

**THE FOLLOWING CHANGES ARE FOR  
FISCAL YEAR  
1718**

**June 8, 2018**

# Appendix(es) Updated

## **Student:**

- **Appendix A:** Attendance Recordkeeping Required Codes for Grade PK-12 Students
- **Appendix Z:** Industry Certification Identifier
- **Appendix FF:** Career and Professional Education Act Career-Themed Courses Registered with FLDOE

**THE FOLLOWING CHANGES ARE FOR  
FISCAL YEAR  
1819**

**June 8, 2018**

## 2018-2019 Student Course Schedule

1. Submit a separate record for each course for which the student in grades PK-12 is in membership during reporting periods 1-4 regardless of whether the student is FTE eligible.
2. FEFP PROGRAM NUMBER: Record the appropriate number of the FEFP program for the course in which the student is in membership.
3. FTE Reported, COURSE: See the current year's "FTE General Instructions," for information on calculating FTE Reported, Course.
4. GRADE LEVEL: Record the grade level of the student as reported on the Student Demographic Information format. Only grade levels PK-12 are valid for reporting on this format.
5. COURSE GRADE: Record the Course Grade for any KG-12 virtual course or virtual charter school course reported in periods 1-4. If the virtual course is not yet completed, but in progress, record the Course Grade as Course in Progress. Do not record a Course Grade for Blended Learning or traditional brick and mortar (seat time) courses.
6. BLENDED LEARNING COURSE: KG-12 virtual school or virtual charter school courses are not considered Blended Learning Courses.
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 3, 4, 5, 6, 7, 8, 9, 10 and 25. If a key field needs to be changed, the record must be deleted and re-submitted as an add

### [Appendix E: FEFP Program Numbers](#)

' \* ' 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         | <a href="#">District Number, Current Enrollment</a>            |
| 2        | 3-6     | 4    | A/N/R       | <a href="#">School Number, Current Enrollment</a>              |
| 3        | 7-16    | 10   | A/N         | <a href="#">Student Number Identifier, Florida</a> *           |
| 4        | 17-17   | 1    | N           | <a href="#">Survey Period Code</a> *                           |
| 5        | 18-21   | 4    | N           | <a href="#">Fiscal Year</a> *                                  |
| 6        | 22-23   | 2    | N/R         | <a href="#">District Number, Current Instruction/Service</a> * |
| 7        | 24-27   | 4    | A/N/R       | <a href="#">School Number, Current Instruction/Service</a> *   |
| 8        | 28-34   | 7    | A/N         | <a href="#">Course Number</a> *                                |
| 9        | 35-39   | 5    | A/N/L       | <a href="#">Section Number</a> *                               |
| 10       | 40-43   | 4    | N           | <a href="#">Period Number</a> *                                |
| 11       | 44-44   | 1    | N           | <a href="#">Days Per Week</a>                                  |

|    |        |    |     |   |
|----|--------|----|-----|---|
| 12 | 45-45  | 1  | A   | <a href="#">Location of Student</a>   |
| 13 | 46-49  | 4  | A/N | Filler  |
| 14 | 50-53  | 4  | N/R | <a href="#">Class Minutes, Weekly</a>   |
| 15 | 54-56  | 3  | N   | <a href="#">FEFP Program Number</a>   |
| 16 | 57-60  | 4  | N/R | <a href="#">FTE Reported, Course</a>  |
| 17 | 61-63  | 3  | N/R | <a href="#">Online Course Provider</a>  |
| 18 | 64-64  | 1  | A/N | Filler  |
| 19 | 65-66  | 2  | A/N | <a href="#">Grade Level</a>   |
| 20 | 67-69  | 3  | A/N | <a href="#">Virtual Instruction Provider</a>  |
| 21 | 70-70  | 1  | A   | <a href="#">Transaction Code</a>  |
| 22 | 71-71  | 1  | A/N | <a href="#">English Language Learner: Instructional Model</a>                       |
| 23 | 72-72  | 1  | A/N | <a href="#">Year-Round/Extended School Year FTE Indicator</a>                       |
| 24 | 73-73  | 1  | A/N | <a href="#">Dual Enrollment Indicator</a>   |
| 25 | 74-74  | 1  | A/N | <a href="#">Term</a> *  |
| 26 | 75-81  | 7  | A/N | <a href="#">Career and Technical Education/Adult General Education Program Code</a> |
| 27 | 82-82  | 1  | A   | <a href="#">Day of Week Scheduled, Monday</a>                                       |
| 28 | 83-83  | 1  | A   | <a href="#">Day of Week Scheduled, Tuesday</a>                                      |
| 29 | 84-84  | 1  | A   | <a href="#">Day of Week Scheduled, Wednesday</a>                                    |
| 30 | 85-85  | 1  | A   | <a href="#">Day of Week Scheduled, Thursday</a>                                     |
| 31 | 86-86  | 1  | A   | <a href="#">Day of Week Scheduled, Friday</a>                                       |
| 32 | 87-87  | 1  | A   | <a href="#">Day of Week Scheduled, Saturday</a>                                     |
| 33 | 88-88  | 1  | A   | <a href="#">Day of Week Scheduled, Alternate Date Certain</a>                       |
| 34 | 89-89  | 1  | A   | <a href="#">Reading Intervention Component</a>                                      |
| 35 | 90-103 | 14 | A/N | <a href="#">Florida Education Identifier</a>  |

|    |         |    |     |  |
|----|---------|----|-----|--|
| 36 | 104-106 | 3  | A/N | <a href="#">Course Grade</a>                     |
| 37 | 107-142 | 36 | A/N | Filler   |
| 38 | 143-152 | 10 | A/N | <a href="#">Student Number Identifier, Local</a> |
| 39 | 153-160 | 8  | A/N | Filler/Error Codes                               |

Last Updated: 7/1/2018

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

Year: 2018-19

Data Element Number: **112525**

Data Element Name: **Day of Week Scheduled, Alternate Date Certain**

“Date Certain” is the Friday of survey week. This code indicates that a student is scheduled in a course/section that meets on an “alternate date certain” of survey week. An alternate date certain is typically used by schools who do not have core courses scheduled on Friday of survey week, for class size consideration.

| <b>Code</b> | <b>Definition/Example</b>  |
|-------------|--|
| N           | The student is NOT scheduled in a course/section on an alternate date certain for class size consideration.  |
| Y           | The student is scheduled in a course/section on an alternate date certain because no core courses are scheduled on date certain (Friday of survey week) for the entire school. |
| Z           | Not applicable   |

Note: Code Y should ONLY be used if an entire school would not be included in the class size average calculation because NO core courses meet on Friday/date certain. In that case, choose another representative day and code ‘Y’ for “Day of Week Scheduled, Alternate Date Certain” for all of the courses that meet on that day.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0304

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**  
All Programs

**Formats Required:**  
Student Course Schedule DB9 14x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**  
None

Data Element Number: **112525**

Data Element Name: **Day of Week Scheduled, Alternate Date Certain**

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**Description of Changes:**

|          |              |   |
|----------|--------------|---|
| 7/1/2018 | Notes        | Added clarifying language to note.                    |
| 7/1/2018 | Codes        | Added clarifying language to codeS N and Y.           |
| 7/1/2018 | Definition   | Added clarifying language to data element definition. |
| 7/1/2018 | Element Name | Changed the data element name.                        |



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

Year: 2018-19

Data Element Number: **197290**

Data Element Name: **Industry Certification Date Earned**

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The numeric representation of the date the participant passed/earned the industry certification or technical skill assessment.

| <b>Code</b> | <b>Definition/Example</b>   |
|-------------|---|
| 00000000    | Not Applicable- Student did not attempt a certification, or a certification or technical                |
| MMDDYYYY    | Record the date the participant passed/earned the industry certification or technical skill assessment. |

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 1819

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 06-12, Adult

**Programs Required:**

Career and Professional Academies

**Formats Required:**

Industry Certification

WDIS Supplemental Information DB9 60x

**Surveys Required:**

Survey 5 Yes

Survey F Yes

Survey S Yes

Survey W Yes

**Appendixes:**

None

Data Element Number: **197290**

Data Element Name: **Industry Certification Date Earned**

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**Description of Changes:**

|          |                  |                            |
|----------|------------------|----------------------------|
| 7/1/2018 | Year Implemented | New data element - 2018-19 |
|----------|------------------|----------------------------|

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

Year: 2018-19

Data Element Number: **217415**

Data Element Name: **Additional Compensation Type/Value**

A code to identify up to eleven types of annual compensation and their corresponding monetary values paid to an employee during the fiscal year being reported.

Report the Additional Compensation Type in positions 1, 9, 17, etc. followed by the corresponding Additional Compensation Value in the next seven positions. Use the following codes for Additional Supplement Type:

The monetary value of the salary supplement should be reported using two decimal places as follows.

Example: 0045000 = \$450.00

| Code | Definition/Example  |
|------|---|
| 0    | No additional compensation  |
| 1    | Supplement for assignment to a school in the bottom two categories of the school improvement system under s. 1012.22(1)(c)(5)(c)(II)F.S. such that the supplement remains in force for at least 1 year following improved performance in that school.   |
| 2    | Supplement for certification and teaching in critical teacher shortage areas per s. 1012.22(1)(c)(5)(c)(III)F.S. Statewide critical teacher shortage areas are identified by the State Board of Education under s.1012.07, F.S. However, the district school board may identify other areas of critical shortage within the school district for district purposes and may remove areas identified by the State Board which do not apply within the school district. |
| 3    | Supplement for assignment of additional academic responsibilities per s. 1012.22(1)(c)(5)(c)(IV)F.S   |
| 4    | Bonus for instruction in a course that led to a CAPE Industry Certification per s. 1011.62(1)(o), F.S.  |
| 5    | Florida Best and Brightest Teacher Scholarship Program as defined in Chapter 2015-232 (S.A. 99A).   |
| 6    | Bonus for Computer Science Instruction for a classroom teacher that holds an educator certificate in computer science or has passed the computer science subject area examination and holds an adjunct certificate per s. 1007.2616, F.S.   |
| 7    | Bonus for Computer Science Instruction for a classroom teacher that holds an industry certificate associated with a computer science course per s. 1007.2616, F.S.  |
| A    | Supplement for Athletic - includes additional compensation to athletic directors, trainers, head coaches, assistant coaches, etc.   |
| B    | Supplement for Academic - includes additional compensation to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.  |

Data Element Number: **217415**

Data Element Name: **Additional Compensation Type/Value**

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|   |   |
|---|---|
| E | Supplement for Inservice Stipends -additional compensation paid to an employee who has completed certain inservice hours, coursework, or other training.  |
| F | Supplement for Extended Day - additional compensation to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period or after-school tutoring |
| G | Other   |
| H | Bonus for Florida Excellent Teaching Program - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.   |
| I | Florida School Recognition Program as defined in s. 1008.36, F.S.   |
| J | Bonus for Performance   |
| K | Bonus for Advanced Placement Instruction as defined in s. 1011.62(1)(n), F.S.   |
| N | Bonus for Teacher Retention in an area of critical state concern.   |
| O | Bonus for Teacher Recruitment in an area of critical state concern.   |
| P | Bonus for teacher (instructional personnel) retention.  |
| Q | Bonus for International Baccalaureate instruction as defined in s. 1011.62(1)(l), F.S.  |
| R | Bonus for teacher (instructional personnel) recruitment.  |
| S | Sick Leave Buy Back – payment for unused sick leave   |
| T | Terminal Pay – Payment for unused annual leave.   |
| U | In-Kind Compensation – Examples: uniforms, car, etc.  |
| V | Sabbatical Leave Pay  |
| W | Bonus for Advance International Certificate of Education as defined in s. 1011.62(1)(m), F.S.   |
| Y | Supplement for Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3 F.S.  |
| Z | Supplement for assignment to a Title 1 eligible school per s. 1012.22(1)(c)(5)(c)(l)F.S.  |

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**Length:** 88

**Data Type:** Alphanumeric

Data Element Number: 217415

Data Element Name: Additional Compensation Type/Value

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**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

- 7/1/2018 Codes Added two new codes – 6 and 7 per s. 1007.2616, F.S.
- 7/23/2015 Codes Added a code for Florida Best and Brightest Teacher Scholarship Program
- 7/1/2015 Codes Added a code for CAPE bonus per s. 1011.62(1)(o),F.S.
- 7/1/2013 Codes Revised the language to most of the codes to classify as supplement or bonus. Deleted codes C and X.
- 7/1/2013 Definition Revised the definition to align with the new data element name.
- 7/1/2013 Element Name Renamed the data element to properly define the selections available.
- 12/5/2012 Codes Added four new codes (Z, 1, 2, 3) as per section 1012.22(1)(c)(5)(c), Florida Statutes
- 11/2/2011 Codes Revised definitions of codes K, Q & W to update statutory reference. Revised definition of code X by deleting statutory reference which was repealed; code remains for district follow-up reporting.
- 6/1/2011 Codes Revised definition of code J to delete statute reference that is no longer applicable.  
Added new code Y to align with SB 736.

## MCKAY PREPAYMENT VERIFICATION – REJECT RULES



**9. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks, spaces or all zeros for the twelve numeric digits are allowable. -record rejected-**

### **EXAMPLE**


Florida Education Identifier:

- FL012345678910

### **DISTRICT RESPONSIBILITY**

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Florida Education Identifier and resubmit the record for processing.

## STUDENT COURSE SCHEDULE - REJECT RULES

 25. For Survey Period Codes 2 or 3, if Grade Level on the Student Course Schedule record is PK, the Reading Intervention Component code must be Z. If Grade is KG-12, the Reading Intervention Component code must be Y or N.  
-record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Reading Intervention Component codes are not valid for the Grade Levels.

| District<br>Number,<br>Current<br>Instruction/<br>Service | Student<br>Number<br>Identifier,<br>Florida | Course<br>Number | Reading<br>Intervention<br>Component | Grade<br>Level |
|---|---|------------------|--------------------------------------|----------------|
| 01  | 123456789X                                  | 2100010          | Y                                    | 06             |
| 01  | 123456790X                                  | 2100010          | N                                    | 10             |
| * 01  | 123456791X                                  | 2100010          | Z                                    | 01             |
| * 01  | 123457891X                                  | 5100520          | N                                    | PK             |

### 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 Reading Intervention Component codes and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

 **4G. If Period Number is 9800, Day of Week Scheduled, Alternate Date Certain must be Z. -record rejected-**

### EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Day of Week Scheduled, Alternate Date Certain is not valid.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Period Number | Course Number | Day of Week Scheduled, Alternate Date Certain |
|--|--|--------------------|---------------|---------------|---|
| 63   | 0021                                       | 4                  | 9800          | 1200310       | Z   |
| 63   | 0021                                       | 4                  | 9800          | 1206310       | Z   |
| * 63   | 0021                                       | 4                  | 9800          | 2000310       | N   |

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Day of Week Scheduled, Alternate Date Certain and resubmit the record for processing.



## STUDENT COURSE SCHEDULE - REJECT RULES

 **5L. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Alternate Date Certain must be Y, N or Z. -record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Alternate Date Certain is blank.

| Student<br>Number<br>Identifier,<br>Florida | Course<br>Number | Days<br>Per<br>Week | Day of<br>Week<br>Scheduled,<br>Alternate<br>Date Certain | Survey<br>Period<br>Code |
|---|------------------|---------------------|---|--------------------------|
| 371234566X                                  | 1200310          | 5                   | Y   | 2                        |
| * 371234568X                                | 1200310          | 0                   |   | 2                        |
| 371234569X                                  | 1200310          | 2                   | N   | 2                        |

### DISTRICT RESPONSIBILITY

If the rejected record 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 Day of Week Scheduled, Alternate Date Certain and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

 **5M.** If Survey Period code is 2 or 3 and Day of Week, Scheduled Friday is Y, then Day of Week Scheduled, Alternate Date Certain must be N or Z. –record rejected-

### EXAMPLE

The first, second and fourth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the correct relationship between Day of Week Scheduled, Friday and Day of Week Scheduled, Date Certain does not exist.

**Note:** In the fourth record below, although Day of Week Scheduled, Friday is N, it is not automatically assumed that Day of Week Scheduled, Alternate Date Certain is Y unless all of the students in the entire school are not scheduled in any core classes (See Appendix S) on Friday.

| Student Number Identifier, Florida | Course Number | Days Per Week | Day of Week Scheduled, Friday | Day of Week Scheduled, Alternate Date Certain |
|------------------------------------|---------------|---------------|-------------------------------|---|
| 12345678X                          | 1200310       | 5             | Y                             | N   |
| 22345678X                          | 1200310       | 2             | N                             | Y   |
| * 32345678X                        | 1200310       | 2             | Y                             | Y   |
| 42345678X                          | 1200310       | 4             | N                             | N   |

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the record so that the correct relationship exists between Day of Week Scheduled, Friday and Day of Week Scheduled, Alternate Date Certain and resubmit the record.

## Appendix(es) Updated

### **Student:**

- **Appendix Z:** Industry Certification Identifier