# Section 1: Agencies Required to Submit

The following agencies are required to submit a supplemental file. Table 1 provides the list of school districts and agency codes. Table 2 provides the list of Florida College System (FCS) institution and agency codes. The codes displayed in these tables must be used by the agency as a field in the data reporting format.

**Table 1. School District Recipients of AEFLA Grants**

|  |  |
| --- | --- |
| **SCHOOL DISTRICTS** | **FISCAL AGENCY CODE** |
| Baker County | 020 |
| Bay County | 030 |
| Collier County | 110 |
| Leon County | 370 |
| Nassau County | 450 |
| Osceola County | 490 |
| Pinellas County | 520 |
| Polk County | 530 |
| St. Johns County | 550 |
| Santa Rosa County | 570 |
| Sumter County | 600 |
| Walton County | 462 |
| Washington County | 670 |

**Table 2. FCS Institution Recipients of AEFLA Grants**

|  |  |
| --- | --- |
| **FCS INSTITUTION** | **FISCAL AGENCY CODE** |
| College of Central Florida | 422 |
| Daytona State College | 642 |
| Florida State College at Jacksonville | 162 |
| Indian River State College | 562 |
| Northwest Florida State College | 462 |
| Pensacola State College | 172 |
| Santa Fe College | 012 |
| South Florida State College | 282 |
| St. Johns River State College | 542 |
| Tallahassee Community College | 372 |

# Section 2: File Formats

Students who are being reported for the fiscal reconciliation of 2017-18 NRS Participants[[1]](#footnote-1) must be reported in a separate supplemental file submission. One Excel file must be received for each district or college with indicators for which grant the student is being claimed for the enrollment performance target. See tables below with separate file formats for school districts and Florida College System Institutions.

**Table 3. School District File Format**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Format** WDIS element is provided if applicable | **Description** | **Notes** |
| Fiscal Agency Code | 3 digit code used for grant reporting | See valid codes in Table 1 |  |
| Submitting District | WDIS Data Element, District Number, Current Instruction/Service (115325) | NRS Reporting Agency  |  |
| Florida Education Identifier | WDIS Data Element Florida Education Identifier (197246) | Code issued by the Florida Department of Education used to uniquely identify a person in Florida’s education data system |  |
| Last Name | Last name information from WDIS Data Element, Student Legal Name (175425) | Last Name of the Student | All Caps for Data entry (ex. SMITH) |
| First Name | First name information from WDIS Data Element, Student Legal Name (175425) | First Name of the Student | All caps for Data Entry (ex. JOHN) |
| Gender | WDIS Data Element Gender (173625) | Gender of the Student |  |
| Birthdate | WDIS Data Element Birth Date (104025) | Birthdate of the Student | YYYYMMDD |
| County/Grant Service Area of the Student | 2 digit code for County | The County/grant service area in which the NRS participant received instruction. See attached Appendix for county codes. | Only one county may be reported for each student. See reporting instructions in Section 3 |
| AGE Grant Indicator | Y or N | An indicator of whether the student was served under the AGE Grant and is being claimed for this grant. |  |
| IELCE Grant Indicator | Y or N | An indicator of whether the student was served under the IELCE Grant and is being claimed for this grant. |  |
| Corrections Grant Indicator | Y or N | An indicator of whether the student was served under the IELCE Grant and is being claimed for this grant. | If either AGE or IELCE are denoted with a Y, then the Corrections Grant Indicator may not be Y |

**Table 4: FCS File Format**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Element** | **Format** | **Description** | **Notes** |
| Fiscal Agency Code | 3 digit code used for grant reporting | See valid codes in Table 2 |  |
| Submitting FCS Institution | College Number | NRS Reporting Agency | 1-28 |
| Florida Education Identifier | DE 1000 | Code issued by the Florida Department of Education used to uniquely identify a person in Florida’s education data system | Must match the FLEID |
| Last Name | DE 1015 | Last Name of the Student | All Caps for Data entry (ex. SMITH) |
| First Name | DE 1014 | First Name of the Student | All caps for Data Entry (ex. JOHN) |
| Gender | DE 1006 | Gender of the Student |  |
| Birthdate | DE 1019 | Birthdate of the Student | DDMMCCYY |
| County/Grant Service Area of the Student | 2 digit code for County | The County/grant service area in which the NRS participant received instruction. See attached Appendix for county codes. | Only one county may be reported for each student. See reporting instructions in Section 3 |
| AGE Grant Indicator | Y or N | An indicator of whether the student was served under the AGE Grant and is being claimed for this grant. |  |
| IELCE Grant Indicator | Y or N | An indicator of whether the student was served under the IELCE Grant and is being claimed for this grant. |  |
| Corrections Grant Indicator | Y or N | An indicator of whether the student was served under the IELCE Grant and is being claimed for this grant. | If either AGE or IELCE are denoted with a Y, then the Corrections Grant Indicator may not be Y. |

# Section 3: Reporting Requirements

## Unduplicated Records

Only one record should be submitted per student. A student may not be reported in more than one county/grant service area. If more than one record is submitted, the first record for the student will be used for the enrollment verification based on the FLEID reported.

## County /Grant Service Area

Agencies must provide the county in which the instruction was provided to the student. The County/Grant Service Area Indicator is reported based upon the following criteria:

 1. A student is attending a class that is scheduled at a physical location in the county.

2. A student in an asynchronous online course may have the county reported based upon:

a. The physical residence of the student OR

b. The geographic location of the main campus of the agency

3. If a student is attending both a classroom and asynchronous online course, the county reported must be based upon the physical location of the classroom attendance.

## Matching and Validation Criteria

All records submitted will be validated against the DOE identification of NRS participants. The combination of district or CC number, FLEID, Last Name, First Name, Birthdate and Gender must match the record submitted on the district or college student database files. Note: Students must have a valid gender to be included in the NRS calculations.

Corrections status will be validated as follows:

Districts: Facility Type must be equal to 05, 06, 07, 08, 09, or 17.

FCS Institutions: Incarceration Status must be equal to C, D, E, or S.

If a student’s corrections status is not validated, the record will not be used for the enrollment verification.

## Corrections Grant Indicator

A corrections student may be claimed for the corrections grant or for an AGE/IELCE grant, but cannot be reported for both.

# Section 4: Submission Process

The Excel file must be submitted to the Department using a secure method transmission no later than August 20, 2018. FLDOE’s secure file transfer protocol (sFTP) solution is called TIBCO (sftp://xfiles.fldoe.org).

Every school district and FCS Institution has been provided access to the server. To contact your institutional personnel that have access to TIBCO, please go to <https://portal.fldoesso.org/PORTAL/Sign-On/Resources/Support.aspx>. The support page will provide your institution’s support information. You may search by your agency name, whether school district or college.

The designated agency staff member will be required to upload the Excel file into a TIBCO folder. See the folder details below.

**Districts**:

File Naming Convention: SDXX.AEFLA1718.XLSX where XX is the district number.

Files not following this naming convention will be deleted and not processed.

TIBCO folder for transmitting files: /WEDS/DCAE/IN

In the event that files need to be received by the district, the district can access the files in this location: WEDS/DCAE/OUT

**FCS Institutions**:

File Naming Convention: CCXX.ADHOC.CAE.AEFLA.2018.XLSX, where XX is the college number.

Files not following this naming convention will be deleted and not processed.

TIBCO folder for transmission: /CollegeStateReporting/CollegeToState

In the event that files need to be received by the college, the FCS institution can access the files in this location: /CollegeStateReporting/StateToCollege

**Reporting Deadlines**

Data can be loaded through **August 20, 2018**. If agencies would like a data validation check of their submission, the file must be uploaded no later than August 2, 2018.

# Appendix – County Reporting Codes

|  |  |
| --- | --- |
| **Code** | **County Name** |
| 01 | ALACHUA |
| 02 | BAKER |
| 03 | BAY |
| 04 | BRADFORD |
| 05 | BREVARD |
| 06 | BROWARD |
| 07 | CALHOUN |
| 08 | CHARLOTTE |
| 09 | CITRUS |
| 10 | CLAY |
| 11 | COLLIER |
| 12 | COLUMBIA |
| 13 | MIAMI-DADE |
| 14 | DESOTO  |
| 15 | DIXIE |
| 16 | DUVAL |
| 17 | ESCAMBIA |
| 18 | FLAGLER |
| 19 | FRANKLIN |
| 20 | GADSDEN |
| 21 | GILCHRIST |
| 22 | GLADES |
| 23 | GULF |
| 24 | HAMILTON |
| 25 | HARDEE |
| 26 | HENDRY |
| 27 | HERNANDO |
| 28 | HIGHLANDS |
| 29 | HILLSBOROUGH |
| 30 | HOLMES |
| 31 | INDIAN RIVER |
| 32 | JACKSON |
| 33 | JEFFERSON |
| 34 | LAFAYETTE |

|  |  |
| --- | --- |
| **Code** | **County Name** |
| 35 | LAKE |
| 36 | LEE |
| 37 | LEON |
| 38 | LEVY |
| 39 | LIBERTY |
| 40 | MADISON |
| 41 | MANATEE |
| 42 | MARION |
| 43 | MARTIN |
| 44 | MONROE |
| 45 | NASSAU |
| 46 | OKALOOSA |
| 47 | OKEECHOBEE |
| 48 | ORANGE |
| 49 | OSCEOLA |
| 50 | PALM BEACH |
| 51 | PASCO |
| 52 | PINELLAS |
| 53 | POLK |
| 54 | PUTNAM |
| 55 | SAINT JOHNS |
| 56 | SAINT LUCIE |
| 57 | SANTA ROSA |
| 58 | SARASOTA |
| 59 | SEMINOLE |
| 60 | SUMTER |
| 61 | SUWANNEE |
| 62 | TAYLOR |
| 63 | UNION |
| 64 | VOLUSIA |
| 65 | WAKULLA |
| 66 | WALTON |
| 67 | WASHINGTON |

1. Based on enrollments occurring from July 1, 2017 to June 30, 2018. [↑](#footnote-ref-1)