FLORIDA DEPARTMENT OF EDUCATION



Just Read.

John L. Winn Commissioner of Education

STATE BOARD OF EDUCATION

F. PHILIP HANDY, Chairman

T. WILLARD FAIR, Vice Chairman

Members

DONNA G. CALLAWAY

ROBERTO MARTÍNEZ

PHOEBE RAULERSON

KATHLEEN SHANAHAN

LINDA K. TAYLOR

August 29, 2006

MEMORANDUM

TO: Staff Data Base Contacts and Student Data Base Contacts

SUBJECT: Class Size File Update for the 2005-06 School Year

As most of you are aware, the 2006 Legislature made changes in the class size legislation regarding the ability of districts to use team teaching techniques. Specifically, s. 1003.03 (2)(b)(4) and (5), F.S., were added to allow the use of Team Teaching effective July 1, 2005. Specifically, the changes for fiscal years 2006-2007 through 2009-2010 and thereafter require that each teacher assigned to any classroom shall be included in the calculation for compliance. Further, the changes allow the use of additional Team Teaching in schools ONLY after July 1, 2005, for the following purposes:

- 1. Pairing teachers for the purpose of staff development.
- 2. Pairing new teachers with veteran teachers.
- 3. Reducing turnover among new teachers.
- 4. Pairing teachers who are teaching out-of-field with teachers who are in-field.
- 5. Providing for more flexibility and innovation in the classroom.
- 6. Improving learning opportunities for students, including students who have disabilities.

As noted above, the changes direct that:

- 1. Reasonable limits shall be placed on the number of students in a classroom so that classrooms are not overcrowded. Teacher-to-student ratios within a curriculum area or grade level must not exceed constitutional limits.
- 2. At least one member of the team must have at least 3 years of teaching experience.
- 3. At least one member of the team must be teaching in field.
- 4. The teachers must be trained in team-teaching methods within 1 year after assignment.

GARNET L. DUKES, JR.

Bureau Chief Accountability, Research, and Measurement Three weekends have been set aside to allow your district to submit test data for the 2006-07 school year. These weekends will allow your district to submit the data for class size calculation runs prior to the October Survey 2 submissions. Only class size calculations will be available. We will not be testing for the experience or other factors during the three test runs. The specific times for these runs are:

Files Received by 4:00 PM,

EST,	Files Processed	Reports Available
September 15	September 16 and 17	September 18
September 22	September 22 and 23	September 25
September 29	September 30 and October 1	October 2

As a reminder, we have opened Survey 2 processing one week earlier than normal this year. If your district would like to submit, data edits will be done and reports for all of Survey 2 will be available. The specific dates for Survey 2 are below.

Survey 2

Survey Week: October 9-13, 2006 Due Date: October 27, 2006

State Processing: October 16-November 10, 2006 Final Update/Amendment Date: July 27, 2007

If you have questions regarding this reporting requirement, contact me at 850/245-0400 or lavan.dukes@fldoe.org.

District MIS Contacts
District Finance Officers

Attachments: Data Element, Team Teaching Training

Revised Teacher Course Format Data Element, Teaching Experience

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

Implementation Date: Fiscal Year 2005-06 July 1, 2005

Element Name:	Element Name: Team Teacher Training			
Definition/Domain				
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	<u>DEF</u>	FINITION		
A		is teacher is team-teaching in this class as part of a team that was in istence prior to July 1, 2005.		
В	exis	is teacher is team-teaching in this class as part of a team that was not in stence prior to July 1, 2005 and this teacher has had training in team-teching methods as of the FTE survey week.		
С	exis teac atte	is teacher is team-teaching in this class as part of a team that was not in stence prior to July 1, 2005 and this teacher has <u>not</u> had training in team-teaching methods as of the FTE survey week. This teacher is scheduled to end training in team-teaching methods within one year after the teacher's signment to the team.		
D	exis teac atte	is teacher is team-teaching in this class as part of a team that was not in istence prior to July 1, 2005 and this teacher has <u>not</u> had training in team-aching methods as of the FTE survey week. This teacher is <u>not</u> scheduled to end training in team-teaching methods within one year after the teacher's signment to the team.		
Z	Not	applicable. This teacher is not part of a team for this class.		
Length:	1	Grades and Programs Requiring This Data Element:		
Format: Alphanumeric		All Programs, Grades PK-12		
Compatibility Requi	irement:			
Com	patible			
Use Types:		State Reporting Formats Requiring This Data Element:		
		Teacher Course Schedule DB9 15x		
☐ F.A.S.T.E.R.				
Data Element Numb	per:			
	· -	Reported in Survey Periods:		
Revised: 7/06		Volume I Effective: 7/06 Page Number: 267-35		

2006-2007 Teacher Course

- 1. Submit a separate record for each combination of Course Number, Section Number, Period Number, Term and Social Security Number operating during reporting periods 1-4. The combination of Course Number, Section Number, Period Number and Term must be the same as that reported for each student in this class.
- 2. DAYS IN TERM: For PK-12 short courses, Days in Term will be the actual number of days scheduled. For Voluntary Prekindergarten courses, Days in Term will be the actual number of days scheduled for the term being reported. For reporting periods 1 and 4, Days in Term will be the actual Summer Session days.
- 3. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 13, and 20. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

(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 Instruction/Service *
2	3-6	4	A/N/R	School Number, Current Instruction/Service *
3	7-7	1	A/N	Survey Period Code *
4	8-11	4	N	Fiscal Year *
5	12-18	7	A/N	Course Number *
6	19-23	5	A/N	Section Number *
7	24-27	4	N	Period Number *
8	28-29	2	A/N/R	Facility Type
9	30-32	3	N/R	Days in Term (For FTE Purposes)
10	33-33	1	A/N	Filler
11	34-34	1	A/N	Filler
12	35-44	10	N/R	Florida Educators Certificate Number
13	45-54	10	A/N/L	Social Security Number *
14	55-55	1	A/N	Filler
15	56-56	1	A	Transaction Code
16	57-57	1	A/N	Certification/Licensure Status
17	58-60	3	N	Full - Time Aide Indicator
18	61-61	1	A	Primary Instructor Indicator
19	62-81	20	A/N	Filler
20	82-82	1	A/N	Term *
21	83-83	1	A/N	Highly Qualified Teacher Status
22	84-104	21	A/N	Classroom Identification (FISH) Number
23	105-105	1	A/N	Scheduling Method
24	106-106	1	A	Term/Survey Indicator
25	107-107	1	A/N	Team Teacher Training
26	108-160	53	A	Filler

^{&#}x27; * ' indicates key fields.

FLORIDA DEPARTMENT OF EDUCATION DOE INFORMATION DATA BASE REQUIREMENTS VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM AUTOMATED STAFF DATA ELEMENTS

Implementation Date: Fiscal Year 2006-07 July 1, 2006

Element Name: Teaching I	Experience	**NEW DATA ELEMENT**		
	Definition/Domain			
The number of years of service as a classroom teacher including all classroom teaching experience in the current district as well as all classroom teaching experience outside the current district.				
	04 = 4 years experience 00 = 0 years experience – teacher was in firs 10 = 10 years experience	ot year of teaching		
<u>Note</u> :				
Data for this element can P and S reported in Surve	be derived by totaling the years of experience eys 2 or 3.	e for Experience Types F, N,		
Length: 2	State Reporting Formats Requ	iring This Data Element:		
Format: Numeric	Teacher Exit Interview DB9 58x	-		
Compatibility Requirement:	1			
Compatible				
Use Types:				
Data Element Number:	-			
220175	Reported in Survey Periods: 1]2		
Revised: 7/06	Volume II Effective: 0			