



# **FDOE INFORMATION DATABASE REQUIREMENTS:**

## **VOLUME I - AUTOMATED STUDENT INFORMATION SYSTEM**

**STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**

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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](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 developed the following documents:

- \* DOE INFORMATION DATABASE REQUIREMENTS:  
VOLUME I - AUTOMATED STUDENT INFORMATION SYSTEM
  
- \* DOE INFORMATION DATABASE 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 PK - 12 Education Information Services, Florida Department of Education, 852 Turlington Building, Tallahassee, Florida 32399-0400 or [askeias@fldoe.org](mailto: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 was required to be implemented in each school district by June 30, 1987.

Each school district must install an automated student information system that includes the data elements as listed in the Automated Student Information System and as 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 are optional for each district.

2. State-level automated student information database design was required to be implemented in the Florida Department of Education by July 1, 1987.

A state-level student database of information has been installed for access by state and local education managers and the Legislature. The database design integrates 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 database of information. The Florida Department of Education was required to implement strict controls for privacy and security of student records as contained in Section C of this document.

3. Automated state reporting functions were required 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 was required to 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, which was required to be completed by 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	Monthly R	
Student Demographic Information	DB9 13x	A	S	A	A	S	A	A	A	S	
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	A	
Career and Technical Education											
Student Course Schedule	DB9 16x								S		
Career and Technical Education											
Teacher Course	DB9 24x								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	A	
Prior School Status/Student Attendance	DB9 55x				A		A		A		
Student Transportation	DB9 56x	S			S		S	S			
Student Assessment	DB9 59x								S		
Student Additional Funding	DB9								S		
Industry Certification	DB9								S		

A = ALL STUDENTS      S = SELECTED STUDENTS      V = VOLUNTARY

*(continued on next page)*

**AUTOMATED STATE REPORTING FUNCTIONS (continued)**

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD	
		JAN	MAR
		J	K
Family Empowerment Scholarship DB9		S	S

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION SYSTEM	SURVEY PERIOD		
		Aug/Sept F and G	Jan/Feb W and X	June/July S
WDIS Adult General Education Test Record	DQ2	S	S	S
WDIS Student Demographic Information	DQ2	S	S	S
WDIS Career and Technical Education Student Course Schedule	DQ2	S	S	S
WDIS Adult General Education Student Course	DQ2	S	S	S
WDIS Teacher Course	DQ2	S	S	S
WDIS Student End of Term Status	DQ2	S	S	S
WDIS Supplemental Information	DQ2	S	S	S

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A = ALL STUDENTS                      S = SELECTED STUDENTS                      V = VOLUNTARY



**B - AUTOMATED STUDENT INFORMATION SYSTEM  
DATA ELEMENT REQUIREMENTS**

## INTRODUCTION

All automated student data elements included in Volume I of the Automated Student Information System 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 THE DATA ELEMENT:

The data elements contained in Volume I 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 Volume I 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 the 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 non-users 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 cross-walked to the Student Number Identifier, Florida for state reporting purposes.

In many of the data element definitions included in Volume I, a code has been defined for "not applicable." In cases of very specialized data elements, such as "Disciplinary/Resultant 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 “non-information” 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, F.A.C., 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 (ESEA) as amended by the No Child Left Behind (NCLB) Act of 2001 requires methods for electronically exchanging student records among districts and states for migrant students. MSIX data are 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 THE 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 PK - 12 Education Information Services office to facilitate use of the data 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 database 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 in the Automated Student Information System.

The Year Implemented indicates that a data element was first required at the beginning of the indicated fiscal year (July 1).

### **APPENDICES:**

Each appendix that applies to the data element is listed. Each appendix provides 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 and additional information relevant to understanding and reporting the element.

**DESCRIPTION OF CHANGES:**

Beginning with 2011-12, each change to the data element is listed with the date the change was made, the part of the data 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 the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. 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. 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.