

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2324**

April 12, 2024

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

-  6. Sex code must be M or F. -record rejected-

EXAMPLE


The records listed below would be rejected. The first record would be rejected because the Sex code is Z. The second record would be rejected because the Sex code was left blank.

Florida Education Identifier	Sex	School Number Current Enrollment
* FL123456789100	Z	1021
* FL123456789200		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 Sex code 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.

Florida Education Identifier	Sex	Ethnicity
*FL123456789000	M	Z
* FL123456789001	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 database, the district must correct the Ethnicity code and resubmit the records.

STUDENT DEMOGRAPHIC - REJECT RULES

-  23. Sex code must be M or F. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the sex code is not M or F. The second record would be rejected because the sex code was left blank.

Florida Education Identifier	Sex
* FL123456789006	Z
* FL123456789007	

DISTRICT RESPONSIBILITY

If the rejected records should 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 sex code and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

24. Sex code must be M or F. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the sex code is not M or F. The second record would be rejected because sex code was left blank.

Florida Education Identifier	Sex
* FL123456789100	Z
* FL123456789200	

DISTRICT RESPONSIBILITY

If the rejected records should 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 sex code and resubmit the records.

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

Year: 2023-24

Data Element Number: **160225**

Data Element Name: **Parent/Guardian Sex**

The sex of the reported parent, legal guardian or other adult responsible for the student.

Code	Definition/Example
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F	The reported parent, legal guardian or other adult responsible for the student is female.
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M	The reported parent, legal guardian or other adult responsible for the student is male.
---	---

Z	The sex of the reported parent, legal guardian or other adult responsible for the student is unknown.
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Length: 1

Data Type: Alphanumeric

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

Data Element Number: **160225**

Data Element Name: **Parent/Guardian Sex**

Description of Changes:

4/10/2024	Definition	Gender to Sex change
4/10/2024	Element Name	Gender to Sex change

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

Year: 2023-24

Data Element Number: **173625**

Data Element Name: **Sex**

The student's sex.

Code	Definition/Example
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F	Female
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M	Male
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Length: 1

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:

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

Data Element Number: **173625**

Data Element Name: **Sex**

Survey 5 Yes
Survey 6 Yes
Survey 9 Yes
Survey F Yes
Survey W Yes
Survey S Yes
Survey G Yes
Survey X Yes

Appendixes:

None

Description of Changes:

4/10/2024	Element Name	Gender to Sex change
8/17/2023	Surveys Required	Removed Survey 8 from Surveys Required, since data collection is no longer conducted.
7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys

2023-2024 Prior School Status/Student Attendance

1. Submit this record during reporting survey periods 2, 3 and 5 for each PK-12 student who was in membership in any school or enrolled in any course in the district (District Number, Current Enrollment) from the first day of the school year to the last day of the survey period as well as any student who withdrew between school years. Students in School Number, Current Enrollment N998 and N999 should be reported if they enrolled in any course in the district. A separate record must be submitted for each school of enrollment and each entry/reentry date.
2. For students enrolled in a year-round school program, separate records should be submitted for each intersession. Students enrolled in separate summer terms must have two separate records reported.
3. WITHDRAWAL CODE, PK-12: Report ZZZ for Surveys 2 and 3 if no withdrawal code is applicable. Every record must have a Withdrawal Code other than ZZZ for Survey 5. Students who were expected to attend school but did not enter as expected (code DNE) should be reported on all surveys (2, 3, and 5).
4. TERM: To indicate the student entered/reentered during the regular school year, use code 3 (annual). To indicate summer school or intersession (for year round school) use code S (combined summer schedule). Use code Y to indicate a record being submitted with a withdrawal code for a student who was not enrolled this year. For Survey 2, Term should equal Z and Days Absent, Annual – Unexcused Not Related to Discipline should be 0-filled.
5. DAYS PRESENT and DAYS ABSENT: Report Days Present, Annual and Days Absent, Annual during Survey Periods 3 and 5. For Survey Period 2, these elements should be 0 filled.
6. RECORDS WITH TERM CODE = Y: For those records being reported with a Term code of Y, send the last School Number, Current Enrollment for the student in the district. The following fields should be Z-filled: Entry (Re-Entry) Code, PK-12 and Prior School/Location: Country. The following fields should be 0-filled: Days Present, Annual; Days Absent, Annual; Days Present, Summer Terms; Days Absent, Summer Terms; Days Absent, Annual – Unexcused Not Related to Discipline and Entry (Re-Entry) Date. In addition, use the date of the first day of the district's regular school year for Withdrawal Date.
7. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
8. KEY FIELDS: The key fields for this format are item numbers 1, 2, 10, 11, 13 and 33. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

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

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment *

2 3-6 4 A/N/R [School Number, Current Enrollment](#) *

3 7-16 10 A/N Filler

4 17-26 10 A/N Filler

5 27-68 42 A/N/L [Student Name, Legal](#)

6 69-69 1 A [Gender](#)[Sex](#)

7 70-70 1 A Filler

8 71-78 8 N [Birth Date](#)

9 79-80 2 A/N [Grade Level](#)

10 81-81 1 N [Survey Period Code](#) *

11 82-85 4 N [School Year](#) *

12 86-88 3 A/N [Entry \(Re-Entry\) Code, PK-12](#)

13 89-96 8 A/N [Entry \(Re-Entry\) Date](#) *

14	97-98	2	A/N	Prior School/Location: District/County
15	99-100	2	A	Prior School/Location: State/Territory or Commonwealth
16	101-102	2	A	Prior School/Location: Country
17	103-105	3	A/N	Withdrawal Code, PK-12
18	106-113	8	N	Withdrawal Date
19	114-116	3	N	Days Present, Annual
20	117-119	3	N	Days Absent, Annual
21	120-120	1	A	Transaction Code
22	121-123	3	N	Days Present, Summer Terms
23	124-126	3	N	Days Absent, Summer Terms
24	127-127	1	A/N	Term
25	128-128	1	A	Educational Choice
26	129-129	1	A	Disaster Affected Student

27	130-130	1	A	Student Offender Transfer
28	131-133	3	N	Days Absent, Annual Unexcused Not Related to Discipline
29	134-135	2	A/N	District Number, Current Instruction/Service
30	136-136	1	A	Habitual Truant
31	137-142	6	A/N	Filler
32	143-152	10	A/N	Student Number Identifier, Local
33	153-166	14	A/N	Florida Education Identifier *
34	167-168	2	A/N	District Number, Zoned School
35	169-172	4	A/N	School Number, Zoned School
36	173-232	60	A/N	Filler
37	233-240	8	A/N	Filler/Error Codes

Last Updated: ~~7/1/2023~~ [2/16/2024](#)

2023-2024 Student Demographic Information

1. For reporting periods 1-4 submit this record for each student receiving instruction/service during that reporting period. Also, send a Student Demographic Information record for each student for whom one or more of the following record formats is being submitted even if the student is not receiving instruction/service during the reporting period: Student Discipline/Resultant Action and Federal/State Indicator Status. Do not send a Student Demographic Information record for a student who is in Home Education unless the student is also receiving instruction/service from the school district during the reporting period.
2. For reporting periods 2 and 3, also submit this record for any student who was identified as migrant ages 0-21, was not enrolled in school and has not graduated from high school. These records should be submitted with a School Number, Current Enrollment of 9997.
3. For reporting period 5 submit this record for any student (a) who was in membership at any time during the school year, (b) who was expected to attend school but did not enter (DNE) as expected (c) for whom a Diploma Type of W43, W45, W52, W54, W55, W58, W59, W61, W62 or W63 is being reported on the Student End of Year Status record, (d) who was identified as migrant ages 0-21, was not enrolled in school and has not graduated from high school, (e) who was identified as migrant ages 0-21, and served in a home education setting, (f) who participated in a Title I, Part C (Migrant) program at a private school, (g) who has been identified as disabled and received services provided by a district through a services plan, or (h) who participated in a Title I program at a private school.
4. For reporting period 9 submit this record for each student for whom an Institution Number, Neglected/Delinquent code is being reported.
5. For reporting period 6 submit this record for each KG-12 student identified as in membership on the survey date. Do not send this record for students who were expected to attend school but did not enter (DNE) as expected for unknown reasons. Exceptional Student Education Prekindergarten (PK) students and PK children of students in the Teenage Parent Program who are in membership on the survey date should also be submitted. Required fields to be reported are: District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment; Survey Period Code; Year; Student Name, Legal; ~~Gender~~Sex; Grade Level; Birth Date and Florida Education Identifier (FLEID). If the Student Number Identifier, Local is reported, it will be included on designated reports as in all other survey periods. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for these non-required elements.

6. For reporting period R, submit this record for each student for whom a Student Discipline/Resultant Action record is reported.
7. STUDENT NAME LEGAL: The district must submit student names for each student. The student name field will be used to ensure efficient editing and verification of records during reporting periods and to facilitate Department monitoring and auditing activities requiring access to district individual student records.
8. SCHOOL NUMBER, CURRENT ENROLLMENT: For Survey 9, for students for whom an Institution Number, Neglected/Delinquent code is being reported, report the school of enrollment as of the time the student attended the Neglected/Delinquent Institution. For private school students who participated in a Title I program use 9995 for the School Number, Current Enrollment. For private school students who participated in a Title I, Part C (Migrant) program use 9992 for the School Number, Current Enrollment. For home education students who participated in a Title I Part C (Migrant) program use 9993 for School Number, Current Enrollment.
9. YEAR: For reporting periods 1 through 4 and 9, this field will contain fiscal year. For reporting period 5, this field will contain school year. Refer to the element Year in the DOE Information Data Base Requirements: Volume I - Automated Student Information System for definitions.

YEAR: For Survey Period R, data element "Year" should be reported in terms of "Month and Year". "Month and Year" as in, for example, January 2023 would be 0122.

10. PRIMARY INSTRUCTOR RESPONSIBLE, READING: Report during reporting period 8 for students in the Progress Monitoring and Reporting Network (PMRN). For Grades 03-05 students, report the teacher who provides the ninety minutes of initial (core) reading instruction. For Grades 6-12 students enrolled in a reading intervention class report the teacher of the reading intervention class. Students not enrolled in a reading intervention class, report the teacher of language arts. All teachers reported here must also have a Staff Demographic Information record. Report all zeroes in all other survey periods.
11. INSTITUTION NUMBER, NEGLECTED/DELINQUENT: The number assigned to the institution 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 114-95. Report this number in survey period 9 for students who are ages 5-17 inclusive who resided or were present in a residential institution for neglected or delinquent children 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. Submit up to three eligible institutions on a Student Demographic Information

format. Matching records are not required for these students in survey period 9.

For Survey Period 5 submit this number for any student who resided in a locally operated residential neglected or delinquent facility or was present in a locally operated non-residential neglected or delinquent program at any time between July 1 and June 30 of the reporting year.

Also, submit this number for any student, under age 21, who resided in a state operated residential delinquent or neglected program at any time between July 1 and June 30 of the reporting year.

12. ZONED DISTRICT AND SCHOOL: Submit this information in Survey Periods 2 and 3 for each student enrolled in an alternative school or designated as hospital/homebound during survey week. These elements should be zero-filled for survey periods 1, 4, 5 and 9.
13. LUNCH STATUS. For Survey Period 5, report a student as eligible for free or reduced price lunch if the student was eligible at any time during the school year.
14. DATE ENTERED UNITED STATES SCHOOL: Submit this information in Survey Periods 2, 3 and 5 for students coded LY or LP on the English Language Learners, PK-12 data element. Also submit this information in Surveys 2, 3 and 5 for Immigrant Students reported on the Federal/State Indicator Status format with a code of Y, unless Grade Level = PK then date should be reported as all zeros.
15. KEY FIELDS: The key fields for this format are item numbers 1, 5, 6 and 46. If a key field needs to be changed, the record must be deleted and re-submitted as an add.
16. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.

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

Item No.	From-To	Size	Field Char.	Field Description
1	1-2 Instruction/Service *	2	N/R	District Number, Current
2	3-4 Enrollment	2	N/R	District Number, Current

3	5-8	4	A/N/R	School Number, Current Enrollment
4	9-18	10	A/N	Filler
5	19-19	1	N	Survey Period Code *
6	20-23	4	N	Year *
7	24-33	10	A/N	Filler
8	34-75	42	A/N/L	Student Name, Legal
9	76-77	2	A/N	District Number, Zoned School
10	78-81	4	A/N	School Number, Zoned School
11	82-82	1	A	GenderSex
12	83-83	1	A	Filler
13	84-93	10	A/N	Student Number Identifier, Local

14	94-96	3	A/N	Filler
15	97-98	2	A	English Language Learners, PK-12
16	99-99	1	A/N	Resident Status, State/County
17	100-101	2	A/N	Grade Level
18	102-102	1	A/N	Student Characteristic, Agency Programs
19	103-103	1	A	Transaction Code
20	104-105	2	A/N	Native Language, Student
21	106-106	1	A/N	Filler
22	107-108	2	A/N	Primary Language Spoken in Home
23	109-110	2	A/N	Country of Birth
24	111-118	8	A/N	English Language Learners: Home Language Survey Date

25	119-126	8	N	Birth Date
26	127-129	3	A/N	Filler
27	130-137	8	A/N	Qualifying Arrival Date (QAD) for Migrant Program Eligibility
28	138-138	1	A/N	Lunch Status
29	139-139	1	A	Filler
30	140-140	1	A	Additional School Year Student
31	141-141	1	A/N	Migrant Status Term
32	142-142	1	A/N	Graduation Option
33	143-146	4	A/N	Institution Number, Neglected/Delinquent (First)
34	147-150	4	A/N	Institution Number, Neglected/Delinquent (Second)
35	151-152	2	N	Residence County

36	153-153	1	A	Ethnicity
37	154-154 Native	1	A	Race: American Indian or Alaska
38	155-155	1	A	Race: Asian
39	156-156	1	A	Race: Black or African American
40	157-157 Islander	1	A	Race: Native Hawaiian or Other Pacific
41	158-158	1	A	Race: White
42	159-167 Reading	9	A/N	Primary Instructor Responsible,
43	168-171 Neglected/Delinquent (Third)	4	A/N	Institution Number,
44	172-179	8	N	Date Entered United States School
45	180-218	39	A/N	Filler
46	219-232	14	A/N	Florida Education Identifier *

47	233-240	8	A/N	Filler/Error Codes
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Last Updated: ~~12/1/2023~~[2/16/2024](#)

2023-2024 Student Discipline/Resultant Action

1. Submit this record during reporting periods 2, 3, and 5 for each student receiving a discipline/resultant action from the first day of the school year to the last day of the survey period. Report all discipline/resultant actions and total duration days that resulted from any incident that occurred during the school year or the subsequent summer session(s) even if the discipline/resultant action is intended to begin in the next school year. Submit a separate record for each occurrence of the discipline/resultant action. A student Discipline/Resultant Action record should not be submitted for SESIR incidents with an Incident, Involvement Type of N or U.

For reporting period R, submit this record monthly for students with related incidents reported on the SESIR format.

2. INCIDENT, IDENTIFIER: If the discipline/resultant action is related to a School Environmental Safety Incident Report (SESIR) item then the Incident, Identifier and the School Number, Where Incident Occurred should be the same on both records.
3. GRADE LEVEL: Use the grade level of the student at the time the incident occurred.
4. SCHOOL YEAR: For Survey Period R, data element "School Year" should be reported in terms of "Month and Year". "Month and Year" as in, for example, January 2023 would be 0123.
5. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
6. KEY FIELDS: The key fields for this format are item numbers 1, 4, 5, 6, 7, 9 and 29. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment *
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Filler
4	17-17	1	N	Survey Period Code *

5	18-21	4	N	School Year *
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6	22-22	1	A	Discipline/Resultant Action Code *
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7	23-26	4	N	School Number, Where Discipline/Resultant Action Occurred *
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8	27-27	1	A	Transaction Code
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9	28-35	8	A/N	Incident, Identifier *
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10	36-43	8	A/N	Incident, Date
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11	44-46	3	N	Duration, discipline Action
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12	47-47	1	A	Filler
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13	48-48	1	A	Student, Involved in Hate Crime
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14	49-49	1	A	Student, Use of Alcohol
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15	50-50	1	A	Student, Use of Drugs
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16	51-51	1	A	Student, Weapon Use
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17	52-53	2	A/N	Grade Level
18	54-54	1	A	Filler
19	55-55	1	A	GenderSex
20	56-63	8	N	Birth Date
21	64-64	1	A/N	Lunch Status
22	65-66	2	A	English Language Learner, PK-12
23	67-70	4	A/N	School Number, Where Incident Occurred
24	71-72	2	N/R	District Number, Where Incident Occurred
25	73-76	4	A/N	Filler
26	77-77	1	A	Student, Involved in Bullying
27	78-78	1	A	Zero-Tolerance: Expulsions
28	79-128	50	A/N	Filler
29	129-142	14	A/N	Florida Education Identifier *

30	143-152	10	A/N	Student Number Identifier, Local
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31	153-160	8	A/N	Filler/Error Codes
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Last Updated: ~~7/1/2023~~ [2/16/2024](#)

APPENDICES

2023-24

- Appendix FF: Career and Professional Education Act Career-Themed Courses and Industry Certifications Registered with FLDOE
 - <https://www.fldoe.org/core/fileparse.php/20606/urlt/2324-appendff.xls>
- Appendix O: Apprenticeship Sponsor Codes
 - <https://www.fldoe.org/core/fileparse.php/20606/urlt/2324-appendo.xlsx>