

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

**August 25, 2023**

# EIS NEWSLETTER

## PK-12 EDUCATION INFORMATION SERVICES



## QUARTERLY EIS NEWSLETTER RETURNS

By Lisa Millians

# Welcome Back!

We're back! It's been a while since you've seen a bureau newsletter, so I'm excited to reintroduce this method of communication to keep you in the loop with EIS. The newsletter will provide information on reporting statistics, upcoming EIS news, answers to frequently asked questions (FAQs), upcoming deadlines of importance to districts and staff changes.

We hope you enjoy reading the content of this newsletter and provide us with feedback on the things you'd like to see covered in the future. My goal is to provide what is valuable and help maintain a mutually beneficial relationship between the department and districts. Please send all suggestions and comments to [askeias@fldoe.org](mailto:askeias@fldoe.org).

## 2023-2024 Master School Identification File Rollover



During the annual Master School Identification (MSID) file rollover each district's MSID contact received the MSID Report via email. Contacts are asked to please adhere to the listed **deadline** in the email.

Please remember that all updates and/or changes to your schools need to be clearly noted by changing your updates to the font color of your choice on the MSID Report.

## FALL 2023

PK 12 Education Information Services (EIS) seeks to improve education by using data to help educators make better decisions. EIS functions and services include assisting school districts in the reporting of accurate information, providing information to customers to meet their needs, fulfilling Florida Department of Education (Department, FDOE) information database requirements, and reviewing and developing data collection procedures.

## WHAT'S NEW?

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### Q & A

Each month this section will provide some answers to the most frequently asked questions regarding a specific topic or survey.

### STATISTICS

Take a look and see how you're doing with reporting back to the department.

### STAFF UPDATES

Read this to find out the latest changes on our team and who to contact for specific needs.

# Overview of MSID Application Review Process

New MSID applications must be submitted to the department no later than **June 1** of each year and no earlier than three calendar years prior to the beginning of the school year in which the school is scheduled to open based on the date included in the MSID application.

- Department of Juvenile Justice (DJJ), adult, hospital/homebound and virtual facilities may submit MSID applications for a new school number to the department **throughout** the calendar year.
- Charter school MSID applications for a new school number must be submitted **within 30 calendar days of the approval** of the charter school application.
- Updates to the mailing or physical address, school-board-approved school name changes or changes to principal name, email address or grade codes **do not require an MSID application**. Please inform the department of such changes by emailing [MSID@fldoe.org](mailto:MSID@fldoe.org). This email account is for “all things MSID,” including new MSID school applications and questions.
- The MSID School Approval Committee (SAC) meets on a biweekly basis, as necessary, to review submitted MSID application requests. When an MSID application request is received and the application is determined to be **complete**, the request is placed on the next scheduled MSID SAC meeting agenda. Districts will be notified via email when their MSID application request has been placed on the next SAC meeting agenda. **Please note: once the MSID application is submitted to leadership, there is no timeline as to when a determination for approval or denial will be made.** As soon as the final determination is received, the district will be notified via email.
- Since the department receives many requests for MSID updates, changes, application reviews, etc., all correspondence should be sent via email for proper tracking and documentation.

## SURVEY COLLECTION TIME FRAMES

The survey periods for **Student Data** collection cover the following time frames:

1. **Survey 1 (July)** covers the period from the beginning of the fiscal year (July 1) to the beginning of the defined 180-day school year. Survey 1 closes at 4 p.m. EDT on September 30.
2. **Survey 2 (October)** covers the first 90 days of the 180-day school year. Survey 2 closes at 4 p.m. EDT on December 15.
3. **Survey 3 (February)** covers the second 90 days of the 180-day school year. Survey 3 closes at 4 p.m. EDT on April 15.
4. **Survey 4 (June)** covers the period from the end of the 180-day school program to the end of the fiscal year (June 30). Survey 4 closes at 4 p.m. EDT on August 15.
5. **Survey 5 (August)** covers the entire school year for reporting of prior school year data and is due at the beginning of August. Survey 5 closes at 4 p.m. EDT on October 31.
6. **Survey 6 (September)** covers the period from August to September.
7. **Survey 9 (November)** covers the period from November to January.
8. **Survey R (SESIR)** covers reporting for each month throughout the year.

The survey periods for **Staff Data** collection cover the following time frames:

1. **Survey M** covers the period from August to September and collects personnel email addresses.
2. **Survey 2** covers the period from October to December.
3. **Survey N** covers the period from January to February and collects personnel email addresses.
4. **Survey 3** covers the period from February to April.
5. **Survey 5** covers the period from July to October.



# SURVEY REMINDERS



## **Survey 8**

### **DATA COLLECTION**

The Department is no longer collecting Survey 8 data. The Department is in the process of editing the governing statute surrounding the collection of this data.

## **Survey 2 and 3**

### **TITLE I, PART A: IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED**

The federal Title I program collects data on economically disadvantaged students, such as lunch status. Lunch status is defined as the student's eligibility for participation in the National School Lunch Program, which is based on the type of National School Lunch Program Provision offered in the student's school number and current enrollment.

It is very important to report only one lunch provision type per school, since reporting more data under any one program type makes it difficult to correctly gauge poverty percentages.

Notice:

- The F71447 Lunch Reference file is generally available at least two weeks before the start of Surveys 2 and 3. If the file is not available, please contact [ASKEIAS@fldoe.org](mailto:ASKEIAS@fldoe.org). Any updates to the F71447 Lunch Reference file must come from the Florida Department of Agriculture and Consumer Services.
- The Student Demographic Edit 5E is a state validation edit and will not result in reject records. However, the school will have to provide proper documentation for auditing purposes.

## **Survey 3**

### **FULL-TIME EQUIVALENT (FTE)**

Every other year the timing of the fourth Florida Education Finance Program (FEFP) calculation (Calc4) is affected by the regular and early legislative session. In a regular legislative session year (odd calendar year), Calc4 is performed early after the end of state processing, so the legislature has a recent FEFP calculation in which to base their budget. In an early session year (even calendar year), the legislature uses the third calculation (Calc3) as their budget basis, so Calc4 is performed after closure of Survey 3, using the final survey data.

## **Survey 1 and 4**

### **ALTERNATE SURVEY WEEK FOR SURVEYS 1 AND 4:**

- For districts whose summer sessions are outside of survey week during Survey 1 and Survey 4, an alternate survey does not have to be approved by the department. The guidance in the Full-Time Equivalent General Instructions ([FTE Information \(fldoe.org\)](#)) allows districts to designate an alternate survey week using the "middle day/middle week" method. Reporting deadlines for Survey 4 must be met by all districts regardless of the established survey week.

### **SECTION 4.1.7III - REPORTING FTE REPORTED, COURSE FOR SUMMER SESSIONS, FROM THE FTE GENERAL INSTRUCTIONS:**

- Within the PK-12 education program, if the June (Survey 4) or July (Survey 1) summer school period is scheduled so that it takes place outside of the regularly scheduled survey week period, then a separate survey week will be established to count these students. The middle day or middle week of the summer

period should be used as the basis for establishing the survey week. The same survey week is established for reporting both FTE students and transported FTE students.

- FTE must be reported in the fiscal year when the instruction occurs. The FTE for instruction that occurs in June must be reported in the June survey (Survey 4), and the FTE for instruction that occurs in July must be reported in the July survey (Survey 1).
- To calculate summer school FTE, divide scheduled hours for the summer session by 720 for grades PK-3 or 900 hours for grades 4-12. This does not apply to Virtual Instruction Courses.
- For other information regarding summer school reporting, please refer to the FTE General Instructions, Section 2.12, "Courses Reported Beyond Regular 180-Day School Year."

#### **REPORTING FTE SUMMER SESSIONS - ADDITIONAL INFORMATION**

- If students will be taking summer courses in June, then report the Student Course records in Survey 4 for the current school year. If student continues to take summer courses through July, then also report the Student Course records in Survey 1 for the next school year.
- The only FTE that counts for funding in Surveys 1 and 4 are DJJ, Virtual Course Completion and Credit Recovery.

#### **Survey 4**

##### **VIRTUAL REPORTING FTE**

Virtual courses are funded based on successful course completion. If a virtual course is being reported as a yearlong course (Term 3), and a student passes one semester and fails the other, but the average of the two grades is passing, then the district may claim the full year's FTE. If the district chooses to report the yearlong course in two semesters (Term 1 and Term 2) the district will only receive FTE for the term that was successfully completed.

#### **Survey 5**

##### **DISASTER AFFECTED STUDENTS QQYV F71510 REPORT:**

The data element for Disaster Affected Students collects students displaced by declared disasters which rendered a school non-operational long enough that its students had to be re-assigned to another school or another location temporarily while the damaged school was made operational.

Notice:

- REMINDER - Reporting for Disaster Affected Students is based only on the current school year. Survey 5 data should reflect data for only the current school year.
- Please review data reflecting students affected by disasters closely to make sure the data reported is accurate.

##### **GPA FOR DUAL ENROLLMENT**

- To be eligible for dual enrollment in a high school collegiate program, the student's Grade Point Average (GPA) must be 3.0 or better. According to Section 1007.271(3), F.S., the GPA is based on the student's overall high school course grades.
- The GPA is based on the state GPA scale adopted by the State Board of Education.
- Since dual enrollment courses should be reported in the same year the students are enrolled, the GPA would represent that year's achievement.
- The GPA for dual enrollment in an early college program would be based on courses in the reporting year that had a dual enrollment indicator of 'E' - early admission.
- Dual enrollment in an early college program would be based on the students' GPA in the postsecondary course(s).

## IMPORTANT DATES

Dates of upcoming PK-12 EIS-related events, meetings, conferences and deadlines for the upcoming quarter.

### **STUDENT, PK-12 Data Reporting**

#### **Survey 5 2022-2023**

- Due Date: July 21, 2023
- State Processing: July 17 – August 18, 2023
- Final Update/Amendment Date: October 31, 2023

#### **Survey 1 2023-2024**

- Due Date: July 28, 2023
- State Processing: July 24 – September 8, 2023
- Final Update/Amendment Date: September 30, 2023

#### **Survey 6 2023-2024**

- Due Date: August 18 and September 1, 2023
- State Processing: August 18 and September 8, 2023

#### **Survey R**

<b><u>Reporting Month</u></b>	<b><u>Due Date</u></b>
August 2023	September 8, 2023
September 2023	October 6, 2023
October 2023	November 10, 2023

### **STAFF Data Reporting**

#### **Survey 5 2022-2023**

- Due Date: July 21, 2023
- State Processing: July 17 – August 18, 2023
- Final Update/Amendment Date: October 31, 2023

#### **Survey M 2023-2024**

- State Processing: August 14 – September 8, 2023

## PREVIOUS SURVEY STATISTICS

### **Stats From Survey 2**

#### **Class Size:**

- 4% of Florida schools were not federally compliant for class size.

### **Stats From Survey 3**

#### **Student Data**

- 5% of Florida districts did not report accurate Student and Teacher Course records resulting in FTE to be nulled.
- 3% of Florida districts did not report accurate lunch status.

#### **Staff Data**

- 3% of Florida districts did not report all required formats for staff data.
- 38% of Florida districts did not report matching Staff Demographic and Staff Payroll records.



## Staff Updates

Since the last EIS Newsletter was released, we have had several staff changes.

We welcome the following persons to the PK-12 EIS Team:

- **Lisa Millians** – Bureau Chief of Infrastructure and School Support – Responsible for Infrastructure and School Support, which includes FTE and Class Size, Office of School Support, and PK-12 EIS
- **Judy Lenczyk** – PK-12 Education Information Services (EIS) Manager – Previous manager over FTE and Class Size
- **LaShanda Hatcher** – Education Program Director – Promotion
- **Carlton Williams** – Program Specialist IV – Promotion
- **Pedro Moureu** – Program Specialist IV – New Hire Supporting Staff Database Reporting
- **Amy LaCour** – Program Specialist IV – New Hire Supporting Staff Database Reporting
- **Myesha Williams** – Program Specialist III – New Hire Supporting Student Database Reporting and temporarily assisting with FTE and Class Size
- **Keitra Robinson** – Program Specialist III – New Hire Supporting Student Database Reporting

# Reminders For Survey Processing (All Surveys)

The sections below refer to how data should be submitted to the Department from the districts. If you have any questions, please email [ASKEIAS@fldoe.org](mailto:ASKEIAS@fldoe.org).

## Data Processing

- District sends an original format data file (DPSds.GQ.Fxxxxx.Yy1y2S) and an indicator file (DPSds.GQ.Fxxxxx.Yy1y2S.INITIAL).
  - Where Fxxxxx is the format number. e.g., student demo would be F60775.
  - Where Yy1y2S is the processing year and survey number. e.g., 2022-2023 survey 4 would be Y22234.
- If there are **less than 20%** records in errors, the data will load to the database. An error report and error file will be created for records found in error.
- If there are **20% or greater** records in error, the data will **not** load to the database. The district will have to resubmit another .INITIAL file to be processed.

## Edits

Each input record will be checked against the data in the database depending on the action code on the batch record.

- Code **A** should be used to **add** a particular record that does not already exist. If no edit errors are found, the record is added to the database.
- Code **C** should be used to **change** a particular record that already exists. If no edit errors are found and if the matching key element is found in the database, it will be updated in the database.
- Code **D** should be used to **delete** a particular record that already exists. If no edit errors are found, and if a matching key element is found in the database, it will be deleted from the database. Any errors will be noted in both the error report and the error file.

## Validation/Exception Edits

- Validation Edits and Exception Edits do **not** reject records. The records are still loaded to the database. However, Validation Edits are considered errors and need to be corrected by the district. Exception Edits could be errors and need to be verified by the district to determine whether a correction is needed.

## Initial Files

If a format already has data loaded, districts cannot send in .INITIAL files. Likewise, if no data has been loaded, a batch cannot be submitted. The district must first submit a successful .INITIAL file to be processed before any batch files will get processed.

- NOTE: .INITIAL files are processed each morning during the state processing window. During the amendment window, a special request is needed to process any .INITIAL files. Please send these requests to [ASKEIAS@fldoe.org](mailto:ASKEIAS@fldoe.org).

## Batch Files Submitted Twice in a Day

To ensure the correct data is being processed:

- Only one .BATCHE and associated data file should be submitted per update on any given day.
- If another submittal is made the same day, then it would be best if the district deletes the previous data file submitted before resubmitting.
- As long as a .BATCHE file was previously submitted and still exists, a new one does not need to be resubmitted.

## EIS Contacts

### **Bureau Chief**

Lisa Millians

### **PK-12 Education Information Services (EIS) Manager**

Judy Lenczyk

### **PK-12 EIS Staff**

Kristi Ham

LaShanda Hatcher

Carlton Williams

Pedro Moureu

Amy LaCour

Myesha Williams

Keitra Robinson

Trenika Wineglass

## Top News!

The Florida Department of Education welcomes two new school districts to EIS:



**District #81**  
**Tallahassee Community College (TCC)**



**District #82**  
**Florida State University (FSU) Bay**

## Resource Zone

PK-12 Education Information Services  
[PK-12 Education Information Services \(fldoe.org\)](https://fldoe.org)

PK-12 Database Manuals  
[PK-12 Database Manuals \(fldoe.org\)](https://fldoe.org)

Full-Time Equivalent Information  
[FTE Information \(fldoe.org\)](https://fldoe.org)

Class Size  
[Class Size \(fldoe.org\)](https://fldoe.org)

Class Size FAQs  
[Frequently Asked Questions \(fldoe.org\)](https://fldoe.org)

Master School Identification Application  
[FLDOE Master School ID](https://fldoe.org)

Technical Assistance Documents  
[Technical Assistance Documents \(fldoe.org\)](https://fldoe.org)

2022-23 Staff Demographic Information  
[2022-23 Staff Demographic Information \(fldoe.org\)](https://fldoe.org)





## APPENDICES

### 2023-24

- [Appendix T: District Contacts for Student Identifiers](#)