **** | 01092008 |
| 0123456791X | 3 | **** | 00000000 |
| * 0123456792X | 3 | **** | 09312009 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

34. If School Number, Current Enrollment is not 9995, then Residence County code must be 01-67 or 99. If School Number, Current Enrollment is 9995, then Residence County code must be 00. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Residence County code is invalid. The second record would be rejected because the Residence County code was left blank.

| Student Number Identifier, Florida | Residence County |
|---------------------------------------|---------------------|
| * 012345678X | 75 |
| * 012345679X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Residence County codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

35. If School Number, Current Enrollment is not 9992, 9993, or 9995, then Lunch Status must be 0, 1, 2, 3, 4, C or N. If School Number, Current Enrollment is 9992, 9993, or 9995, then Lunch Status must be Z. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

Both records listed below would be rejected because the Lunch Status codes are invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Lunch Status |
|--|---|--------------------------|-----------------|
| * 01 | 012345678X | 2 | 5 |
| * 01 | 012345679X | 2 | F |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Lunch Status codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES



36. Migrant Status Term code must be B, D, E, S, T, U, V, W, X or Z. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Migrant Status Term code is not a valid code for this element. The second record would be rejected because the Migrant Status Term code was left blank.

| Student Number Identifier, Florida | Migrant StatusTerm |
|---------------------------------------|-----------------------|
| * 012345678X | L |
| * 012345679X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Migrant Status Term code and resubmit the records

STUDENT DEMOGRAPHIC – REJECT RULES

 37. If Survey = 5 and Migrant Status Term is B, D, E, S, T, U, V, W or X, Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be numeric and a valid date. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not a valid date. The fourth record would be rejected because Qualifying Arrival Date (QAD) for Migrant Program Eligibility is all zeroes.


| Student Number Identifier, Florida | Survey Period Code | Year | Migrant Status Term | Qualifying Arrival Arrival Date (QAD) for Migrant Program Eligibility |
|---------------------------------------|--------------------------|------|---------------------------|--|
| 0123456789X | 5 | **** | D | 10192006 |
| 0123456790X | 5 | **** | S | 01092006 |
| * 0123456791X | 5 | **** | X | 02302006 |
| * 0123456792X | 5 | **** | B | 00000000 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 38. If Migrant Status Term is B, D, E, S, T, U, V, W or X, then Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be less than or equal to 08/31/2016. (This edit does not apply to Survey Periods 6 and 8.) - record rejected-

EXAMPLE

The first record would be rejected because the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not less than or equal to 8/31/2016. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.


| Student Number Identifier, Florida | Survey Period Code | Year | Migrant Status Term | Qualifying Arrival Date (QAD) for Migrant Program Eligibility |
|------------------------------------|--------------------|------|---------------------|---|
| * 0123456789X | 5 | **** | D | 09142016 |
| 0123456790X | 5 | **** | D | 01092013 |
| 0123456791X | 5 | **** | D | 10192014 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

 **39. If Residence County code is 99 and Grade Level is PK-12, then Resident Status, State/County code must be 0 or 2. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-**

EXAMPLE

The first and second records below would be rejected because the Resident Status, State/County code is invalid for the Residence County code reported. The third record would be written to the data base assuming no other reject rule would cause its rejection.

| Student Number Identifier, Florida | Residence County | Resident Status, State/County |
|---------------------------------------|---------------------|-------------------------------------|
| * 012345678X | 99 | 5 |
| * 012345679X | 99 | A |
| 012345670X | 99 | 2 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Residence County codes or the Resident Status, State/County codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

40. If the School Number, Current Enrollment is not 9992, 9993, 9995, N998 or N999, then it must exist on the Master School Identification File as a valid active school (active in the current school year) in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment would not be valid and active on the Master School Identification File for the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| * 01 | 0001 | 012345678X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

41. If School Number, Current Enrollment is not 9995, then Birth Date must be less than or equal to the survey due date. If School Number, Current Enrollment is 9995; Survey Period Code is not 6 or 8 and Migrant Status Term is Z; then Birth Date must be 00000000. If School Number, Current Enrollment is 9995; Survey Period Code is not 6 or 8; and Migrant Status Term is not Z, then Birth Date must be 09011993 through 08312016 inclusive. -record rejected-

EXAMPLE

If the survey week for the records listed below were October 14-18, 2014, the first record would be rejected because the Birth Date is not less than the Survey Date. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

| Student Number Identifier, Florida | Survey Period Code | Year | Birth Date |
|---|--------------------------|------|------------|
| * 012345677X | 2 | **** | 11042014 |
| 124356788X | 2 | **** | 03152012 |
| 123547279X | 2 | **** | 08112013 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Birth Date and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

42. If Resident Status, State/County is A, then District Number, Current Enrollment and Residence County must not be the same. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The first record listed below would be rejected because District Number, Current Enrollment and Residence County are the same. The second record would be written to the data base assuming there is no other edit that would cause the record to be rejected.

| Student Number Identifier, Florida | District Number, Current Enrollment | Residence County | Resident Status, State/ County |
|---|--|---------------------|---|
| *012345678X | 12 | 12 | A |
| 012345679X | 10 | 42 | A |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment; Residence County or Resident Status, State/County code and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

43. If School Number, Current Enrollment is not 9992, 9993, or 9995, then Native Language, Student must be a valid language code, containing no blanks. If School Number, Current Enrollment is 9992, 9993, or 9995, then Native Language, Student code must be ZZ. (For additional information on the language codes refer to the language codes table, Appendix N of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.) (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The fourth and fifth record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first three records would be rejected because the Native Language, Student codes contain blanks or are invalid codes.

| Student Number Identifier, Florida | Native Language, Student |
|---------------------------------------|-----------------------------|
| * 012345675X | AY |
| * 012345677X | C |
| * 012345678X | DR |
| 012345676X | BJ |
| 012345679X | CZ |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Native Language, Student codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

**44. If District Number, Current Enrollment is 01-67 and if Resident Status, State/County is 3, then District Number, Current Enrollment and Residence County must be the same. (This edit does not apply to Survey Periods 6 and 8.)
-record rejected-**

EXAMPLE

The first record listed below would be written to the data base assuming there is no other edit that would cause the record to be rejected. The second record would be rejected because District Number, Current Enrollment and Residence Status are not the same.

| Student Number Identifier, Florida | District Number, Current Enrollment | Residence County | Resident Status, State/ County |
|---|--|---------------------|---|
| 012345678X | 12 | 12 | 3 |
| * 012345679X | 10 | 42 | 3 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment, Residence County or Resident Status, State/County code and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

45. If School Number, Current Enrollment is not 9992, 9993, or 9995, then the Primary Language Spoken in Home code must be a valid language code as listed in Appendix N of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual. If School Number, Current Enrollment is 9992, 9993, or 9995, then the Primary Language Spoken in Home code must be ZZ. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Primary Language Spoken in Home code is invalid.

| Student Number Identifier, Florida | Primary Language Spoken in Home |
|---------------------------------------|------------------------------------|
| * 012345676X | BB |
| * 012345677X | EZ |
| 012345678X | BR |
| 012345679X | BA |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Primary Language Spoken in Home codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

46. If Grade Level = PK-12 and if School Number, Current Enrollment is not 9992, 9993, or 9995, then Country of Birth must be a valid code as listed in Appendix G or Appendix Q of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual other than ZZ. If Grade Level = 30 or 31, then Country of Birth must be a valid code as listed in Appendix G or Appendix Q of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual including ZZ. If School Number, Current Enrollment is 9992, 9993, or 9995, then Country of Birth code must be ZZ. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Country of Birth codes are not valid.

| Student Number Identifier, Florida | Country of Birth |
|---------------------------------------|---------------------|
| 012345676X | CU |
| 012345677X | FJ |
| * 012345678X | YI |
| * 012345679X | TX |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Country of Birth codes and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

47. If Grade Level = 12, Additional School Year Student code must be D, S, F or Z. If Grade Level is not 12, then Additional School Year Student must be Z. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Grade Level is 08 and the Additional School Year Student code is not Z. The third record would be rejected because Grade Level is 12 and Additional School Year Student code is blank.

| Student Number Identifier, Florida | Grade Level | Additional School Year Student |
|---------------------------------------|----------------|-----------------------------------|
| 123456789X | 12 | S |
| *123456790X | 08 | S |
| *123456791X | 12 | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct either the Grade Level or the Additional School Year Student code and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

 48. If Grade Level = 30 or 31 or if School Number, Current Enrollment is 9992, 9993, or 9995, then English Language Learners: Home Language Survey Date must be zero-filled.

If School Number, Current Enrollment is not 9992, 9993, or 9995, and if Grade Level = PK-12, then English Language Learners: Home Language Survey Date must be a valid date and must meet the following criteria.

- If District Number, Current Instruction is 01-69 or 72-75 or if both District Number, Current Enrollment and District Number, Current Instruction are 71; and Survey Period is 1-3, the date should be less than or equal to the date certain of survey week.
- If District Number, Current Enrollment is not 71; District Number, Current Instruction is 71 and Survey Period is 1-3; then the date must be less than or equal to the date certain plus 90 calendar days.
- For Survey Period 4, the date should be less than or equal to June 30 of the reporting year.
- For Survey Period 5, the date should be less than or equal to August 31 of the reporting year.
- For Survey Period 9, the date should be less than January 1 of the reporting year.
- (This edit does not apply to Survey Periods 6 and 8.)

-record rejected-

EXAMPLE

The first and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and third records would be rejected because the English Language Learners: Home Language Survey Date is an invalid date or is inappropriately filled with zeros.

| Student Number Identifier, Florida | Survey Period Code | Year | Grade Level | ELL: |
|---------------------------------------|-----------------------|------|----------------|------------------------------|
| | | | | Home Language Survey Date |
| 123456789X | 2 | 1112 | 12 | 01152010 |
| * 123456790X | 2 | 1112 | PK | 06319999 |
| * 123456791X | 2 | 1112 | 09 | 00000000 |
| 123456792X | 5 | 1112 | 31 | 00000000 |

STUDENT DEMOGRAPHIC – REJECT RULES

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners: Home Language Survey Date and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

**49. If Grade Level is PK-12 and School Number, Current Enrollment is not 9992, 9993, or 9995, then Native Language, Student must be other than ZZ. If School Number, Current Enrollment is 9992, 9993, or 9995, then Native Language, Student must be ZZ. (This edit does not apply to Survey Periods 6 and 8.)
-record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because BZ is not a valid Native Language, Student code for a student with a Grade Level of PK-12.

| Student Number Identifier, Florida | Grade Level | Native Language, Student |
|---------------------------------------|----------------|-----------------------------|
| * 012345678X | 07 | BZ |
| 012345679X | 03 | CZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base the district must correct the Native Language, Student code and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

4A. If District Number, Current Enrollment is 71 and School Number equals 0300 or 0400, then Residence County code must not equal 99. This edit does not apply to Survey Periods 6 and 8. -record rejected-

EXAMPLE


The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record listed below would be rejected because Residence County equals 99 for District Number, Current Enrollment 71 and School Number, Current Enrollment 0300.

| Student Number Identifier, Florida | District Number Current Enrollment | School Number Current Enrollment | Residence County |
|---------------------------------------|--|--|---------------------|
| * 012345678X | 71 | 0300 | 99 |
| 012345610X | 71 | 0400 | 50 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Residence County code or the School Number, Current Enrollment and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

 **4B. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-**

EXAMPLE

Florida Education Identifier:

- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

STUDENT DEMOGRAPHIC – STATE VALIDATION

51. If Survey = 8 there must be a matching Staff Demographic record based on the following Student Demographic elements: District Number, Current Enrollment; School Number, Current Enrollment; Survey Period Code; Year and Primary Instructor Responsible, Reading matched to Staff Demographic elements: District Number; School Number, Primary/Home; Survey Period Code; Fiscal Year; Social Security Number (first nine positions). -state validation-

EXAMPLE

The Student Demographic Information record listed below which is marked with an asterisk would fail the edit above because it does not have a matching Staff Demographic record.

Staff Demographic records

| District Number | School Number, Primary/Home | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|-----------------------------|------------------------|--------------------|-------------|
| 01 | 0021 | CS9876544 | 8 | **** |
| 01 | 0021 | 119876545 | 8 | **** |
| 01 | 0021 | CS9876546 | 8 | **** |

Student Demographic records

| District Number, Current Enrollment | School Number, Current Enrollment | Primary Instructor Responsible, Reading | Survey Period Code | Year |
|-------------------------------------|-----------------------------------|---|--------------------|------|
| 01 | 0021 | CS9876544 | 8 | **** |
| 01 | 0021 | 119876545 | 8 | **** |
| * 01 | 0021 | 019876546 | 8 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the Primary Instructor Responsible, Reading code and either submit a matching Staff Demographic record, delete the Student Demographic record, correct the Social Security Number on a Staff Demographic record or correct the Primary Instructor, Responsible, Reading on the Student Demographic record so that a match exists between records on these two formats

STUDENT DEMOGRAPHIC – STATE VALIDATION

52. If Survey Period Code is 2, 3 or 5, and If English Language Learners, PK-12 is LF and if there is a matching English Language Learners Information record and if there is a matching Student Course Schedule or Student End of Year Status record, then the English Language Learners: Basis of Exit (First) must not = Z.

The match between the Student Demographic Information record and the English Language Learners Information record should be based on District Number, Current Instruction Service; Student Number Identifier, Florida; Survey Period Code and Fiscal/School Year.

The match between the Student Demographic Information record and the Student Course Schedule record should be based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year.

The match between Student Demographic Information and Student End of Year Status record should be made based on District Number, Current Enrollment; Student Number, Identifier, Florida; Survey Period Code; and Year/School Year. – state validation-

EXAMPLE

The Student Demographic record listed below marked with an asterisk would cause a message to be generated because the English Language Learners: Basis of Exit code is Z for a student with an English Language Learners, PK-12 code of LF.

Student Demographic Information records

| District Number, Current Instruction/Service | Survey Period Code | School Year | Student Number Identifier, Florida | English Language Learners, PK-12 |
|---|--------------------------|----------------|---|---|
| 37 | 2 | 1011 | 3712345678 | LF |
| 37 | 2 | 1011 | 3712345679 | LF |
| * 37 | 2 | 1011 | 3712345682 | LF |

STUDENT DEMOGRAPHIC – STATE VALIDATION

English Language Learners Information records

| District Number, Current Instruction/Service | Survey Period Code | School Year | Student Number Identifier, Florida | English Language Learners: Basis of Exit (First) |
|---|--------------------------|----------------|---|---|
| 37 | 2 | 1011 | 3712345678 | A |
| 37 | 2 | 1011 | 3712345679 | R |
| *37 | 2 | 1011 | 3712345682 | Z |

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: Basis of Exit (First) code and/or the English Language Learners, PK-12 code so that a valid relationship exists between the elements.

STUDENT DEMOGRAPHIC – STATE VALIDATION

53. If Survey Period Code is 2, 3 or 5 and if English Language Learners, PK-12 is LY or LF and if Grade Level is KG-12 and if School Number, Current Enrollment is not 3518 and if there is a matching Student Course Schedule or Student End of Year Status record, then there must be a matching English Language Learners Information record based on District Number, Current Instruction Service; Student Number Identifier, Florida; Survey Period Code and Year.

The match between Student Demographic and Student Course should be made based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year/Fiscal Year. The match between Student Demographic and Student End of Year should be made based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year/School Year. (This edit does not apply to Survey Periods 6 and 8.) –state validation-

EXAMPLE

The Student Demographic records listed below which are marked with an asterisk would cause a message to be generated because there are no matching English Language Learners records.

Student Demographic records

| District Number, Current Instruction/Service | School Number, Current Enrollment | Survey Period Code | Year | Student Number Identifier, Florida | English Language Learners, PK-12 |
|---|--|--------------------------|------|---|---|
| 37 | 0001 | 2 | 1011 | 3712345678 | LY |
| 37 | 0001 | 2 | 1011 | 3712345679 | LF |
| * 37 | 0001 | 2 | 1011 | 3712345682 | LF |
| * 37 | 0002 | 2 | 1011 | 3712345680 | LY |

STUDENT DEMOGRAPHIC – STATE VALIDATION

English Language Learners records

| District Number, Current Instruction/Service | School Number, Current Enrollment | Survey Period Code | School Year | Student Number Identifier, Florida |
|---|--|--------------------------|----------------|---|
| 37 | 0001 | 2 | 1011 | 3712345678 |
| 37 | 0001 | 2 | 1011 | 3712345679 |
| 37 | 0001 | 2 | 1011 | 3712345681 |
| 37 | 0002 | 2 | 1011 | 3712345683 |

DISTRICT RESPONSIBILITY

The district must review the Student Demographic records and determine whether the students are English Language Learners. The district must either submit an English Language Learners record for each student or submit a revision to the English Language Learners, PK-12 element to indicate that the student is not an English Language Learner.

STUDENT DEMOGRAPHIC – STATE VALIDATION

54. If the English Language Learners code = LF and if School Number, Current Enrollment is not 3518 and if Survey Period Code is 2 or 3 and if there is a matching Student Course Schedule record, then English Language Learners: Exit Date on the matching English Language Learners Information record must be a valid date. The match between the Student Demographic Information record and the Student Course Schedule record should be based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year.

If the English Language Learners code = LF and if School Number, Current Enrollment is not 3518 and if Survey Period Code is 5 and if there is a matching Student End of Year Status record and if District Number, Current Enrollment is equal to District Number, Current Instruction/Service, then English Language Learners: Exit Date on the matching English Language Learners Information record must be a valid date. The match between the Student Demographic Information record and the Student End of Year Status record should be based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal/School Year. The match between the Student Demographic Information record and the English Language Learners Information record should be based on District Number, Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Fiscal/School Year.

--state validation-

EXAMPLE

An error message would be generated for the student Demographic record marked with an asterisk below. This is because the English Language Learners: Exit Date on the matching English Language Learners Student Information record is not a valid date.

Student Demographic Information records

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | English Language Learners |
|---|--|---|--------------------------|---------------------------------|
| 01 | 0021 | 012345678X | 2 | LF |
| * 01 | 0021 | 012345679X | 2 | LF |

English Language Learners Student Information records

STUDENT DEMOGRAPHIC – STATE VALIDATION

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | English Language Learners: Exit Date |
|---|--|---|--------------------------|---|
| 01 | 0021 | 012345678X | 2 | 01042010 |
| 01 | 0021 | 012345679X | 2 | 02302010 |

Student Course Schedule records


| Student Number Identifier, Florida | District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Section Number | Period Number |
|---|--|--|--------------------------|----------------|------|------------------|-------------------|------------------|
| 012345678X | 01 | 0021 | 2 | **** | 1 | 1200300 | 00200 | 0404 |
| 012345679X | 01 | 0021 | 2 | **** | 1 | 1200300 | 00200 | 0404 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: Exit Date and/or the English Language Learners code so that a valid relationship exists between the elements

STUDENT DEMOGRAPHIC – STATE VALIDATION

 55. If Survey = 5 and Diploma Type on the Student End of Year Status record = W07 or W27, then Graduation Option code must equal 4 or 7; if Survey = 5 and Diploma Type = W10, WGA or WGD, then Graduation Option code must equal 8. (This edit does not apply to Survey Periods 6 and 8.) -state validation-

EXAMPLE

The Student Demographic record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Graduation Option and Diploma Type.

Student Demographic records

| District Number, Current Enrollment | School Number, Current Enrollment | Survey Period Code | Student Number Identifier, Florida | Grade Level | Graduation Option |
|-------------------------------------|-----------------------------------|--------------------|------------------------------------|-------------|-------------------|
| 01 | 0001 | 5 | 0123456789 | 12 | 7 |
| 01 | 0001 | 5 | 0123456790 | 12 | 4 |
| * 01 | 0001 | 5 | 0123456791 | 12 | 4 |

Student End of Year Status records

| District Number, Current Enrollment | School Number, Current Enrollment | Survey Period Code | Student Number Identifier, Florida | Grade Level | Diploma Type |
|-------------------------------------|-----------------------------------|--------------------|------------------------------------|-------------|--------------|
| 01 | 0001 | 5 | 0123456789 | 12 | W27 |
| 01 | 0001 | 5 | 0123456790 | 12 | W07 |
| 01 | 0001 | 5 | 0123456791 | 12 | WGA |

DISTRICT RESPONSIBILITY

The district must correct the Student Demographic record so that the appropriate relationship exists between Graduation Option and Diploma Type.

STUDENT DEMOGRAPHIC – STATE VALIDATION

56. If Survey Period Code is 2, 3 or 5 and if the English Language Learners, PK-12 code is LF and if School Number, Current Enrollment is not 3518 and if there is a matching Student Course Schedule or Student End of Year Status record then one of the following must be true for the English Language Learners Information record:

- **English Language Learners: Reclassification Exit Date is all zeros and the English Language Learners: Exit Date is within two years of survey date or**
- **English Language Learners: Reclassification Exit Date is greater than zero and is within two years of survey date.**

Use the Survey Period 3 survey date for Survey Period 5 editing.

The match between the Student Demographic record and the English Language Learners record should be based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. If no matching English Language Learners Information record is found, then do not generate an error message. (This edit does not apply to Survey Periods 6 and 8.)
--state validation -

The match between the Student Demographic Information record and the Student Course Schedule record should be based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year.

The match between the Student Demographic Information and the Student End of Year Status record should be made based on District Number, Current Enrollment; Student Number, Identifier, Florida; Survey Period Code; and Year/School Year.

EXAMPLE

An error message would be generated for the Student Demographic Information record marked with an asterisk below. This is because the English Language Learners: Exit Date on the matching English Language Learners Student Information record is more than two years from the survey date for a student with an English Language Learners, PK-12 code of LF.

STUDENT DEMOGRAPHIC – STATE VALIDATION

Student Demographic Information records

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | Year | English Language Learners, PK-12 |
|---|---|--------------------------|------|---|
| 01 | 012345678X | 2 | 1011 | LF |
| 01 | 012345679X | 2 | 1011 | LF |
| *01 | 012345680X | 2 | 1011 | LF |

English Language Learners Student Information record

| District Number, Current Instruction/Service | Student Number Identifier, Florida | Survey Period Code | English Language Learners: Exit Date | English Language Learners: Reclassification Exit Date |
|---|---|--------------------------|--|---|
| 01 | 012345678X | 2 | 01042010 | 00000000 |
| 01 | 012345679X | 2 | 05302007 | 05302009 |
| * 01 | 012345680X | 2 | 05302008 | 00000000 |

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: Exit Date and/or the English Language Learners, PK-12 code so that a valid relationship exists between the elements.

STUDENT DEMOGRAPHIC – STATE VALIDATION

➔ 57. If Survey Period Code is 5 and if Graduation Option code = 4, A or B, and if Prior School Status/Student Attendance Term does not equal “Y”, then Exceptionality, Primary or Exceptionality, Other on the Exceptional Student record must be reported with a code of C, G, H, J, K, O-P, S, V or W and these two fields must not contain T or U.

If Survey Period Code is 2 or 3 and if Graduation Option code = 4, A or B, and if Withdrawal Date on the Prior School Status/Student Attendance record is 00000000; then Exceptionality, Primary or Exceptionality, Other on the Exceptional Student record must be reported with a code of C, G, H, J, K, O-P, S, V, or W and these two fields may not contain T or U. (This edit does not apply to Survey Periods 6 and 8.) –state validation-

EXAMPLE

The third Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option and Exceptionality, Primary. The fourth Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option, Exceptionality, Primary; and Exceptionality, Other.

Student Demographic records

| District Number, Current Enrollment | School Number, Current Enrollment | Survey Period Code | Year | Student Number Identifier, Florida | Graduation Option |
|--|--|--------------------------|------|---|----------------------|
| 37 | 0001 | 3 | 1314 | 3712345678 | 4 |
| 37 | 0001 | 2 | 1415 | 3712345679 | A |
| * 37 | 0001 | 5 | 1415 | 3712345681 | B |
| * 37 | 0001 | 3 | 1314 | 3712345680 | 4 |

STUDENT DEMOGRAPHIC – STATE VALIDATION

Exceptional Student records

| District Number, Current Enrollment | School Number, Current Enrollment | Survey Period Code | Year | Student Number Identifier, Florida | Exceptionality, Primary | Exceptionality, Other |
|--|--|--------------------------|------|---|----------------------------|--------------------------|
| 37 | 0001 | 3 | 1314 | 3712345678 | W | K |
| 37 | 0001 | 2 | 1415 | 3712345679 | G | J |
| 37 | 0001 | 5 | 1415 | 3712345681 | T | C |
| 37 | 0001 | 3 | 1314 | 3712345680 | I | L |

Prior School Status/Student Attendance records

| District Number, Current Enrollment | School Number, Current Enrollment | Survey Period Code | Year | Student Number Identifier, Florida | Term | Withdrawal Date |
|--|--|--------------------------|------|---|------|--------------------|
| 37 | 0001 | 3 | 1314 | 3712345678 | 3 | 00000000 |
| 37 | 0001 | 2 | 1415 | 3712345679 | 3 | 00000000 |
| 37 | 0001 | 5 | 1415 | 3712345681 | 3 | 05122004 |
| 37 | 0001 | 3 | 1314 | 3712345680 | 3 | 00000000 |

DISTRICT RESPONSIBILITY

The district must correct the Student Demographic, Prior School Status/Student Attendance, or Exceptional Student records so that the appropriate relationship exists between Graduation Option; Term; Exceptionality, Primary; Exceptionality, Other; and Withdrawal Date.

STUDENT DEMOGRAPHIC – STATE VALIDATION

58. If Survey Period Code is 1 or 5 and if Graduation Option code = 7, then Exceptionality, Primary on the Exceptional Student record must be C, F-K, M, O-P, S, V, or W. Exceptionality, Primary may also be L if Exceptionality, Other is C, F-K, M, O-P, S, V, or W. If Survey Period Code is 2, 3 or 4 and if there is a matching Student Course Schedule record and if Graduation Option code = 7, then Exceptionality, Primary on the Exceptional Student record must be C, F-K, M, O-P, S, V, or W. Exceptionality, Primary may also be L if Exceptionality, Other is C, F-K, M, O-P, S, V, or W. The match should use District Number, Current Enrollment; Student Number Identifier, Florida; Year/Fiscal Year and Survey Period Code. (This edit does not apply to Survey Periods 6 and 8.)-state validation-

EXAMPLE

The third Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option and Exceptionality, Primary. The fourth Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option; Exceptionality, Primary; and Exceptionality, Other.

Student Demographic records

| District Number, Current Enrollment | School Number, Current Enrollment | Survey Period Code | Year | Student Number Identifier, Florida | Graduation Option |
|--|--|--------------------------|------|---|----------------------|
| 37 | 0001 | 3 | 1011 | 3712345678 | 7 |
| 37 | 0001 | 2 | 1011 | 3712345679 | 7 |
| * 37 | 0001 | 5 | 1011 | 3712345681 | 7 |
| * 37 | 0001 | 3 | 1011 | 3712345680 | 7 |

Exceptional Student records

| District Number, Current Enrollment | School Number, Current Enrollment | Survey Period Code | Year | Student Number Identifier, Florida | Exceptionality, Primary | Exceptionality, Other |
|--|--|--------------------------|------|---|----------------------------|--------------------------|
| 37 | 0001 | 3 | 1011 | 3712345678 | W | E |
| 37 | 0001 | 2 | 1011 | 3712345679 | F | J |
| 37 | 0001 | 5 | 1011 | 3712345681 | T | C |
| 37 | 0001 | 3 | 1011 | 3712345680 | L | |

STUDENT DEMOGRAPHIC – STATE VALIDATION

DISTRICT RESPONSIBILITY

The district must correct the Student Demographic or Exceptional Student records so that the appropriate relationship exists between Graduation Option; Exceptionality, Primary; and Exceptionality, Other.

STUDENT DEMOGRAPHIC – STATE VALIDATION

(DELETED FOR 2015-16)

59. If Survey Period Code = 7, each Student Demographic record must have a matching English Language Learners Information record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Year. (This edit does not apply to Survey Periods 6 and 8.) – state validation-

EXAMPLE

The first two records listed below would be loaded to the data base.assuming no other reject rules would cause their rejection. The third would not be loaded to the data base because the element Student Number Identifier, Florida are different on the two formats. The fourth record listed below would not be loaded to the data base because the element School Number, Current Enrollment are different on the two formats.

Student Demographic records

| District Number, Current Instruction/Service | School Number, Current Enrollment | Survey Period Code | Year | Student Number Identifier, Florida |
|---|--|--------------------------|------|---|
| 37 | 0001 | 7 | 1011 | 3712345678 |
| 37 | 0001 | 7 | 1011 | 3712345679 |
| * 37 | 0001 | 7 | 1011 | 3712345682 |
| * 37 | 0001 | 7 | 1011 | 3712345680 |

English Language Learners records


| District Number, Current Instruction/Service | School Number, Current Enrollment | Survey Period Code | Year | Student Number Identifier, Florida |
|---|--|--------------------------|------|---|
| 37 | 0001 | 7 | 1011 | 3712345678 |
| 37 | 0001 | 7 | 1011 | 3712345679 |
| 37 | 0001 | 7 | 1011 | 3712345681 |
| 37 | 0002 | 7 | 1011 | 3712345680 |

STUDENT DEMOGRAPHIC – STATE VALIDATION

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base the district must correct the Student Demographic or English Language Learners record so that the appropriate relationship exists between the two formats and resubmit the record.~~

STUDENT DEMOGRAPHIC – STATE VALIDATION

 **5A. If Survey Period Code is 2, 3 or 5 and If English Language Learners, PK-12 is LY or LF and if there is a matching English Language Learners Information record and if there is a matching Student Course Schedule or Student End of Year Status record, then the English Language Learners: Classification Date must not equal zero.**

The match between the Student Demographic Information record and the English Language Learners Information record should be based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Fiscal/School Year.

The match between the Student Demographic Information record and the Student Course Schedule record should be based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year.

The match between the Student Demographic Information and the Student End of Year Status record should be made based on District Number, Current Enrollment; Student Number, Identifier, Florida; Survey Period Code; and Year/School Year.

–state validation–

STUDENT DEMOGRAPHIC – STATE VALIDATION

EXAMPLE

The Student Demographic record listed below marked with an asterisk would cause a message to be generated because the English Language Learners: Classification Date equals zero for a student with an English Language Learners, PK-12 code of LF.

Student Demographic Information records

| District Number, Current Instruction/Service | Survey Period Code | School Year | Student Number Identifier, Florida | English Language Learners, PK-12 |
|---|--------------------------|----------------|---|---|
| 37 | 2 | 1011 | 3712345678 | LY |
| 37 | 2 | 1011 | 3712345679 | LF |
| * 37 | 2 | 1011 | 3712345682 | LF |

English Language Learners Information records

| District Number, Current Instruction/Service | Survey Period Code | School Year | Student Number Identifier, Florida | English Language Learners: Classification Date |
|---|--------------------------|----------------|---|---|
| 37 | 2 | 1011 | 3712345678 | 01042008 |
| 37 | 2 | 1011 | 3712345679 | 02082009 |
| *37 | 2 | 1011 | 3712345682 | 00000000 |

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: Classification Date and/or the English Language Learners, PK-12 code so that a valid relationship exists between the elements.

STUDENT DEMOGRAPHIC – STATE VALIDATION

5B. If Survey Period Code is 2, 3 or 5 and if English Language Learners, PK-12 is LY or LF and if there is a matching English Language Learners Information record and if there is a matching Student Course Schedule or Student End of Year Status record, then the English Language Learners: Basis of Entry code on the English Language Learners Information record must not = Z.

The match between the Student Demographic Information record and the English Language Learners Information record should be based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Fiscal/School Year.

The match between the Student Demographic Information record and the Student Course Schedule record should be based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year.

The match between Student Demographic Information and Student End of Year Status record should be made based on District Number, Current Enrollment; Student Number, Identifier, Florida; Survey Period Code; and Year/School Year.
–state validation–

EXAMPLE

The Student Demographic record listed below marked with an asterisk would cause a message to be generated because the English Language Learners: Basis of Entry code is Z for a student with an English Language Learners, PK-12 code of LF.

Student Demographic Information records

| District Number, Current Instruction/Service | Survey Period Code | School Year | Student Number Identifier, Florida | English Language Learners, PK-12 |
|---|--------------------------|----------------|---|---|
| 37 | 2 | 1011 | 3712345678 | LY |
| 37 | 2 | 1011 | 3712345679 | LF |
| * 37 | 2 | 1011 | 3712345682 | LF |

English Language Learners Information records


STUDENT DEMOGRAPHIC – STATE VALIDATION

| District Number, Current Instruction/Service | Survey Period Code | School Year | Student Number Identifier, Florida | English Language Learners: Basis of Entry |
|---|--------------------------|----------------|---|--|
| 37 | 2 | 1011 | 3712345678 | A |
| 37 | 2 | 1011 | 3712345679 | R |
| *37 | 2 | 1011 | 3712345682 | Z |

DISTRICT RESPONSIBILITY

The district must correct the English Language Learners: Basis of Entry code and/or the English Language Learners, PK-12 code so that a valid relationship exists between the elements.

STUDENT DEMOGRAPHIC – STATE VALIDATION

 **5C.** If Survey Period code is 3 and if Exceptionality, Primary code = M or Exceptionality, Other code = M on the Exceptional Student record, and District of Instruction is not 71, then the School Number, Zoned School must be in the range 0001-9899 but not 3518, 7001, 7004, 7006, 7023. The match between the Student Demographic Information record and the Exceptional Student record should be based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year. **(This edit does not apply to Survey Periods 6 and 8) – state validation-**

EXAMPLE

The first and second Student Demographic records listed below would cause a message to be generated because the values for School Number, Zoned School are not valid for Exceptional Student records where Exceptionality, Primary code = M or the Exceptionality, Other code = M.

Student Demographic records

| District Number, Current Enrollment | Student Number, Identifier Florida | Survey Period Code | Fiscal Year | District, Number, Zoned School | School Number, Zoned School |
|-------------------------------------|------------------------------------|--------------------|-------------|--------------------------------|-----------------------------|
| *09 | 37112345678 | 3 | **** | 00 | 0000 |
| *09 | 37112345679 | 3 | **** | 00 | 0000 |
| 09 | 37112345681 | 3 | **** | 02 | 0781 |
| 09 | 37112345680 | 3 | **** | 01 | 0345 |

Exceptional Student records

| District Number, Current Enrollment | Student Number, Identifier Florida | Survey Period Code | Fiscal Year | Exceptionality, Primary | Exceptionality, Other |
|-------------------------------------|------------------------------------|--------------------|-------------|-------------------------|-----------------------|
| 09 | 37112345678 | 3 | **** | C | M |
| 09 | 37112345679 | 3 | **** | M | Z |
| 09 | 37112345681 | 3 | **** | K | M |
| 09 | 37112134785 | 3 | **** | M | P |

**** = Valid fiscal year for data submission.

STUDENT DEMOGRAPHIC – STATE VALIDATION

DISTRICT RESPONSIBILITY

The district must correct the District Number, Zoned School and School Number, Zoned School data on the Student Demographic records so that the appropriate relationship exists between School Number, Zoned School and the Exceptionality codes on the Exceptional Student records.

STUDENT DEMOGRAPHIC – STATE VALIDATION

5D. If Survey Period Code is 2, 3, or 5, and Immigrant Student = Y on the Federal/State Indicator Status record, then Date Entered United States School must be numeric and a valid date in the format MMDDYYYY, unless Grade Level = PK then date must be 00000000. The match for Student Demographic and Federal/State Indicator Status records should be based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. (This edit does not apply to Survey Periods 6 and 8.). - state validation-

EXAMPLE

Each of the records listed below would cause a message to be generated. The first record because Date Entered United States School is not numeric; the second record because Date Entered United States School is 00000000 and Grade Level is not PK; and the third record because Date Entered United States School is an invalid date.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number, Identifier, Florida | Survey Period Code | Year | Immigrant Student |
|--|--|--------------------------|------|----------------------|
| 01 | * 012345678X | 2 | **** | N |
| 01 | * 012345679X | 2 | **** | Y |
| 01 | * 012345680X | 2 | **** | Y |

Student Demographic records

| District Number, Current Instruction/ Service | Student Number, Identifier, Florida | Survey Period Code | Year | Date Entered United States School | Grade Level |
|---|--|--------------------------|------|---|----------------|
| 01 | * 012345678X | 2 | **** | ZZZZZZZZ | PK |
| 01 | * 012345679X | 2 | **** | 00000000 | 03 |
| 01 | * 012345680X | 2 | **** | 02302005 | 08 |


**** = Valid fiscal year for data submission.

STUDENT DEMOGRAPHIC – STATE VALIDATION

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists among Immigrant Student, Date Entered United States School and Grade Level.

STUDENT DEMOGRAPHIC – STATE VALIDATION

 5E. For Survey Periods 2 and 3, if the District Number, Current Enrollment and the District Number, Current Instruction/Service are equal and the School Number, Current Enrollment is found on the National School Lunch Program (NSLP) Reference file - F71447 (provided by the Florida Department of Agriculture and Consumer Services), and

- If the NSLP designated at the school is determined by collection of Free or Reduced Priced Lunch Eligibility Applications, then Lunch Status must equal 0, 1, 2 or 3 or,
- If the NSLP is designated as a school providing Provision 2, then Lunch Status must equal 4 or,
- If the NSLP is designated as a school providing Community Eligibility Provision (CEP), then Lunch Status must equal C or N. - state validation-

The match should be made using Year; District Number, Current Enrollment; and School Number, Current Enrollment.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Lunch Status equals 2 (eligible for free lunch based on eligibility application), but in the NSLP Reference File, Lunch Program Type is equivalent to CEP.

Student Demographic records

| District Number, Current Enrollment | District Number, Current Instruction/Service | Student Number Identifier, Florida | School Number, Current Enrollment | Survey Period Code | Year | Lunch Status |
|-------------------------------------|--|------------------------------------|-----------------------------------|--------------------|------|--------------|
| 01 | 01 | 0123456786X | 0021 | 3 | 1415 | 3 |
| 01 | 01 | 0123456787X | 0551 | 3 | 1415 | 4 |
| * 01 | 01 | 0123456788X | 2031 | 3 | 1415 | 2 |

STUDENT DEMOGRAPHIC – STATE VALIDATION

National School Lunch Program (NSLP) Reference File records

| Year | District Number | School Number | Reference File NSLP - Category |
|------|--------------------|------------------|--------------------------------------|
| 1415 | 01 | 0021 | 1 |
| 1415 | 01 | 0551 | 2 |
| 1415 | 01 | 2031 | 3 |

DISTRICT RESPONSIBILITY

The district must correct the Student Demographic record so that the appropriate relationship exists between the NSLP Reference File code and Lunch Status code.

STUDENT DEMOGRAPHIC – STATE VALIDATION

New Edit for 2015-16

5F. If Survey Period Code is 2, 3, or 5, and Immigrant Student = Y on the Federal/State Indicator Status record, then Country of Birth must not be US or PR (per Appendix G or Appendix Q). The match for Student Demographic and Federal/State Indicator Status records should be based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. (This edit does not apply to Survey Periods 6 and 8.). - state validation-

EXAMPLE

Each of the records listed below would cause a message to be generated. The first record because Country of Birth is not a valid code; the second and third records because Immigrant Student is Y and Country of Birth is US and PR, respectively.

Federal/State Indicator Status records

| District Number, Current Enrollment | Student Number, Identifier, Florida | Survey Period Code | Year | Immigrant Student |
|-------------------------------------|-------------------------------------|--------------------|------|-------------------|
| 01 | * 012345678X | 2 | **** | N |
| 01 | * 012345679X | 2 | **** | Y |
| 01 | * 012345680X | 2 | **** | Y |

Student Demographic records

| District Number, Current Instruction/Service | Student Number, Identifier, Florida | Survey Period Code | Year | Country of Birth |
|--|-------------------------------------|--------------------|------|------------------|
| 01 | * 012345678X | 2 | **** | XX |
| 01 | * 012345679X | 2 | **** | US |
| 01 | * 012345680X | 2 | **** | PR |

**** = Valid fiscal year for data submission.

STUDENT DEMOGRAPHIC – STATE VALIDATION

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists among Immigrant Student and Country of Birth.

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

60. For Survey Period Codes 2, 3 and 5, if the District Number, Current Instruction/Service is not equal to the District Number, Current Enrollment then all other fields; except Student Number Identifier, Local; Resident Status, State/County; Institution Number, Neglected/Delinquent (First); Institution Number, Neglected/Delinquent (Second) and Institution Number, Neglected/Delinquent (Third), must be exact replicas of corresponding fields found on that student's Student Demographic record which was submitted by the district of enrollment.

For Survey Period Codes 2 and 3, if the District Number, Current Instruction/Service is 71 and District Number Current Enrollment is not equal to 71, then all other fields must be exact replicas of corresponding fields found on that student's Student Demographic record which was submitted by the district of enrollment with the exception of:

- Student Name, Legal where only the last name must be an exact replica of the corresponding field found on that student's Student Demographic record which was submitted by the district of enrollment and**
- District Number, Zoned School; School Number, Zoned School; Student Number identifier, Local; Resident Status, State/County; Student Characteristic, Agency Programs; Native Language, Student; Primary Language Spoken in Home; Country of Birth; English Language Learners: Home Language Survey Date; Qualifying Arrival Date (QAD) for Migrant Program Eligibility; Lunch Status; Migrant Status Term; Graduation Option; Primary Instructor Responsible, Reading; Institution Number, Neglected/Delinquent (First); Institution Number, Neglected/Delinquent (Second) and Institution Number, Neglected/Delinquent (Third).**

For Survey Period Codes 1 and 4,

- if the District Number, Current Instruction/Service is 71 and District Number Current Enrollment is not equal to 71,**
- and if there is a matching Student Demographic record in the District Number Current Enrollment,**

then all other fields must be exact replicas of corresponding fields found on that student's Student Demographic record which was submitted by the district of enrollment with the exception of:

- Student Name, Legal where only the last name must be an exact replica of the corresponding field found on that student's Student Demographic record which was submitted by the district of enrollment and**
- District Number, Zoned School; School Number, Zoned School; Student Number identifier, Local; Resident Status, State/County; Student Characteristic, Agency Programs; Native Language, Student; Primary Language Spoken in Home; Country of Birth; English Language Learners: Home Language Survey Date; Qualifying Arrival Date (QAD) for Migrant**

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

Program Eligibility; Lunch Status; Migrant Status Term; Graduation Option; Primary Instructor Responsible, Reading; Institution Number, Neglected/Delinquent (First); Institution Number, Neglected/Delinquent (Second) and Institution Number, Neglected/Delinquent (Third).

(This edit does not apply to Survey Periods 6 and 8.) -exception report-

EXAMPLE

The two records listed below would cause a message to be generated. They are for the same student (same Student Number Identifier, Florida). However, the Grade Levels are different and the English Language Learner codes are different.

| District Number, Current Enrollment | District Number Current Instruction/ Service | Student Number Identifier, Florida | Grade Level | English Language Learner |
|--|--|---|----------------|--------------------------------|
| * 42 | 01 | 422345678X | 11 | LP |
| * 42 | 42 | 422345678X | 12 | LY |

DISTRICT RESPONSIBILITY

The district should verify the data submitted on the Student Demographic records and correct if in error.

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

61. For Survey Period Codes 2, 3 and 5, if Graduation Option code is 2 or 3, then Grade Level must not equal 9 or 10. (This edit does not apply to Survey Periods 6 and 8.) - exception report-

EXAMPLE

The third and fourth Student Demographic records listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option and Grade Level.

| District Number, Current Enrollment | School Number, Current Enrollment | Survey Period Code | Year | Student Number Identifier, Florida | Grade Level | Graduation Option |
|--|--|--------------------------|------|---|----------------|----------------------|
| 37 | 0001 | 3 | 0708 | 3712345678 | 12 | 3 |
| 37 | 0001 | 2 | 0708 | 3712345679 | 11 | 2 |
| * 37 | 0001 | 3 | 0708 | 3712345681 | 9 | 2 |
| * 37 | 0001 | 3 | 0708 | 3712345680 | 9 | 3 |

DISTRICT RESPONSIBILITY

The district should verify the data submitted on the Student Demographic records and correct if in error.

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

63. If Grade Level is KG-12 and School Number, Current Enrollment is not 9992, 9993, or 9995, the student must be at least 5 years old on or before September 1 of the school year being reported. -exception report-

Note: Students who transfer to Florida from states with different minimum starting ages are accepted into the grade into which they are transferring.

EXAMPLE

If the record below was submitted in the 2013-14 school year, then the record would cause a message to be generated because Grade Level is KG and age is less than 5.

| Student Number Identifier, Florida | Year | Survey Period Code | Grade Level | Birth Date |
|---------------------------------------|------|-----------------------|----------------|------------|
| * 0123456789 | 1314 | 2 | KG | 02192009 |

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and correct it if it is in error.

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

64. If Grade Level is PK-12 and School Number, Enrollment is not 9995; then Resident Status, State/County must be 0, A, B, 2 or- 3. If Grade Level is 30-31, then Resident Status, State/County must be 4, 5, 6 or 7. (This edit does not apply to Survey Periods 6 and 8.)-exception report-

EXAMPLE

The records listed below would cause a message to be generated because the relationship between Grade Level and Resident Status, State/County is not the expected relationship as stated in the edit.

| Student Number Identifier, Florida | Year | Survey Period Code | Grade Level | Resident Status, State/County |
|---------------------------------------|------|-----------------------|----------------|----------------------------------|
| * 123456789X | **** | 2 | 05 | 5 |
| * 123456790X | **** | 2 | 30 | 2 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Resident Status, State/County and the Grade Level, and correct if in error.

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

Deleted for 2015-16

66. If School Number, Current Enrollment is not 9992, 9993, or 9995, there must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 1-4, age will be determined as of Date Certain (Friday) of the survey period. For Survey Period 5, age will be determined as of Date Certain of survey 3. For Survey Period 6, age will be determined as of the Survey Due Date. For Survey Periods 8 and 9, age will be determined as of Date Certain of Survey 2. -exception report-

| Grade Level | Age |
|-------------|---------------------|
| 3 | not equal to 5 |
| 4 | not equal to 5 or 6 |
| 5 | not equal to 5 - 7 |
| 6 | not equal to 5 - 8 |
| 7 | not equal to 5 - 9 |
| 8 | not equal to 5 - 10 |
| 9 | not equal to 5 - 11 |
| 10 | not equal to 5 - 12 |
| 11 | not equal to 5 - 13 |
| 12 | not equal to 5 - 14 |

EXAMPLE

The records below which are marked with an asterisk would cause an error message to be generated because of the invalid association between the Grade Level of the student and the student's Birth Date.

| Student | | Survey | | | |
|--------------|------|--------|-------|----------|--|
| Number | | Period | Grade | Birth | |
| Identifier, | | Code | Level | Date | |
| Florida | Year | | | | |
| * 123456789X | 1011 | 2 | 05 | 10222004 | |
| * 123456788X | 1011 | 2 | 08 | 05062003 | |
| 123456786X | 1011 | 2 | 10 | 06021996 | |
| 123456785X | 1011 | 2 | 12 | 12021994 | |

DISTRICT RESPONSIBILITY

The district should verify the Grade Level and Birth Date and correct if in error.

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

68. If Survey Period Code = 2, 3 or 5; School Number, Current Enrollment is not 3518, 9992, 9993, 9994, 9995 or 9997; District Number, Current Instruction/Service is not 71; District Number, Current Enrollment equals District Number, Current Instruction/Service; Withdrawal Code, PK-12 on matching Prior School Status/Student Attendance records is not DNE; and Grade Level is not 30 or 31, then each Student Demographic record must have a matching Federal/State Indicator Status record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year. (This edit does not apply to Survey Periods 6 and 8.) The match between the Student Demographic Information record and the Prior School Status/Student Attendance record should use the following fields: District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year/School Year.
-exception report-

EXAMPLE

The first and third Student Demographic records listed below would pass this edit. The second Student Demographic record would not pass the edit because it has no matching Federal/State Indicator Status record.

| <i>Student Demographic records</i> | | | | <i>Federal/State Indicator records</i> | | | |
|-------------------------------------|------------------------------------|--------------------|-------------|--|------------------------------------|--------------------|-------------|
| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year | District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year |
| 26 | 012345678X | 2 | **** | 26 | 012345678X | 2 | **** |
| * 26 | 012345679X | 2 | **** | 26 | 012345680X | 2 | **** |
| 26 | 012345680X | 2 | **** | | | | |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the Student Demographic record and determine whether a Federal/State Indicator Status record is necessary. If such a record is necessary, the district should submit the record. If such a record is not necessary, no action is necessary.

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

69. If Survey Period Code is 2, 3, or 5; School Number, Current Enrollment is not 3518, 9992, 9993, 9994, 9995, or 9997; Migrant Status Term is not X; District Number Current Instruction/Service is not 71 and Grade Level is not 30 or 31; then each Student Demographic record must have at least one matching Prior School Status/Student Attendance record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code, and School Year. (This edit does not apply to Survey Periods 6 and 8.) –exception report –

EXAMPLE

The first record listed below would generate an error message because there is no matching Prior School Status/Student Attendance record to accompany it, and Migrant Status Term is not equal to X. The second record without a matching Prior School Status/Student Attendance record would not generate an error message because the School Number, Current Enrollment is equal to 3518. The third record without a matching Prior School Status/Student Attendance record would not generate an error message because Migrant Status Term is equal to X. The fourth record would not generate an error message because it has a matching Prior School Status/Student Attendance record.

Student Demographic records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year | Migrant Status Term |
|--|--|---|--------------------------|------|---------------------------|
| * 02 | 0111 | 0212345678 | 3 | 1011 | Z |
| 02 | 3518 | 0212345678 | 3 | 1011 | Z |
| 02 | 0111 | 0212345679 | 3 | 1011 | X |
| 02 | 0111 | 0212345680 | 3 | 1011 | B |

Prior School Status/Student Attendance records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year |
|--|---|--------------------------|------|
| 02 | 0212345680 | 3 | 1011 |

STUDENT DEMOGRAPHIC - EXCEPTION REPORTS

DISTRICT RESPONSIBILITY

The district must review the Student Demographic Information record and determine whether a matching Prior School Status/Student Attendance record is necessary. If such a record is necessary, the district must submit the record. If such a record is not necessary, then no action is necessary.

STUDENT DEMOGRAPHIC - AGGREGATE EXCEPTION REPORTS

90. For each School Number, Current Enrollment, at least one record must have a Lunch Status code not equal to 0 unless the School Number, Current Enrollment is 3518, 9996, 9997, N998, or N999. (The student did not apply for free or reduced price lunch). (This edit does not apply to Survey Periods 6 and 8.) –aggregate exception report-

Note: The following information will be listed on the exception report for schools that do not meet the exception edit above:

- District Number, Current Enrollment
- School Number, Current Enrollment
- Total number of Student Demographic records
- Number of records with Lunch Status = 0

EXAMPLE

School 0021 has 56 total Student Demographic records. All of these records have a Lunch Status code of 0. An error message is generated for School 0021 on the exception report indicating that the school failed this exception edit.

DISTRICT RESPONSIBILITY

The district must review the records to determine whether code 0 was used appropriately. The district must correct the Lunch Status on the Student Demographic records that are in error. If no records are in error, no action is necessary.

STUDENT DEMOGRAPHIC - AGGREGATE EXCEPTION REPORTS

91 For each School Number, Current Enrollment in the District Number, Current Enrollment either all records must have a Lunch Status code of 4 (Provision 2 School) or no records must have a Lunch Status code of 4. (This edit does not apply to Survey Periods 6 and 8.) –aggregate validation-

EXAMPLE

The records listed below would cause an error message to be printed on the validation report for school 0012 because one record in the school has a Lunch Status code of 4 and the other record has a Lunch Status code of 1.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Lunch Status |
|--|--|---|--------------------------|-----------------|
| * 01 | 0012 | 012345678X | 2 | 1 |
| * 01 | 0012 | 012345679X | 2 | 4 |

DISTRICT RESPONSIBILITY

The district must review the information in the set of records and correct the record that is in error so that either all or none of the records in the school have a Lunch Status code of 4.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

- 1. District Number, Current Enrollment must be numeric, in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district should correct the District Number, Current Enrollment and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2. School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rules would cause their rejection. The last two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | 0021 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the School Number, Current Enrollment and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75, or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

- 4. Survey Period Code must be 2, 3 or 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "1". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct Survey Period Code either on the records coming in or the Transmission JCL and all records must be submitted.

- 5. School Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

The district must correct the School Year either on the records coming in or the transmission JCL and resubmit all the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

6. The Discipline/Resultant Action Code must be alphabetic and must be C, E, F, H, I, L, M, O, P, R, S or U. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first two records below would be rejected because the Discipline/Resultant Action code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/Resultant Action Code |
|--|---------------------------------------|-------------------------------------|
| * 40 | 401234567X | B |
| * 40 | 401234568X | W |
| 40 | 401234569X | C |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the Discipline/Resultant Action Code and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

7. Each Student Discipline/Resultant Action record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Discipline/Resultant Action Code; School Number, Where Discipline/Resultant Action Occurred; Incident, Identifier; Survey Period Code and School Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates of the first and fourth records, respectively (same District Number, Current Enrollment; Student Number Identifier, Florida; Discipline/Resultant Action Code; School Number, Where Discipline/Resultant Action Occurred; Incident, Identifier; Survey Period Code; and School Year).

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Survey period Code | School Number Where Discipline Resultant Action Occurred | School Year | Incident, Identifier |
|--|---|--|--------------------------|--|----------------|-------------------------|
| 02 | 0212345675X | C | 5 | 0211 | **** | A0012345 |
| * 02 | 0212345675X | C | 5 | 0211 | **** | A0012345 |
| 02 | 0212345677X | O | 5 | 0211 | **** | C2345678 |
| 02 | 0212345678X | I | 5 | 0211 | **** | D9876543 |
| * 02 | 0212345678X | I | 5 | 0211 | **** | D9876543 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

8. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After the original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the Transaction Code and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

9. Incident, Identifier must be alphanumeric, may not be zero, and must not contain blanks. -record rejected-

EXAMPLE

The first two records listed below would be rejected. The first record would be rejected because the Incident, Identifier code is all zeroes. The second record would be rejected because the Incident, Identifier code contains leading blanks. The third record would be loaded to the data base assuming no other edit caused it to be rejected.

| District Number, Current Enrollment | Student Number, Identifier, Florida | Incident, Identifier |
|--|---|-------------------------|
| *01 | 123456789X | 00000000 |
| *01 | 123456788X | 46 |
| 01 | 123456787X | 00000045 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Incident, Identifier and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

10. Incident, Date must be numeric, must be a valid date, in the range of 07/01/** to 08/31/**** and not greater than the last day of the survey period.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Incident, Date is greater than the last day of the survey period. The third record would be rejected because Incident, Date is not a valid date.

| District Number, Current Enrollment | Survey Period Code | School Number, Where Incident Occurred | Incident, Identifier | Incident, Date |
|--|--------------------------|--|-------------------------|-------------------|
| 01 | 03 | 0271 | A0000001 | 0122**** |
| * 01 | 03 | 0271 | X0000002 | 0308**** |
| * 01 | 03 | 0271 | D0000003 | 0230**** |

**** = Valid year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Incident, Date and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

11. The Duration, Discipline Action must be a three digit numeric code indicating length of Discipline action. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Duration, Discipline Action is not a valid code.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Duration, Discipline Action |
|---|--------------------------------------|--|-----------------------------------|
| 01 | 0271 | 012345678X | 008 |
| 01 | 0271 | 123456789X | 001 |
| * 01 | 0271 | 112233445X | C01 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Discipline Action code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

13. Student, Involved in Hate Crime code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Involved in Hate Crime code is not a valid code.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Student, Involved in Hate Crime |
|--|--|-------------------------|---------------------------------------|
| 01 | 0271 | 00000001 | Y |
| 01 | 0271 | 00000002 | N |
| * 01 | 0271 | 00000003 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Involved in Hate Crime code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

14. Student, Use of Alcohol code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Use of Alcohol code is not a valid code.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Student, Use of Alcohol |
|--|--|-------------------------|-------------------------------|
| 01 | 0271 | 00000001 | Y |
| 01 | 0271 | 00000002 | N |
| * 01 | 0271 | 00000003 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Use of Alcohol code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

15. Student, Use of Drugs code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Use of Drugs code is not a valid code.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Student, Use of Drugs |
|--|--|-------------------------|-----------------------------|
| 01 | 0271 | A0000001 | Y |
| 01 | 0271 | B0000002 | N |
| * 01 | 0271 | C0000003 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Use of Drugs code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

16. Student, Weapon Use code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Weapon Use code is not a valid code.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Student, Weapon Use |
|--|--|-------------------------|---------------------------|
| 01 | 0271 | 00000001 | Y |
| 01 | 0271 | 00000002 | N |
| * 01 | 0271 | 00000003 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Weapon Use code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

17. If the Discipline/Resultant Action code is C, then Duration, Discipline Action must be zero. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Discipline Action is greater than zero.

| District Number, Current Enrollment | Student Number Identifier,Florida | Discipline/ Resultant Action Code | Duration, Discipline Action |
|--|--------------------------------------|---|-----------------------------------|
| 36 | 12345678X | C | 000 |
| *36 | 22345678X | C | 010 |
| 36 | 47654321X | E | 090 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Discipline Action or the Discipline/Resultant Action Code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

18. If the Discipline/Resultant Action code is O, then Duration, Discipline Action must be greater than zero and less than or equal to 10. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Discipline Action is greater than 10.

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Duration, Discipline Action |
|--|---------------------------------------|---|-----------------------------------|
| 36 | 12345678X | O | 008 |
| *36 | 22345678X | O | 020 |
| 36 | 47654321X | O | 010 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Discipline Action or the Discipline/Resultant Action Code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

19. If the Discipline/Resultant Action code is I, then Duration, Discipline Action must be greater than zero and less than or equal to 10. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Discipline Action is greater than 10.

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Duration, Discipline Action |
|--|---------------------------------------|---|-----------------------------------|
| 36 | 12345678X | I | 004 |
| *36 | 22345678X | I | 012 |
| 36 | 47654321X | I | 010 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Discipline Action or the Discipline/Resultant Action Code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

20. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid active school number in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment is not valid and active on the Master School Identification File for the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| * 01 | 0351 | 012345678X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district should correct the School Number, Current Enrollment and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

21. The School Number, Where Discipline/Resultant Action Occurred must exist on the Master School Identification File as a valid active school number in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the school number (last four positions of Discipline/Resultant Action Code) is not valid and active on the Master School Identification File for the District Number, Current Enrollment.

| District Number, Current Enrollment | Student Number, Identifier, Florida | School Number, Where Discipline/Resultant Action Occurred |
|--|--|---|
| * 40 | 401234567X | 0112 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district should correct the School Number, Where Discipline/Resultant Action Occurred and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

22. If the Discipline/Resultant Action code is S, the Duration, Discipline Action must be equal to or greater than zero and less than or equal to 90. –reject record-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Discipline Action is not equal to or great than zero and less than or equal to 90.

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Duration, Discipline Action |
|--|---------------------------------------|---|-----------------------------------|
| 36 | 12345678X | S | 004 |
| * 36 | 22345678X | S | Blank |
| 36 | 47654321X | S | 012 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Discipline Action or the Discipline/Resultant Action Code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

23. Birth Date must be numeric and a valid date in the format MMDDYYYY.
-record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Birth Date is not numeric; the second record would be rejected because Birth Date is an invalid date.

| Student Number Identifier, Florida | Survey Period Code | Year | Birth Date |
|---|--------------------------|------|------------|
| * 012345678X | 2 | **** | ZZZZZZZZ |
| * 012345679X | 2 | **** | 02301985 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Birth Date and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

24. Gender code must be M or F. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the gender code is not M or F. The second record would be rejected because gender code was left blank.

| Student Number Identifier, Florida | Gender |
|---------------------------------------|--------|
| * 012345678X | Z |
| * 012345679X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the gender code and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

**26. English Language Learners, PK-12 code must be LY, LF, LP, LZ, or ZZ.
-record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the English Language Learners, PK-12 code is not valid. The second record would be rejected because the English Language Learners, PK-12 code was left blank.

| Student Number Identifier, Florida | English Language Learners, PK-12 |
|---------------------------------------|-------------------------------------|
| * 012345678X | 00 |
| * 012345679X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the English Language Learners, PK-12 codes and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

27. Lunch Status Must be 0, 1, 2, 3, 4, C or N. -record rejected-

EXAMPLE

Both records listed below would be rejected because the Lunch Status codes are invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Lunch Status |
|--|---|--------------------------|-----------------|
| * 01 | 012345678X | 2 | 5 |
| * 01 | 012345679X | 2 | F |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Lunch Status codes and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

28. Birth Date must be less than or equal to the survey date. -record rejected-

EXAMPLE

If the survey week for the records listed below were October 8-12, 2002, the first record would be rejected because the Birth Date is not less than the Survey Date. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

| Student Number Identifier, Florida | Survey Period Code | Year | Birth Date |
|---|--------------------------|------|------------|
| * 012345677X | 2 | **** | 11042002 |
| 124356788X | 2 | **** | 03121991 |
| 123547279X | 2 | **** | 08111992 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Birth Date and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

29. If Survey Period Code = 2 or 3, Grade Level code must be PK, KG or 01-12. If Survey Period Code = 5, Grade Level code must be PK, KG or 01-12. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Grade Level code is invalid. The second record would be rejected because the Grade Level code was left blank.

| Student Number Identifier, Florida | Grade Level |
|---------------------------------------|----------------|
| * 012345678X | K |
| * 012345679X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level codes and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2A. If the Discipline/Resultant Action code is U, the Duration, Discipline Action must be greater than zero and less than or equal to 45. –reject record-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Discipline Action is greater than 45.

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Duration, Discipline Action |
|--|---------------------------------------|---|-----------------------------------|
| 36 | 12345678X | U | 010 |
| * 36 | 22345678X | U | 050 |
| 36 | 32345678X | U | 045 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duration, Discipline Action or the Discipline/Resultant Action Code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2B. There must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 2 and 3, age will be determined as of Date Certain (Friday) of the survey period. For Survey Period 5, age will be determined as of June 30.

| Grade Level | Age |
|-------------|------------------------|
| PK----- | not equal to 9+ |
| KG----- | not equal to 0-3, 11+ |
| 1----- | not equal to 0-4, 12+ |
| 2----- | not equal to 0-4, 13+ |
| 3----- | not equal to 0-5, 14+ |
| 4----- | not equal to 0-5, 15+ |
| 5----- | not equal to 0-6, 16+ |
| 6----- | not equal to 0-7, 18+ |
| 7----- | not equal to 0-8, 19+ |
| 8----- | not equal to 0-9, 20+ |
| 9----- | not equal to 0-10, 27+ |
| 10----- | not equal to 0-11, 28+ |
| 11----- | not equal to 0-12, 29+ |
| 12----- | not equal to 0-13, 30+ |

—record rejected—

EXAMPLE

The records below without an asterisk would be loaded to the data base assuming no other reject rule would cause their rejection. The records below which are marked with an asterisk would be rejected because of the invalid association between the Grade Level of the student and the student's Birth Date.

| Student Number Identifier, Florida | Year | Grade Level | Birth Date |
|---|------|----------------|---------------|
| * 123456788X | 0405 | 02 | 02021990 |
| 123456786X | 0405 | 08 | 05051988 |
| 123456785X | 0405 | PK | 12022003 |
| * 123456789X | 0405 | 12 | 08172000 |

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the students' Grade Level or Birth Date and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2C. If the Discipline/Resultant Action code is H, then Duration, Discipline Action must be greater than zero and less than or equal to 90. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Duration, Discipline Action is equal to 0 or greater than 90.

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Duration, Discipline Action |
|--|---------------------------------------|---|-----------------------------------|
| 36 | 123456789X | H | 008 |
| *36 | 223456789X | H | 000 |
| *36 | 476543219X | H | 103 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Duration, Discipline Action element or Discipline/Resultant Action code and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2D. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121 @xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

**2F. School Number, Where Discipline/Resultant Action Occurred must be numeric and a valid school number in the range 0001 to 9899, excluding 9001.
-record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first two records below would be rejected because the School Number, Where Discipline/Resultant Action Occurred is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | School Number, Where Discipline/Resultant Action Occurred |
|--|---------------------------------------|---|
| * 40 | 401234567X | C201 |
| * 40 | 401234568X | 9999 |
| 40 | 401234569X | 0021 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the School Number, Where Discipline/Resultant Action Occurred and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2G. Student, Involved in Bullying must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Student, Involved in Bullying is not a valid code.

| District Number, Current Enrollment | School Number, Current Enrollment | Incident, Identifier | Student, Involved in Bullying |
|--|--------------------------------------|-------------------------|-------------------------------------|
| 01 | 0271 | 00000001 | Y |
| 01 | 0271 | 00000002 | N |
| * 01 | 0271 | 00000003 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Involved in Bullying code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2H. School Number, Where Incident Occurred must be numeric in the range 0001 – 9899. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Where Incident Occurred is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Where Incident Occurred is not numeric.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Student Number, Identifier, Florida |
|--|--|--|
| 01 | 0271 | 401234567X |
| 01 | 0271 | 401234568X |
| * 01 | 9999 | 401234569X |
| * 01 | C901 | 401234561X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Where Incident Occurred and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2I. School Number, Where Incident Occurred must exist on the Master School Identification File as a valid active school in the District Number, Current Enrollment, excluding 3518. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Where Incident Occurred is not a valid active school number for the district.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Student Number, Identifier, Florida |
|--|--|--|
| 01 | 0271 | 401234567X |
| 01 | 0271 | 401234568X |
| * 01 | 0062 | 401234569X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Where Incident Occurred and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2J. Zero-Tolerance: Expulsions code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Zero-Tolerance: Expulsions code is not a valid code.

| District Number, Current Enrollment | Student Number, Identifier, Florida | Zero-Tolerance: Expulsions |
|--|--|-------------------------------|
| 01 | 401234567X | Y |
| 01 | 401234568X | Z |
| * 01 | 401234569X | G |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Zero-Tolerance: Expulsions code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

2K. If the Zero-Tolerance: Expulsions code is Y or N, then Discipline/Resultant Action Code must be E, F or U. If the Discipline/Resultant Action Code is E, F or U then the Zero-Tolerance: Expulsions code must be Y or N. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Discipline/Resultant Action code is not E, F or U.

| District Number, Current Enrollment | Student Number Identifier,Florida | Zero- Tolerance: Expulsions Code | Discipline/ Resultant Action Code |
|--|--------------------------------------|--|---|
| 36 | 12345678X | Y | F |
| 36 | 22345678X | N | U |
| *36 | 47654321X | Y | O |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Discipline/Resultant Action Code or the Zero-Tolerance: Expulsions code and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES



2L. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

31. For surveys 2 and 3, each Student Discipline/Resultant Action record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. For survey 5, each Student Discipline/Resultant Action record must have a matching Student Demographic and Student End of Year Status record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. -state validation 3-

EXAMPLE

The first two records below would not pass this edit because they do not have matching Student Demographic records. The third record below would pass this edit because there is a matching Student Demographic Information record.

Student Discipline/Resultant Action

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|--|---|--------------------------|----------------|
| * 01 | 012345678X | 5 | **** |
| * 01 | 012345692X | 2 | **** |
| 01 | 012384567X | 2 | **** |

Student Demographic Information

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|--|---|--------------------------|----------------|
| 01 | 012384567X | 2 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Student Discipline/Resultant Action records or add matching Student Demographic Information records .

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

33. If the Student, Use of Drugs code is Y, then the Drug Description code on the matching Student Environmental Safety Incident Report (SESIR) format must be M, N or O. The records match is done using the District Number, Current Enrollment on the Student Discipline/Resultant Action format matched to the District Number, Reporting District on the SESIR format; along with matching School Year, Survey Period Code and Incident, Identifier. –validation report-

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Drug Description code is incorrect for the Student, Use of Drugs code reported.

Student Discipline/Resultant Action Records

| District Number, Current Enrollment | Student Number, Identifier Florida | Incident, Identifier | Student, Use of, Drugs |
|-------------------------------------|------------------------------------|----------------------|------------------------|
| 36 | 12345678X | 0000001 | Y |
| * 36 | 22345678X | 0000002 | Y |
| 36 | 47654321X | 0000003 | Y |

School Environmental Safety Incident Report (SESIR) Records

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Drug Description |
|-------------------------------------|--|----------------------|------------------|
| 36 | 0271 | 00000001 | M |
| * 36 | 0271 | 00000002 | Z |
| 36 | 0271 | 00000003 | M |

DISTRICT RESPONSIBILITY

The district should review the Student, Use of Drugs code and the Drug Description code and correct the code that is in error.

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

34. If Incident, Weapon-Related code on the School Environmental Safety Incident Report is 1, 2, 3 or 4, then Student, Weapon Use may be Y or N. If Incident, Weapon-Related code is N, then Student, Weapon Use code must be N.

The records should match on District Number, Current Enrollment on the Student Discipline Resultant Action record and District Number, Reporting District on the School Environmental Safety Incident Report record; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation–

EXAMPLE

The first two records below would pass the edit above. The third record below would fail the edit because the Incident, Weapon-Related code is N and the Incident, Student, Weapon Use is coded Y.

Student Discipline Resultant Action Records

| District Number, Current Enrollment | Incident, Identifier | Incident, Date | Student Weapon, Use |
|--|-------------------------|-------------------|---------------------------|
| 01 | C0000121 | 1211**** | N |
| 01 | C0000122 | 1106**** | Y |
| *01 | C0000123 | 1022**** | Y |

School Environmental Safety Incident Report Records

| District Number, Reporting District | Incident, Identifier | Incident, Date | Incident, Weapon- Related |
|--|-------------------------|-------------------|---------------------------------|
| 01 | C0000121 | 1211**** | 1 |
| 01 | C0000122 | 1106**** | 2 |
| * 01 | C0000123 | 1022**** | N |

**** represents a valid year for the data.

DISTRICT RESPONSIBILITY

The district must review the Student, Weapon Use and Incident, Weapon-Related codes and correct the one that is in error by submitting a change to the incorrect record.

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

35. If Survey = 2 or 3 and if the Discipline/Resultant Action code is E, then Withdrawal Code, PK-12 on at least one Prior School Status/Student Attendance (PSS/SA) record must = W21. If Survey = 5 and if the Discipline/Resultant Action code is E, then the Withdrawal Code, PK-12 on at least one PSS/SA record must = W21.

The records should be matched on the following items: District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and School Year –state validation-

EXAMPLE

The first record listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Discipline/Resultant Action Code = E, the Survey Period = 5, but the Withdrawal Code, PK-12 does not equal W21.

Student Discipline/Resultant Action

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Survey Period |
|--|---------------------------------------|---|------------------|
| 36 | 123456789X | E | 5 |
| * 36 | 223456780X | E | 5 |

Prior School Status/Student Attendance

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Code, PK-12 | Survey Period |
|--|---------------------------------------|------------------------------|------------------|
| 36 | 123456789X | W21 | 5 |
| * 36 | 223456780X | W3A | 5 |

DISTRICT RESPONSIBILITY

The district should review the Discipline/Resultant Action code and the Withdrawal Code, PK-12 and correct the code that is in error.

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

36. If the Discipline/Resultant Action code is E, then there must not be a matching Exceptional Student record unless the Exceptionality, Primary = L (Gifted) and Exceptionality, Other = Z. The match should be done on District Number, Current Enrollment; Survey Period Code; School Year matched to Year and Student Number Identifier, Florida. – state validation-

EXAMPLE

The first record listed below would pass the edit above. The second record would cause a message to be generated because the Discipline/Resultant Action Code = E and the student is a student with a disability (exceptionality code other than L).

Student Discipline/Resultant Action Records

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Survey Period |
|--|---------------------------------------|---|------------------|
| 36 | 123456789X | E | 5 |
| * 36 | 223456780X | E | 5 |

Exceptional Student Records

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptionality, Primary | Exceptionality, Other | Survey Period Code |
|--|---|----------------------------|--------------------------|--------------------------|
| 36 | 123456789X | L | Z | 5 |
| * 36 | 223456780X | J | L | 5 |

DISTRICT RESPONSIBILITY

The district should review the Discipline/Resultant Action code, the Exceptionality, Primary and the Exceptionality, Other and correct the code that is in error.

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

37. If Student, Weapon Use on the Student Discipline Resultant Action format = Y, then Weapon, Description on the School Environmental Safety Incident Report format must not = Z.

The records should match on District Number, Current Enrollment on the Student Discipline Resultant Action record and District Number, Reporting District on the School Environmental Safety Incident Report record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDR format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation-

EXAMPLE

The first record below would pass the edit above. The second record below would fail the edit because Student, Weapon Use is coded Y and the matching School Environmental Safety Incident Report record Weapon, Description code is Z.

Student Discipline Resultant Action Records

| District Number, Current Enrollment | School Number Where Discipline/ Resultant Action Occurred | Incident, Identifier | Incident, Date | Student Weapon, Use |
|-------------------------------------|---|----------------------|----------------|---------------------|
| 01 | 0021 | 0121 | 1211**** | Y |
| * 01 | 0021 | 0121 | 1022**** | Y |

School Environmental Safety Incident Report Records

| District Number, Current Enrollment | School Number Where Incident Occurred | Incident, Identifier | Incident, Date | Weapon, Description |
|-------------------------------------|---------------------------------------|----------------------|----------------|---------------------|
| 01 | 0021 | 0121 | 1211**** | F |
| *01 | 0021 | 0121 | 1022**** | Z |

**** represents a valid year for the data.

DISTRICT RESPONSIBILITY

The district must review the Student, Weapon Use and Weapon, Description codes and correct the one that is in error by submitting a change to the incorrect record.

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

38. If the Discipline/Resultant Action code is U, then there must be a matching Exceptional Student record with

- Exceptionality, Primary not equal to L or with Exceptionality, Primary = L (Gifted) and Exceptionality, Other not equal to Z, and
- an Exceptional Student, Dismissal Date of zero or an Exceptional Student, Dismissal Date that is greater than (after) the Incident Date, and
- an Exceptional Student, Placement Date that is less than or equal to the Incident Date.

The match should be done on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and School Year matched to Year. – state validation-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Discipline/Resultant Action Code is U and the student is not a student with a disability (exceptionality code other than L).

Student Discipline/Resultant Action Records

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Survey Period |
|--|---------------------------------------|---|------------------|
| 36 | 123456789X | U | 5 |
| * 36 | 223456780X | U | 5 |

Exceptional Student Records

| District Number, Current Enrollment | Student Number Identifier, Florida | Exceptionality, Primary | Exceptionality, Other | Survey Period Code |
|--|---|----------------------------|--------------------------|--------------------------|
| 36 | 123456789X | J | Z | 5 |
| * 36 | 223456780X | L | Z | 5 |

DISTRICT RESPONSIBILITY

The district should review the Discipline/Resultant Action code, the Exceptionality, Primary and the Exceptionality, Other and correct the item that is in error.

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

39. If the Discipline/Resultant Action Code is U, then one of the following must be true:

- a. Student, Use of Drugs must be Y; or
- b. Student, Weapon Use must be Y; or
- c. there is a matching School Environmental Safety Incident Report (SESIR) record with an Incident, Injury-Related code of A or B.

The records should match on District Number, Current Enrollment on the Student Discipline Resultant Action (SDRA) record and District Number, Reporting District on the SESIR record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation-

EXAMPLE

The first record below would pass the edit above. The second record below would fail the edit because the Discipline/Resultant Action Code is U and none of the three conditions are true. The Student, Use of Drugs code is not Y. The Student, Weapon Use code is not Y. The Incident, Injury-Related code is not A or B on the matching School Environmental Safety Incident Report record.

Student Discipline Resultant Action Records

| District Number, Current Enrollment | School Number Where Discipline/Resultant Action Occurred | Incident, Identifier | Incident, Date | Discipline/Resultant Action Code | Student, Use of Drugs | Student, Weapon Use |
|-------------------------------------|--|----------------------|----------------|----------------------------------|-----------------------|---------------------|
| 01 | 0021 | 0121 | 1211**** | U | Y | N |
| * 01 | 0021 | 0325 | 1022**** | U | N | N |

School Environmental Safety Incident Report Records

| District Number, Current Enrollment | School Number Where Incident Occurred | Incident, Identifier | Incident, Date | Incident, Injury-Related |
|-------------------------------------|---------------------------------------|----------------------|----------------|--------------------------|
| 01 | 0021 | 0121 | 1211**** | Z |
| * 01 | 0021 | 0325 | 1022**** | Z |

**** represents a valid year for the data.

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

DISTRICT RESPONSIBILITY

The district must review the Discipline/Resultant Action Code; Student, Use of Drugs code; Student, Weapon Use code and the Incident, Injury-Related code and correct the one that is in error by submitting a change to the incorrect record.

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

3A. If Discipline/Resultant Action Code on the Student Discipline/Resultant Action format = S, then there must be a matching record on the School Environmental Safety Incident Report (SESIR) format.

The records should match on District Number, Current Enrollment on the Student Discipline Resultant Action [SDRA] record and District Number, Reporting District on the School Environmental Safety Incident Report [SESIR] record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation–

EXAMPLE

The first record below would pass the edit above. The second record below would fail the edit because Discipline/Resultant Action Code = S and there is no matching School Environmental Safety Incident Report record.

Student Discipline/Resultant Action Records

| District Number, Current Enrollment | School Number, Where Discipline/Resultant Action Occurred | Incident, Identifier | Incident, Date | Discipline/Resultant Action Code |
|-------------------------------------|---|----------------------|----------------|----------------------------------|
| 01 | 0021 | 0121 | 1211**** | S |
| * 01 | 0021 | 0122 | 1022**** | S |

School Environmental Safety Incident Report Records

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Date |
|-------------------------------------|--|----------------------|----------------|
| 01 | 0021 | 0121 | 1211**** |

**** represents a valid year for the data.

DISTRICT RESPONSIBILITY

The district must determine if the Student Discipline/Resultant Action record is in error or if a School Environmental Safety Incident Report record should be added and respond with the appropriate action.

STUDENT DISCIPLINE/RESULTANT ACTION - EXCEPTION REPORT

40. If the Discipline/Resultant Action code is F or P, then Duration, Discipline Action must be greater than zero and less than or equal to 210. –exception report–

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Duration, Discipline Action is greater than 210.

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Duration, Discipline Action |
|--|---------------------------------------|---|-----------------------------------|
| 36 | 12345678X | P | 050 |
| *36 | 22345678X | P | 365 |
| 36 | 47654321X | F | 210 |

DISTRICT RESPONSIBILITY

The district should verify the Discipline/Resultant Action Code and the Duration, Discipline Action code and correct if in error.

STUDENT DISCIPLINE/RESULTANT ACTION - EXCEPTION REPORT

41. If the Discipline/Resultant Action code is E, then Duration, Discipline Action must be greater than zero and less than or equal to 210. –exception report-

EXAMPLE

The first and third records listed below would meet criteria specified in the edit above. The second record would cause a message to be generated because the Duration, Discipline Action is greater than 210.

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Duration, Discipline Action |
|--|---------------------------------------|---|-----------------------------------|
| 36 | 12345678X | E | 050 |
| *36 | 22345678X | E | 365 |
| 36 | 47654321X | E | 210 |

DISTRICT RESPONSIBILITY

The district should verify the Discipline/Resultant Action Code and the Duration, Discipline Action code and correct if in error.

STUDENT DISCIPLINE/RESULTANT ACTION - EXCEPTION REPORT

42. If Grade Level is KG-12, the student must be at least 5 years old on or before September 1 of the school year being reported. -exception report-

Note: Students who transfer to Florida from states with different minimum starting ages are accepted into the grade into which they are transferring.

EXAMPLE

The record listed below would cause a message to be generated because Grade Level is KG and age is less than 5.

| Student Number Identifier, Florida | Year | Survey Period Code | Grade Level | Birth Date |
|---------------------------------------|------|-----------------------|----------------|------------|
| * 0123456789 | 1011 | 2 | KG | 02192009 |

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and Grade Level and correct one of these if there is an error.

STUDENT DISCIPLINE/RESULTANT ACTION - EXCEPTION REPORT

(Deleted for 2015-16)

43. There must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 2 and 3, age will be determined as of Date Certain of the survey period. For Survey Period 5, age will be determined as of June 30. —exception report—

| Grade Level | Age |
|-------------|---------------------|
| 2 | not equal to 5 |
| 3 | not equal to 5 or 6 |
| 4 | not equal to 5 - 7 |
| 5 | not equal to 5 - 8 |
| 6 | not equal to 5 - 9 |
| 7 | not equal to 5 - 10 |
| 8 | not equal to 5 - 11 |
| 9 | not equal to 5 - 12 |
| 10 | not equal to 5 - 13 |
| 11 | not equal to 5 - 14 |
| 12 | not equal to 5 - 15 |

EXAMPLE

The records below which are marked with an asterisk would cause an error message to be generated because of the invalid association between the Grade Level of the student and the student's Birth Date.

| Student Number | | Grade Level | | Birth Date |
|------------------------|------|----------------|--|---------------|
| Identifier, Florida | Year | | | |
| * 123456789X | 0405 | 05 | | 10221997 |
| * 123456788X | 0405 | 08 | | 05061994 |
| 123456786X | 0405 | 10 | | 06021989 |
| 123456785X | 0405 | 12 | | 12021987 |

DISTRICT RESPONSIBILITY

The district should verify the Grade Level and Birth Date and correct if in error.

STUDENT DISCIPLINE/RESULTANT ACTION - EXCEPTION REPORT

44. If Survey Period Code is equal to 5, and Discipline/Resultant Action code is H, then there must be a matching Student Discipline/Resultant Action record with code E, F, or P. The match should be done using District Number, Current Enrollment; Student Number Identifier, Florida; School Number, Where Discipline/Resultant Action Occurred; Incident, Identifier, Survey Period Code; Incident Date; and School Year. –exception report-

EXAMPLE

The first set of records listed below would meet the criterion specified in the edit above. The second set of records would cause a message to be generated because the Discipline/Resultant Action Code of H does not have a matching record with a Discipline/Resultant Action Code of E, F, or P.

| Student Number Identifier, Florida | Discipline/ Resultant Action Code | Incident Identifier |
|---------------------------------------|---|------------------------|
| 012345677X | E | 12345678 |
| 012345677X | H | 12345678 |

| Student Number Identifier, Florida | Discipline/ Resultant Action Code | Incident Identifier |
|---------------------------------------|---|------------------------|
| *012345678X | H | 23456781 |
| * 012345678X | U | 23456781 |

DISTRICT RESPONSIBILITY

The district should verify the Discipline/Resultant Action Code of H and correct it if it is in error. If it is not in error, the district should submit a matching record with a Discipline/Resultant Action Code of E, F or P, if appropriate.

STUDENT DISCIPLINE/RESULTANT ACTION - EXCEPTION REPORT

45 If Survey = 5 and if the Discipline/Resultant Action code is E, then the Withdrawal Reason on the Student End of Year Status record must = W21.

The records should be matched on the following items: District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and School Year –exception report-

EXAMPLE

The first record listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Discipline/Resultant Action Code = E, the Survey Period = 5, but the Withdrawal Reason does not equal W21.

Student Discipline/Resultant Action

| District Number, Current Enrollment | Student Number Identifier, Florida | Discipline/ Resultant Action Code | Survey Period |
|--|---------------------------------------|---|------------------|
| 36 | 123456789X | E | 5 |
| * 36 | 223456780X | E | 5 |

Student End of Year Status

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Reason | Survey Period |
|--|---------------------------------------|----------------------|------------------|
| 36 | 123456789X | W21 | 5 |
| * 36 | 223456780X | W03 | 5 |

DISTRICT RESPONSIBILITY

The district should review the Discipline/Resultant Action code and the Withdrawal Reason code and, if one is found to be in error, revise the incorrect code.

STUDENT DISCIPLINE/RESULTANT ACTION - EXCEPTION REPORTS

60. If Survey Period is 5, for each district there must be at least one record with a Discipline/Resultant Action Code of E or F (expelled from school with or without services). –aggregate exception edit-

Note: An error message will be printed on the exception report for districts that do not meet the aggregate exception edit above.

EXAMPLE

There are no records for District 01 (Alachua) with a Discipline/Resultant Action code of E or F in Survey Period 5 on the Student Data Base Student Discipline/Resultant Action table. It is expected that the district will have at least one incidence of a student being expelled during the school year.

An aggregate edit error message is generated for District 01 on the exception report indicating that the district failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must review official expulsion records for the year and submit any missing Student Discipline/Resultant Action records.

STUDENT END OF YEAR STATUS – REJECT RULES

- 1. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

2. School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | 0021 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75, or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "3". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct Survey Period Code either on the records coming in or the transmission JCL and all records must be resubmitted.

- 5. School Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

The district must correct School Year either on the records coming in or the transmission JCL and all records must be resubmitted.

STUDENT END OF YEAR STATUS – REJECT RULES

6. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

7. Each Student End of Year Status record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; School Year; and Grade Level. If more than one Student End of Year Status record is submitted, only one record with Grade Level = PK-12 will be accepted and only one record with Grade Level = 30 or 31 will be accepted. -record rejected-

EXAMPLE

The first, second, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fifth record would be rejected since it is a duplicate of the fourth record.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year | Grade Level |
|--|---|--------------------------|----------------|----------------|
| 01 | 012345676X | 5 | **** | 12 |
| 01 | 012345676X | 5 | **** | 30 |
| 01 | 012345677X | 5 | **** | KG |
| 01 | 012345678X | 5 | **** | 11 |
| * 01 | 012345678X | 5 | **** | 11 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the record that was accepted and loaded to the data base is the correct one, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must delete an invalid record, correct any rejected record if necessary, and resubmit the corrected record.

STUDENT END OF YEAR STATUS – REJECT RULES

8. **Grade Promotion Status must be A, D, P, R, N or Z. -record rejected-**


EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Grade Promotion Status is an invalid code.

| District Number, Current Enrollment | Student Number Identifier, Florida | Grade Promotion Status |
|--|---------------------------------------|---------------------------|
| 30 | 301234567X | A |
| * 30 | 301234568X | X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Grade Promotion Status and resubmit the record.

- 
9. **Diploma Type must be W06, W07, W10, WD1, WFW, WFT, WGD, WGA, WRW, WXL, WXT, WXW, W27, W43, W45, W52, W54, W55 or ZZZ. -record rejected.**

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Diploma Type is an invalid code.

| District Number, Current Enrollment | Student Number Identifier, Florida | Diploma Type |
|--|---------------------------------------|-----------------|
| 30 | 301234567X | W06 |
| 30 | 301234568X | W43 |
| * 30 | 301234569X | XXX |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Diploma Type and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

10. Certificate of Completion, Type must be W08, W8A, W8B, W09 or ZZZ.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Certificate of Completion, Type is an invalid code.

| District Number, Current Enrollment | Student Number Identifier, Florida | Certificate of Completion, Type |
|--|---------------------------------------|------------------------------------|
| 30 | 301234567X | W08 |
| * 30 | 301234568X | W44 |
| * 30 | 301234569X | XXX |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Certificate of Completion, Type and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

13. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121 @xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

14. If Grade Level is PK-08 then Year Entered Ninth Grade, Graduation Requirements Determination must be 00000000. If Grade Level is 09, 10, 11 or 12 then Year Entered Ninth Grade, Graduation Requirements Determination must be greater than zero. -record rejected-

EXAMPLE

The first, third, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Year Entered Ninth Grade, Graduation Requirements Determination is not all zeros for a student in Grade Level 08. The fourth record would be rejected because the Year Entered Ninth Grade, Graduation Requirements Determination is all zeros for a student in Grade Level 09.

| Student Number Identifier, Florida | School Year | Grade Level | Year Entered Ninth Grade |
|---|----------------|----------------|--------------------------------|
| 123456789X | **** | 08 | 00000000 |
| * 129876543X | **** | 08 | 20120013 |
| 123456790X | **** | 09 | 20122013 |
| * 123456791X | **** | 09 | 00000000 |
| 123456792X | **** | 10 | 20112012 |
| 123456793X | **** | 12 | 00090010 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the Year Entered Ninth Grade, Graduation Requirements Determination or the Grade Level and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

- 15. Dropout Prevention: Primary Reason for Dropping Out must be A – S or Z.
-record rejected-**

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and fifth records are rejected for invalid codes. The fourth record would be rejected because the Dropout Prevention: Primary Reason for Dropping Out field is blank.

| Student Number Identifier, Florida | Dropout Prevention: Primary Reason for Dropping Out |
|---------------------------------------|---|
| * 6301234560 | T |
| 6301234561 | A |
| 6301234562 | Q |
| * 6301234564 | |
| * 6301234565 | K |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Primary Reason for Dropping Out codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES



16. Withdrawal Reason code must be DNE, W01, W02, W3A, W3B, W04, W05, W12, W13, W15, W18, W21-W26, WPO or ZZZ. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and third records would be rejected because the code for Withdrawal Reason is not valid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Reason |
|--|---------------------------------------|----------------------|
| * 30 | 301234567X | XXX |
| 30 | 301234568X | W12 |
| * 30 | 301234569X | W34 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Withdrawal Reason code and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

17. **Grade Level code must be PK, KG, 01-12, 30 or 31. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the code is invalid. The second record would be rejected because the code was left blank.

| Student Number Identifier, Florida | Grade Level |
|---------------------------------------|----------------|
| * 012345678X | K |
| * 012345679X | |
| 012345976X | 30 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

20. The School Number, Current Enrollment must exist on the Master School Identification File as a valid school number in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment is not valid on the Master School Identification File for the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| * 01 | 0351 | 012345678X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

21. If Dropout Prevention Performance-Based Exit Option Test Results is P or F, then Grade Level must be 10 or higher. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because there is an invalid relationship between Dropout Prevention Performance-Based Exit Option Test Results and Grade Level.

| Student Number Identifier, Florida | Dropout Prevention Performance - Based | |
|---------------------------------------|---|----------------|
| | Exit Option Test Results | Grade Level |
| 123456789X | P | 11 |
| 123456790X | F | 10 |
| * 123456791X | P | 09 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Dropout Prevention Performance-Based Exit Option Test Results or the Grade Level and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

22. If Withdrawal Reason is DNE, then Grade Promotion Status must not be A, D, P, or R. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Promotion Status of P is not valid for Withdrawal Reason DNE.

| Student Number Identifier, Florida | Withdrawal Reason | Grade Promotion Status |
|---------------------------------------|----------------------|---------------------------|
| 012345678X | DNE | N |
| * 012345679X | DNE | P |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Withdrawal Reason or the Grade Promotion Status and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

25. Grade Point Average State, Cumulative must be numeric and greater than or equal to zero but must not exceed 4.0000 or it may be 99999. -record rejected-

Note: Four decimal places assumed.

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause them to reject. The third record would be rejected because Grade Point Average State, Cumulative is not numeric. The fourth record would be rejected because Grade Point Average State, Cumulative exceeds 4.0000.

| District Number, Current Enrollment | Student Number Identifier, Florida | Grade Point Average State, Cumulative |
|--|---------------------------------------|---|
| 43 | 431234567X | 36000 |
| 43 | 431234570X | 99999 |
| * 43 | 431234568X | |
| * 43 | 431234569X | 41234 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Point Average State, Cumulative and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

26. If District Number, Current Enrollment is not 71 or
- If District Number, Current Enrollment is 71 and School Number, Current Enrollment is 0300 or 0400,
 - then Withdrawal Date must be a valid date in the range of 07/01/**** to 08/31****.

If District Number, Current Enrollment is 71 and

- School Number, Current Enrollment is 0500, 0600 or 0700,
- then Withdrawal Date must be 00000000.

-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Withdrawal Date is not a valid date. The third record would be rejected because Withdrawal Date is not in the valid range.

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Date |
|--|---------------------------------------|--------------------|
| 56 | 561234567X | 0314**** |
| * 56 | 561234568X | 02302099 |
| * 56 | 561234569X | 06152099 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Withdrawal Date and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

27. Dropout Prevention: Possible Influences – Code J must be J or Z. -record rejected-

EXAMPLE


The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Possible Influences |
|---------------------------------------|--|
| 012345676X | J |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

 28. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

STUDENT END OF YEAR STATUS – REJECT RULES

29. Dropout Prevention: Secondary Reason for Dropping Out must be A – S or Z. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and fifth records are rejected for invalid codes. The fourth record would be rejected because the Dropout Prevention: Secondary Reason for Dropping Out field is blank.

| Student Number Identifier, Florida | Dropout Prevention: Secondary Reason for Dropping Out |
|---------------------------------------|---|
| * 6301234560 | T |
| 6301234561 | A |
| 6301234562 | Q |
| * 6301234564 | |
| * 6301234565 | U |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Secondary Reason for Dropping Out codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2A. Dropout Prevention: Actions Taken – Code A must be A or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | A |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2B. Dropout Prevention: Actions Taken – Code B must be B or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | B |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2C. Dropout Prevention: Actions Taken – Code C must be C or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | C |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2D. Dropout Prevention: Actions Taken – Code D must be D or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | D |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2E. Dropout Prevention: Actions Taken – Code E must be E or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | E |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2F. Dropout Prevention: Actions Taken – Code F must be F or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | F |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2G. Dropout Prevention: Actions Taken – Code G must be G or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | G |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2H. Dropout Prevention: Actions Taken – Code H must be H or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | H |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2I. Dropout Prevention: Actions Taken – Code I must be I or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | I |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2J. Dropout Prevention: Actions Taken – Code J must be J or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | J |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2K. Dropout Prevention: Actions Taken – Code K must be K or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | K |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2L. Dropout Prevention: Actions Taken – Code L must be L or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | L |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2M. Dropout Prevention: Actions Taken – Code M must be M or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | M |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2N. Dropout Prevention: Actions Taken – Code N must be N or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | N |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

20. Dropout Prevention: Actions Taken – Code O must be O or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Actions Taken |
|---------------------------------------|--------------------------------------|
| 012345676X | O |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Actions Taken codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2P. Year Entered Ninth Grade, Graduation Requirements Determination must be numeric, contain no blanks and be a valid two-consecutive-years combination not in the future or it must be all zeros. -record rejected-

EXAMPLE

The third, fourth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and seventh records would be rejected because Year Entered Ninth Grade, Graduation Requirements Determination contains blanks. The second record would be rejected because the field does not contain two valid years. The fifth record would be rejected because the years are not consecutive.

| Student Number Identifier, Florida | School Year | Year Entered Ninth Grade |
|---|----------------|--------------------------------|
| * 123456789X | **** | 00000 |
| * 129876543X | **** | 20080009 |
| 123456790X | **** | 00000000 |
| 123456791X | **** | 20082009 |
| * 123456792X | **** | 20082010 |
| 123456793X | **** | 20072008 |
| * 123456794X | **** | 2007 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district should correct the Year Entered Ninth Grade, Graduation Requirements Determination and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

2R. Online Course Exempt must be D, T or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected. The second record would be rejected because the Online Course Exempt code is an invalid code. The third record would be rejected because the Online Course Exempt field is blank.

| District Number, Current Enrollment | Student Number Identifier, Florida | Online Course Exempt |
|--|---------------------------------------|-------------------------|
| 30 | 301234567X | D |
| * 30 | 301234568X | E |
| * 30 | 301234569X | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Online Course Exempt codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

30. Dropout Prevention: Possible Influences – Code A must be A or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Possible Influences |
|---------------------------------------|--|
| 012345676X | A |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

31. Dropout Prevention: Possible Influences – Code B must be B or Z. -record rejected-

EXAMPLE


The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Possible Influences |
|---------------------------------------|--|
| 012345676X | B |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

 32. If Diploma Type is W06, W07, W10, W27, WD1, WFT, WFW, WGA, WGD, WRW, WXL, WXT or WXW, Grade Level must be one of the grades 9-12. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not one of the grades 9-12 and Diploma Type is W06.

| Student Number Identifier, Florida | Grade Level | Diploma Type |
|---------------------------------------|----------------|-----------------|
| 012345678X | 12 | W06 |
| * 012345679X | 08 | W06 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Diploma Type or the Grade Level so that they are in the proper relationship and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

33. If Certificate of Completion, Type is W08, W8A, W09, or W8B, Grade Level must be one of the grades 9-12. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not one of the grades 9-12 and Certificate of Completion, Type is W09.

| Student Number Identifier, Florida | Grade Level | Certificate of Completion, Type |
|---|----------------|---------------------------------------|
| 012345678X | 12 | W08 |
| * 012345679X | 08 | W09 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Certificate of Completion, Type or the Grade Level so that they are in the proper relationship and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

34. Of the three data elements; Diploma Type, Certificate of Completion, Type, and Withdrawal Reason; one must be other than ZZZ, and only one may be other than ZZZ. This edit does not apply to records with School Number, Current Enrollment of 0600 in District Number, Current Enrollment of 71. record rejected

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because both a Diploma Type and a Certificate of Completion, Type were reported. The third record would be rejected because not one of Diploma Type, Certificate of Completion, Type, or Withdrawal Reason was submitted as other than ZZZ.

| Student Number Identifier, Florida | Diploma Type | Certificate of Completion, Type | Withdrawal Reason |
|---|-----------------|---------------------------------------|----------------------|
| 0123456789 | W06 | ZZZ | ZZZ |
| * 012345679X | W06 | W08 | ZZZ |
| * 0123456781 | ZZZ | ZZZ | ZZZ |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Diploma Type, Certificate of Completion, Type, or Withdrawal Reason and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

35. Dropout Prevention: Possible Influences – Code C must be C or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Possible Influences |
|---------------------------------------|--|
| 012345676X | C |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

37. Vocational, Single Parent and Single Pregnant Woman code must be S, W, B or Z. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Vocational, Single Parent and Single Pregnant Woman codes are invalid or blank.

| Student Number Identifier, Florida | Vocational, Single Parent and Single Pregnant Woman |
|---|--|
| * 012345677X | Y |
| * 012345678X | |
| 012345679X | Z |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Vocational, Single Parent and Single Pregnant Woman codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

38. The code for Career Pathways Student Participant must be Y or N. -record rejected-

EXAMPLE

Both records listed below would be rejected because the Career Pathways Student Participant codes are invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Career Pathways Student Participant |
|--|---|--------------------------|--|
| * 01 | 012345678X | 5 | S |
| * 01 | 019876545X | 5 | Z |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Career Pathways Student Participant codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

39. Dropout Prevention: Possible Influences – Code D must be D or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Possible Influences |
|---------------------------------------|--|
| 012345676X | D |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3A. Dropout Prevention: Possible Influences – Code E must be E or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Possible Influences |
|---------------------------------------|--|
| 012345676X | E |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3B. Dropout Prevention: Possible Influences – Code F must be F or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Possible Influences |
|---------------------------------------|--|
| 012345676X | F |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3C. If Diploma Type is W43, W45, W52, W54 or W55 Grade Level must be 30 or 31. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not 30 or 31 and Diploma Type is W43.

| Student Number Identifier, Florida | Grade Level | Diploma Type |
|---------------------------------------|----------------|-----------------|
| 012345678X | 31 | W45 |
| * 012345679X | 11 | W43 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Diploma Type or the Grade Level so that they are in the proper relationship and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3D. The Dropout Prevention Performance-Based Exit Option Test Results code must be P, F, or Z. If the Performance-Based Exit Option Test Results code is P, then Diploma Type must either be W10, WGD or WGA. If the Diploma Type code is W10, WGD or WGA then the Dropout Prevention Performance-Based Exit Option Test Results code must be P. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the valid relationship between the Dropout Prevention Performance-Based Exit Option Test Results and Diploma Type does not exist.

| Student Number Identifier, Florida | Dropout Prevention Performance - Based Exit Option Test Results | Diploma Type |
|---------------------------------------|--|-----------------|
| 123456789X | P | W10 |
| * 123456790X | F | WGD |
| *123456791X | P | W06 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct either the Dropout Prevention Performance-Based Exit Option Test Results code or the Diploma Type and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3E. Dropout Prevention: Possible Influences – Code G must be G or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention Possible Influences |
|---------------------------------------|---|
| 012345676X | G |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3F. If Withdrawal Reason is WPO, Grade Level must be 12. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the correct relationship does not exist between Withdrawal Reason and Grade Level.

| Student Number Identifier, Florida | Survey Period Code | Withdrawal Reason | Grade Level |
|---|--------------------------|----------------------|----------------|
| * 019876545X | 5 | WPO | 11 |
| 429876546X | 5 | WPO | 12 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the appropriate relationship exists between Withdrawal Reason and Grade Level and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3I. Grade Promotion Status: Good Cause Exemption must be 0 (zero), 1, 2, 3, 4, 5, 6 or 7. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Promotion Status: Good Cause Exemption is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Grade Level | Grade Promotion Status | Grade Promotion Status: Good Cause Exemption |
|--|---|----------------|------------------------------|--|
| 30 | 301234567X | 3 | A | 2 |
| * 30 | 301234568X | 3 | A | 8 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Grade Promotion Status: Good Cause Exemption and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3J. If Grade Promotion Status equals A and Grade Level equals 3, Grade Promotion Status: Good Cause Exemption must not be 0 (zero); If Grade Promotion Status: Good Cause Exemption is greater than 0, then Grade Level must equal 3 and Grade Promotion Status must equal A. –record rejected-

EXAMPLE

The first and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and third records would be rejected because the correct relationship between Grade Promotion Status, Grade Level and Grade Promotion Status: Good Cause Exemption does not exist.

| District Number, Current Enrollment | Student Number Identifier, Florida | Grade Level | Grade Promotion Status | Grade Promotion Status: Good Cause Exemption |
|--|---|----------------|------------------------------|--|
| 30 | 301234567X | 3 | A | 2 |
| * 30 | 301234568X | 3 | A | 0 |
| * 30 | 301234560X | 3 | R | 4 |
| 30 | 301234561X | 4 | A | 0 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the records so that the appropriate relationship exists between Grade Promotion Status, Grade Level and Grade Promotion Status: Good Cause Exemption and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3K. If Grade Level equals 12 and Grade Promotion Status equals P, either Diploma, Type or Certificate of Completion, Type must not equal ZZZ or Withdrawal Reason must equal WPO. –record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be loaded to the data base because the Withdrawal Reason is equal to WPO assuming no other reject rule would cause its rejection. The fourth record would be rejected because Diploma Type and Certificate of Completion, Type equal ZZZ.

| Student Number Identifier, Florida | Grade Promotion Status | Diploma Type | Certificate of Completion Type | Withdrawal Reason | Grade Level |
|---|------------------------------|-----------------|---|----------------------|----------------|
| 371234567X | P | W06 | ZZZ | ZZZ | 12 |
| 372234567X | R | ZZZ | ZZZ | ZZZ | 12 |
| 372234567X | P | ZZZ | ZZZ | WPO | 12 |
| * 373234567X | P | ZZZ | ZZZ | W01 | 12 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Diploma Type, Certificate of Completion, Type and/or Withdrawal Reason so that they correctly correspond to the Grade Level and Promotion Status code and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3L. If Grade Level equals PK-12 and Grade Promotion Status = R, N or Z, then Diploma Type and Certificate Type must equal ZZZ. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second and third records would be rejected because Diploma Type and Certificate Type do not correctly correspond to the Grade Promotion Status code.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Grade Promotion Status | Diploma Type | Certificate Type |
|--|---|--------------------------|------------------------------|-----------------|---------------------|
| 37 | 371234567X | 5 | N | ZZZ | ZZZ |
| * 37 | 372234567X | 5 | R | W07 | ZZZ |
| * 37 | 373234567X | 5 | Z | ZZZ | W09 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct either the Grade Promotion Status code, Diploma Type or Certificate Type and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3M. Dropout Prevention: Possible Influences – Code H must be H or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Possible Influences |
|---------------------------------------|--|
| 012345676X | H |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3N. Dropout Prevention: Possible Influences – Code I must be I or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Dropout Prevention: Possible Influences |
|---------------------------------------|--|
| 012345676X | I |
| 012345677X | Z |
| * 012345678X | |
| * 012345679X | S |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention: Possible Influences codes and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3P. If Grade Level = 2, 3, or 4, and if the student exists on the table of students who scored at Level 1 in Reading on the 3rd Grade FCAT (matched on District Number, Current Enrollment and Student Number Identifier, Florida), then Grade Promotion Status must = A, N, R, or Z. – reject rules -

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the student appears on the table of students who scored at Level 1 in Reading on the FCAT and the Grade Promotion Status is = P.

Student End of Year Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Grade Promotion Status |
|--|---|--------------------------|------------------------------|
| 36 | 123456780X | 5 | A |
| 36 | 423456780X | 5 | R |
| * 36 | 223456780X | 5 | P |

DISTRICT RESPONSIBILITY

The district must correct the Grade Promotion Status code on the Student End of Year Status record that is in error and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

**3Q. If Grade Level equals 30 or 31, then Grade Promotion Status must equal Z.
–record rejected–**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Grade Promotion Status does not equal Z.

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Grade Promotion Status | Grade Level |
|--|---|--------------------------|------------------------------|----------------|
| 37 | 371234567X | 5 | Z | 30 |
| 37 | 372234567X | 5 | Z | PK |
| * 37 | 373234567X | 5 | P | 31 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Grade Promotion Status code or Grade Level and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3R. There must be a valid association between the Grade Promotion Status listed below and the student's Grade Level.

Grade Promotion StatusGrade Levels

A----- >KG-11
D----- >12
P----- >PK-12
R----- >KG-12
N----- >KG-12
Z----- >PK-12, 30-31

-record rejected-

EXAMPLE

The records below without an asterisk would be loaded to the data base assuming no other reject rule would cause their rejection. The records below which are marked with an asterisk would be rejected because of the invalid association between the Grade Promotion Status of the student and Grade Level.

| Student Number Identifier, Florida | District, Number, Current Enrollment | School, Number, Current Enrollment | Grade Promotion Status | Grade Level |
|---|---|---|------------------------------|----------------|
| * 123456789X | 01 | 0021 | A | 12 |
| * 123456788X | 01 | 0021 | D | 10 |
| 123456786X | 01 | 0021 | D | 12 |
| 123456785X | 01 | 0021 | R | KG |
| * 123456785X | 01 | 0021 | R | PK |
| 123456784X | 01 | 0021 | Z | 31 |
| * 123456783X | 01 | 0021 | N | 30 |
| * 123456788X | 01 | 0021 | N | PK |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Promotion Status or the Grade Level so that there is a valid relationship between these two data elements and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

3S. For Grade Levels PK-12, if one of the elements Diploma Type or Certificate of Completion, Type is not equal to ZZZ, or if Withdrawal Reason is WPO, then Grade Promotion Status must be P. –record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Grade Promotion Status does not equal P.

| Student Number Identifier, Florida | Grade Promotion Status | Diploma Type | Certificate of Completion, Type | Withdrawal Reason | Grade Level |
|---|------------------------------|-----------------|---------------------------------------|----------------------|----------------|
| 371234567X | P | W06 | ZZZ | ZZZ | 12 |
| 373234567X | P | ZZZ | ZZZ | W01 | 09 |
| * 372234567X | R | ZZZ | W08 | ZZZ | 12 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Grade Promotion Status so that it correctly corresponds to the Certificate of Completion, Type, and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3T. If Withdrawal Reason is W05, Grade Level must not be PK-05. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the correct relationship does not exist between Withdrawal Reason and Grade Level.

| Student Number Identifier, Florida | Survey Period Code | Withdrawal Reason | Grade Level |
|---|--------------------------|----------------------|----------------|
| * 019876545X | 5 | W05 | 04 |
| 429876546X | 5 | W05 | 12 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the appropriate relationship exists between Withdrawal Reason and Grade Level and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3U. If Withdrawal Reason is W26, Grade Level must not be PK-5. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the correct relationship does not exist between Withdrawal Reason and Grade Level.

| Student Number Identifier, Florida | Survey Period Code | Withdrawal Reason | Grade Level |
|---|--------------------------|----------------------|----------------|
| * 019876545X | 5 | W26 | 04 |
| 429876546X | 5 | W26 | 12 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the appropriate relationship exists between Withdrawal Reason and Grade Level and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3V. If Grade Promotion Status = D, then Grade Level must equal 12 and Withdrawal Reason must be W01, W02 or W3A . –record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Grade Level does not equal 12. The fourth record would be rejected because Withdrawal Reason does not equal W01, W02 or W3A.

| Student Number Identifier, Florida | Grade Promotion Status | Withdrawal Reason | Grade Level |
|---------------------------------------|---------------------------|----------------------|----------------|
| 371234567X | D | W01 | 12 |
| 373234567X | D | W02 | 12 |
| *372234567X | D | W01 | 9 |
| *374234567X | D | ZZZ | 12 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Grade Level or the Withdrawal Reason so that it correctly corresponds to the Grade Promotion Status, and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3W. If Withdrawal Reason is W25, Grade Level must be PK or KG. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the correct relationship does not exist between Withdrawal Reason and Grade Level.

| Student Number Identifier, Florida | Survey Period Code | Withdrawal Reason | Grade Level |
|---|--------------------------|----------------------|----------------|
| * 019876545X | 5 | W25 | 04 |
| 429876546X | 5 | W25 | PK |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the appropriate relationship exists between Withdrawal Reason and Grade Level and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

3X. Diploma Designation must be S, M, B or Z. -record rejected-

EXAMPLE


The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the Diploma Designation is not a valid code.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Diploma Designation |
|--|--------------------------------------|---------------------------------------|------------------------|
| 01 | 0021 | 012345677X | S |
| 01 | 0021 | 012345678X | M |
| * 00 | 0021 | 012345679X | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Diploma Designation and resubmit the record.

STUDENT END OF YEAR STATUS – STATE VALIDATION

 41. Each Student End of Year Status record must have a matching Student Demographic record based on District Number, Current Enrollment; District Number, Current Instruction Service; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation-

EXAMPLE

The Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Student End of Year Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|--|---|--------------------------|----------------|
| 01 | 012345678X | 5 | **** |
| * 01 | 019876545X | 5 | **** |
| 01 | 429876546X | 5 | **** |

Student Demographic records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|--|---|--------------------------|----------------|
| 01 | 012345678X | 5 | **** |
| 01 | 429876546X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Student End of Year Status record or add a Student Demographic record to match the above key fields.

STUDENT END OF YEAR STATUS – STATE VALIDATION

42. If Grade Promotion Status: Good Cause Exemption equals 1, then there must be a matching Student Demographic record where Date Entered United States School is less than two years from the Withdrawal Date. The records should match based on District Number, Current Enrollment; Student Number, Identifier; Survey, and Year. -state validation-

EXAMPLE

The third record listed below would cause a message to be generated because the Grade Promotion Status: Good Cause Exemption is 1 and the difference between the Date Entered United States School and the student's current Withdrawal Date is more than two years.

Student End of Year Status

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Date | Grade Promotion Status: Good Cause Exemption |
|-------------------------------------|------------------------------------|-----------------|--|
| 30 | 301234567X | 05302006 | 1 |
| 30 | 301234568X | 05302006 | 1 |
| * 30 | 301234560X | 05302006 | 1 |

Student Demographic

| District Number, Current Enrollment | Student Number Identifier, Florida | School Year | Date Entered United States School |
|-------------------------------------|------------------------------------|-------------|-----------------------------------|
| 30 | 301234567X | 0506 | 01152006 |
| 30 | 301234568X | 0506 | 10152005 |
| * 30 | 301234560X | 0506 | 09262003 |

DISTRICT RESPONSIBILITY

The district must correct the Student End of Year Status record (Grade Promotion Status: Good Cause Exemption element) or the Student Demographic record (Date Entered United States School element) so the appropriate relationship exists.

STUDENT END OF YEAR STATUS – STATE VALIDATION

43. If Exceptionality, Primary is L and Exceptionality, Other is Z-filled, then the Grade Promotion Status must not be D. The records should match based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number, Identifier; Survey, and Year. -state validation-

EXAMPLE

The Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Promotion Status, Exceptionality, Primary and Exceptionality, Other.

Student End of Year Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Grade Promotion Status |
|--|---|--------------------------|------------------------------|
| 36 | 123456780X | 5 | D |
| 36 | 423456780X | 5 | D |
| * 36 | 223456780X | 5 | D |

Exceptional Student records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Exceptionality, Primary | Exceptionality, Other |
|--|---|--------------------------|----------------------------|--------------------------|
| 36 | 123456780X | 5 | L | GZZZZZZZZ |
| 36 | 423456780X | 5 | K | ZZZZZZZZ |
| 36 | 223456780X | 5 | L | ZZZZZZZZ |

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Grade Promotion Status, Exceptionality, Primary and Exceptionality, Other.

STUDENT END OF YEAR STATUS – STATE VALIDATION

44. If a Student End of Year Status record does not have a matching Exceptional Student record, based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year or if Exceptionality, Primary is L and Exceptionality, Other is Z-filled, then the Diploma Type must not be WFW, WRW or WXW.

–state validation–

EXAMPLE

The third Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Diploma Type; Exceptionality, Primary and Exceptionality, Other. The fourth Student End of Year Status record would cause a message to be generated because a matching Exceptional Student record does not exist.

Student End of Year Status records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year | Diploma Type |
|--|--|---|--------------------------|------|-----------------|
| 01 | 0011 | 123456789X | 5 | 0405 | WFW |
| 01 | 0011 | 234567891X | 5 | 0405 | WRW |
| * 01 | 0011 | 345678912X | 5 | 0405 | WRW |
| * 01 | 0011 | 456789123X | 5 | 0405 | WFW |

Exceptional Student records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year | Exceptionality, Primary | Exceptionality, Other |
|--|--|---|--------------------------|------|----------------------------|--------------------------|
| 01 | 0011 | 123456789X | 5 | 0405 | L | GZZZZZZZZ |
| 01 | 0011 | 234567891X | 5 | 0405 | K | OZZZZZZZZ |
| 01 | 0011 | 345678912X | 5 | 0405 | L | ZZZZZZZZ |

STUDENT END OF YEAR STATUS – STATE VALIDATION

DISTRICT RESPONSIBILITY

The district must correct the third Student End of Year Status record so that the appropriate relationship exists between Diploma Type; Exceptionality, Primary and Exceptionality, Other, and either delete the fourth Student End of Year Status record or add an Exceptional Student record to match the above key fields.

STUDENT END OF YEAR STATUS – STATE VALIDATION

45. If Grade Promotion Status: Good Cause Exemption equals 2; then there must be a matching Exceptional Student record where one of the two elements Exceptionality, Primary or Exceptionality, Other does not equal L or Z. The records should match based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number, Identifier; Survey, and Year. -state validation-

EXAMPLE

The third record listed below would cause a message to be generated because the correct relationship between Grade Promotion Status: Good Cause Exemption and Exceptionality, Primary or Exceptionality, Other does not exist.

Student End of Year Status

| District Number, Current Enrollment | Student Number Identifier, Florida | School Year | Grade Promotion Status: Good Cause Exemption |
|--|---|----------------|--|
| 30 | 301234567X | **** | 2 |
| 30 | 301234568X | **** | 2 |
| * 30 | 301234560X | **** | 2 |

Exceptional Student

| District Number, Current Enrollment | Student Number Identifier, Florida | Year | Exceptionality, Primary | Exceptionality, Other |
|--|---|------|----------------------------|--------------------------|
| 30 | 301234567X | **** | W | Z |
| 30 | 301234568X | **** | L | K |
| * 30 | 301234560X | **** | L | Z |

**** = Valid School year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the Student End of Year Status record or the Exceptional Student record so that the appropriate relationship exists between Grade Promotion Status: Good Cause Exemption and Exceptionality, Primary or Exceptionality, Other.

STUDENT END OF YEAR STATUS – STATE VALIDATION

46. If the Online Course Exempt code is D, then there must be a matching Exceptional Student record (based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year) with at least one Exceptionality, Primary or Exceptionality, Other code that is not L or Z. –state validation-

EXAMPLE

The first Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because the matching Exceptional Student record has only L and Z codes in Exceptionality, Primary and Exceptionality, Other. The second Student End of Year Status record would pass this edit. The third Student End of Year Status record would cause a message to be generated because a matching Exceptional Student record does not exist.

Student End of Year Status records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year | Online Course Exempt |
|--|--|---|--------------------------|------|----------------------------|
| * 01 | 0011 | 123456789X | 5 | 1213 | D |
| 01 | 0011 | 234567891X | 5 | 1213 | D |
| * 01 | 0011 | 345678912X | 5 | 1213 | D |

Exceptional Student records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year | Exceptionality, Primary | Exceptionality, Other |
|--|--|---|--------------------------|------|----------------------------|--------------------------|
| 01 | 0011 | 123456789X | 5 | 1213 | L | ZZZZZZZZZZ |
| 01 | 0011 | 234567891X | 5 | 1213 | K | OZZZZZZZZZ |

STUDENT END OF YEAR STATUS – STATE VALIDATION

DISTRICT RESPONSIBILITY

In the first example, the district must review the Online Course Exempt code on the Student End of Year Status record and the Exceptionality information on the Exceptional Student record, correct the one that is wrong and resubmit the record as a change to the data base. In the third example, the district must review the student's exceptional student education status and the Online Course Exempt code and correct the Online Course Exempt code if it is incorrect or submit the appropriate Exceptional Student record for the student.

STUDENT END OF YEAR STATUS – STATE VALIDATION

NEW EDIT FOR 2015-16:

➡ 47. If Year Entered Ninth Grade, Graduation Requirements Determination is 2014-2015 or later, then Graduation Option on the Student Demographic record may not equal 4. The records should match based on District Number, Current Enrollment; District Number, Current Instruction, Student Number, Identifier; Survey, and Year. -state validation-

EXAMPLE

The third record listed below would cause a message to be generated because the Year Entered Ninth Grade, Graduation Requirements Determination is 20142015 and the Graduation Option is 4.

Student End of Year Status

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year Entered Ninth Grade, Graduation Requirements Determination |
|-------------------------------------|------------------------------------|--------------------|---|
| 30 | 301234567X | 5 | 20142015 |
| 30 | 301234568X | 5 | 20132014 |
| * 30 | 301234560X | 5 | 20142015 |

Student Demographic

| District Number, Current Enrollment | District Number, Current Instruction | Student Number Identifier, Florida | Survey Period Code | Graduation Option |
|-------------------------------------|--------------------------------------|------------------------------------|--------------------|-------------------|
| 30 | 30 | 301234567X | 5 | 1 |
| 30 | 30 | 301234568X | 5 | 4 |
| * 30 | 30 | 301234560X | 5 | 4 |

DISTRICT RESPONSIBILITY

The district must correct the Student End of Year Status record (Year Entered Ninth Grade, Graduation Requirements Determination) or the Student Demographic record (Graduation Option) so the appropriate relationship exists.

STUDENT END OF YEAR STATUS – STATE VALIDATION

49. If Grade Promotion Status Good Cause Exemption equals 5, then there must either be a matching Federal/State Indicator record with Section 504 Eligible equal to “Y”, or there must be a matching Exceptional Student record with one of the two elements Exceptionality, Primary or Exceptionality, Other not equal to L or Z. The records should match based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number, Identifier; Survey, and Year. -state validation-

EXAMPLE

The second and fourth records listed below which are marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Promotion Status: Good Cause Exemption and the elements Section 504 Eligible; Exceptionality, Primary; and Exceptionality, Other. The Grade Promotion Status: Good Cause Exemption code for these two records is 5 but the proper corresponding codes are not found in any of the three elements listed above.

Student End of Year Status

| District Number, Current Enrollment | Student Number Identifier, Florida | School Year | Grade Promotion Status: Good Cause Exemption |
|--|---|----------------|--|
| 30 | 301234567X | **** | 5 |
| * 30 | 301234568X | **** | 5 |
| 30 | 301234560X | **** | 5 |
| * 30 | 301234571X | **** | 5 |

Federal/ State Indicator Status

| District Number, Current Enrollment | Student Number Identifier, Florida | Fiscal Year | Section 504 Eligible |
|--|---|----------------|----------------------------|
| 30 | 301234567X | **** | Y |
| * 30 | 301234568X | **** | Z |
| 30 | 301234560X | **** | Z |
| * 30 | 301234571X | **** | Z |

STUDENT END OF YEAR STATUS – STATE VALIDATION

Exceptional Student

| District Number, Current Enrollment | Student Number Identifier, Florida | Year | Exceptionality, Primary | Exceptionality, Other |
|--|---|------|----------------------------|--------------------------|
| 30 | 301234567X | **** | Z | Z |
| *30 | 301234568X | **** | Z | Z |
| 30 | 301234560X | **** | L | K |
| * 30 | 301234571X | **** | L | Z |

**** = Valid School year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the Student End of Year Status record (Grade Promotion Status: Good Cause Exemption element), the Federal/State Indicator Status record (Section 504 Indicator element) or the Exceptional Student record (Exceptionality, Primary or Exceptionality, Other elements) so that the appropriate relationship exists between Grade Promotion Status: Good Cause Exemption and one of these three elements.

STUDENT END OF YEAR STATUS – STATE VALIDATION

4A. If Additional School Year Student (on the Student Demographic Information record) = S or F, then Grade Promotion Status must be P, D, or N. (The Student Demographic Information record is found by matching on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year.) –state validation-

EXAMPLE

The second record listed below would not cause an edit error to be generated. The first record would cause a state validation edit error report because the correct relationship does not exist between Additional School Year Student and Grade Promotion Status.

Student End of Year Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year | Grade Promotion Status |
|-------------------------------------|------------------------------------|--------------------|-------------|------------------------|
| * 01 | 012345678X | 5 | **** | R |
| 01 | 429876546X | 5 | **** | D |

Student Demographic records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year | Additional School Year Student |
|-------------------------------------|------------------------------------|--------------------|-------------|--------------------------------|
| 01 | 012345678X | 5 | **** | S |
| 01 | 429876546X | 5 | **** | F |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should review the data and correct the record that is in error so that the appropriate relationship exists between Additional School Year Student and Grade Promotion Status.

STUDENT END OF YEAR STATUS – STATE VALIDATION

4B. If Withdrawal Reason = W25 then age must be less than 6 as of the Withdrawal Date.- Match to the Student Demographic Information record using District Number, Current Enrollment; Student Number Identifier, Florida; School Year and Survey Period obtain the student's Birthdate. -state validation-

EXAMPLE

The first record listed below would pass this edit. The second record would fail the edit because the Withdrawal Reason is W25 and the student's age is greater than six.

Student End of Year Status records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Withdrawal Reason |
|--|--|---|--------------------------|----------------------|
| 01 | 0011 | 123456789X | 5 | W25 |
| *01 | 0011 | 234567891X | 5 | W25 |

Student Demographic Information records

| District Number Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Birth Date |
|---|---|--------------------------|---------------|
| 01 | 123456789X | 5 | 10152003 |
| 01 | 234567891X | 5 | 02191999 |

DISTRICT RESPONSIBILITY

The district must review the Withdrawal Reason on the Student End of Year format and the Birth Date the Student Demographic Information record, correct the one that is wrong and resubmit the record as a change to the data base.

STUDENT END OF YEAR STATUS – STATE VALIDATION

4D. If Withdrawal Reason is W21 on the Student End of Year Status record, then there must be a matching Prior School Status/Student Attendance record with a Withdrawal Code, PK-12 of W21. The records should be matched on District Number, Current Enrollment; Student Number Identifier, Florida; School Year and Survey Period Code –state validation-

EXAMPLE

The first and third records listed below would meet criteria specified in the edit above. The second record would cause a message to be generated because the Withdrawal Reason is W21 but the Withdrawal Code, PK-12 does not equal W21.

Student End of Year Status

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Reason | Survey Period |
|--|---------------------------------------|----------------------|------------------|
| 36 | 12345678X | W21 | 5 |
| *36 | 22345678X | W21 | 5 |
| 36 | 47654321X | W21 | 5 |

Prior School Status/Student Attendance

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Code, PK-12 | Survey Period |
|--|---------------------------------------|------------------------------|------------------|
| 36 | 12345678X | W21 | 5 |
| *36 | 22345678X | W3A | 5 |
| 36 | 47654321X | W21 | 5 |

DISTRICT RESPONSIBILITY

The district should review the Withdrawal Reason code and the Withdrawal Code, PK-12 and correct the record that is in error.

STUDENT END OF YEAR STATUS – STATE VALIDATION

4G. If Diploma Type = W07 or W27, then Exceptionality, Primary on the Exceptional Student record must be C, G, H, J, K, O, P, S, V or W. The match between the Student End of Year Status record and the Exceptional Student record should use the following fields: District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year. –state validation-

EXAMPLE

The first set of records listed below would pass this edit. The second set of records would cause a message to be generated because Diploma Type and Exceptionality, Primary do not have the expected relationship.

| <i>Student End of Year Status</i> | | | <i>Exceptional Student</i> | |
|------------------------------------|------------------------------------|--------------|------------------------------------|-------------------------|
| District Number Current Enrollment | Student Number Identifier, Florida | Diploma Type | Student Number Identifier, Florida | Exceptionality, Primary |
| 11 | 123456789X | W07 | 123456789X | K |
| * 11 | 234567891X | W07 | 234567891X | L |

DISTRICT RESPONSIBILITY

The district should review the Diploma Type and the Exceptionality, Primary, and correct the record that is in error.

STUDENT END OF YEAR STATUS – EXCEPTION REPORT

50. If District Number, Current Enrollment is not 71 and Grade Level = 9-12, then Grade Point Average state, Cumulative must not equal 00000. -exception report-

EXAMPLE


The first record listed below would pass the edit. The second record would cause an exception report to be generated because the Grade Point Average State, Cumulative equals 00000.

| District Number, Current Enrollment | Student Number Identifier, Florida | Grade Level | Grade Point Average State, Cumulative |
|--|---------------------------------------|----------------|---|
| 16 | 123456789X | 10 | 27500 |
| * 16 | 234567891X | 11 | 00000 |

DISTRICT RESPONSIBILITY

The district should verify the Grade Level and the Grade Point Average State, Cumulative and correct if in error.

STUDENT END OF YEAR STATUS – EXCEPTION REPORT

 51. If Diploma Type = W06, W10, WD1, WFT, WFW, WGA, WGD, WRW, WXL, WXT, or WXW, then Exceptionality, Primary may not be O, P, or W. The match between the Student End of Year Status record and the Exceptional Student record should use the following fields: District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year -exception report-

EXAMPLE

The first set of records listed below would pass this edit. The second set of records would cause a message to be generated because Diploma Type and Exceptionality, Primary do not have the expected relationship.

| <i>Student End of Year Status</i> | | | <i>Exceptional Student</i> | |
|-------------------------------------|---------------------------------------|--------------|---------------------------------------|-------------------------|
| School Number Current Enrollment | Student Number Identifier, Florida | Diploma Type | Student Number Identifier, Florida | Exceptionality, Primary |
| 0011 | 123456789X | W06 | 123456789X | K |
| * 0011 | 234567891X | W06 | 234567891X | W |

DISTRICT RESPONSIBILITY

The district should verify the Diploma Type and the Exceptionality, Primary, and correct the record if in error.

STUDENT END OF YEAR STATUS – EXCEPTION REPORT

5A. If Withdrawal Reason is W21 on the Student End of Year Status record, then there must be a matching Student Discipline/Referral Action record with a Disciplinary/Referral Action code of E. The records should be matched on District Number, Current Enrollment; Student Number Identifier, Florida; School Year and Survey Period Code. –exception report-

EXAMPLE

The first and third records listed below would meet criteria specified in the edit above. The second record would cause a message to be generated because the Disciplinary/Referral Action Code is O and the Withdrawal Reason is W21.

Student End of Year Status

| District Number, Current Enrollment | Student Number Identifier, Florida | Withdrawal Reason | Survey Period |
|--|---------------------------------------|----------------------|------------------|
| 36 | 12345678X | W21 | 5 |
| *36 | 22345678X | W21 | 5 |
| 36 | 47654321X | W21 | 5 |

Student Discipline/Referral Action

| District Number, Current Enrollment | Student Number Identifier, Florida | Disciplinary/ Referral Action Code | Survey Period |
|--|---------------------------------------|--|------------------|
| 36 | 12345678X | E | 5 |
| *36 | 22345678X | O | 5 |
| 36 | 47654321X | E | 5 |

DISTRICT RESPONSIBILITY

The district should review the Withdrawal Reason code and the Disciplinary/Referral Action Code and correct one of the records if there is an error.

STUDENT END OF YEAR STATUS – EXCEPTION REPORT

60. If Dropout Prevention: Possible Influences is coded A-J on the Student End of Year Status record, then there must be a matching Prior School Status/Student Attendance record with Withdrawal Code, PK-12 of DNE, W05, W13, W15, W18, W21, W22 or W23. The records should match on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year. –exception report–

EXAMPLE

The third Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because the expected relationship does not exist between Dropout Prevention: Possible Influences and the Withdrawal Code, PK-12

Student End of Year Status records

| District Number, Current Enrollment | Student Number, Identifier, Florida | Survey Period Code | School Year | Dropout Prevention: Possible Influences |
|-------------------------------------|-------------------------------------|--------------------|-------------|---|
| 01 | 123456789X | 5 | 0910 | H |
| 01 | 234567891X | 5 | 0910 | C |
| * 01 | 345678912X | 5 | 0910 | A |

Prior School Status/Student Attendance records

| District Number, Current Enrollment | Student Number, Identifier, Florida | Survey Period Code | School Year | Withdrawal Code, PK-12 |
|-------------------------------------|-------------------------------------|--------------------|-------------|------------------------|
| 01 | 123456789X | 5 | 0910 | W05 |
| 01 | 234567891X | 5 | 0910 | W18 |
| 01 | 345678912X | 5 | 0910 | W01 |

DISTRICT RESPONSIBILITY

The district must review the Student End of Year Status information and Withdrawal Code, PK-12 on the Prior School Status/Student Attendance record and correct the information if it is in error.

STUDENT END OF YEAR STATUS – EXCEPTION REPORT

61. If the Dropout Prevention: Primary Reason for Dropping Out equals A-S on the Student End of Year Status record, then there must be a matching Prior School Status/Student Attendance record with Withdrawal Code, PK-12 of DNE, W05, W13, W15, W18, W21, W22 or W23. The records should match on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year. –exception report–

EXAMPLE

The third Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because the expected relationship does not exist between Dropout Prevention: Primary Reason for Dropping Out and the Withdrawal Code, PK-12.

Student End of Year Status records

| District Number, Current Enrollment | Student Number, Identifier, Florida | Survey Period Code | School Year | Dropout Prevention: Primary Reason For Dropping Out |
|-------------------------------------|-------------------------------------|--------------------|-------------|---|
| 01 | 123456789X | 5 | 0910 | H |
| 01 | 234567891X | 5 | 0910 | N |
| * 01 | 345678912X | 5 | 0910 | A |

Prior School Status/Student Attendance records

| District Number, Current Enrollment | Student Number, Identifier, Florida | Survey Period Code | School Year | Withdrawal Code, PK-12 |
|-------------------------------------|-------------------------------------|--------------------|-------------|------------------------|
| 01 | 123456789X | 5 | 0910 | W05 |
| 01 | 234567891X | 5 | 0910 | W18 |
| 01 | 345678912X | 5 | 0910 | W01 |

DISTRICT RESPONSIBILITY

The district must review the Student End of Year Status information and the Prior School Status/Student Attendance record so that the appropriate relationship exists between Dropout Prevention: Primary Reason for Dropping out and Withdrawal Code, PK-12.

STUDENT END OF YEAR STATUS – EXCEPTION REPORT

62. If the Dropout Prevention: Secondary Reason for Dropping Out equals A-S on the Student End of Year Status record, then there must be a matching Prior School Status/Student Attendance record with Withdrawal Code, PK-12 of DNE, W05, W13, W15, W18, W21, W22 or W23. The records should match on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year. – exception report–

EXAMPLE

The third Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because the expected relationship does not exist between Dropout Prevention: Secondary Reason for Dropping Out and the Withdrawal Code, PK-12

Student End of Year Status records

| District Number, Current Enrollment | Student Number, Identifier, Florida | Survey Period Code | School Year | Dropout Prevention: Secondary Reason For Dropping Out |
|-------------------------------------|-------------------------------------|--------------------|-------------|---|
| 01 | 123456789X | 5 | 0910 | H |
| 01 | 234567891X | 5 | 0910 | N |
| * 01 | 345678912X | 5 | 0910 | A |

Prior School Status/Student Attendance records

| District Number, Current Enrollment | Student Number, Identifier, Florida | Survey Period Code | School Year | Withdrawal Code, PK-12 |
|-------------------------------------|-------------------------------------|--------------------|-------------|------------------------|
| 01 | 123456789X | 5 | 0910 | W05 |
| 01 | 234567891X | 5 | 0910 | W18 |
| 01 | 345678912X | 5 | 0910 | W01 |

DISTRICT RESPONSIBILITY

The district must review the Student End of Year Status information and the matching Prior School Status/Student Attendance record and correct the information if it is in error.

STUDENT END OF YEAR STATUS – EXCEPTION REPORT

80. If District Number, Current Enrollment is not 71 and Grade Level = 9-12, then less than 20 percent of records should be reported with Grade Point Average State, Cumulative equal to 99999. – aggregate exception edit –

Note: An error message will be printed on the exception report for schools that fail the aggregate exception edit above.

EXAMPLE

School 0035 has submitted 100 Student End of Year Status records for students in Grade Levels 9-12. Of these, 25 records were reported with Grade Point Average State, Cumulative equal to 99999. This results in School 0035 failing the edit because 25 percent of the school's students were reported with 99999 as the Grade Point Average State, Cumulative.

An aggregate edit error message is generated for school 0035 on the exception report indicating that the school failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must verify Grade Point Average State, Cumulative on the Student End of Year Status records for this school and correct these fields if they are in error.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

- 1. District Number, Reporting District must be numeric, in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

If district 01 is submitting records, District Number, Reporting District must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Reporting District is 02 rather than 01 (the number of the district submitting the record). The fourth record would be rejected because the District Number, Reporting District is not in the valid range of numbers.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier |
|--|--|-------------------------|
| 01 | 0271 | A0000001 |
| 01 | 0271 | A0000002 |
| * 02 | 0271 | D0000003 |
| * 99 | 0271 | AA000004 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Reporting District and resubmit the records.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

- 2. School Number, Where Incident Occurred must be numeric in the range 0001 - 9899. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Where Incident Occurred is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Where Incident Occurred is not numeric.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier |
|--|--|-------------------------|
| 01 | 0271 | AA000001 |
| 01 | 0271 | BB000002 |
| * 01 | 9999 | CC000003 |
| * 01 | C901 | DD000004 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Where Incident Occurred and resubmit the records.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

3. School Number, Where Incident Occurred must exist on the Master School Identification File as a valid active school in the District Number, Reporting District. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Where Incident Occurred is not a valid active school number for this reporting district.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier |
|--|--|-------------------------|
| 01 | 0271 | 00000C61 |
| 01 | 0271 | 00000AA2 |
| * 01 | 0062 | 00000C24 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Where Incident Occurred and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

- 4. Survey Period Code must be 2, 3 or 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The survey period as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "2". All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Survey Period Code either on the records coming in or the transmission JCL and all records must be resubmitted.

- 5. School Year must be correct for the submission submitted by the District. -record rejected-**

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

The district must correct the School Year either on the records coming in or the transmission JCL and all records must be resubmitted.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

6. Incident, Identifier must be alphanumeric, may not be zero, and must not contain blanks. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Incident Identifier contains a blank.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier |
|--|--|-------------------------|
| 01 | 0271 | 00000062 |
| 01 | 0271 | 00000016 |
| * 01 | 0271 | 000 C013 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Incident, Identifier and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

7. Incident, Date must be numeric, must be a valid date, in the range of 07/01/** to 08/31/**** and not greater than the last day of the survey period. - record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Incident, Date is greater than the last day of the survey period. The third record would be rejected because Incident, Date is not a valid date.

| District Number, Reporting District | Survey Period code | School Number, where Incident Occurred | Incident, Identifier | Incident, Date |
|--|--------------------------|--|-------------------------|-------------------|
| 01 | 03 | 0271 | A0000001 | 0122**** |
| * 01 | 03 | 0271 | X0000002 | 0308**** |
| * 01 | 03 | 0271 | D0000003 | 0230**** |

**** = Valid year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Incident, Date and resubmit the records.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

8. Incident, Location must be 1, 2 or 3. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Incident, Location is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Location |
|--|--|-------------------------|-----------------------|
| 48 | 0931 | W0000001 | 1 |
| 48 | 0931 | A0000002 | 2 |
| * 48 | 0931 | S0000003 | 5 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Location and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

9. Incident, Type must be a valid code as listed in Appendix P of the DOE Information Data Base Requirements: Volume 1--Automated Student Information System Manual. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Incident, Type is not a valid code.

| District Number, Reporting District | School Number Where Incident Occurred | Incident , Identifier | Incident, Type | Incident, Date |
|---|---|--------------------------|-------------------|-------------------|
| 13 | 6071 | C0000001 | ALC | 1211**** |
| 13 | 6071 | A0000002 | ARS | 1005**** |
| * 13 | 6071 | S0000003 | FRM | 1024**** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

10. Incident, Involvement Type code must be S, N, B, U or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Involvement Type is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Involvement Type |
|--|--|-------------------------|----------------------------------|
| 01 | 0271 | H0000001 | S |
| 01 | 0271 | S0000002 | N |
| * 01 | 0271 | W0000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Involvement Type code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

11. Incident, Reported to Law Enforcement code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Reported to Law Enforcement code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Reported to Law Enforcement |
|--|--|-------------------------|--|
| 01 | 0271 | VT000001 | Y |
| 01 | 0271 | AR000002 | N |
| * 01 | 0271 | BE000003 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Reported to Law Enforcement code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

12. Incident, Gang-Related code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Gang-Related code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Gang- Related |
|--|--|-------------------------|-------------------------------|
| 01 | 0271 | AR000001 | Y |
| 01 | 0271 | FA000002 | N |
| * 01 | 0271 | SH000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Gang-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

13. Incident, Alcohol-Related code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Alcohol-Related code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Alcohol- Related |
|--|--|-------------------------|----------------------------------|
| 01 | 0271 | 00000AS1 | Y |
| 01 | 0271 | 00000FA2 | N |
| * 01 | 0271 | 00000WP3 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Alcohol-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

14. Incident, Drug-Related code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Drug-Related code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Drug- Related |
|--|--|-------------------------|-------------------------------|
| 01 | 0271 | 00000S61 | Y |
| 01 | 0271 | 0000SA42 | N |
| * 01 | 0271 | 00000BA3 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Drug-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

15. Incident, Hate Crime-Related code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Hate Crime-Related code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Hate Crime- Related |
|--|--|-------------------------|-------------------------------------|
| 01 | 0271 | DO000001 | Y |
| 01 | 0271 | SB000002 | N |
| * 01 | 0271 | WP000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Hate Crime-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

16. Incident, Weapon-Related code must be 1, 2, 3, 4, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Weapon-Related code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Weapon- Related |
|--|--|-------------------------|---------------------------------|
| 01 | 0271 | FA000001 | 2 |
| 01 | 0271 | DC000002 | N |
| * 01 | 0271 | DC000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Weapon-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

17. **Weapon, Description code must be F, H, K, M, O, R, U, or Z. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Weapon, Description code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Weapon, Description |
|--|--|-------------------------|------------------------|
| 01 | 0271 | 00000AR1 | F |
| 01 | 0271 | 00000BT2 | Z |
| * 01 | 0271 | 00000SB3 | G |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Weapon, Description code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

18. Incident, Context code must be 1, 2 or 3. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Context code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Context |
|--|--|-------------------------|----------------------|
| 01 | 0271 | VT000001 | 2 |
| 01 | 0271 | VA000002 | 1 |
| * 01 | 0271 | BE000003 | V |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Context code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

19. If Incident, Weapon-Related code is 1 or 2, then Weapon, Description code must be K, O, or U. If Incident, Weapon-Related Code is 3 or 4, then Weapon, Description code must be F, H, M, or R. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Weapon-Related code is 2 and Weapon, Description is not one of the codes K,O,or U.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Weapon- Related | Weapon, Description |
|--|---|-------------------------|---------------------------------|------------------------|
| 01 | 0271 | AS000001 | 1 | K |
| 01 | 0271 | DO000002 | 2 | K |
| * 01 | 0271 | SH000003 | 2 | F |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Weapon-Related code and Weapon, Description and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

1A. Incident, Hazing-Related code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Hazing-Related code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Hazing- Related |
|--|--|-------------------------|---------------------------------|
| 01 | 0271 | 00000AS1 | Y |
| 01 | 0271 | 00000FA2 | N |
| * 01 | 0271 | 00000WP3 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Hazing-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

1B. If Incident, Type code is HAZ, then Incident, Hazing-Related code must be Y. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is HAZ and Incident, Hazing-Related is not coded Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Alcohol- Related |
|--|---|-------------------------|-------------------|----------------------------------|
| 01 | 0271 | AS000001 | HAZ | Y |
| 01 | 0271 | DO000002 | HAZ | Y |
| * 01 | 0271 | SH000003 | HAZ | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Hazing-Related and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

1C. If Incident, Type code is equal to HOM, then Victims of Homicide code must not be all Zs. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Incident, Type is HOM and Victims of Homicide code is all Zs.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Victims of Homicide |
|--|---|-------------------------|-------------------|---------------------------|
| 01 | 0271 | AS000001 | HOM | EZZZ |
| * 01 | 0271 | SH000003 | HOM | ZZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Victims of Homicide code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

20. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the records must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

21. Each School Environmental Safety Incident Report record must be unique based on District Number, Reporting District; School Number, Where Incident Occurred; Survey Period Code; School Year; and Incident, Identifier. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, second, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fifth record would be rejected because it is a duplicate of the second record.

| District Number, Reporting District | School Number, Where Incident Occurred | Survey Period Code | School Year | Incident, Identifier |
|--|--|--------------------------|-------------|-------------------------|
| 29 | 2841 | 5 | **** | 00000001 |
| 29 | 2841 | 5 | **** | 00000002 |
| 29 | 2841 | 5 | **** | 00000003 |
| 29 | 2841 | 5 | **** | 00000004 |
| * 29 | 2841 | 5 | **** | 00000002 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the record that was accepted and loaded to the data base is the correct one, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must delete any invalid records, correct the rejected record if necessary, and resubmit the corrected record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

22. If Incident, Type code is WPO, then Weapon, Description code must be F, H, K, M, O, R, or U. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is WPO and Weapon, Description is not one of the codes F, H, K, M, O, R, or U.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Weapon, Description |
|--|---|-------------------------|-------------------|------------------------|
| 01 | 0271 | AS000001 | WPO | F |
| 01 | 0271 | DO000002 | BAT | Z |
| * 01 | 0271 | SH000003 | WPO | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Weapon, Description and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

23. If Incident, Type code is WPO, then Incident, Weapon-Related code must be 1, 2, 3 or 4. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is WPO and Incident, Weapon-Related is not coded 1, 2, 3 or 4.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Weapon- Related |
|--|---|-------------------------|-------------------|---------------------------------|
| 01 | 0271 | AS000001 | WPO | 2 |
| 01 | 0271 | DO000002 | WPO | 1 |
| * 01 | 0271 | SH000003 | WPO | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Weapon-Related and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

24. If Incident, Type code is ALC, then Incident, Alcohol-Related code must be Y. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is ALC and Incident, Alcohol-Related is not coded Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Alcohol- Related |
|--|---|-------------------------|-------------------|----------------------------------|
| 01 | 0271 | AS000001 | ALC | Y |
| 01 | 0271 | DO000002 | ALC | Y |
| * 01 | 0271 | SH000003 | ALC | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Alcohol-Related and resubmit the record.

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SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

25. If Incident, Type code is equal to DRD or DRU, then Incident, Drug-Related code must be Y. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is DRG and Incident, Drug-Related is not coded Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Drug- Related |
|--|---|-------------------------|-------------------|-------------------------------|
| 01 | 0271 | AS000001 | DRD | Y |
| 01 | 0271 | DO000002 | DRU | Y |
| * 01 | 0271 | SH000003 | DRU | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Drug-Related and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

26. If Weapon, Description code is K, O, or U, then Incident, Weapon-Related code must be 1 or 2. If Weapon, Description code is F, H, M, or R, then Incident, Weapon-Related code must be 3 or 4. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Weapon Description code is R but the Incident, Weapon-Related code is not 3 or 4.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Weapon- Related | Weapon Description |
|--|--|-------------------------|---------------------------------|-----------------------|
| 01 | 0271 | AS000001 | 1 | O |
| 01 | 0271 | DO000002 | 1 | K |
| * 01 | 0271 | SH000003 | 2 | R |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Weapon-Related code and Weapon, Description and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

27. Drug Description code must be M, N, O or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Drug Description code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Drug, Description |
|--|--|-------------------------|----------------------|
| 01 | 0271 | 00000AR1 | M |
| 01 | 0271 | 00000BT2 | Z |
| * 01 | 0271 | 00000SB3 | G |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Drug Description code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

28. If Incident, Type is BAT or SXB, then Incident, Injury-Related must equal A or B. –record rejected-

EXAMPLE

The first record listed below would meet the criteria specified in the edit above. The second record would be rejected because Incident, Injury-Related is not A or B.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Type | Incident, Injury-Related |
|--|--|-------------------|-----------------------------|
| 01 | 0271 | BAT | A |
| * 01 | 0271 | BAT | Z |

DISTRICT RESPONSIBILITY

If the district wishes this record to be loaded to the data base, the district must correct the Incident, Type or the Incident, Injury-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

29. If Drug Description code is M, N or O, then Incident, Drug-Related code must be Y. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Drug Description code is M but the Incident, Drug-Related code is not Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Drug- Related | Drug, Description |
|--|---|-------------------------|-------------------------------|----------------------|
| 01 | 0271 | AS000001 | Y | M |
| 01 | 0271 | DO000002 | Y | O |
| * 01 | 0271 | SH000003 | N | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Drug-Related code and Drug Description and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

30. If Incident, Type code is DRD or DRU, then Drug Description code must be M, N or O. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is DRU and the Drug Description code is not M or O.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Drug Description |
|--|---|-------------------------|-------------------|---------------------|
| 01 | 0271 | AS000001 | DRU | M |
| 01 | 0271 | DO000002 | DRD | O |
| * 01 | 0271 | SH000003 | DRU | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Drug Description and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

31. Incident, Bullying-Related code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Bullying-Related code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Bullying- Related |
|--|--|-------------------------|-----------------------------------|
| 01 | 0271 | AR000001 | Y |
| 01 | 0271 | FA000002 | N |
| * 01 | 0271 | SH000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Bullying-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

32. Victims of Homicide code must be E, F, O, S, or Z. -record rejected-

Note: Four possible codes may be selected. If less than four codes are selected, Z-fill the remaining fields. Each code must be unique other than Z.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Victims of Homicide code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Victims of Homicide |
|--|--|-------------------------|---------------------------|
| 01 | 0271 | 00000AS1 | EFOS |
| 01 | 0271 | 00000FA2 | EFZZ |
| * 01 | 0271 | 00000WP3 | RZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Victims of Homicide code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

33. If Incident, Drug-Related code is Y, then Drug Description code must be M, N or O. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Drug-Related code is Y and the Drug Description code is Z.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Drug- Related | Drug, Description |
|--|---|-------------------------|-------------------------------|----------------------|
| 01 | 0271 | AS000001 | Y | M |
| 01 | 0271 | DO000002 | Y | O |
| * 01 | 0271 | SH000003 | Y | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Drug-Related code and Drug Description and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

34. Weapon, Discharged code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Weapon, Discharged code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Weapon, Discharged |
|--|--|-------------------------|-----------------------|
| 01 | 0271 | 00000AS1 | Y |
| 01 | 0271 | 00000FA2 | N |
| * 01 | 0271 | 00000WP3 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Weapon, Discharged code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

35. If Weapon, Description code is F, H, M, or R, then Weapon, Discharged code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Weapon, Description code is H and Weapon, Discharged is not one of the codes Y or N.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Weapon, Description | Weapon, Discharged |
|--|---|-------------------------|------------------------|-----------------------|
| 01 | 0271 | AS000001 | F | Y |
| 01 | 0271 | DO000002 | F | N |
| * 01 | 0271 | SH000003 | H | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Weapon, Description code and Weapon, Discharged code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

36. Incident, Injury-Related code must be A, B or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Injury-Related code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Injury- Related |
|--|--|-------------------------|---------------------------------|
| 01 | 0271 | 00000AS1 | A |
| 01 | 0271 | 00000FA2 | B |
| * 01 | 0271 | 00000WP3 | F |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Injury-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

37. If Incident, Type code is equal to HOM, then Incident, Injury-Related code must be A . -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Incident, Type is HOM and Incident, Injury-Related is not code A.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Injury- Related |
|--|---|-------------------------|-------------------|---------------------------------|
| 01 | 0271 | AS000001 | HOM | A |
| * 01 | 0271 | SH000003 | HOM | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Injury-Related and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

38. Incident, Basis - Religion code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis - Religion code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Basis- Religion |
|--|--|-------------------------|---------------------------------|
| 01 | 0271 | AR000001 | Y |
| 01 | 0271 | FA000002 | N |
| * 01 | 0271 | SH000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Basis-Religion code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

39. If Incident, Type code is equal to BUL, then Incident, Bullying-Related code must be Y. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is BUL and Incident, Bullying-Related is not coded Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Bullying- Related |
|--|---|-------------------------|-------------------|-----------------------------------|
| 01 | 0271 | AS000001 | BUL | Y |
| 01 | 0271 | DO000002 | BUL | Y |
| * 01 | 0271 | SH000003 | BUL | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Bullying-Related and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

- 40. Incident, Basis – Sexual Orientation code must be Y, N or Z.**
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis – Sexual Orientation code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Basis- Sexual Orientation |
|--|--|-------------------------|--|
| 01 | 0271 | AR000001 | Y |
| 01 | 0271 | FA000002 | N |
| * 01 | 0271 | SH000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Basis-Sexual Orientation code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

41. If Incident, Type is BUL, HAR, SXH, TRE, UBL, UHR or if Incident, Bullying-Related is Y, then Incident, Basis – Religion must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis – Religion is not Y or N.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Basis, Religion |
|--|---|-------------------------|-------------------|---------------------------------|
| 01 | 0271 | AS000001 | BUL | Y |
| 01 | 0271 | DO000002 | HAR | N |
| * 01 | 0271 | SH000003 | SXH | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Incident, Type code and Incident, Basis – Religion code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

42. If Incident, Weapon-Related is 1, 2, 3 or 4, then Incident, Reported to Law Enforcement must equal Y. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Incident, Reported to Law Enforcement code is not Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Weapon- Related | Incident, Reported to Law Enforcement |
|--|--|---------------------------------|--|
| 01 | 0271 | 1 | Y |
| * 01 | 0271 | 2 | N |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Reported to Law Enforcement code or the Incident, Weapon-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

43. Incident, Basis - Disability code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis - Disability code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Basis- Disability |
|--|--|-------------------------|-----------------------------------|
| 01 | 0271 | AR000001 | Y |
| 01 | 0271 | FA000002 | N |
| * 01 | 0271 | SH000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Basis-Disability code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

44. Incident, Basis - Race code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis - Race code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Basis- Race |
|--|--|-------------------------|-----------------------------|
| 01 | 0271 | AR000001 | Y |
| 01 | 0271 | FA000002 | N |
| * 01 | 0271 | SH000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Basis-Race code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

45. Incident, Basis - Sex code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis - Sex code is not a valid code.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Basis- Sex |
|--|--|-------------------------|----------------------------|
| 01 | 0271 | AR000001 | Y |
| 01 | 0271 | FA000002 | N |
| * 01 | 0271 | SH000003 | M |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Basis-Sex code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

46. If Incident, Type is BUL, HAR, SXH, TRE, UBL, UHR or if Incident, Bullying-Related is Y, then Incident, Basis – Disability must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis – Disability is not Y or N.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Basis- Disability |
|--|---|-------------------------|-------------------|-----------------------------------|
| 01 | 0271 | AS000001 | BUL | Y |
| 01 | 0271 | DO000002 | HAR | N |
| * 01 | 0271 | SH000003 | SXH | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Incident, Type code and Incident, Basis – Disability code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

47. If Incident, Type is BUL, HAR, SXH, TRE, UBL, UHR or if Incident, Bullying-Related is Y, then Incident, Basis – Race must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis – Race is not Y or N.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Types | Incident, Basis–Race |
|--|---|-------------------------|--------------------|-------------------------|
| 01 | 0271 | AS000001 | BUL | Y |
| 01 | 0271 | DO000002 | HAR | N |
| * 01 | 0271 | SH000003 | SXH | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Incident, Type code and Incident, Basis – Race code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

48. If Incident, Type is BUL, TRE, UBL, UHR or Incident, Bullying-Related is Y, then Incident, Basis – Sex must be Y or N. If Incident, Type is HAR, then Incident, Basis – Sex must be N. If Incident, Type is SXH, then Incident, Basis – Sex must be Y. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis – Sex is not Y or N.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Types | Incident, Basis–Sex |
|--|---|-------------------------|--------------------|------------------------|
| 01 | 0271 | AS000001 | BUL | Y |
| 01 | 0271 | DO000002 | HAR | N |
| * 01 | 0271 | SH000003 | TRE | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Incident, Type code and Incident, Basis – Sex code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

49. If Incident, Type is UBL or UHR then Incident, Alcohol-Related code must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Alcohol-Related code is not Z for an Incident Type of UBL.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Alcohol- Related |
|--|--|-------------------------|-------------------|----------------------------------|
| 01 | 0271 | AR000001 | UBL | Z |
| 01 | 0271 | FA000002 | UHR | Z |
| * 01 | 0271 | SH000003 | UBL | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Alcohol-Related code or the Incident Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

50. If Incident, Type is UBL or UHR then Incident, Bullying-Related code must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Bullying-Related code is not Z for an Incident, Type of UBL.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Bullying- Related |
|--|--|-------------------------|-------------------|-----------------------------------|
| 01 | 0271 | AR000001 | UBL | Z |
| 01 | 0271 | FA000002 | UHR | Z |
| * 01 | 0271 | SH000003 | UBL | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Bullying-Related code or the Incident, Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

51. If Incident, Type is UBL or UHR then Incident, Drug-Related code must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Drug-Related code is not Z for an Incident, Type of UBL.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Drug- Related |
|--|--|-------------------------|-------------------|-------------------------------|
| 01 | 0271 | AR000001 | UBL | Z |
| 01 | 0271 | FA000002 | UHR | Z |
| * 01 | 0271 | SH000003 | UBL | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Drug-Related code or the Incident, Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

52. If Incident, Type is UBL or UHR then Incident, Gang-Related code must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Gang-Related code is not Z for an Incident, Type of UBL.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Gang- Related |
|--|--|-------------------------|-------------------|-------------------------------|
| 01 | 0271 | AR000001 | UBL | Z |
| 01 | 0271 | FA000002 | UHR | Z |
| * 01 | 0271 | SH000003 | UBL | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Gang-Related code or the Incident, Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

53. If Incident, Type is UBL or UHR then Incident, Hate Crime-Related code must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Hate Crime-Related code is not Z for an Incident, Type code of UBL.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Hate Crime- Related |
|--|--|-------------------------|-------------------|-------------------------------------|
| 01 | 0271 | AR000001 | UBL | Z |
| 01 | 0271 | FA000002 | UHR | Z |
| * 01 | 0271 | SH000003 | UBL | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Hate Crime-Related code or Incident, Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

54. If Incident, Type is UBL or UHR then Incident, Injury-Related code must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Injury-Related code is not Z for an Incident, Type code of UBL.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Injury- Related |
|--|--|-------------------------|-------------------|---------------------------------|
| 01 | 0271 | AR000001 | UBL | Z |
| 01 | 0271 | FA000002 | UHR | Z |
| * 01 | 0271 | SH000003 | UBL | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Injury-Related code or the Incident, Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

55. If Incident, Type is UBL or UHR then Incident, Involvement Type code must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Involvement Type code is not Z for an Incident, Type of UBL.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Involvement Type |
|--|--|-------------------------|-------------------|----------------------------------|
| 01 | 0271 | AR000001 | UBL | Z |
| 01 | 0271 | FA000002 | UHR | Z |
| * 01 | 0271 | SH000003 | UBL | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Involvement Type code or the Incident, Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

56. If Incident, Type is UBL or UHR then Incident, Weapon-Related code must be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Weapon-Related code is not Z for an Incident, Type of UBL.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Weapon- Related |
|--|--|-------------------------|-------------------|---------------------------------|
| 01 | 0271 | AR000001 | UBL | Z |
| 01 | 0271 | FA000002 | UHR | Z |
| * 01 | 0271 | SH000003 | UBL | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Weapon-Related code or Incident, Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES



57. If Incident, Type is BAT, HOM, KID, SXB, or WPO then Incident, Reported to Law Enforcement must equal Y. –record rejected–

EXAMPLE

The first record listed below would meet the criteria specified in the edit above. The second record would be rejected because Incident, Reported to Law Enforcement code is not Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Type | Incident, Reported to Law Enforcement |
|--|--|-------------------|--|
| 01 | 0271 | BAT | Y |
| * 01 | 0271 | HOM | N |

DISTRICT RESPONSIBILITY

The district should verify the Incident, Reported to Law Enforcement or the Incident, Type code and correct if in error.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

58. If Incident, Type is BUL, HAR, SXH, TRE, UBL, UHR or Incident, Bullying-Related is Y, then Incident, Basis – Sexual Orientation must be Y or N.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Basis – Sexual Orientation is not Y or N.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident Basis - Sexual Orientation |
|--|---|-------------------------|-------------------|---|
| 01 | 0271 | AS000001 | BUL | Y |
| 01 | 0271 | DO000002 | HAR | N |
| * 01 | 0271 | SH000003 | TRE | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Incident, Type code and Incident, Basis – Sexual Orientation code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

59. If Incident, Type code is HAZ, then School Number, Where Incident Occurred must exist on the Master School Identification File with a Grade Code of 10, 13, 14, 17-29, 35, 37, 39, 40, 44, 45, 47, 48, 52-57, 59-64, 66-88, 100-103, or 105-111. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is HAZ and Grade Code on the Master School Identification File is not in the acceptable range.

School Environmental Safety Incident Report

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type |
|--|---|-------------------------|-------------------|
| 01 | 0271 | AS000001 | HAZ |
| 01 | 0221 | DO000002 | HAZ |
| * 01 | 0602 | SH000003 | HAZ |

Master School Identification

| District Number | School Number | Grade Code |
|--------------------|------------------|---------------|
| 01 | 0271 | 28 |
| 01 | 0221 | 14 |
| * 01 | 0602 | 06 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Grade Code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – VALIDATION EDITS

60. For each School Environmental Safety Incident Report (SESIR) record with an Incident, Involvement Type of S or B there must be at least one matching Student Discipline/Resultant Action (SDRA) record with a matching Incident Identifier and Incident Date. The match should be done using District Number, Reporting District on the SESIR format matched to District Number, Current Enrollment on the SDRA format and the following elements: School Number, Where Incident Occurred; Survey Period Code and School Year. -state validation

EXAMPLE

The School Environmental Safety Incident Report record listed below which is marked with an asterisk would fail the edit above because it does not have a matching Student Discipline Resultant Action record.

School Environmental Safety Incident Report records

| District Number, Reporting District | Incident, Involvement Type | Incident, Identifier | Incident, Date |
|--|----------------------------------|-------------------------|-------------------|
| 01 | S | C0000001 | 1211**** |
| 01 | S | A0000002 | 1106**** |
| * 01 | S | S0000003 | 1022**** |

Student Discipline Resultant Action records

| District Number, Current/ Enrollment | Student Number Identifier, Florida | Incident, Identifier | Incident, Date |
|---|---|-------------------------|-------------------|
| 01 | 019876544X | C0000001 | 1211**** |
| 01 | 019876545X | A0000002 | 1106**** |
| 01 | 019876546X | S0000002 | 1020**** |

**** = Valid fiscal year for data submission.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – VALIDATION EDITS

DISTRICT RESPONSIBILITY

If the School Environmental Safety Incident Report record is valid, the district must submit the matching Student Discipline/Resultant Action record. If the School Environmental Safety Incident Report record is invalid, the district must correct the invalid elements or delete the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – VALIDATION EDITS

61. If the Student, Use of Drugs code on the matching Student Discipline /Resultant Action (SDRA) format is Y, then the Drug Description code must be M, N or O. The records match is done using the District Number, Current Enrollment on the SDRA format matched to the District Number, Reporting District on the SESIR format; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format along with matching School Year, Survey Period Code and Incident, Identifier. –state validation-

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Drug Description code is incorrect for the Student, Use of Drugs code reported.

Student Discipline/Resultant Action records

| District Number, Current Enrollment | School Number, Where Discipline/ Resultant Action Occurred | Student Number Identifier, Florida | Incident, Identifier | Student, Use of Drugs |
|-------------------------------------|--|------------------------------------|----------------------|-----------------------|
| 36 | 0021 | 12345678X | 00000001 | Y |
| *36 | 0021 | 22345678X | 00000002 | Y |
| 36 | 0021 | 47654321X | 00000003 | Y |

School Environmental Safety Incident Report (SESIR) records

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Drug Description |
|-------------------------------------|--|----------------------|------------------|
| 36 | 0021 | 00000001 | M |
| *36 | 0021 | 00000002 | Z |
| 36 | 0021 | 00000003 | M |

DISTRICT RESPONSIBILITY

The district should verify the Student, Use of Drugs code and the Drug Description code and correct the code that is in error.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – VALIDATION EDITS

62. If there is a matching Disciplinary/Resultant Action record, then the Disciplinary/Resultant Action Code on the matching record must not equal C. The match should be based on District Number, Current Enrollment on the Student Discipline/Resultant Action (SDRA) format matched to the District Number, Reporting District on the School Environmental Safety Incident Report (SESIR) format; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format along with matching School Year, Survey Period Code and Incident, Identifier. –state validation -

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the matching Student Discipline/Resultant Action record has a Disciplinary/Resultant Action Code of C.

School Environmental Safety Incident Report (SESIR) records

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier |
|--|--|-------------------------|
| 36 | 0031 | 00000001 |
| * 36 | 0031 | 00000002 |
| 36 | 0031 | 00000003 |

Student Discipline/Resultant Action Format records

| District Number, Current Enrollment | School Number, Where Discipline/ Resultant Action Occurred | Student Number Identifier, Florida | Incident, Identifier | Disciplinary/ Referral Action Code |
|--|---|---|-------------------------|---|
| 36 | 0031 | 12345678X | 00000001 | O |
| * 36 | 0031 | 22345678X | 00000002 | C |
| 36 | 0031 | 47654321X | 00000003 | P |

DISTRICT RESPONSIBILITY

The district must correct the Disciplinary/Resultant Action Code on the Student Discipline/Resultant Action record or delete the School Environmental Safety Incident Report record if it was submitted in error.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – VALIDATION EDITS

63 If Student, Weapon Use on the Student Discipline/Resultant Action (SDRA) format is N, then Incident, Weapon-Related on the School Environmental Safety Incident Report (SESIR) may be 1, 2, 3, 4, N or Z. If Student, Weapon Use on the SDRA is Y, then Incident, Weapon-Related code on the SESIR record must equal 1, 2, 3 or 4.

The records should match on District Number, Current Enrollment on the Student Discipline/Resultant Action record and District Number, Reporting District on the School Environmental Safety Incident Report record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation–

EXAMPLE

The first two records below would pass the edit above. The third record below would fail the edit because Student, Weapon Use is coded Y and the matching School Environmental Safety Incident Report record Incident, Weapon-Related code is N.

School Environmental Safety Incident Report records

| District Number, Current Enrollment | School Number Where Incident Occurred | Incident, Identifier | Incident, Date | Incident, Weapon- Related |
|--|--|-------------------------|-------------------|---------------------------------|
| 01 | 0021 | 0121 | 1211**** | 1 |
| 01 | 0021 | 0121 | 1106**** | 2 |
| *01 | 0021 | 0121 | 1022**** | N |

Student Discipline/Resultant Action records

| District Number, Current Enrollment | School Number Where Discipline/ Resultant Action Occurred | Incident, Identifier | Incident, Date | Student Weapon, Use |
|--|--|-------------------------|-------------------|---------------------------|
| 01 | 0021 | 0121 | 1211**** | N |
| 01 | 0021 | 0121 | 1106**** | Y |
| * 01 | 0021 | 0121 | 1022**** | Y |

**** represents a valid year for the data.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – VALIDATION EDITS

DISTRICT RESPONSIBILITY

The district must review the Student, Weapon Use and Incident, Weapon-Related codes and correct the one that is in error by submitting a change to the incorrect record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – VALIDATION EDITS

64. If the School Environmental Safety Incident Report (SESIR) record has an Incident, Involvement Type of N or U, then there must not be a matching Student Discipline/Resultant Action (SDRA) record. The match should be done using District Number, Reporting District on the SESIR format matched to District Number, Current Enrollment on the SDRA format; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format; Survey Period Code; School Year and Incident Identifier. -state validation-

EXAMPLE

The first School Environmental Safety Incident Report record listed below which is marked with an asterisk would fail the edit above because it has a matching Student Discipline/Resultant Action record. The second record would pass the edit because there is no matching Student Discipline/Resultant Action record.

School Environmental Safety Incident Report records

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Involvement Type | Incident, Identifier | Incident, Date | Survey Period Code |
|-------------------------------------|--|----------------------------|----------------------|----------------|--------------------|
| *01 | 0021 | N | C0000001 | 1211**** | 5 |
| 01 | 0021 | N | S0000003 | 1022**** | 5 |

Student Discipline/Resultant Action record

| District Number, Current Enrollment | School Number, Where Discipline/Resultant Action Occurred | Student Number Identifier, Florida | Incident, Identifier | Incident, Date | Survey Period Code |
|-------------------------------------|---|------------------------------------|----------------------|----------------|--------------------|
| 01 | 0021 | 019876544X | C0000001 | 1211**** | 5 |

**** = Valid year for data submission.

DISTRICT RESPONSIBILITY

The district must review the first School Environmental Safety Incident Report record and either correct the Incident, Involvement Type or delete the matching Student Discipline/Resultant Action record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – AGGREGATE VALIDATION EDITS

**80. For each active school on the Master School Identification (MSID) file for the district, if the MSID School Type = 02 – 04 the number of School Environmental Safety Incident Report (SESIR) records must be greater than zero.
–aggregate validation edit–**

Note: An error message will be printed on the validation report for schools that do not meet the aggregate validation edit above.

EXAMPLE

School 0035 is a grade 9-12 school with a School Type of 03 (Senior High) on the MSID file. There are no SESIR records for this school on the Student Database SESIR table.

An aggregate edit error message is generated for school 0035 on the validation report indicating that the school failed this aggregate validation edit.

DISTRICT RESPONSIBILITY

The district must submit School Environmental Safety Incident Report records for this school.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT –EXCEPTION REPORTS

90. If Incident, Type = WPO and if a matching Student Discipline/Resultant Action record exists, then one of the Disciplinary/Resultant Action codes on the Student Discipline/Resultant Action (SDRA) format must be E, F, P, H or U. The match should be done using District Number, Reporting District on the School Environmental Safety Incident Report (SESIR) format matched to District Number, Current Enrollment on the SDRA format; School Number, Where Incident Occurred on the SESIR matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format; along with School Year; Survey Period; Incident, Identifier and Incident, Date. –exception report-

EXAMPLE

The School Environmental Safety Incident Report record listed below which is marked with an asterisk would cause an error message to be generated because the Discipline/Resultant Action code does not equal E, F, P, H or U.

School Environmental Safety Incident Report records

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Date |
|-------------------------------------|--|----------------------|----------------|----------------|
| 01 | 0021 | C0000001 | WPO | 12062004 |
| 01 | 0021 | A0000002 | VAN | 11142004 |
| * 01 | 0021 | S0000003 | WPO | 11082004 |

Student Discipline/Resultant Action Records

| District Number, Instruction/ Enrollment | School Number, Where Discipline/ Resultant Action Occurred | Discipline/ Resultant Action Code | Incident, Identifier | Incident, Date |
|--|--|-----------------------------------|----------------------|----------------|
| 01 | 0021 | E | C0000001 | 12062004 |
| 01 | 0021 | I | A0000002 | 11142004 |
| 01 | 0021 | O | S0000003 | 11082004 |

DISTRICT RESPONSIBILITY

The district should verify the Incident, Type on the SESIR record and Disciplinary/Resultant Action code on the Student Discipline/Referral Action format and correct the codes if they are in error.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT –EXCEPTION REPORTS

91. For each school (School Number, Where Incident Occurred) on the School Environmental Safety Incident Report (SESIR) table, the number of SESIR records with Incident, Involvement Type = U (Unknown) must be 10 percent or less of the total SESIR records for the school. –exception report-

Note: The following information will be listed on the exception report for schools that do not meet the exception edit above:

- District Number, Reporting District
- School Number, Where Incident Occurred
- Total number of SESIR records
- Number of records with Incident, Involvement Type = U
- Percent of records with Incident, Involvement Type = U.

EXAMPLE

School 0021 has 56 total SESIR records. Fourteen (25 percent) of these records have an Involvement Type of U (Unknown). An error message is generated for School 0021 on the exception report indicating that the school failed this exception edit.

DISTRICT RESPONSIBILITY

The district must review the records to determine whether code U was used appropriately. The must correct the Involvement, Type on the School Environmental Safety Incident Report records that are in error. If no records are in error, no action is necessary.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT –EXCEPTION REPORTS

 92. If Incident, Type is BRK, DOC, DRD, DRU, or ROB, then Incident, Reported to Law Enforcement must equal Y. –exception report-

EXAMPLE

The first record listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because Incident, Reported to Law Enforcement code is not Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Type | Incident, Reported to Law Enforcement |
|--|--|-------------------|--|
| 01 | 0271 | BRK | Y |
| * 01 | 0271 | DRU | N |

DISTRICT RESPONSIBILITY

The district should verify the Incident, Reported to Law Enforcement or the Incident, Type code and correct if in error.

STUDENT TRANSPORTATION – REJECT RULES

- 1. District Number, Current Instruction/Service must be numerical and in the range 01-67. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

| District Number, Current Instruction/Service | Student Number Identifier, Florida |
|---|---------------------------------------|
| 01 | 012345677X |
| 01 | 012345678X |
| * 00 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

- 2. District Number, Current Instruction/Service must be correct for the district submitting the data. -record rejected-**

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

| District Number, Current Instruction/Service | Student Number Identifier, Florida |
|---|---------------------------------------|
| 01 | 012345677X |
| 01 | 012345678X |
| * 02 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on the Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Instruction/Service | Student Number Identifier, Florida |
|---|---------------------------------------|
| 01 | 1234567891 |
| 01 | 123456789X |
| * 01 | 123456789C |
| * 01 | 123456789 |
| * 01 | 0023456791 |
| * 01 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT TRANSPORTATION – REJECT RULES

- 4. Survey Period Code must be 1, 2, 3, or 4 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in the statements for tape transmission is identified as Survey Period Code "2" and records are coded with Survey Period Code "3". All updates, adds, or deletes with this inconsistency are rejected.

DISTRICT RESPONSIBILITY

Correct the Survey Period Code either on the records coming in or the transmission JCL and resubmit all of the records.

STUDENT TRANSPORTATION – REJECT RULES

5. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code are rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be applied to the data base, the district must correct the Transaction Code and resubmit the records.

STUDENT TRANSPORTATION – REJECT RULES

- 6. Fiscal Year must be correct for the submission specified by the district.**
-record rejected-

EXAMPLE

The Fiscal Year as specified in the Transmission JCL or in the statements for tape transmission is identified as the valid year for data submission but records being submitted have the previous Fiscal Year coded. All updates adds or deletes that have this inconsistency are rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year and resubmit the records.

STUDENT TRANSPORTATION – REJECT RULES

7. Days in Term (for FTE Purposes) must be numeric, greater than zero and less than 100. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Days in Term (for FTE Purposes) is not numeric or contains blanks.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Days in Term (for FTE Purposes) |
|---|---|--------------------------|--|
| 01 | 012345678X | 2 | 090 |
| * 01 | 012345679X | 2 | A90 |
| * 01 | 012344567X | 3 | 90 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Days in Term (for FTE Purposes) and resubmit the records.

STUDENT TRANSPORTATION – REJECT RULES

8. Year-Round/Extended School Year FTE Indicator must be A or Z -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Year-Round Extended School Year FTE Indicator code is not valid on this format.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Year-Round/ Extended School Year FTE Indicator |
|---|---|--------------------------|---|
| 01 | 012345679X | 2 | A |
| 01 | 012345677X | 2 | Z |
| * 01 | 012345676X | 2 | B |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Year-Round/Extended School Year FTE Indicator code and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

9. Bus Number must not contain all spaces (blanks). -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the number contains all blanks.

| District Number, Current Instruction /Services | Student Number Identifier, Florida | Bus Number |
|--|---------------------------------------|---------------|
| 01 | 012345677X | 123456789 |
| 01 | 012345678X | 1234567ABC |
| * 01 | 012345679X | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Bus Number and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

10. Bus Route Number must not contain all spaces (blanks). -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Bus Route Number contains all blanks.

| District Number, Current Instruction/ Services | Student Number Identifier, Florida | Bus Route Number |
|---|---|------------------------|
| 01 | 123456789X | 12345678 |
| 01 | 012345678X | 65432ABC |
| *01 | 012345677X | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Bus Route Number and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

11. Vehicle Category must be B, E, P, or G. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Vehicle Category code is not valid.

| District Number, Current Instruction/ Services | Student Number Identifier, Florida | Vehicle Category |
|--|---------------------------------------|---------------------|
| 01 | 123456789X | B |
| 01 | 012345678X | G |
| *01 | 123445678X | H |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Vehicle Category code and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

12. Transportation Membership Category must be F, G, L, M, or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Transportation Membership Category code is not valid.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Transportation Membership Category |
|---|---------------------------------------|--|
| 01 | 012345678X | L |
| 01 | 123456789X | M |
| * 01 | 123456788X | D |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transportation Membership Category code and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

13. Each Student Transportation record must be unique based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code, Fiscal Year and Year-Round/Extended School Year FTE Indicator. - first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; Fiscal Year and Year-Round/Extended Year FTE Indicator) of the first and fourth records, respectively.

| District Number Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Fiscal Year | Year-Round/ Extended School Year FTE Indicator |
|--|---|--------------------------|----------------|---|
| 01 | 012345677X | 2 | **** | A |
| * 01 | 012345677X | 2 | **** | A |
| 01 | 012345678X | 2 | **** | A |
| 01 | 012345654X | 2 | **** | A |
| * 01 | 012345654X | 2 | **** | A |

****= Valid fiscal year for data transmission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

STUDENT TRANSPORTATION – REJECT RULES

14. If Vehicle Category equals B, then Bus Number must not be all Zs. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Bus Number contains all Zs.

| District Number, Current Instruction/ Services | Vehicle Category | Bus Number |
|--|---------------------|---------------------------|
| 01 | B | 12345678 |
| 01 | B | 65432ABC |
| * 01 | B | <u>ZZZZZZZZZZZZZZZZZZ</u> |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Bus Number and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

15. If Vehicle Category equals B, then Bus Route Number must not be all Zs.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Bus Route Number contains all Zs.

| District Number, Current Instruction/ Services | Vehicle Category | Bus Route Number |
|--|---------------------|---------------------|
| 01 | B | 12345678 |
| 01 | B | 65432ABC |
| * 01 | B | ZZZZZZZZZZZZZZZZ |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Bus Route Number and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

16. District Number, Current Enrollment must be numeric and in the range 01-69. -record rejected-

EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | District Number Current Instruction/ Service | Student Number Identifier, Florida |
|--|--|---------------------------------------|
| 01 | 01 | 012345677X |
| 01 | 42 | 012345678X |
| * 00 | 01 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

17. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121 @xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the records.

STUDENT TRANSPORTATION – REJECT RULES

19. If Transportation Membership Category is G then Hazardous Walking Code must not be 000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because of the invalid association between Transportation Membership Category and Hazardous Walking Code.

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Transportation Membership Category | Hazardous Walking Code |
|---|---|--|------------------------------|
| 01 | 012345677X | G | 123456 |
| * 01 | 012345676X | G | 000000 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transportation Membership Category code or Hazardous Walking Code and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

20. The Hazardous Walking Code must match a record number on the Florida Department of Education School Transportation Management automated system for the District Number, Current Instruction/Service or it must be 000000. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Hazardous Walking code does not match a code on the Florida Department of Education School Transportation Management automated system for the district.

| District Number, Current Instruction /Service | Student Number Identifier, Florida | Hazardous Walking Code |
|---|---------------------------------------|------------------------------|
| 01 | 012345677X | 000260 |
| 01 | 012345678X | 000000 |
| * 01 | 012345679X | 123456 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Hazardous Walking Code and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

 21. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:


- FL 012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

STUDENT TRANSPORTATION – STATE VALIDATION

50. Each Student Transportation record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. -state validation.

 Note: Students transported and reported by one district (District Number, Current Instruction/Service) but officially enrolled in another district (District Number, Current Enrollment), should have a matching Student Demographic Information record sent by the district in which the student is officially enrolled, not by the district providing the transportation. For a list of Student Transportation records that do not have a matching Student Demographic Information record, refer to district-level transportation report F71026.

EXAMPLE

The Student Transportation record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Student Transportation records

| District Number Current Instruction/ Service | District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year |
|--|--|---|--------------------------|----------------|
| * 01 | 01 | 012345678X | 2 | **** |
| 01 | 01 | 019876545X | 2 | **** |
| 01 | 42 | 429876546X | 2 | **** |

Student Demographic Information records

| District Number, Current Instruction/ Service | District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year |
|---|--|---|--------------------------|----------------|
| 01 | 01 | 019876545X | 2 | **** |
| 42 | 42 | 429876546X | 2 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

STUDENT TRANSPORTATION – STATE VALIDATION

The district must delete the Student Transportation record or add a Student Demographic record to match the key fields on the Student Transportation record.

STUDENT TRANSPORTATION – STATE VALIDATION

51. If Transportation Membership Category = L, then there must be a matching Exceptional Student record based on District Number, Current Enrollment; Student Number Identifier, Florida; Year and Survey Period Code. –state validation–

Note: Students reported under Transportation Membership Category “M” can be Exceptional or non-Exceptional. Those exceptional students reported with code “M” must have a matching Exceptional Student record based on District Number, Current Enrollment; Student Number Identifier, Florida; Year and Survey Period Code.

EXAMPLE

An error message would be generated for the Student Transportation record marked with an asterisk below because there is no matching Exceptional Student record.

Student Transportation records

| District Number, Enrollment | Student Number Florida | Transportation Membership Category |
|-----------------------------------|------------------------------|--|
| 01 | 012345678X | L |
| * 01 | 012345670X | L |

Exceptional Student records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--|---|
| 01 | 0021 | 012345678X |
| 01 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

The district must correct the Transportation Membership Category code on the Student Transportation record or submit a matching Exceptional Student record.

STUDENT TRANSPORTATION – STATE VALIDATION

52. If Transportation Membership Category = L or M, then Grade Level on the matching Student Demographic Information record must be PK-12. The match should be made using the following elements: District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year. –state validation–

EXAMPLE

An error message would be generated for the Student Transportation record marked with an asterisk below because Grade Level on the Student Demographic record is not PK-12.

Student Transportation records

| District Number, Current Enrollment | Student Number Identifier, Florida | Transportation Membership Category |
|--|---|--|
| 01 | 012345678X | L |
| * 01 | 012345679X | M |

Student Demographic Information records

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Grade Level |
|--|--|---|----------------|
| 01 | 0021 | 012345678X | PK |
| 01 | 0021 | 012345679X | 30 |

DISTRICT RESPONSIBILITY

The district must correct the Transportation Membership Category code on the Student Transportation record or the Grade Level on the Student Demographic Information record.

STUDENT TRANSPORTATION – STATE VALIDATION

53. If Grade Level on the Demographic Information record is 07-12 then the Hazardous Walking Code must be 000000. The match is done using the following elements: District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. –state validation-

EXAMPLE

An error message would be generated for the Student Transportation record with the asterisk because of the invalid association between Hazardous Walking Code and Grade Level.

Student Transportation records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year | Hazardous Walking Code |
|-------------------------------------|------------------------------------|--------------------|-------------|------------------------|
| 01 | 012345677X | 2 | 0708 | 000000 |
| * 01 | 012345676X | 2 | 0708 | 123456 |

Student Demographic Information records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Fiscal Year | Grade Level |
|-------------------------------------|------------------------------------|--------------------|-------------|-------------|
| 01 | 012345677X | 2 | 0708 | 07 |
| 01 | 012345676X | 2 | 0708 | 08 |

DISTRICT RESPONSIBILITY

The district must review the records and correct the Hazardous Walking Code on the Student Transportation record or the Grade Level on the Student Demographic Information record.

STUDENT TRANSPORTATION – STATE VALIDATION

90. The number of students for each school bus must be greater than 5. – aggregate exception edit –

Note: The following information will be listed on the exception report for buses that do not meet the aggregate exception edit above:

- District Number, Current Instruction/Service
- Bus Number
- Total Student Count

EXAMPLE

Bus 1992ABC has only 4 students on the Transportation table. The figure is less than 5 students. An aggregate edit error message is generated for Bus 1992ABC on the exception report indicating that the bus failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must verify the data for Bus Number 1992ABC on the Student Transportation records and correct this field if it is in error on one or more records.

TEACHER COURSE - REJECT RULES

1. **District Number, Current Instruction/Service must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The record indicated with the asterisk would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number |
|---|---|---------------------------|
| 01 | 0021 | 012345677 |
| 01 | 0021 | 012345678 |
| * 02 | 0021 | 012345679 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

TEACHER COURSE - REJECT RULES

2. School Number, Current Instruction/Service must be numeric in the range 0001 to 9899 (excluding 9001), 9996 or it must be C901 to C928, U970 to U980, P001-P999 or N999. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the School Number, Current Instruction/Service is not within the specified range.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Security Number |
|--|--|--------------------------|----------------|--------------------|
| * 31 | 0000 | 2 | **** | 123456789 |
| * 31 | C801 | 2 | **** | 123456790 |
| 31 | 0021 | 2 | **** | 123456791 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

TEACHER COURSE - REJECT RULES

- 3. Survey Period Code must be 1, 2, 3, or 4 and it must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in the statements for tape transmission is identified as Survey Period Code "2" and records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code and resubmit the records.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Fiscal Year as specified in the Transmission JCL or in the statements for tape transmission is identified as the valid year for data submission but records being submitted have the previous Fiscal Year coded. All updates adds or deletes that have this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year and resubmit the records.

TEACHER COURSE - REJECT RULES

5. Course Number must not contain blanks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected since the Course Number contains blanks.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Course Number |
|--|--|--------------------------|----------------|------------------|
| 01 | 0401 | 2 | **** | 1002360 |
| * 01 | 0401 | 2 | **** | 100237 |
| * 01 | 0401 | 2 | **** | 100 31 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the record.

TEACHER COURSE - REJECT RULES

6. Section Number must not be all blanks. Allowable characters are 0-9, A-Z, space, hyphen (-), dollar sign (\$), pound sign (#), ampersand (&), percent (%), forward slash (/) and colon. -record rejected-

EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Section Number contains all blanks.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Course Number | Section Number |
|--|--|------------------|-------------------|
| 01 | 0201 | 1002360 | 1 |
| * 01 | 0201 | 1002360 | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Section Number and resubmit the records.

TEACHER COURSE - REJECT RULES

7. **Period Number must be numeric and greater than or equal to zero. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the period number contains blanks or alphabetic characters.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Course Number | Section Number | Period Number |
|--|--|------------------|-------------------|------------------|
| 01 | 0321 | 1002360 | 00100 | 0000 |
| * 01 | 0321 | 1002360 | 00200 | E801 |
| * 01 | 0321 | 1002360 | 00300 | 02 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Period Number and resubmit the records.

TEACHER COURSE - REJECT RULES

8. **Florida Educators Certificate Number must be numeric with no embedded blanks. -record rejected-**

EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Florida Educators Certificate Number contains blanks.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Florida Educators Certificate Number |
|--|--|--------------------------|---|
| 59 | 0421 | 2 | 0000291125 |
| * 59 | 0421 | 2 | |
| * 59 | 0421 | 2 | 291125 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Florida Educators Certificate Number and resubmit the records.

TEACHER COURSE - REJECT RULES

9. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

TEACHER COURSE - REJECT RULES

10. Each record must be unique based on the following keys: District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the key items District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number duplicate the key items in the first record.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Section Number | Period Number | Social Security Number |
|--|--|--------------------------|----------------|------|------------------|-------------------|------------------|------------------------------|
| 59 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 0505 | 123456789 |
| 59 | 0421 | 2 | **** | 1 | 1206310 | 00100 | 0606 | 123456790 |
| 59 | 0421 | 2 | **** | 1 | 1205540 | 00200 | 0404 | 123456791 |
| * 59 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 0505 | 123456789 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the key items: District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number and resubmit the record.

TEACHER COURSE - REJECT RULES

11. Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-

EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected. The second record would be rejected because the Social Security Number is not numeric. The third record would be rejected because the Social Security Number is not left justified. The fourth record would be rejected because the Social Security Number contains a blank.


| District Number, Current Instruction/Service | Florida Educators Certificate Number | Social Security Number |
|---|--|---------------------------|
| 01 | 0000291125 | 123456789 |
| * 01 | 0000291126 | ZZZZZZZZZ |
| * 01 | 0000291128 | 123456790 |
| * 01 | 0000291129 | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Number and resubmit the records.

TEACHER COURSE - REJECT RULES

NEW EDIT FOR 2015-16:

 12. If School Number, Current Instruction/Service = 7001, the Florida Educators Certificate Number must be a regular number assigned by the Certification Section of the Florida Department of Education in the following ranges: 0000000001 - 0000999998 and 0001000000 -0009999999, and may not contain blanks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected since the Florida Educators Certificate Number is all zeros and not within the range of valid numbers. The third record would reject because the Florida Educators Certification Number contains blanks.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Florida Educators Certificate Number |
|--|--|--------------------------|----------------|---|
| 01 | 0401 | 2 | **** | 0004567890 |
| * 01 | 0401 | 2 | **** | 0000000000 |
| * 01 | 0401 | 2 | **** | |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Florida Educators Certificate Number and resubmit the record.

TEACHER COURSE - REJECT RULES

 13. For all numeric courses in Survey Periods 2, 3 and 4, if the Course Number Highly Qualified Teacher Indicator on the Course Code Directory = N, then Highly Qualified Teacher Status code must be Z.

For all numeric courses in Survey Period 1, if the Course Number Highly Qualified Teacher Indicator on the Course Code Directory = N in the current year or prior year, then Highly Qualified Teacher Status code must be Z.

-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Highly Qualified Teacher Status code is Z and Course Number is included in those requiring a code other than Z.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Social Security Number | Highly Qualified Teacher Status | Course Number |
|--|--|------------------------------|--|------------------|
| 01 | 0321 | 123456781 | Z | 0500970 |
| 01 | 0321 | 123456782 | Z | 0200310 |
| * 01 | 0321 | 123456783 | Z | 1205040 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Highly Qualified Teacher Status code or the Course Number and resubmit the record.

TEACHER COURSE - REJECT RULES

14. If Survey Period Code is 1-4, the Term/Survey Indicator must be Y or N.
-record rejected-

EXAMPLE

The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y or N.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Term/ Survey Indicator | Social Security Number |
|--|--|--------------------------|----------------|------|------------------------------|------------------------------|
| 59 | 0421 | 2 | **** | 1 | Y | 123456789 |
| 59 | 0421 | 2 | **** | 1 | Y | 123456790 |
| 59 | 0421 | 2 | **** | 1 | Y | 123456791 |
| * 59 | 0421 | 2 | **** | 2 | Z | 123456792 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Term/Survey Indicator or the Survey Period code and resubmit the record.

TEACHER COURSE - REJECT RULES

15. If Survey Period Code is 1-4 and Term is 3, the Term/Survey Indicator must be Y. -record rejected-

EXAMPLE

The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Term/ Survey Indicator | Social Security Number |
|--|--|--------------------------|----------------|------|------------------------------|------------------------------|
| 59 | 0421 | 2 | **** | 3 | Y | 123456789 |
| 59 | 0421 | 2 | **** | 3 | Y | 123456790 |
| 59 | 0421 | 2 | **** | 3 | Y | 123456791 |
| * 59 | 0421 | 2 | **** | 3 | N | 123456792 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Term/Survey Indicator or the Term and resubmit the record.

TEACHER COURSE - REJECT RULES

16. If Survey Period Code is 2 and Term is 1, the Term/Survey Indicator must be Y. -record rejected-

EXAMPLE

The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Term/ Survey Indicator | Social Security Number |
|--|--|--------------------------|----------------|------|------------------------------|------------------------------|
| 59 | 0421 | 2 | **** | 1 | Y | 123456789 |
| 59 | 0421 | 2 | **** | 1 | Y | 123456790 |
| 59 | 0421 | 2 | **** | 1 | Y | 123456791 |
| * 59 | 0421 | 2 | **** | 1 | N | 123456792 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Survey Period Code, Term, or Term/Survey Indicator and resubmit the record.

TEACHER COURSE - REJECT RULES

17. If Survey Period Code is 3 and Term is 2, the Term/Survey Indicator must be Y. -record rejected-

EXAMPLE

The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Term/ Survey Indicator | Social Security Number |
|--|--|--------------------------|----------------|------|------------------------------|------------------------------|
| 59 | 0421 | 3 | **** | 2 | Y | 123456789 |
| 59 | 0421 | 3 | **** | 2 | Y | 123456790 |
| 59 | 0421 | 3 | **** | 2 | Y | 123456791 |
| * 59 | 0421 | 3 | **** | 2 | N | 123456792 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Survey Period Code, Term, or Term/Survey Indicator and resubmit the record.

TEACHER COURSE - REJECT RULES

18. If Course Number is 5100580 or 5100590, then Certification/Licensure/Qualification Status code must be V. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Certification/Licensure/Qualification Status code is not valid for the course number.

| District Number, Current Instruction Service | School Number, Current Instruction Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/ Licensure/ Qualification Status |
|--|--|--------------------------|----------------|------------------|------------------------------|---|
| 01 | 0071 | 2 | **** | 5100580 | 123456789 | V |
| * 01 | 0071 | 2 | **** | 5100580 | 123456790 | O |
| * 01 | 0071 | 2 | **** | 5100580 | 123456791 | I |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Certification/Licensure/Qualification Status codes or the Course Numbers and resubmit the records.

TEACHER COURSE - REJECT RULES

19. If Course Number does not equal 5100580 or 5100590, then Certification/Licensure/Qualification Status code must not be V. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Certification/Licensure/Qualification Status code is not valid for the course.

| District Number, Current Instruction Service | School Number, Current Instruction Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/ Licensure/ Qualification Status |
|--|--|--------------------------|----------------|------------------|------------------------------|---|
| 31 | 0021 | 2 | **** | 1200300 | 123456789 | I |
| 31 | 0021 | 2 | **** | 1200300 | 123456790 | O |
| * 31 | 0021 | 2 | **** | 1200300 | 123456791 | V |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Certification/Licensure/Qualification Status code or the Course Number and resubmit the record.

TEACHER COURSE - REJECT RULES

20. Facility Type code must be in the range 00 to 20. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Facility Type code is not within the specified range of 00 to 20.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Social Security Number | Facility Type |
|--|--|------------------------------|------------------|
| 01 | 0321 | 123456781 | 00 |
| * 01 | 0321 | 123456782 | 99 |
| * 01 | 0321 | 123456783 | 21 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Facility Type code and resubmit the record.

TEACHER COURSE - REJECT RULES

21. For Survey Periods 1-4, Days in Term (for FTE purposes) must be numeric, greater than zero and less than 300. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and fourth records would be rejected because the Days in Term (for FTE Purposes) is not numeric or contains blanks.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Social Security Number | Survey Period Code | Days in Term (for FTE Purposes) |
|--|--|------------------------------|--------------------------|--|
| 01 | 0201 | 123456789 | 2 | 090 |
| * 01 | 0201 | 234567891 | 2 | A90 |
| * 01 | 0201 | 345678912 | 2 | 90 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Days in Term (for FTE Purposes) and resubmit the records.

TEACHER COURSE - REJECT RULES

23. Certification/Licensure/Qualification Status code must be A, B, H, I, O, M, S, N or V. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Certification/Licensure/Qualification Status code is not valid.

| District Number, Current Instruction Service | School Number, Current Instruction Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/ Licensure/ Qualification Status |
|--|--|--------------------------|----------------|------------------|------------------------------|---|
| 31 | 0021 | 2 | **** | 1200300 | 123456789 | I |
| 31 | 0021 | 2 | **** | 1200300 | 123456790 | O |
| * 31 | 0021 | 2 | **** | 1200300 | 123456791 | Z |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Certification/Licensure/Qualification Status code and resubmit the record.

TEACHER COURSE - REJECT RULES

25. If Survey Period Code is 1, 2, 3 or 4, then Highly Qualified Teacher Status must be A, B, C, D, E, G, H, Y or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Highly Qualified Teacher Status code is not valid.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Social Security Number | Highly Qualified Teacher Status | Survey Period Code |
|--|--|------------------------------|--|--------------------------|
| 01 | 0321 | 123456781 | Y | 2 |
| 01 | 0321 | 123456782 | D | 2 |
| * 01 | 0321 | 123456783 | | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Highly Qualified Teacher Status and resubmit the record.

TEACHER COURSE - REJECT RULES

26. If Survey Period Code is 2 or 3, then the first five positions and positions 7-16 of Classroom Identification (FISH) Number must be numeric. Positions 17-21 may be alpha or numeric. If position 6 is O, positions 17-21 may be symbols. If Survey Period Code is 1 or 4, then each position of the Classroom Identification (FISH) Number must contain one of the following: blank (space), Z or zero. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because positions 7-11 of the Classroom Identification (FISH) Number are alphabetic instead of numeric.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Classroom Identification (FISH) Number | Survey Period Code |
|--|--|---|--------------------------|
| 01 | 0321 | 00256A0123400456ABCDE | 2 |
| 01 | 0321 | 00015O0000014444412ABC | 2 |
| * 01 | 0321 | 12365ABCD RF98745HMM21 | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

TEACHER COURSE - REJECT RULES

27. If Survey Period Code is 2 or 3, then position 6 of the Classroom Identification (FISH) Number must be A, B, C, F, O or S. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because position 6 of the Classroom Identification (FISH) Number is not valid.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Classroom Identification (FISH) Number | Survey Period Code |
|--|--|---|--------------------------|
| 01 | 0321 | 00256A0123400456ABCDE | 2 |
| 01 | 0321 | 00015O0000014444412ABC | 2 |
| * 01 | 0321 | 41236Z8524698745HMM21 | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

TEACHER COURSE - REJECT RULES

28. If Survey Period Code is 2 or 3, then Scheduling Method must be A, B, C, G, I, M, S or W. If Survey Period Code is 1 or 4, then Scheduling Method must be Z.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Scheduling Method codes are invalid.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Course Number | Section Number | Period Number | Scheduling Method | Survey Period Code |
|--|--|------------------|-------------------|------------------|----------------------|--------------------------|
| 01 | 0321 | 1002360 | 00100 | 0000 | A | 2 |
| * 01 | 0321 | 1002360 | 00200 | 1111 | D | 2 |
| * 01 | 0321 | 1002360 | 00300 | 1002 | R | 2 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Scheduling Method and resubmit the records.

TEACHER COURSE - REJECT RULES

29. If Survey Period Code is 2 or 3 and if position 6 of the Classroom Identification (FISH) Number is O, then Facility Type must not be 00. Survey Period Code is 2 or 3 and if position 6 of the Classroom Identification (FISH) number is C, then Facility Type must be 19. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because position 6 of the Classroom Identification (FISH) Number is O therefore Facility Type must not be 00. The third record would be rejected because position 6 of the Classroom Identification (FISH) Number is C and Facility Type is not 19.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Facility Type | Classroom Identification (FISH) Number |
|--|--|------------------|---|
| 01 | 0321 | 00 | 00256A0123400456ABCDE |
| * 01 | 0321 | 00 | 00256O0123400456ABCDE |
| * 01 | 0321 | 10 | 00256C0123400456ABCDE |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Classroom Identification (FISH) Number or the Facility Type code and resubmit the record.

TEACHER COURSE - REJECT RULES

2A. If Survey Period is 2 or 3, and If position 6 of the Classroom Identification (FISH) Number is A, B, C, F, or S the number must be a valid FISH number on the FLDOE FISH database. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Classroom Identification (FISH) Number is not a valid FISH number and position 6 is not O.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Classroom Identification (FISH) Number | Survey Period Code |
|--|--|---|--------------------------|
| 01 | 0321 | 00256A01234004561234 | 2 |
| 01 | 0321 | 00015B0000144444123AB | 2 |
| * 01 | 0321 | 44444C4444444444444444 | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

TEACHER COURSE - REJECT RULES

 30. For all numeric courses in Survey Periods 2, 3 and 4, if the Course Number Highly Qualified Teacher Indicator on the Course Code Directory = Y, then Highly Qualified Teacher Status code cannot be Z.

For all numeric courses in Survey Period 1 if the Course Number Highly Qualified Teacher Indicator on the Course Code Directory = Y in the current year or prior year, then Highly Qualified Teacher Status code cannot be Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Highly Qualified Teacher Status code is Z and the Course Number Highly Qualified Teacher Indicator on the Course Code Directory = Y.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Social Security Number | Highly Qualified Teacher Status | Course Number |
|--|--|------------------------------|--|------------------|
| 01 | 0321 | 123456781 | Y | 1205040 |
| 01 | 0321 | 123456782 | A | 2003010 |
| * 01 | 0321 | 123456783 | Z | 1206310 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Highly Qualified Teacher Status code or the Course Number and resubmit the record.

TEACHER COURSE - REJECT RULES

31. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

EXAMPLE


The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Staff Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |
| * 01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the records.

TEACHER COURSE - REJECT RULES

 **33. If Course Number Class Size Core Course Indicator on the Course Code Directory = Y, the last two digits of the Period Number are not 88, the Survey Period Code is 2 or 3, and Scheduling Method is C or I, then the Team Teacher Training code must be A-D. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Team Teacher Training code is not A-D for a Scheduling Method of I.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Social Security Number | Team Teacher Training | Survey Period Code | Scheduling Method |
|--|--|------------------------------|-----------------------------|--------------------------|----------------------|
| 01 | 0321 | 123456781 | A | 2 | C |
| * 01 | 0321 | 123456782 | Z | 2 | I |
| 01 | 0321 | 123456783 | B | 2 | C |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Team Teacher Training code or the Scheduling Method code and resubmit the record.

TEACHER COURSE - REJECT RULES

34. For Survey Period Codes 2 and 3, Team Teacher Training must be A-D or Z. For Survey Period Codes 1 and 4, Team Teacher Training must be Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Team Teacher Training code is not valid for the survey period reported. The third record would be rejected because the Team Teacher Training code is not a valid code.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Social Security Number | Team Teacher Training | Survey Period Code |
|--|--|------------------------------|-----------------------------|--------------------------|
| 01 | 0321 | 123456781 | A | 2 |
| * 01 | 0321 | 123456782 | B | 1 |
| * 01 | 0321 | 123456783 | M | 2 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Team Teacher Training codes and resubmit the records.

TEACHER COURSE - REJECT RULES

35. If District Number, Current Instruction/Service is in the range 01 - 69 or 72 – 75 and

- **if School Number, Current Instruction/Service is not 7001, 7006 7004, or 7023 and**
- **if School Number, Current Instruction/Service is not 7079 in District Number, Current Instruction/Service 50, and**
- **if the School Number, Current Instruction/Service is not one that has a School Function Setting of V and a Charter School Status not equal to Z on the Master School Identification file,**

then Facility Type must not equal 20. -record rejected-

EXAMPLE

In the list below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Facility Type equals 20.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Facility Type |
|---|---|------------------|
| 06 | 0021 | 00 |
| 29 | 7004 | 20 |
| * 01 | 0021 | 20 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Facility Type or the School Number, Current Instruction/Service and resubmit the record.

TEACHER COURSE - REJECT RULES

36. If District Number, Current Instruction/Service is 71, or if the School Number, Current Instruction/Service is one for which the School Function Setting = V and Charter School Status does not equal Z on the Master School Identification file, then Facility type must equal 20. -record rejected-

EXAMPLE

In the list below, the first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Facility Type does not equal 20.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Facility Type |
|---|---|------------------|
| 71 | 0500 | 20 |
| * 71 | 0700 | 10 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Facility Type and resubmit the record.

TEACHER COURSE - REJECT RULES

37. If Survey Period Code is 2, or 3, then Fund Source: NCLB Title III must be coded Y or N. If Survey Period Code is 1 or 4, then Fund Source NCLB Title III must be Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Fund Source: NCLB Title III is blank.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Social Security Number | Fund Source NCLB Title III |
|--|--|------------------------------|-------------------------------------|
| 01 | 0321 | 123456781 | Y |
| 01 | 0321 | 123456782 | N |
| * 01 | 0321 | 123456783 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Fund Source: NCLB Title III code and resubmit the record.

TEACHER COURSE - REJECT RULES

38. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:

- FL000000000000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

TEACHER COURSE - REJECT RULES

40. School Number, Current Instruction/Service must be valid and active on the Master School Identification File or must be C901 to C928, U970 to U980, P001-P999, 9996, or N999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the School Number, Current Instruction/Service is not valid and active on the Master School Identification file.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number |
|---|---|------------------------------|
| 01 | 0151 | 123456789 |
| * 01 | 0661 | 123456781 |
| * 01 | 0010 | 123456782 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

TEACHER COURSE - REJECT RULES

41. All numeric Course Numbers must be on the Course Code Directory file unless School Number, Current Instruction/Service is P001-P999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Course Numbers are not valid on the Course Code Directory file and School Number, Current Instruction/Service is not P001-P999.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Period Number |
|---|---|------------------|------------------|
| 01 | 0151 | 2107810 | 0101 |
| * 01 | 0151 | 0001111 | 0202 |
| * 01 | 0151 | 3100000 | 0303 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

TEACHER COURSE - REJECT RULES

42. The first two digits of Period Number must be 00 to 80. The last two digits of Period Number must be 00 to 80, or 88 and must be greater than or equal to the first two digits. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and third records would be rejected because the last two digits of Period Number are not greater than or equal to the first two digits.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Period Number |
|---|---|------------------|------------------|
| 01 | 0151 | 2107810 | 1111 |
| * 01 | 0151 | 2107810 | 0201 |
| * 01 | 0151 | 2107810 | 4433 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Period Number and resubmit the records.

TEACHER COURSE - REJECT RULES

46. All alphanumeric Course Numbers must be either on the Course Code Directory file or on the Statewide Course Numbering System file unless the School Number, Current Instruction/Service equals N999 or P001-P999. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Course Number is not valid on the Course Code Directory file or the Statewide Course Numbering System file nor is the School Number, Current Instruction/Service N999 or P001-P999.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Period Number |
|---|---|------------------|------------------|
| 01 | 0151 | A010301 | 0101 |
| * 01 | 0151 | AAA1111 | 1111 |
| 01 | 0150 | H170103 | 0202 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

TEACHER COURSE - REJECT RULES

48. Primary Instructor Indicator code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Primary Instructor Indicator code is not valid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Course Number | Section Number | Period Number | Primary Instructor Indicator |
|---|---|------------------------------|------------------|-------------------|------------------|------------------------------------|
| 01 | 0021 | 123456789 | 5100060 | 0001 | 0106 | Y |
| 01 | 0021 | 123456790 | 5100070 | 0002 | 0106 | N |
| * 01 | 0021 | 123456791 | 5100080 | 0003 | 0106 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Primary Instructor Indicator code and resubmit the record.

TEACHER COURSE - REJECT RULES

49. Term must be either 1-9, B-O or S-X. -record rejected-

EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left blank.

| Student Number Identifier, Florida | Course Number | Term |
|---------------------------------------|------------------|------|
| * 240123457X | 1200310 | P |
| * 240123458X | 1001310 | |
| * 240123459X | 2000310 | A |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Term and resubmit the record.

TEACHER COURSE - REJECT RULES

4A. Blended Learning Course code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Blended Learning Course code is not valid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Course Number | Section Number | Period Number | Blended Learning Course |
|---|---|------------------------------|------------------|-------------------|------------------|-------------------------------|
| 18 | 0091 | 123456789 | 5100060 | 0001 | 0106 | Y |
| 18 | 0091 | 123456790 | 5100070 | 0002 | 0106 | N |
| * 18 | 0091 | 123456791 | 5100080 | 0003 | 0106 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Blended Learning Course code and resubmit the record.

TEACHER COURSE - REJECT RULES

4B. If School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023; or District Number, Current Instruction/Service = 71; or District Number, Current Instruction/Service = 50 and School Number, Current Instruction/Service = 7079; or Charter School Status is not Z and School Function/ Setting equals V on the Master School Identification file, then Blended Learning Course must equal N.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Blended Learning Course code is not a valid code.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Student Number Identifier, Florida | Course Number | Blended Learning Course |
|---|---|---|------------------|-------------------------------|
| 01 | 0021 | 123456789X | 1200310 | Y |
| 01 | 0021 | 123456790X | 1200310 | N |
| * 01 | 7001 | 123456791X | 1200300 | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Blended Learning Course code and resubmit the record.

TEACHER COURSE - STATE VALIDATION RULES

51. Each Teacher Course Schedule record must have a matching Student Course Schedule record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number. -state validation-

EXAMPLE

The first Teacher Course Schedule record listed below would pass this edit because it has a matching Student Course Schedule record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number. The second Teacher Course Schedule record listed below would cause a state validation error report message to be generated because there is no matching Student Course Schedule record.

Student Course Schedule records

| Student Number Identifier, Florida | District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Section Number | Period Number |
|---|--|--|--------------------------|----------------|------|------------------|-------------------|------------------|
| 0123456789 | 01 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 0404 |
| 0123456788 | 01 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 0404 |
| 0123456788 | 01 | 0421 | 2 | **** | 1 | 1200300 | 00100 | 0303 |

Teacher Course Schedule records

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Section Number | Period Number | Social Security Number |
|--|--|--------------------------|----------------|------|------------------|-------------------|------------------|------------------------------|
| 01 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 0404 | 123456789 |
| * 01 | 0421 | 2 | **** | 1 | 1200300 | 00100 | 0202 | 123456790 |

**** = Valid fiscal year for data submission.

TEACHER COURSE - STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

The district must verify if the Teacher Course Schedule record is valid, then submit a matching Student Course Schedule record for that class based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; and Period Number.

TEACHER COURSE - STATE VALIDATION RULES

(Deleted for 1516)

 52. ~~If Survey Period Code is 2 or 3 and~~

- ~~• District of Instruction is not = 68 and~~
- ~~• School of Instruction is not = 3518, 9996, or begins with an alpha character and~~
- ~~• School of Instruction's function setting on MSID does not equal D or V (DJJ or Virtual) and~~
- ~~• Blended Learning Course = N and~~
- ~~• Period Number does not end in 88 and~~
- ~~• Facility Type = 00, 01, 03, 04, 11-20 and~~
- ~~• Facility Type = 09 with a numeric course and~~
- ~~• Scheduling Method = C and~~
- ~~• Class Size Core Course Indicator on the Course Code Directory = Y,~~

~~then for all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number and Scheduling Method "C", the following conditions must be true:~~

- ~~• At least one Teacher Course record must have Certification/Licensure/Qualification Status equal to A, H, I, M, S or V~~
- ~~• At least one teacher in the group of Teacher Course records must have at least a sum of three years' experience on the Staff Experience format where Experience Type equals F, N, P or S. Must match by District Number, SSN, Survey Period, Year~~
- ~~• Same teacher does not need to satisfy both conditions~~

~~-state validation-~~

EXAMPLE

~~The below records would cause a validation error message to be generated because although the Certification/Licensure/Qualification Status is met, there must be at least one Staff Experience record where Experience Length is reported as three or more years for the team.~~

TEACHER COURSE - STATE VALIDATION RULES

Teacher Course records

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Fiscal Year | Survey Period Code | Social Number | Course Number | Period Number | Scheduling Method | Certification/ Licensure/ Qualif./ Status |
|--|--|----------------|--------------------------|------------------|------------------|------------------|----------------------|--|
| 01 | 0151 | **** | 3 | 123456789 | 1002360 | 0106 | C | I |
| 01 | 0151 | **** | 3 | 1345678910 | 1002360 | 0106 | C | M |

Staff Experience records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Length |
|--------------------|------------------------------|--------------------------|----------------|----------------------|
| 01 | 123456789 | 3 | **** | 1 |
| 01 | 345678910 | 3 | **** | 2 |

****= Valid fiscal year for data submission

DISTRICT RESPONSIBILITY

The district must review the records to correct the Staff Experience record if in error.

TEACHER COURSE - STATE VALIDATION RULES

53. If Survey Period Code equals 2 or 3 and if Period Number does not end in 88, then for each Teacher Course record with a Scheduling Method equal to A, all other Teacher Course records with the same District Number, Current Instruction Service; School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number; Survey Period Code and Fiscal Year must have the same Scheduling Method unless the Scheduling Method is I. If Survey Period Code equals 2 or 3 and if Period Number does not end in 88, then, for each Teacher Course record with a Scheduling Method equal to C or M, at least one other Teacher Course record must exist with the same District Number, Current Instruction Service; School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number; Survey Period Code and Fiscal Year and a Scheduling Method of C or M. –state validation-

EXAMPLE

The first and third Teacher Course records listed below would pass this edit. The second Teacher Course record would not pass this edit because Scheduling Method is not identical to another Teacher Course record based on the key fields listed in the edit nor does Scheduling Method equal I and Period Number does not end in 88.

| District Number, | School Number, | | | Classroom Identification/ FISH Number | Scheduling Method | Survey Period Code | Fiscal Year |
|-------------------------------|-------------------------------|------|------------------|--|----------------------|--------------------------|----------------|
| Current Instr./ Service | Current Instr./ Service | Term | Period Number | | | | |
| 62 | 0151 | 3 | 0106 | 12345A123451234512345 | A | 3 | **** |
| * 62 | 0151 | 3 | 0106 | 12345A123451234512344 | C | 3 | **** |
| 62 | 0151 | 3 | 0106 | 12345A123451234512345 | I | 3 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid and, if so, submit a matching Teacher Course record based on School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number, Survey Period Code and Fiscal Year.

TEACHER COURSE - STATE VALIDATION RULES

54. For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following conditions must be true:

- If Survey Period Code is 2 or 3, Term is 6 and Term/Survey Indicator is Y, then records with Term 7 must have a Term/Survey Indicator of N.
- If Survey Period Code is 2 or 3, Term is 7 and Term/Survey Indicator is Y, then records with Term 6 must have a Term/Survey Indicator of N.

–state validation–

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because their Term codes are different but their Term/Survey Indicator codes are both Y.

The two records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
|--|--|--------------------------|----------------|------|------------------|------------------|------------------------------|
| *59 | 0421 | 2 | **** | 6 | 1200300 | 0505 | Y |
| * 59 | 0421 | 2 | **** | 7 | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE - STATE VALIDATION RULES

55. For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following conditions must be true:

- If Survey Period Code is 2 or 3, Term is 8 and Term/Survey Indicator is Y, then records with Term 9 must have a Term/Survey Indicator of N.
- If Survey Period Code is 2 or 3, Term is 9 and Term/Survey Indicator is Y, then records with Term 8 must have a Term/Survey Indicator of N.

–state validation–

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because their Term codes are different but their Term/Survey Indicator codes are both Y.

The two records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, | School Number, | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
|---------------------|-------------------|--------------------------|----------------|------|------------------|------------------|------------------------------|
| *59 | 0421 | 2 | **** | 8 | 1200300 | 0505 | Y |
| * 59 | 0421 | 2 | **** | 9 | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE - STATE VALIDATION RULES

56. For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following condition must be true:

If Survey Period Code is 2 and Term is J, K, or L, only one of these Terms may have a Term/Survey Indicator of Y. –state validation–

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The three records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
|--|--|--------------------------|----------------|------|------------------|------------------|------------------------------|
| *59 | 0421 | 2 | **** | J | 1200300 | 0505 | Y |
| *59 | 0421 | 2 | **** | K | 1200300 | 0505 | N |
| * 59 | 0421 | 2 | **** | L | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE - STATE VALIDATION RULES

57. For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number and Period Number the following condition must be true:

If Survey Period Code is 3 and Term is M, N, or O, only one of these Terms may have a Term/Survey Indicator of Y. –state validation–

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The three records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
|--|--|--------------------------|----------------|------|------------------|------------------|------------------------------|
| *59 | 0421 | 3 | **** | M | 1200300 | 0505 | Y |
| *59 | 0421 | 3 | **** | N | 1200300 | 0505 | N |
| * 59 | 0421 | 3 | **** | O | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE - STATE VALIDATION RULES

58. For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number and Period Number the following condition must be true:

If Survey Period Code is 2 or 3 and Term is E, F, G, H, or I, only one of these Terms may have a Term/Survey Indicator of Y. -state validation-

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The four records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
|--|--|--------------------------|----------------|------|------------------|------------------|------------------------------|
| * 59 | 0421 | 3 | **** | E | 1200300 | 0505 | Y |
| * 59 | 0421 | 3 | **** | F | 1200300 | 0505 | N |
| * 59 | 0421 | 3 | **** | G | 1200300 | 0505 | N |
| * 59 | 0421 | 3 | **** | H | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE - STATE VALIDATION RULES

59. For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number and Period Number the following condition must be true:

If Survey Period Code is 2 or 3 and Term is B, C or D, only one of these Terms may have a Term/Survey Indicator of Y. –state validation–

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The three records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instr./Service | School Number, Current Instr./Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/Survey Indicator |
|---|---------------------------------------|--------------------|-------------|------|---------------|---------------|-----------------------|
| *59 | 0421 | 3 | **** | B | 1200300 | 0505 | Y |
| *59 | 0421 | 3 | **** | C | 1200300 | 0505 | N |
| * 59 | 0421 | 3 | **** | D | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE - STATE VALIDATION RULES

5A. For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following condition must be true:

If Survey Period Code is 2 or 3 and Term is T, U, V, W or X, only one of these Terms may have a Term/Survey Indicator of Y. –state validation-

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The four records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
|--|--|--------------------------|----------------|------|------------------|------------------|------------------------------|
| *59 | 0421 | 3 | **** | T | 1200300 | 0505 | Y |
| *59 | 0421 | 3 | **** | U | 1200300 | 0505 | N |
| *59 | 0421 | 3 | **** | V | 1200300 | 0505 | N |
| * 59 | 0421 | 3 | **** | W | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE - STATE VALIDATION RULES

5B. If Survey Period Code is 2 or 3, then all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; Period Number and Term must have the same Term/Survey Indicator. –state validation-

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because they have different Term/Survey Indicator codes.

The two records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
|--|--|--------------------------|----------------|------|------------------|------------------|------------------------------|
| *59 | 0421 | 2 | **** | 6 | 1200300 | 0505 | Y |
| * 59 | 0421 | 2 | **** | 6 | 1200300 | 0505 | N |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey code that is in error.

TEACHER COURSE - STATE VALIDATION RULES

5C. If Survey Period Code is 2 or 3, then at least one Primary Instructor Indicator Code must be Y for Teacher Course Schedule records that are matched on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Classroom Identification (FISH) Number and Period Number. -state validation-

EXAMPLE

The Teacher Course Schedule records listed below would cause a state validation error report message to be generated because there is no record with the Primary Instructor Indicator of Y for records matched based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Classroom Identification (FISH) Number and Period Number.

| Social Security Number | District Number, Current Instr./Service | School Number, Current Instr./Service | Survey Period Code | Term | Classroom Identification (FISH) Number | Period Number | Primary Instructor Indicator |
|------------------------|---|---------------------------------------|--------------------|------|--|---------------|------------------------------|
| *0123456789 | 01 | 0421 | 2 | 1 | # | 0404 | N |
| *0896456891 | 01 | 0421 | 2 | 1 | # | 0404 | N |
| * 1258456766 | 01 | 0421 | 2 | 1 | # | 0404 | N |

The FISH NUMBER used in the examples above is 00421A000210000400121

DISTRICT RESPONSIBILITY

The district must determine which teacher is the primary instructor for the class listed and change the Primary Instructor Indicator on that Teacher Course Schedule record to Y.

TEACHER COURSE - STATE VALIDATION RULES

(Deleted for 1516)

5D. If Survey Period Code is 2 or 3 and

- District of Instruction is not = 68 and
- School of Instruction is not = 3518, 9996, or begins with an alpha character and
- School of Instruction's function setting on MSID does not equal D or V (DJJ or Virtual) and
- Blended Learning Course = N and
- Period Number does not end in 88 and
- Facility Type = 00, 01, 03, 04, 11-20 and
- Facility Type = 09 with a numeric course and
- Scheduling Method = I and
- Class Size Core Course Indicator on the Course Code Directory = Y,

then for all Teacher Course records that are also Class Size Core Course indicated with Y on the Course Code Directory that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; and Period Number, the following conditions must be true:

- At least one Teacher Course record must have Certification/Licensure/Qualification Status equal to A, H, I, M, S or V
- At least one teacher in the group of Teacher Course records must have at least a sum of three years' experience on the Staff Experience format where Experience Type equals F, N, P or S. Must match by District Number, SSN, Survey Period, Year
- Same teacher does not need to satisfy both conditions

-state validation-

EXAMPLE

The records listed below would cause a validation error message to be generated because it does not have a matching Staff Experience record for at least one teacher on the team that meets the Experience Length of three or more years.

Teacher Course records

| District Number, | School Number, | | | | | | | Certification/ Licensure/ Qualif./ Status |
|-------------------------------|-------------------------------|----------------|--------------------------|------------------------------|------------------|------------------|----------------------|--|
| Current Instr./ Service | Current Instr./ Service | Fiscal Year | Survey Period Code | Social Security Number | Course Number | Period Number | Scheduling Method | |
| 01 | 0151 | **** | 3 | 123456789 | 1004560 | 0505 | I | S |
| 01 | 0151 | **** | 3 | 123459876 | 1004560 | 0505 | S | I |

TEACHER COURSE - STATE VALIDATION RULES

Staff Experience records

| | Social | Survey | | |
|----------|-----------|--------|--------|------------|
| District | Security | Period | Fiscal | Experience |
| Number | Number | Code | Year | Length |
| 01 | 123456789 | 3 | **** | 2 |
| 01 | 123459876 | 3 | **** | 1 |

~~**** = Valid fiscal year for data submission~~

~~DISTRICT RESPONSIBILITY~~

~~The district must review the record and add a Staff Experience record to match the key fields on the Teacher Course record.~~

TEACHER COURSE - STATE VALIDATION RULES

5E. If Survey Period Code is 2 or 3 and if Teacher Course records match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Term; Course Number; Section Number; and Period Number; then Classroom Identification (FISH) Number must be the same. –state validation-

EXAMPLE

The first set of Teacher Course records listed below would pass this edit because the matching Teacher Course records have the same Classroom Identification (FISH) Numbers. The second set of Teacher Course records listed below would cause a state validation error report message to be generated because the matching Teacher Course records have different Classroom Identification (FISH) Numbers.

Teacher Course records

| | Record 1 | Record 2 |
|--|-----------------------|-----------------------|
| District Number, Current Instruction/Service | 01 | 01 |
| School Number, Current Instruction/Service | 0421 | 0421 |
| Survey Period Code | 2 | 2 |
| Fiscal Year | **** | **** |
| Term | 1 | 1 |
| Course Number | 1200300 | 1200300 |
| Section Number | 00200 | 00200 |
| Period Number | 0202 | 0202 |
| Social Security Number | 123456789 | 226456790 |
| Classroom Identification (FISH) Number | 12345A123451234512345 | 12345A123451234512345 |

Continued on Next Page

TEACHER COURSE - STATE VALIDATION RULES

Teacher Course Records

| | Record 1 | Record 2 |
|--|-----------------------|-----------------------|
| District Number, Current Instruction/Service | 01 | 01 |
| School Number, Current Instruction/Service | 0421 | 0421 |
| Survey Period Code | 2 | 2 |
| Fiscal Year | **** | **** |
| Term | 1 | 1 |
| Course Number | 1200300 | 1200300 |
| Section Number | 00200 | 00200 |
| Period Number | 0404 | 0404 |
| Social Security Number | 988654321 | 456897321 |
| Classroom Identification (FISH) Number | 12345A123451234512345 | 45365A778451234512345 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the two teachers are teaching the same class then the district must correct the Classroom Identification (FISH) Number on one of the Teacher Course records so that the two records have the same FISH number. If one of the Teacher Course records should not have been submitted, the district should delete this incorrect record.

TEACHER COURSE - STATE VALIDATION RULES

5F. For Survey Periods 2 and 3,

- If the course is not a dual enrollment course at a postsecondary institution, and
- If School Number, Current Instruction/Service is not 7001 or 7006, and
- If School Number, Current Instruction/Service is not 7004 and 7023 in one of the following District Numbers, Current Instruction/Service: 02, 04, 12, 14, 15, 18, 21, 22, 24, 25, 26, 28, 34, 38, 44, 45, 47, 54, 61, 63, 68 and 75
- If Charter School Status is not R, C, T or B and School Function Setting is not V,
- If Location of Student code is not T on the Student Course Schedule record (matching on District Number, Current Instruction/Service; School Number Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number),

then each Teacher Course Schedule record must have a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local,

Dual enrollment records are those with School Number, Current Instruction/Service of C901-C928, U970-U980 or P001-P999 and those with an alphanumeric course number at any School Number, Current Instruction/Service.
-state validation-

EXAMPLE

The first Teacher Course Schedule record listed below would pass this edit because it has a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local. The second Teacher Course Schedule record listed below would cause a state validation error report message to be generated because there is no matching Staff Demographic Information record.

Teacher Course Schedule records

| District Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Social Security Number | Staff Number Identifier, Local |
|--|--------------------------|----------------|------------------------------|--------------------------------------|
| 01 | 2 | **** | 123456789 | ABC123DEF9 |
| * 01 | 2 | **** | 123456790 | BCD456EFG8 |

**** = Valid fiscal year for data submission.

TEACHER COURSE - STATE VALIDATION RULES

Staff Demographic Information records

| District Number | Survey Period Code | Fiscal Year | Social Security Number | Staff Number Identifier, Local |
|--------------------|--------------------------|----------------|------------------------------|--------------------------------------|
| 01 | 2 | **** | 123456789 | ABC123DEF9 |
| 01 | 2 | **** | 123456791 | BCD456EFG8 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify that the Teacher Course Schedule record is valid and submit a matching Staff Demographic Information record on the Staff Information Database based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local.

TEACHER COURSE - EXCEPTION REPORT

63. Florida Educators Certificate Number must be 0000000000 or in the range 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 or 9999999999. -exception report-

EXAMPLE

The Teacher Course records below would cause an exception report to be generated because the Florida Educators Certificate Number is not in the specified range of 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 or 9999999999.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Florida Educators Certificate Number |
|---|---|------------------------------|---|
| * 01 | 0151 | 123456789 | 0099999999 |
| * 01 | 0151 | 234567891 | 0123456789 |
| * 01 | 0151 | 345678912 | 8888888888 |

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Numbers and correct if in error.

TEACHER COURSE - EXCEPTION REPORT

64. If the Florida Educators Certificate Number is less than 0009999999, but not 0000000000 or 0000999999 then the Florida Educators Certificate Number must be on the Florida Educators Certification file. -exception report-

Note: Refer to the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The Teacher Course Schedule record listed below would cause an exception report to be generated because the Florida Educators Certificate Number is not found on the Florida Educators Certification file.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Florida Educators Certificate Number |
|---|---|------------------------------|---|
| * 01 | 0151 | 123456789 | 0000888999 |

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Number and correct if in error.

TEACHER COURSE - EXCEPTION REPORT

65. If Survey Period Code equals 2 or 3, for each Teacher Course record with a Scheduling Method equal to C or M there must exist at least one other Teacher Course record with a different Social Security Number and the same Scheduling Method (at least 2 C's, 2 M's) based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number; Survey Period Code and Fiscal Year.
-exception report-

EXAMPLE

The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist.

The following records exist for Classroom Identification/FISH Number 12345A123451234512345:

| District Number, | School Number, | | | | | | |
|-------------------------------|-------------------------------|------|------------------|------------------------------|----------------------|--------------------------|----------------|
| Current Instr./ Service | Current Instr./ Service | Term | Period Number | Social Security Number | Scheduling Method | Survey Period Code | Fiscal Year |
| 62 | 0151 | 3 | 0104 | 111223333 | C | 3 | **** |
| 62 | 0151 | 3 | 0104 | 444556666 | C | 3 | **** |
| * 62 | 0151 | 3 | 0506 | 777889999 | C | 3 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid, and, if so, whether a matching Teacher Course record is needed based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number, Survey Period Code and Fiscal Year.

TEACHER COURSE - EXCEPTION REPORT

66. If Survey Period Code equals 2 or 3 and District Number, Current Instruction/Service is not 71; for each Teacher Course record with a Scheduling Method equal to I and the end period is not equal to 88, there must exist at least one other Teacher Course record with a Scheduling Method equal to A, B, C, M, S or W based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number; Survey Period Code and Fiscal Year, but with a different Social Security Number. -exception report-

EXAMPLE

The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist. The fourth and fifth records would not pass this edit because the two records have identical Social Security Numbers.

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Period Number | Classroom Identification/ FISH Number | Scheduling Method | SSN | Fiscal Year |
|--|--|--------------------------|------------------|--|----------------------|-----------|----------------|
| 62 | 0151 | 3 | 0106 | 12345A123451234512345 | C | 12345678 | **** |
| 62 | 0151 | 3 | 0106 | 12345A123451234512345 | I | 123456780 | **** |
| * 62 | 0151 | 3 | 0106 | 23456A234562345623456 | I | 123456781 | **** |
| * 62 | 0151 | 3 | 0106 | 23456A234562345623457 | S | 123456782 | **** |
| * 62 | 0151 | 3 | 0106 | 23456A234562345623457 | I | 123456782 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid, and, if so, whether a matching Teacher Course record is needed (based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number,

TEACHER COURSE - EXCEPTION REPORT

67. If Survey Period Code equals 2 or 3, for each Teacher Course record with a Scheduling Method equal to A, there must exist at least one other Teacher Course record with a different Course/Section combination and the same Scheduling Method (at least 2 A's), District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number; Survey Period Code and Fiscal Year. -exception report-

EXAMPLE

The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist.

The following records exist for Classroom Identification/FISH Number 12345A123451234512345:

| District Number, | School Number, | Current Instr./ Service | Current Instr./ Service | Section Course Number | Period Number | Social Security Number | Scheduling Method | Survey Period Code | Fiscal Year |
|---------------------|-------------------|-------------------------------|-------------------------------|--------------------------|------------------|------------------------------|----------------------|--------------------------|----------------|
| 62 | 0151 | 5010040 | 01023 | 0104 | 111223333 | A | 3 | **** | |
| 62 | 0151 | 5010040 | 01055 | 0104 | 444556666 | A | 3 | **** | |
| * 62 | 0151 | 5012000 | 01066 | 0506 | 777889999 | A | 3 | **** | |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid, and, if so, whether a matching Teacher Course record is needed based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number, Survey Period Code and Fiscal Year.

TEACHER COURSE - EXCEPTION REPORT

(New for 1516)



68. If Survey Period Code is 2 or 3 and

- District of Instruction is not = 68 and
- School of Instruction is not = 3518, 9996, or begins with an alpha character and
- School of Instruction's function setting on MSID does not equal D or V (DJJ or Virtual) and
- Blended Learning Course = N and
- Period Number does not end in 88 and
- Facility Type = 00, 01, 03, 04, 11-20 and
- Facility Type = 09 with a numeric course and
- Scheduling Method = C and
- Class Size Core Course Indicator on the Course Code Directory = Y,

then for all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number and Scheduling Method "C", the following conditions must be true:

- At least one Teacher Course record must have Certification/Licensure/Qualification Status equal to A, H, I, M, S or V
- At least one teacher in the group of Teacher Course records must have at least a sum of three years' experience on the Staff Experience format where Experience Type equals F, N, P or S. Must match by District Number, SSN, Survey Period, Year
- Same teacher does not need to satisfy both conditions

-exception report-

EXAMPLE:

The below records would cause an exception report to be generated because although the Certification/Licensure/Qualification Status is met, there must be at least one Staff Experience record where Experience Length is reported as three or more years for the team.

TEACHER COURSE - EXCEPTION REPORT

Teacher Course records

| District Number, Current Instr./ Service | School Number, Current Instr./ Service | Fiscal Year | Survey Period Code | Social Number Number | Course Number | Period Number | Scheduling Method | Certification/ Licensure/ Qualif./ Status |
|--|--|----------------|--------------------------|----------------------------|------------------|------------------|----------------------|--|
| 01 | 0151 | **** | 3 | 123456789 | 1002360 | 0106 | C | I |
| 01 | 0151 | **** | 3 | 1345678910 | 1002360 | 0106 | C | M |

Staff Experience records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Length |
|--------------------|------------------------------|--------------------------|----------------|----------------------|
| 01 | 123456789 | 3 | **** | 1 |
| 01 | 345678910 | 3 | **** | 2 |

****= Valid fiscal year for data submission

DISTRICT RESPONSIBILITY

The district should verify the Certification/Licensure/Qualification Status on the Teacher Course record and the Experience Length on the Staff Experience format, and correct if in error.

TEACHER COURSE - EXCEPTION REPORT

(New for 1516)

69. If Survey Period Code is 2 or 3 and

- District of Instruction is not = 68 and
- School of Instruction is not = 3518, 9996, or begins with an alpha character and
- School of Instruction's function setting on MSID does not equal D or V (DJJ or Virtual) and
- Blended Learning Course = N and
- Period Number does not end in 88 and
- Facility Type = 00, 01, 03, 04, 11-20 and
- Facility Type = 09 with a numeric course and
- Scheduling Method = I and
- Class Size Core Course Indicator on the Course Code Directory = Y,

then for all Teacher Course records that are also Class Size Core Course indicated with Y on the Course Code Directory that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; and Period Number, the following conditions must be true:

- At least one Teacher Course record must have Certification/Licensure/Qualification Status equal to A, H, I, M, S or V
- At least one teacher in the group of Teacher Course records must have at least a sum of three years' experience on the Staff Experience format where Experience Type equals F, N, P or S. Must match by District Number, SSN, Survey Period, Year
- Same teacher does not need to satisfy both conditions

-exception report-

EXAMPLE:

The records listed below would cause an exception report to be generated because it does not have a matching Staff Experience record for at least one teacher on the team that meets the Experience Length of three or more years.

Teacher Course records

| District Number, Current Instr./Service | School Number, Current Instr./Service | Fiscal Year | Survey Period Code | Social Security Number | Course Number | Period Number | Scheduling Method | Certification/Licensure/Qualif./Status |
|---|---------------------------------------|-------------|--------------------|------------------------|---------------|---------------|-------------------|--|
| 01 | 0151 | **** | 3 | 123456789 | 1004560 | 0505 | I | S |
| 01 | 0151 | **** | 3 | 123459876 | 1004560 | 0505 | S | I |

TEACHER COURSE - EXCEPTION REPORT

Staff Experience records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Length |
|-----------------|------------------------|--------------------|-------------|-------------------|
| 01 | 123456789 | 3 | **** | 2 |
| 01 | 123459876 | 3 | **** | 1 |

****= Valid fiscal year for data submission

DISTRICT RESPONSIBILITY

The district should verify the Certification/Licensure/Qualification Status on the Teacher Course record and the Experience Length on the Staff Experience format, and correct if in error.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

- 1. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75. -record rejected-**

EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Enrollment and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

2. School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001 or it may be N998. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric, N998 or N999.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0021 | 012345676X |
| 01 | 0021 | 012345677X |
| * 01 | 9999 | 012345678X |
| * 01 | C901 | 012346579X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

- 4. Survey Period Code must be 3, 5 or 9 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "2". However, records on the transmission have a Survey Period Code "5". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The Survey Period Code must be corrected either on the records coming in or the Transmission JCL and all records must be resubmitted.

- 5. Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Year as specified in the transmission JCL or in statements for tape transmission is identified as "0001". However, records on the transmission have Year coded as "0102". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Year either on the records coming in or the Transmission JCL and resubmit all the records.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

6. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

7. Each Title I Supplemental Educational Services record must be unique based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Year; Title 1 Supplemental Educational Services – Service Provider and Term. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Year; Title I Supplemental Educational Service – Service Provider; and Term of the first and fourth records, respectively.

| District Number Current Enrollment | School Number, Current Enrollment | Student Number, Identifier Florida | Survey Period, Code | Year | Term | Title I Supplemental Educational Services Service Provider |
|---|--|---|---------------------------|------|------|---|
| 01 | 0411 | 012345675X | 5 | **** | 3 | 0002 |
| * 01 | 0411 | 012345675X | 5 | **** | 3 | 0002 |
| 01 | 0411 | 012345675X | 5 | **** | S | 0044 |
| 01 | 0411 | 032345675X | 5 | **** | 3 | 0033 |
| * 01 | 0411 | 032345675X | 5 | **** | 3 | 0002 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

8. If Term equals 3 then Title I Supplemental Educational Services – Hours of Contact: Science must be numeric, equal to or greater than zero and equal to or less than 180 or it may be 999. If Term equals S then Title I Supplemental Educational Services – Hours of Contact: Science must be numeric, equal to or greater than zero and equal to or less than 90 or it may be 999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the number of hours for Title I Supplemental Educational Services – Hours of Contact: Science is not valid.

| District Number Current Enrollment | Student Number Identifier, Florida | Title I Supplemental Educational Services, Hours of Contact Science |
|---------------------------------------|---------------------------------------|--|
| 37 | 123456789X | 175 |
| 37 | 123456790X | 045 |
| * 37 | 123456791X | 900 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Title I Supplemental Educational Services – Hours of Contact: Science element and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

11. Term must be 3 or S. –record rejected-

EXAMPLE

The first and second records below would be loaded to the data base assuming no other reject rule would cause thier rejection. The third record would be rejected because the Term is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Term |
|--|---------------------------------------|------|
| 05 | 123456780X | S |
| 05 | 123456790X | 3 |
| * 05 | 123456791X | 1 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Term and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

12. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@).

| District Number, Current Enrollment | Student Number Identifier, Local |
|--|---|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| * 01 | 2121@xyz |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Number Identifier, Local and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

13. The Title I Supplemental Educational Services – Service Provider must be a valid assigned identifier. Valid Title I Supplemental Educational Services – Service Provider assigned identifiers are specified in Appendix T of the DOE Information Data Base Requirements: Volume I – Automated Student Information manual. – record rejected -

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Title I Supplemental Educational Services – Service Provider is assigned an invalid identifier.

| District Number, Current Enrollment | Student Number Identifier, Florida | Title I Supplemental Educational Services, Hours Of Contact: Math | Title I Supplemental Educational Services, Service Provider |
|--|---|--|--|
| 01 | 012345678X | 015 | 0022 |
| * 01 | 012345679X | 015 | 0145 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Title I Supplemental Educational Services – Service Provider assigned identifier and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

14. School Number, Current Enrollment must exist on the Master School Identification File as a valid active school number for the District Number, Current, Enrollment. –record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the school numbers do not exist on the Master School Identification file as valid and active school numbers for the District Number, Current Enrollment.

| District Number, Current Enrollment | School Number, Current Enrollment |
|--|--------------------------------------|
| * 01 | 0002 |
| * 01 | 0207 |
| 01 | 0112 |
| 01 | 0161 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the records.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

15. If Term equals 3 then Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts must be numeric, equal to or greater than zero and equal to or less than 180 or it may be 999. If Term equals S then Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts must be numeric, equal to or greater than zero and equal to or less than 90 or it may be 999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the number of hours for Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts is not valid.

| District Number Current Enrollment | Student Number Identifier, Florida | Title I Supplemental Educational Services, Hours of Contact Reading/Language Arts |
|---------------------------------------|---------------------------------------|--|
| 37 | 123456789X | 175 |
| 37 | 123456790X | 045 |
| * 37 | 123456791X | 900 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts element and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

17. If Term equals 3 then Title I Supplemental Educational Services – Hours of Contact: Math must be numeric, equal to or greater than zero and equal to or less than 180 or it may be 999. If Term equals S then Title I Supplemental Educational Services – Hours of Contact: Math must be numeric, equal to or greater than zero and equal to or less than 90 or it may be 999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the number of hours for Title I Supplemental Educational Services – Hours of Contact: Math is too large.

| District Number, Current Enrollment | Student Number Identifier, Florida | Title I Supplemental Educational Services, Hours of Contact Math |
|--|---------------------------------------|---|
| 37 | 123456789X | 175 |
| 37 | 123456790X | 045 |
| * 37 | 123456791X | 900 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Title I Supplemental Educational Services – Hours of Contact: Math and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

23. Title I Supplemental Educational Services School must exist on the Master School Identification File as a valid active school number for the District Number, Current, Enrollment. –record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the school numbers do not exist on the Master School Identification file as valid and active school numbers for the District Number, Current Enrollment.

| District Number, Current Enrollment | Title I SES School |
|--|-----------------------|
| * 01 | 0002 |
| * 01 | 0207 |
| 01 | 0112 |
| 01 | 0161 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Title I Supplemental Educational Services School numbers and resubmit the records.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

24. If survey Period is 3, 5 or 9, Title I Supplemental Educational Services School must be a school that is required to provide the No Child Left Behind Choice of Title I Supplemental Educational Services. The school must have a Title I Status of S or T in the Master School Identification (MSID) file in the Title I Status field. - record rejected

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Title I Supplemental Educational Services School is not a Title I School; Title I Status equals Z.

| District Number, Current Enrollment | Title I Supplemental Educational Services School | Student Number Identifier, Florida | MSID SINI Status |
|--|--|---------------------------------------|------------------------|
| 01 | 0041 | 012345676X | 2 |
| 33 | 0031 | 012345677X | 3 |
| * 28 | 0071 | 012345678X | 0 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Title I Status on the Master School Identification file by contacting the Department of Education or the district must correct the Title I Supplemental Educational Services School Number and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

25. One of the three elements, Title I Supplemental Educational Services - Hours of Contact: Reading/Language Arts, Title I Supplemental Educational Services - Hours of Contact: Math and Title I Supplemental Educational Services – Hours of Contact: Science must be less than 999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Title I Supplemental Educational Services – Hours of Contact is 999 in all three subject areas (Reading/Language Arts, Math and Science).

| District Number, Current Enrollment | Student Number Identifier, Florida | Title I Supplemental Educational Services Hours of Contact Reading/ Language Arts | Title I Supplemental Educational Services Hours of Contact Math | Title I Supplemental Educational Services Hours of Contact Science |
|--|---|--|---|--|
| 37 | 123456789X | 175 | 999 | 999 |
| 37 | 123456790X | 999 | 022 | 999 |
| * 37 | 123456791X | 999 | 999 | 999 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts, Math or Science and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

26. If Title I Supplemental Educational Services - Hours of Contact: Reading Language Arts, Title I Supplemental Educational Services - Hours of Contact: Math and Title I Supplemental Educational Services – Hours of Contact: Science are all equal to zero and/or 999, then the Title I – Begin Services Date must equal zero. – On all other records, the Title I Supplemental Educational Services – Begin Services Date must be numeric and a valid date greater than or equal to 06/01/** and less than 08/31/****. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Title I Supplemental Educational Services – Begin Services Date is an invalid date.

| Student Number Identifier, Florida | Survey Period Code | School Year | Title I Supplemental Educational Services - Begin Services Date |
|---|--------------------------|----------------|--|
| 123456789X | 5 | **** | 0927**** |
| 123456788X | 9 | **** | 1015**** |
| * 6212345679 | 5 | **** | 14032009 |

**** = Current year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Title I Supplemental Educational Services – Begin Services Date and resubmit the record.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES



- 27. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-**

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Florida Education Identifier and resubmit the record for processing.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – EXCEPTION REPORT

52. If Survey Period Code is 3, 9 or 5, the Title I Supplemental Educational Services record must have a matching Student Demographic record based on District Number, Current Enrollment; District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Year. -state validation –

EXAMPLE

The first Title I Supplemental Educational Services record listed below and marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record. The third Title I Supplemental Educational Services record listed below and marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record based on District Number, Current Enrollment and District Number, Current Instruction/Service.

Title I Supplemental Educational Services records

| District Number, Current Enrollment | District Number, Current Instruction | Student Number Identifier, Florida | Survey Period Code | Year |
|--|---|---|--------------------------|------|
| * 01 | 01 | 012345678X | 5 | **** |
| 01 | 01 | 019876545X | 5 | **** |
| *01 | 01 | 429876546X | 5 | **** |

Student Demographic records

| District Number, Current Enrollment | District Number, Current Instruction | Student Number Identifier, Florida | Survey Period Code | School Year | Lunch Status |
|--|---|---|--------------------------|----------------|-----------------|
| *01 | 71 | 019876545X | 5 | **** | 4 |
| 01 | 01 | 429876546X | 5 | **** | 2 |
| * 01 | 01 | 012345678X | 5 | **** | 3 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Title I Supplemental Educational Services record or add a Student Demographic record to match the above key fields.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – EXCEPTION REPORT

53. If Survey Period equals 5, then each Title I Supplemental Educational Services record must have a matching Student End of Year Status record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. -state validation -

EXAMPLE

The Title I Supplemental Educational Services record listed below marked with an asterisk would cause a message to be generated because it does not have a matching Student End of Year Status record.

Title I Supplemental Educational Services records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year |
|--|---|--------------------------|------|
| * 01 | 012345678X | 5 | **** |
| 01 | 019876545X | 5 | **** |
| 01 | 429876546X | 5 | **** |

Student End of Year Status records

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | Year |
|--|---|--------------------------|------|
| 01 | 019876545X | 5 | **** |
| 01 | 429876546X | 5 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Title I Supplemental Educational Services record if it was sent in error or add a Student End of Year Status record to match the above key fields.