

**THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1415**

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

Year: 2014-15

Data Element Number: **221810**

Data Element Name: **Personnel Evaluation, Student Learning Performance Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on performance of students, as defined in Section 1012.34(7)(a)-(e), Florida Statutes.

The percent reported for the Personnel Evaluation, Student Performance Component must be greater than or equal to 33 or less than or equal to 67.

Code	Definition/Example
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Notes: Employees who are not school administrators or instructional staff members, or school administrators or instructional staff members who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/20/2015 Codes Deleted examples of codes to avoid confusion on actual two-digit codes reported.

7/20/2015 Definition Revised language to definition and included another paragraph to the definition.

7/20/2015 Element Name Data element name changed.

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.

7/1/2012 Examples Added examples for two-digit coding.

7/1/2012 Notes Revised note to delete reference to charter school employees' exemption.

2/20/2012 Notes Updated "Note" to include language for charter school exclusion.

11/22/2011 Codes Updated "Notes" to include school administrators or instructional staff members who were not evaluated.

6/1/2011 New element

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

Year: 2014-15

Data Element Number: **221809**

Data Element Name: **Personnel Evaluation, Professional and Job Responsibilities Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on professional and job responsibilities, as defined by Section 1012.34(3)(a)4, Florida Statutes.

The percent reported for the Personnel Evaluation, Professional and Job Responsibilities Component must be less than or equal to 33.

Code	Definition/Example
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Notes: Employees who are not school administrators or instructional staff members, or school administrators or instructional staff members who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/20/2015 Codes	Deleted examples of codes to avoid confusion on actual two-digit codes reported.
7/20/2015 Definition	Included another paragraph to the definition.
1/2/2014 Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012 Examples	Added examples for two-digit coding.
7/1/2012 Notes	Revised note to delete reference to charter school employees' exemption.
2/20/2012 Notes	Updated "Note" to include language for charter school exclusion.
11/22/2011 Notes	Revision Description: Updated "Notes" to include school administrators or instructional staff members who were not evaluated.
6/1/2011	New element.

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

Year: 2014-15

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Learning Performance**

A code to indicate the measures of student performance, as defined by Section 1012.34(7)(a)-(b), Florida Statutes, is based in the personnel evaluation of a classroom teacher or school administrator.

Code	Definition/Example
A	Exclusively (100%) on statewide assessments
B	Exclusively (100%) on district-developed or district-selected end-of-course assessments
C	Exclusively (100%) on other standardized assessments, including nationally recognized standardized assessments
D	Exclusively (100%) on industry certification examinations
E	Exclusively (100%) on measurable learning targets / student learning objectives
F	Combination of assessments, with the state assessments accounting for the largest component
G	Combination of assessments, with the state assessments not accounting for the largest component
H	The classroom teacher or school administrator was not evaluated.
I	Combination of assessments, no state assessments.
Z	Not a classroom teacher or school administrator.

None

Length: 1

Data Type: Alphanumeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Learning Performance**

Description of Changes:

7/20/2015 Codes	Revised definition to code "E" and added code "I".
7/20/2015 Definition	Revised language to definition.
7/20/2015 Element Name	Data element name changed.
1/2/2014 Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012 Codes	Revised code 'H' to delete reference to charter school employees' exemption.
2/20/2012 Codes	Revised definition for code H to include language for charter school exclusion.
11/22/2011 Codes	Added code "H" to indicate no evaluation was done.
6/1/2011	New element.

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

Year: 2014-15

Data Element Number: **221807**

Data Element Name: **Personnel Evaluation, Instructional Practice Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member's evaluation that is based on instructional practice, as defined in Section 1012.34(3)(a)2, Florida Statutes.

The percent reported for the Personnel Evaluation, Instructional Practice Component must be greater than or equal to 33 or less than or equal to 67.

Code	Definition/Example
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Notes: Employees who are not instructional staff or instructional staff members who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/20/2015 Codes Deleted examples of codes to avoid confusion on actual two-digit codes reported.

7/20/2015 Definition Included another paragraph to the definition.

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.

7/1/2012 Examples Added examples for two-digit coding.

7/1/2012 Notes Revised note to delete reference to charter school employees' exemption.

2/20/2012 Notes Updated "Note" to include language for charter school exclusion.

11/22/2011 Notes Updated "Notes" to include instructional staff members who were not evaluated.

6/1/2011 New element.

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

Year: 2014-15

Data Element Number: **221806**

Data Element Name: **Personnel Evaluation, Instructional Leadership Component**

A two-digit code (two decimal places are assumed) indicating the percent of a school administrator's evaluation that is based on instructional leadership, as defined in Section 1012.34(3)(a)3, Florida Statutes.

The percent reported for the Personnel Evaluation, Instructional Leadership Component must be greater than or equal to 33 or less than or equal to 67.

Code	Definition/Example
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Notes: Employees who are not school administrators or school administrators who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/17/2015 Codes Deleted examples of codes to avoid confusion on actual two-digit codes reported.

7/17/2015 Definition Included another paragraph to the definition.

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.

7/1/2012 Examples Added examples for two-digit coding.

7/1/2012 Notes Revised note to delete reference to charter school employees' exemption.

2/20/2012 Notes Updated "Note" to include language for charter school exclusion.

11/22/2011 Notes Updated "Notes" to include school administrators who were not evaluated.

6/1/2011 New element.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1Q. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), then the Personnel Evaluation, Instructional Leadership Component must be numeric, greater than or equal to 33 and less than or equal to 67. For all other employees, the Personnel Evaluation, Instructional Leadership Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Leadership Component must be zero. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Leadership Component value is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Instructional Leadership
03	123456788	5	****	73002	40
* 03	123456789	5	****	73019	80

**** = Valid fiscal year for data submission.

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 data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Leadership Component value and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1R. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Instructional Practice Component must be numeric, greater than or equal to 33 and less than or equal to 67. For all other employees the Personnel Evaluation, Instructional Practice Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Practice Component must be zero. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Practice Component value is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Instructional Practice
03	123456788	5	****	51026	40
* 03	123456789	5	****	61232	80

**** = Valid fiscal year for data submission.

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 data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Practice Component value and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1S. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Professional and Job Responsibilities Component must be numeric, greater than or equal to zero and less than or equal to 33. For all other employees the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Professional and Job Responsibilities Component must be zero. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Professional and Job Responsibilities Component value is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Prof or Job Responsibilities
03	123456788	5	****	73002	25
* 03	123456789	5	****	51114	40

**** = Valid fiscal year for data submission.

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 data base, the district must correct the Job Code or the Personnel Evaluation, Professional or Job Responsibilities Component value and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1T. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Student Performance Component must be numeric, greater than or equal to 33 and less than or equal to 67. For all other employees the Personnel Evaluation, Student Performance Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Student Performance Component must be zero. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Student Performance Component value is not valid for the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Stud Perform Comp
03	123456788	5	****	73002	60
* 03	123456789	5	****	51114	100

**** = Valid fiscal year for data submission.

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 data base, the district must correct the Job Code or the Personnel Evaluation, Student Performance Component value and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1U. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then Personnel Evaluation, Measures of Student Performance code must be A-I. For all other employees the Personnel Evaluation, Measures of Student Performance code must be Z. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Measures of Student Performance must be Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Measures of Student Performance code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Personnel Evaluation, Measures of Student Performance
03	123456788	5	****	0081	B
* 03	123456789	5	****	0081	L

**** = Valid fiscal year for data submission.

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 data base, the district must correct the Personnel Evaluation, Measures of Student Performance code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1V. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), and if the value reported for this employee for the Personnel Evaluation, Instructional Leadership Component is greater than or equal to 33, then the total of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component must be 100. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component is 90 instead of 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	-----Personnel Evaluation-----		
					Instruc-tional Leadership	Professional & Job Resp	Student Perform Comp
03	123456789	5	****	73002	45	15	40
* 03	123456780	5	****	73019	40	10	40

**** = Valid fiscal year for data submission.

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 data base, the district must correct the value for Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component or the Personnel Evaluation, Student Performance Component so that they add up to 100 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1W. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the value reported for this employee for the Personnel Evaluation, Instructional Practice Component is greater than or equal to 33, then the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component must be 100. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component is 110 instead of 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	-----Personnel Evaluation-----		
					Instruc-tional Practice	Professional & Job Resp	Student Perform Comp
03	123456789	5	****	51028	45	15	40
* 03	123456780	5	****	61232	40	20	50

**** = Valid fiscal year for data submission.

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 data base, the district must correct the value for Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component or Personnel Evaluation, Student Performance Component so that they add up to 100 and resubmit the record for processing.

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

Year: 2014-15

Data Element Number: **114025**

Data Element Name: **Diploma Type**

The type of diploma awarded to the student upon high school graduation.

Code	Definition/Example
W06	Standard High School Diploma
W07	Special Diploma (option one) NOTE: This will not be a valid diploma type after the 2022-23 school year
W10	State of Florida High School Performance-Based Diploma (GED and State Approved Graduation Test)
W27	Special Diploma (option two) NOTE: This will not be a valid diploma type after the 2022-23 school year
W43	Adult Standard High School Diploma (24-credit option)
W45	Adult State of Florida Diploma (GED)
W52	Adult Standard High School Diploma (Concordant and/or Comparative Score)
W54	Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)), 18 Credit Option
W55	Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) Concordant and/or Comparative Score, 18-Credit Option
W6A	Standard High School Diploma (College Prep Option) NOTE: This will not be a valid diploma option after the 2014-15 school year.
W6B	Standard High School Diploma (Career Prep Option) NOTE: This will not be a valid diploma option after the 2014-15 school year.
WD1	Standard High School Diploma (Deferred Receipt)
WFA	Standard High School Diploma (College Prep Option and Concordant and/or Comparative Score) NOTE: This will not be a valid diploma option after the 2014-15 school year
WFB	Standard High School Diploma (College Prep Option and Concordant and/or Comparative Score) NOTE: This will not be a valid diploma option after the 2014-15 school year
WFT	Standard High School Diploma (Concordant and/or Comparative Score)
WFW	Standard High School Diploma (FCAT waiver) NOTE: This code is valid for students who entered 9th grade prior to the 2013-14 school year
WGA	State of Florida High School Performance-Based Diploma (GED and Concordant and/or Comparative Score)

Data Element Number: 114025

Data Element Name: Diploma Type

WGD	State of Florida Diploma (GED Exit Option Model Program, GED only)
WRW	Standard High School Diploma (Statewide Standardized Assessment Results Waiver) NOTE: This applies to students who entered 9th grade after the 2013-14 school year
WXL	Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) options.
WXT	Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL) Concordant and/or Comparative Score
WXW	Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) statewide assessment waiver.
ZZZ	Not applicable

Terms:

Adult Standard High School Diploma

Diploma awarded to adult students, enrolled in a school district adult high school program, who have earned passing scores on the state approved graduation tests, successfully completed the minimum number of academic credits as identified in s. 1003.4282 (7) F.S. and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W43)

Diplomas awarded to adult students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score and successfully met all other requirements for a standard diploma, s. 1003.4282, F.S. Florida Department of Education approved standardized tests for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (s. 1008.22(7)-(8), F.S.). (W52)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(3), F.S., including earning passing scores on the state approved graduation tests. (W54)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(3), F.S., and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (W55)

Differentiated Diploma:

Diploma awarded in lieu of the standard diploma to those students exceeding the prescribed minimums. Differentiated diplomas are to be recorded as standard diplomas (W06).

Special Diploma:

Diploma awarded to students who have been properly identified as intellectually disabled, deaf or hard-of-hearing, specific learning disabled, emotional/behavioral disabled, orthopedically impaired, dual sensory impaired, other health impaired, traumatic brain injury, autism spectrum disorder, or language impaired. Effective with the 1994-95 school year, school boards may award Special Diplomas based on two (2) options:

a) Option one shall include procedures for determining and certifying mastery of student performance standards for exceptional students as prescribed in Rule 6A-1.09961(1)(a), FAC. (W07)

b) Option two shall include procedures for determining and certifying mastery of demonstrated employment and community competencies in accordance with Rule 6A-1.09961(1)(b), FAC. (W27)

Data Element Number: 114025

Data Element Name: Diploma Type

Standard Diploma using a Concordant and/or Comparative Score*:

Standard diploma awarded to students who have met all of the requirements to graduate based on the 18-credit college preparatory graduation option and who have satisfied the state approved graduation test requirement through a concordant and/or comparative score. (WFA)

Standard diploma awarded to students who have met all of the requirements to graduate based on the 18-credit career preparatory graduation option and who have satisfied the state approved graduation test requirement through a concordant and/or comparative score. (WFB)

Standard diploma awarded to students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WFT)

Standard Diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(3) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (WXT)

*Note: Florida Department of Education approved standardized test for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (Section 1008.22(7)-(8), F.S.).

Standard Diploma:

Diploma awarded to students who have earned passing scores on the state approved graduation test, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W06)

Standard diploma awarded to students with disabilities who have received an FCAT waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale.(Valid for students who entered 9th grade prior to the 2013-14 school year). (WFW)

Standard diploma awarded to students with disabilities who have received a Statewide Standardized Assessment Results Waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WRW)
Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(3). (WXL)

Standard diploma awarded to students with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(3) and satisfied the state graduation test requirement with an approved statewide assessment waiver. (WXW)

Standard diploma awarded to students who have met all of the requirements to graduate based on the 18-credit college preparatory graduation option and passed the state approved graduation test. (W6A)

Standard diploma awarded to students who have met all of the requirements to graduate based on the 18-credit career preparatory graduation option and passed the state approved graduation test. (W6B)

Standard High School Diploma (Deferred Receipt):

Standard diploma awarded to students with disabilities who deferred receipt of the diploma to remain eligible for FAPE per F.S. 1003.4282(11)(c). (WD1)

State of Florida Diploma (GED):

State of Florida Diploma (GED):

Data Element Number: 114025

Data Element Name: **Diploma Type**

Diploma awarded to students based on the student's satisfactory completion of the General Education Development Tests.

a) Diploma awarded to high school students who successfully completed the Performance-Based Exit Option Model Program requirements, successfully passed the GED, but did not pass the state approved graduation tests. (WGD)

b) Diplomas awarded to adult students should be recorded as W45.

NOTE: This information can be derived from the attendance system.

State of Florida High School Performance-Based Diploma

Performance-based diploma awarded to students who successfully completed the Performance-Based Exit Option Model Program requirements and have passed the GED Tests and the state approved graduation tests. (W10)

Performance-based diploma awarded to students who have successfully completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, and who have satisfied the state approved graduation test requirement through a concordant and/or comparative score*. (WGA)

Note: Students in the Performance-Based Exit Option Model must be in the 10th grade or higher in order to take the state approved graduation test.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 12

Programs Required:

All Programs

Workforce Development

Formats Required:

Student End of Year Status DB9 17x

WDIS Student End of Term Status DB9 50x

Surveys Required:

Survey 5 Yes

Survey F Yes

Survey W Yes

Data Element Number: 114025

Data Element Name: Diploma Type

Survey S Yes

Appendixes:

None

Description of Changes:

7/21/2015	Codes	Added code WD1 (Deferred Receipt), which is to be included in grad rate calculations
3/27/2015	Codes	Replaced term 'Alternative Assessment' with 'Concordant and/or Comparative Score'
3/12/2015	Notes	Added WRW note to Standard Diploma and added another statute reference for W06 and WFW.
3/12/2015	Codes	Added code WRW; revised definition of code WFT, and added notes to codes W07, W27, WFW.
7/22/2014	Codes	Update of the "Definition/Example" of the WGD code. Modification of notes to "Standard Diploma using an Alternate Assessment" and addition of notes for "Adult Standard High School Diplomas"
5/28/2014	Codes	Addition of adult standard HS diploma codes W54 and W55 to include 18 credit option. Specified 24 credit option for W43. Updated "notes" for W6A, W6B, WFA, WFB.
1/30/2014	Codes	WXT and WXW standard diploma types added
10/31/2013	Codes	W6A and W6B – Added a note within the definition of the codes.
9/17/2013	Notes	Added note for diploma type: WXL.
9/17/2013	Codes	Addition of new diploma type: WXL.
7/1/2013	Codes	The definitions for codes W10 and WGA are modified. They are not diploma codes.
6/1/2012	Notes	Revised description of Special Diploma under Terms. Deleted educable, trainable and profoundly mentally handicapped and replaced with intellectually disabled.

STUDENT END OF YEAR STATUS – REJECT RULES

8. **Grade Promotion Status must be A, D, P, R, N or Z. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Grade Promotion Status is an invalid code.

District Number, Current Enrollment	Student Number Identifier, Florida	Grade Promotion Status
30	301234567X	A
* 30	301234568X	X

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 data base, the district must correct the Grade Promotion Status and resubmit the record.

9. **Diploma Type must be W06, W6A, W6B, W07, W10, WD1, WFW, WFT, WFA, WFB, WGD, WGA, WRW, WXL, WXT, WXW, W27, W43, W45, W52, W54, W55 or ZZZ. -record rejected.**

EXAMPLE


The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Diploma Type is an invalid code.

District Number, Current Enrollment	Student Number Identifier, Florida	Diploma Type
30	301234567X	W06
30	301234568X	W43
* 30	301234569X	XXX

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 data base, the district must correct the Diploma Type and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

 32. If Diploma Type is W06, W6A, W6B, W07, W10, W27, WD1, WFA, WFB, WFT, WFW, WGA, WGD, WRW, WXL, WXT, or WXW, Grade Level must be one of the grades 9-12. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not one of the grades 9-12 and Diploma Type is W06.

Student Number Identifier, Florida	Grade Level	Diploma Type
012345678X	12	W06
* 012345679X	08	W06

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 data base, the district must correct the Diploma Type or the Grade Level so that they are in the proper relationship and resubmit the record.

STUDENT END OF YEAR STATUS – EXCEPTION REPORT

51. If Diploma Type = W06, W6A, W6B, W10, WD1, WFA, WFB, WFT, WFW, WGA, WGD, WRW, WXL, WXT, WXW, or then Exceptionality, Primary may not be O, P, or W. The match between the Student End of Year Status record and the Exceptional Student record should use the following fields: District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year -exception report-

EXAMPLE

The first set of records listed below would pass this edit. The second set of records would cause a message to be generated because Diploma Type and Exceptionality, Primary do not have the expected relationship.

<i>Student End of Year Status</i>			<i>Exceptional Student</i>	
School Number Current Enrollment	Student Number Identifier, Florida	Diploma Type	Student Number Identifier, Florida	Exceptionality, Primary
0011	123456789X	W06	123456789X	K
* 0011	234567891X	W06	234567891X	W

DISTRICT RESPONSIBILITY

The district should verify the Diploma Type and the Exceptionality, Primary, and correct the record if in error.

INDUSTRY CERTIFICATION – REJECT RULES

10. Course Number must not contain blanks.

If School Number, Current Instruction/Service does not begin with C, P or U; then

- **If Grade Level is KG-05, the Course Number must be 0000000; or**
- **If Grade Level is 06-08 and position 6 of the Industry Certification Identifier is 8 the Course Number must be 0000000, or must be a valid Course Number in the Course Code Directory for the School Year - Course Taken**
- • **If Grade Level is 06-08 and position 6 of the Industry Certification Identifier is not 8, the Course Number must be a valid Course Number in the Course Code Directory for the School Year - Course Taken; or**
- **If Grade Level is 09-12, the Course Number must be a valid Course Number in the Course Code Directory for the School Year - Course Taken.**

If School Number, Current Instruction/Service begins with C or U, then the Course Number must be on the Statewide Course Numbering System file for the School Year - Course Taken.

-record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Course Number contains blanks. The third record would be rejected because the Course Number is not a valid Course Number in the Course Code Directory.

School Number Current Instruction/Service	Student Number Identifier, Florida	Course Number
* 0142 0031	630123457X 630123459X	87 3010 8772110
* 0045	630123460X	TDR0070

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 data base, the district must correct the Course Number and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

 **16. Withdrawal Reason code must be DNE, W01, W02, W3A, W3B, W04, W05, W12, W13, W15, W18, W21-W26, WPO or ZZZ. -record rejected-**

EXAMPLE


The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and third records would be rejected because the code for Withdrawal Reason is not valid.

District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Reason
* 30	301234567X	XXX
30	301234568X	W12
* 30	301234569X	W34

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 data base, the district must correct the Withdrawal Reason code and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

 **3V. If Grade Promotion Status = D, then Grade Level must equal 12 and Withdrawal Reason must be W01, W02, or W3A. –record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Grade Level does not equal 12. The fourth record would be rejected because Withdrawal Reason does not equal W01, W02, W3A or WD1.

Student Number Identifier, Florida	Grade Promotion Status	Withdrawal Reason	Grade Level
371234567X	D	W01	12
373234567X	D	W02	12
*372234567X	D	W01	9
*374234567X	D	ZZZ	12

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 data base, the district must correct the Grade Level or the Withdrawal Reason so that it correctly corresponds to the Grade Promotion Status, and resubmit the record.

**THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1516**

TEACHER COURSE - STATE VALIDATION RULES

(Deleted for 1516)

52. ~~If Survey Period Code is 2 or 3 and~~

- ~~• District of Instruction is not = 68 and~~
- ~~• School of Instruction is not = 3518, 9996, or begins with an alpha character and~~
- ~~• School of Instruction's function setting on MSID does not equal D or V (DJJ or Virtual) and~~
- ~~• Blended Learning Course = N and~~
- ~~• Period Number does not end in 88 and~~
- ~~• Facility Type = 00, 01, 03, 04, 11-20 and~~
- ~~• Facility Type = 09 with a numeric course and~~
- ~~• Scheduling Method = C and~~
- ~~• Class Size Core Course Indicator on the Course Code Directory = Y,~~

~~then for all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number and Scheduling Method "C", the following conditions must be true:~~

- ~~• At least one Teacher Course record must have Certification/Licensure/Qualification Status equal to A, H, I, M, S or V~~
- ~~• At least one teacher in the group of Teacher Course records must have at least a sum of three years' experience on the Staff Experience format where Experience Type equals F, N, P or S. Must match by District Number, SSN, Survey Period, Year~~
- ~~• Same teacher does not need to satisfy both conditions~~

~~-state validation-~~

EXAMPLE

~~The below records would cause a validation error message to be generated because although the Certification/Licensure/Qualification Status is met, there must be at least one Staff Experience record where Experience Length is reported as three or more years for the team.~~

TEACHER COURSE - STATE VALIDATION RULES

 (Deleted for 1516)

~~5D. If Survey Period Code is 2 or 3 and~~

- ~~• District of Instruction is not = 68 and~~
- ~~• School of Instruction is not = 3518, 9996, or begins with an alpha character and~~
- ~~• School of Instruction's function setting on MSID does not equal D or V (DJJ or Virtual) and~~
- ~~• Blended Learning Course = N and~~
- ~~• Period Number does not end in 88 and~~
- ~~• Facility Type = 00, 01, 03, 04, 11-20 and~~
- ~~• Facility Type = 09 with a numeric course and~~
- ~~• Scheduling Method = I and~~
- ~~• Class Size Core Course Indicator on the Course Code Directory = Y,~~

~~then for all Teacher Course records that are also Class Size Core Course indicated with Y on the Course Code Directory that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; and Period Number, the following conditions must be true:~~

- ~~• At least one Teacher Course record must have Certification/Licensure/Qualification Status equal to A, H, I, M, S or V~~
- ~~• At least one teacher in the group of Teacher Course records must have at least a sum of three years' experience on the Staff Experience format where Experience Type equals F, N, P or S. Must match by District Number, SSN, Survey Period, Year~~
- ~~• Same teacher does not need to satisfy both conditions~~

~~-state validation-~~

EXAMPLE

The records listed below would cause a validation error message to be generated because it does not have a matching Staff Experience record for at least one teacher on the team that meets the Experience Length of three or more years.

Teacher Course records

District Number	School Number	Current Instr./Service	Fiscal Year	Survey Period Code	Social Security Number	Course Number	Period Number	Scheduling Method	Certification/Licensure/Qualif./Status
01	0151		****	3	123456789	1004560	0505	I	S
01	0151		****	3	123459876	1004560	0505	S	I

TEACHER COURSE - EXCEPTION REPORT

(New for 1516)

 68. If Survey Period Code is 2 or 3 and

- District of Instruction is not = 68 and
- School of Instruction is not = 3518, 9996, or begins with an alpha character and
- School of Instruction's function setting on MSID does not equal D or V (DJJ or Virtual) and
- Blended Learning Course = N and
- Period Number does not end in 88 and
- Facility Type = 00, 01, 03, 04, 11-20 and
- Facility Type = 09 with a numeric course and
- Scheduling Method = C and
- Class Size Core Course Indicator on the Course Code Directory = Y,

then for all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number and Scheduling Method "C", the following conditions must be true:

- At least one Teacher Course record must have Certification/Licensure/Qualification Status equal to A, H, I, M, S or V
- At least one teacher in the group of Teacher Course records must have at least a sum of three years' experience on the Staff Experience format where Experience Type equals F, N, P or S. Must match by District Number, SSN, Survey Period, Year
- Same teacher does not need to satisfy both conditions

-exception report-

EXAMPLE:

The below records would cause an exception report to be generated because although the Certification/Licensure/Qualification Status is met, there must be at least one Staff Experience record where Experience Length is reported as three or more years for the team.

TEACHER COURSE - EXCEPTION REPORT

Teacher Course records

District Number, Current Instr./Service	School Number, Current Instr./Service	Fiscal Year	Survey Period Code	Social Number Number	Course Number	Period Number	Scheduling Method	Certification/Licensure/Qualif./Status
01	0151	****	3	123456789	1002360	0106	C	I
01	0151	****	3	1345678910	1002360	0106	C	M

Staff Experience records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Length
01	123456789	3	****	1
01	345678910	3	****	2

****= Valid fiscal year for data submission

DISTRICT RESPONSIBILITY

The district should verify the Certification/Licensure/Qualification Status on the Teacher Course record and the Experience Length on the Staff Experience format, and correct if in error.

TEACHER COURSE - EXCEPTION REPORT

(New for 1516)



69. If Survey Period Code is 2 or 3 and

- District of Instruction is not = 68 and
- School of Instruction is not = 3518, 9996, or begins with an alpha character and
- School of Instruction's function setting on MSID does not equal D or V (DJJ or Virtual) and
- Blended Learning Course = N and
- Period Number does not end in 88 and
- Facility Type = 00, 01, 03, 04, 11-20 and
- Facility Type = 09 with a numeric course and
- Scheduling Method = I and
- Class Size Core Course Indicator on the Course Code Directory = Y,

then for all Teacher Course records that are also Class Size Core Course indicated with Y on the Course Code Directory that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; and Period Number, the following conditions must be true:

- At least one Teacher Course record must have Certification/Licensure/Qualification Status equal to A, H, I, M, S or V
- At least one teacher in the group of Teacher Course records must have at least a sum of three years' experience on the Staff Experience format where Experience Type equals F, N, P or S. Must match by District Number, SSN, Survey Period, Year
- Same teacher does not need to satisfy both conditions

-exception report-

EXAMPLE:

The records listed below would cause an exception report to be generated because it does not have a matching Staff Experience record for at least one teacher on the team that meets the Experience Length of three or more years.

Teacher Course records

District Number, Current Instr./Service	School Number, Current Instr./Service	Fiscal Year	Survey Period Code	Social Security Number	Course Number	Period Number	Scheduling Method	Certification/Licensure/Qualif./Status
01	0151	****	3	123456789	1004560	0505	I	S
01	0151	****	3	123459876	1004560	0505	S	I

TEACHER COURSE - EXCEPTION REPORT

Staff Experience records


District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Length
01	123456789	3	****	2
01	123459876	3	****	1

****= Valid fiscal year for data submission

DISTRICT RESPONSIBILITY

The district should verify the Certification/Licensure/Qualification Status on the Teacher Course record and the Experience Length on the Staff Experience format, and correct if in error.

STUDENT COURSE SCHEDULE - REJECT RULES

 17. If Course Number is a course number from the Courses That Do Not Generate FTE file (F71424), then FTE Reported, Course must be 0000 and FEFP Program Number must be 999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the course is a study hall and the FEFP Program Number is not 999. The third record would be rejected because the course is a study hall and the FTE Reported, Course is greater than zero.

Student Number Identifier, Florida	Survey Period Code	FTE Reported, Course	Course Number	FEFP Program Number
242123456X	2	0000	2200300	999
* 242123457X	2	0000	2200310	103
* 242123458X	2	0250	2200320	999

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 data base, the district must appropriately correct the element(s) listed in the edit and resubmit the records.

STAFF FISCAL YEAR SALARIES - REJECT RULES

-  13. Additional Compensation Type code must be A, B, E - K, N - W, Y, Z, 1-5 or zero.
-record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Additional Compensation Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Additional Compensation Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	D0025000

**** = Valid fiscal year for data submission.

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 data base, the district must correct the Additional Compensation Type and resubmit the record for processing.