THE FOLLOWING CHANGES ARE FOR FISCAL YEAR 2021

August 13, 2021

Technical Assistance Documents

2021-22

- FISH File Technical Assistance Document
- PMRN Survey 8 Technical Assistance Document
- McKay Technical Assistance Document

FLORIDA DEPARTMENT OF EDUCATION
— fldoe.org

FISH FILE REPORTING GUIDELINES

FISH File Creation and Updating for Student Database Use

To provide facilities information to meet districts' needs, four files, described below, are available at North West Regional Data Center (NWRDC) in 2021-22. These files are created from the Florida Department of Education's (FDOE) Florida Inventory of School Houses (FISH) database.

File Layout

The file format layout is available by accessing DPS.DISTRICT.FORMAT.Y2122 and paging down to F70393. There are no changes to the layout between 2008-09 and 2021-22.

FISH Files for Surveys 2 and 3

The following three files are used to edit Survey 2 and Survey 3 Student Database Teacher Course Schedule records.

DPS##.GQ.F70393.YyyyyS.FISH.INITIAL
DPS##.GQ.F70393.YyyyyS.FISH.BATCH
DPS##.GQ.F70393.YyyyyS.FISH.FROZEN

The data for these files are extracted from the FDOE FISH system twice a day – once beginning at 12:30 a.m. and again beginning at 1:00 p.m. The data extracted at 12:30 a.m. is available in the .INITIAL file at 5:30 a.m. The data extracted at 1:00 p.m. is available in the .BATCH file at 3:30 p.m. All updates to the FDOE FISH system as of these extraction times will be included in the corresponding file created for editing.

The 5:30 a.m. file (.INITIAL) is used to edit all initial submissions of Teacher Course record files. The 3:30 p.m. file (.BATCH) is used to edit all batch update Teacher Course record files.

These files will continue to be updated daily during the Survey 2 and 3 processing periods until the date designated in the survey processing schedule for freezing the file. This is generally one week after the survey due date. For 2021-22, these dates are October 29, 2021 for Survey 2 and February 25, 2022 for Survey 3. At this time the DPS##.GQ.F70393.YyyyyS.FISH.FROZEN file is created and the .INITIAL and .BATCH files are no longer created until the next Survey 2 or 3 processing period.

All changes to FISH data for use in Surveys 2 and 3 must be made prior to the date of creation of the .FROZEN file and should reflect where classes are being held as of survey week. Following the creation of the .FROZEN file by FDOE, districts may again update FISH data to

reflect ongoing changes in the district. These changes subsequent to the creation of the .FROZEN file will not affect Student Database processing because the .FROZEN file will be used for all editing from the point of its creation to the end of the update period for the survey.

Districts may access these FISH files without requesting them except in one case – the .FROZEN file. The district should request the creation of the .FROZEN file through the CICS Reports for Request menu. This file will continue to contain FISH information as it was on the date the original .FROZEN file was created.

Updated Current FISH File

DPS##.GQ.F70393.FISH.CURRENT

In addition to the files created for Surveys 2 and 3 processing, an updated current FISH file is automatically generated for every school district each weekend. Districts do not need to request the creation of this file.

Note that during survey processing the .CURRENT file will contain the same information as the .INITIAL file.

Summary

A summary table of FISH files is provided below.

DPS##.GQ.F70393.YyyyyS.FISH.INITIAL		

Creation Dates:
    Survey 2: 10/18/21-10/29/21 and during class size trial runs.
    Survey 3: 2/14/22-2/25/22 and during class size trial runs.
	Creation Time: 12:30 a.m.
	Available Time: 5:30 a.m.
		Used in editing Initial files

DPS##.GQ.F70393.YyyyyS.FISH.BATCH		

Creation Dates:
    Survey 2: 10/18/21-10/29/21 and during class size trial runs.
    Survey 3: 2/14/22-2/25/22 and during class size trial runs.
	Creation Time: 1:00 p.m.
	Available Time: 3:30 p.m.
		Used in editing Batch update files.

DPS##.GQ.F70393.YyyyyS.FISH.FROZEN		

Creation Dates:
    Survey 2: 10/29/21
    Survey 3: 2/25/22
	Creation Time: 1:00 p.m.
	
	Note: Districts must request the district FROZEN file using the Reports for Request menu at NWRDC. Report: F70393.Yyyyys.FISH.FROZEN
		Used in editing Initial and Batch update files.

DPS##.GQ.F70393.FISH.CURRENT		
Created daily		

Contact

Please direct questions regarding the FISH files to ASKEIAS@fldoe.org.

		Contact Information
No. FY 2021-22 August 2021 PK-12 Education Information Services	FLORIDA DEPARTMENT OF EDUCATION fldoe.org	Angela Huggins (850) 245-9078 Angela.Huggins@fldoe.org

MCKAY SCHOLARSHIP PROGRAM DATABASE REPORTING, 2021-22

These guidelines contain the following sections:

Purpose

The purpose of this document is to provide information on reporting John M. McKay Scholarship Students with Disabilities Program data to the Florida Department of Education (FDOE). This document covers two reporting requirements. The first is based on Section 1002.39(6)(e), Florida Statutes, and requires the FDOE to cross-check the list of participating scholarship students with the public school enrollment lists prior to each scholarship payment to avoid duplication of payment. The second is based on Section 1002.39(10)(c), Florida Statutes, and requires school districts to report all students who are attending a private school under this program for purposes of the Florida Education Finance Program. More information regarding John M. McKay Students with Disabilities can be accessed online at http://fldoe.org/schools/school-choice/k-12-scholarshipprograms/mckay/.

Prepayment Verification

The McKay Prepayment Verification format is used for the verification of eligibility of students who receive McKay Scholarships – prior to the payment of the scholarship each quarter. Eligibility depends upon the student having exited the school district to attend a private school. The FDOE is required to obtain public school entry and exit date information for each McKay Scholarship student each quarter. Districts have approximately one week to provide the required information each quarter.

Survey Periods

The Florida Department of Education issues payments for the McKay Scholarship Program four times per year on September 1, November 1, February 1, and April 1. To verify the enrollment and non-enrollment of these students the following student database surveys are used:

September 1 payment: Survey A - August
November 1 payment: Survey B - October
February 1 payment: Survey C - January
April 1 payment: Survey D - March

Specific survey dates are listed in the student database documentation.

The McKay Prepayment Verification format is located on the web at https://www.fldoe.org/accountability/data-sys/database-manuals-updates/2021-22-student-info-system/mckay-prepayment-verification.stml.

Districts are required to submit this record for reporting periods A, B, C and D for each student in dataset DPSxx.GQ.F70561.Yyyyys created by the FDOE prior to the designated survey period.

Procedures for Submitting

Download

Districts download dataset DPSxx.GQ.F70561.Yyyyys from Northwest Regional Data Center (NWRDC). ('xx' indicates the district number, 'yyyy' indicates the school year and 's' indicates the survey period.) The file reflects records already loaded to the DOE Automated Student Database McKay Prepayment Verification table.

Review and Update

Districts review the file, add the proper dates and return the batch update file DPSxx.GQ.F70571.Yyyyys to NWRDC along with the indicator file (DPSxx.GQ.F70571.Yyyyys.BATCH).

Districts will never send an initial file - only one or more batch update files.

There is no transaction code reported because no records may be added or deleted from the McKay Prepayment Verification database table.

Dates

The downloaded file includes all zeroes in the two date fields. Districts must **only** enter an Entry/Re-entry Date (if the student is currently enrolled in a public school) **or** Withdrawal Date (if the student is not currently enrolled in a public school) based on whether the student is currently enrolled in the school district or has exited the school district. School districts must insert either date (not both) and submit the file to NWRDC (filename DPSxx.GQ.F70571.Yyyyys). All date fields should be in the MMDDYYYY format. The dates must be valid dates greater than (after) May 1, 2000.

For students who never enrolled in the school district all nines (99999999) should be entered in **both** the Entry (Re-entry) Date and the Withdrawal Date fields. This situation occurs most often with students in military families. The McKay format contains the element "Military Family Student," which will assist districts in identifying and correctly reporting these students.

Districts continue to send batch update files until all students have appropriate dates (or 99999999) on all records. The entire set of student records does not need to be sent each time an update file is sent. Only the records with changes need to be sent.

Edits and Reports

Each time a batch update file is processed, the following edits occur:
- Each record is matched to the McKay Prepayment Verification records on the Student Database (using District Number, Current Enrollment; Florida Education Identifier (FLEID); School Year; and Survey Period Code) and non-matching records are rejected.
- The two date fields are checked for valid dates and records with incorrect dates are rejected.
- Each record is checked to ensure that only one valid Entry (Re-entry) Date or Withdrawal Date is submitted, or that both dates are 99999999. If both date fields are filled with valid dates, the record is rejected.

An error file (DPSxx.GQ.F71061.Yyyyys) and an error report (DPSxx.GQ.F71077.Yyyyys) are automatically generated for the district to access the morning after submission of the batch file.

In addition, the following two files are automatically generated each time a batch update is run:
- DPSxx.GQ.F70571O.Yyyyys - records in the file format reflecting current information on the Student Database.
- DPSxx.GQ.F71069.Yyyyys – file of all students with zeroes in both date fields. These are student records that still need to be updated.

Race and Ethnicity Data

The department has included race and ethnicity information in the verification file to be downloaded. Districts may load this information into their local files for reporting in Survey Periods 2 and 3 for FTE purposes or districts may use more current or more accurate race and ethnicity information if it is available from other sources.

Certification Letter

Districts are required to certify the enrollment/non-enrollment information contained in the submitted verification file. This certification must be signed by the superintendent or designee and submitted no later than 5:00 PM on the survey's final update date. A copy of the certification letter is sent to the school districts prior to each McKay Prepayment Verification data submission.

Reporting FTE

Payment Files

The McKay Payment File provides a list of students for whom McKay Scholarship payments were issued for a specified payment period. These district specific files are posted quarterly at NWRDC. School districts must report to the Automated Student Information System all students who appear in payment files in the appropriate surveys (2 and/or 3) to generate the necessary FTE funding.

The format of the Payment file is provided in Appendix B.

DATASET NAMES: The dataset names of the Payment files produced by the department are:

- DPSxx.GQ.F70581.Yyyyy2 for September payment file
- DPSxx.GQ.F70582.Yyyyy2 for November payment file
- DPSxx.GQ.F70581.Yyyyy3 for February payment file
- DPSxx.GQ.F70582.Yyyyy3 for April payment file

Where 'xx' indicates the district number, 'yyyy' indicates the school year and 2 & 3 indicate the survey period (2 for October or 3 for February).

Surveys 2 and 3 Reporting

Districts should not confuse McKay Prepayment Verification reporting in Surveys A, B, C, and D with FTE reporting in Surveys 2 and 3. For FTE reporting of McKay Scholarship students, districts should continue to follow the guidelines in Appendix C of the FTE General Instructions.

Districts should enter the appropriate FTE for each student in Survey 2 appearing on the September (F70581) and/or November (F70582) payment file and appropriate FTE for each student in Survey 3 appearing on the February (F70581) and/or April (F70582) payment file. The district should not report FTE greater than the FTE on which the scholarship is based.

Only two student database formats are required to be sent for McKay Scholarship students:

- Student Demographic Information
- Student Course Schedule

Additional Information

School Number 3518 should be used by all districts to report "School Number, Current Enrollment" for students participating in the John M. McKay Scholarships for Students with Disabilities Program. The "School Number, Current Instruction" is always the private school number.

See Appendix C of the FTE General Instructions (under Technical Assistance Documents (http://www.fldoe.org/accountability/data-sys/database-manualsupdates/technical-assistance-documents.stml) for additional information about reporting students participating in the John M. McKay Scholarships for Students with Disabilities Program.

Report F71138: *FTE Reported for McKay Students* is now available for districts to request through the CICC Reports for Request menu and will assist to ensure that all McKay students are being reported correctly for surveys 2 and 3.

Reports F71138 and F71139 both match the Student Course records using District Number, Current Enrollment; FLEID; Survey Period and Fiscal Year to the McKay Payment files. **The FLEID on the Student Course records must match the FLEID on the McKay Payment File**.

Report F71138 lists McKay students who are on the McKay Payment files but who do not have a matching Student Course record and have no FTE reported. For these students the district should submit the necessary Student Course files with the appropriate FTE.

Report F71139 lists McKay students who have a Student Course record but who are not on the McKay Payment files. McKay FTE records for these students should be deleted from the student database or the district should make appropriate corrections to key fields so that a match can be made.

Note that the district must report all students listed in the McKay FTE Payment files even if the students were not in membership during survey week. The district also must report a McKay Scholarship student for FTE who shows up in one payment file but not the second payment file for a survey period.

Questions & Answers

1. What are the eligibility requirements for the John McKay Scholarship?

Any parent of a student with a disability who has an Individual Education Plan (IEP) or 504 Plan may receive a McKay Scholarship if the student meets the following requirements:

*   The student has spent the prior school year in attendance at a Florida public school (the student was enrolled and reported by a Florida school district for funding during the preceding October and February FTE surveys), or
*   The student was enrolled and reported for funding by the Florida School for the Deaf and the Blind during the preceding October and February student membership surveys in kindergarten through grade 12, or
*   The student received services under the Specialized Instructional Services (SIS) program during the previous school year, or
*   The student is a dependent child of a member of the United States Armed Forces who transfers to Florida from out of state due to a parent's permanent change of station orders.

    Prior school year in attendance includes time spent in a Department of Juvenile Justice program if the program is funded by the Florida Education Finance Program.

2. Can a McKay student attend a private school outside the district?

Yes. There are no restrictions on where the private school is located within Florida, but the private school must be approved to participate in the program

3. How does the data reporting process work?

An initial dataset is created by the department at NWRDC for districts to download and verify by entering a valid Entry/Re-entry Date (if the student is currently enrolled in a public school) **or** Withdrawal Date (if the student is not currently enrolled in a public school). Once the appropriate dates are entered, districts transmit the batch file back to NWRDC. The PK-12 Education Information Services office has the files processed and reports are created for the Choice office. The Choice office uses the reports in their verification process and creates a payment list. The payment list is then transferred to a dataset at NWRDC for districts to pull down. Districts compare this file with their survey 2 or 3 transmitted data to ensure the students are reported for FTE purposes.

4. How are Military Students who participate in the McKay Scholarship Program reported?

If the Military Family student's last place of residence was a Florida district then that district should report the student.

If the student's last place of residence was outside the state of Florida then the district in which the private school the student attends is located should report the student.

5. How should a student be reported if the student only shows up in one payment file (e.g., student is in the first payment file but not the second payment file) for a survey period?

The payment file indicates that a payment is being issued for that student and the district needs to claim that student for FTE purposes. The student does not have to be on both payment files for that survey to be reported as McKay (3518) in the FTE survey.

If a student appearing on a payment file is in a public school in your district during survey week, report that student as you would any other public school student. The district should report the student for FTE funding as per the FTE instructions.

6. Should a district report a student who is not enrolled in the McKay program during survey week but is on the payment file?

If the student is not in membership during survey week the district still must report that student if the student is in the payment file.

7. Are McKay students eligible to take virtual courses?

McKay students may take up to two courses through the Florida Virtual School (district 71), district franchises of the Florida Virtual School (school number 7004), through district course offerings (school number 7006) or through Virtual Instruction Program (school numbers 7001 and 7023) and remain eligible for a McKay scholarship. Part-time participation in these virtual programs/courses is not considered a return to enrollment in the public school. McKay student funding is not subject to recalibration, and a student's scholarship amount will not be reduced due to enrollment in up to two virtual courses per school year.

8. Who may be contacted with questions regarding McKay Scholarship students?

For questions regarding file characteristics (i.e. format, length and availability) contact the PK-12 Education Information Services section. However, if you have questions about the contents of a file contact the Choice office. Please see section for Contact Information.

Contact Information

If you have questions regarding reporting of the verification file, please contact Angela Huggins, PK-12 Education Information Services, at (850) 245-9078 or Angela.Huggins@fldoe.org.

If you have questions regarding scholarship payments or payment periods, please contact Alicia Wilson at Alicia.Wilson@fldoe.org or the School Choice Information Hotline at 1-800-447-1636.

APPENDIX A

<p align="center"><u>**2021-2022 McKay Payment Format**</u></p>

<table>
<tr>
<td>
D CHARACTERISTICS:
A   = Alphabetic only
A/N   = Alphanumeric
N   = Numeric only
Z   = Zoned Numeric
P   = Packed decimal
R   = Right justified, leading zeros
L   = Left justified
</td>
<td>
Record Length __160__
Block Size ___32640____

Dataset Names
DPSxx.GQ.F70581.Yyyyys
DPSxx.GQ.F70582.Yyyyys
</td>
<td>
Last updated: 7-20-11
</td>
</tr>
</table>

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N**	**District Number, Current Enrollment**
				The two digit number for the school district receiving or submitting the data.
2	**3-14**	**12**	**A/N**	**District Name**
				The name of the school district receiving or submitting the data.
3	**15-18**	**4**	**A/N**	**Private School Number**
				The state assigned four digit school number (0001-9899) for the private school the student attends.
4	**19-61**	**43**	**A/N**	**Private School Name**
				The name of the private school the student attends.
5	**62-71**	**10**	**A/N**	**Filler**
6	**72-88**	**17**	**A/N/L**	**Student Last Name**
				The student's last name.
7	**89-100**	**12**	**A/N/L**	**Student First Name**
				The student's first name.
8	**101-102**	**2**	**A/N**	**Grade Level**
				The student's current grade level placement: <u>Code</u> <u>Definition</u> PK Prekindergarten KG Kindergarten 01-12 First through twelfth grades

Item Number	From-To	Size	Field Char.	Field Description
9	103-105	3	N	**FEFP Program Number – First**
				The number of the Florida Education Finance Program in which the student earns FTE.
10	106-109	4	N	**Class Minutes, Weekly – First**
				The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based.
11	110-111	2	N	**FTE Reported – First**
				The two-decimal numeric value for the FTE reported under the Florida Education Finance Program (FEFP) by the student.
12	112-114	3	N	**FEFP Program Number – Second**
				The number of the Florida Education Finance Program in which a student earns FTE.
13	115-118	4	N	**Class Minutes, Weekly – Second**
				The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based.
14	119-120	2	N	**FTE Reported – Second**
				The two-decimal numeric value for the FTE reported under the Florida Education Finance Program (FEFP) by the student.
15	121-124	4	A/N	**School Code**
				Code 3518: Student is participating in the McKay Scholarship Program.
16	125-127	3	N	**FEFP Program Number – Third**
				The number of the Florida Education Finance Program in which the student earns FTE.
17	128-131	4	N	**Class Minutes, Weekly – Third**
				The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based.
18	132-133	2	N	**FTE Reported – Third**
				The two-decimal numeric value for the FTE reported under the Florida Education Finance Program (FEFP) by the student.

Item Number	From-To	Size	Field Char.	Field Description
19	134-143	10	A/N	**Filler**
				A ten-character code used to uniquely identify a student. See the Automated Student Database manual for a more detailed explanation.
20	144-157	14	A/N	**Florida Education Identifier**
21	158-160	3	A/N	**Filler**

APPENDIX B
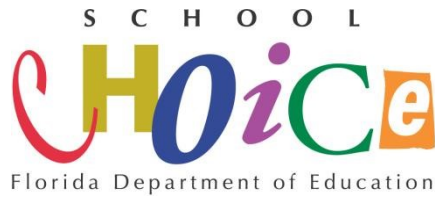
DISTRICT CERTIFICATION FOR

MONTH 20YY SCHOLARSHIP PAYMENTS

ATTENTION: Alicia Wilson   Fax Number: (850) 245-0875

Due: No later than 5:00 p.m., MONTH DD, 20YY

Date: _____

Mrs. Alicia Wilson
Florida Department of Education
Office of Independent Education and Parental Choice
325 W. Gaines Street, Suite 1044
Tallahassee, Florida 32399-0400

Dear Mrs. Wilson:

This letter certifies the attendance/nonattendance of students in file DPSxx.GQ.F70571.Yyyyys for students identified as eligible for the MONTH McKay scholarship payments for _____ County School District.

Sincerely,

_____
Signature of Superintendent

Florida Department of Education
PK-12 Education Information Services

Progress Monitoring and Reporting Network
2021-2022 Survey 8 Reporting
Questions & Answers

Survey 8 is designed to provide data for rostering the Progress Monitoring and Reporting Network (PMRN) at the beginning of the school year for the Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS).

The purpose of this Question and Answer document is to assist districts in reporting the PMRN student and staff data using the Automated Student and Staff Information Systems. This document is organized into sections as follows:

- Schools and Students to Report
- Record Submission
- Record Processing
- Timelines
- Primary Instructor Responsible, Reading
- Importing Data to the PMRN System

You may contact the FLDOE Integrated Education Network (IEN) Service Center for additional information about the PMRN system at **IENHELP@fldoe.org** or (855) 814-2876. Questions that pertain to reporting student data should be addressed to Billie Connell at **Billie.Connell@fldoe.org** or (850) 245-9920. Questions about staff reporting should be addressed to Stephanie Julmiste at **Stephanie.Julmiste@fldoe.org** or (850) 245-0324.

Schools and Students to Report

1. **Who must submit information during Survey 8 for use by the PMRN system?**
   All districts in which at least one school will use the PMRN system must report student and staff information via the Department of Education Automated Student and Staff Information Systems during Survey 8.

2. **Which schools are districts required to report during Survey 8?**
   Districts must report information for schools using the FAIR-FS during Survey 8.

3. **Which students are included in Survey 8?**
   Students in grades 3-12 may participate in FAIR-FS testing and progress monitoring through the PMRN system, therefore they should be included in Survey 8.

4. **Must all schools in a district be reported for PMRN?**
   A district may submit data for all schools, however Survey 8 data will be loaded in the PMRN system for participating schools and grades only.

5. **Should private school students be reported for PMRN?**
   No, do not report students enrolled in private schools or home education. These include school numbers 3518, 3900, 9995-9997, N998 and N999.

6. Must all students in a school be reported for PMRN monitoring?

No, all students in a school do not have to be included in the PMRN system. School principals may sign up to have selected grade levels or subsets of students in a grade participate in the PMRN system.

Record Submission

1. Why must records be reported using the Automated Student and Staff Information Systems?

Using the Automated Student and Staff Information Systems for reporting student and teacher information at the beginning of the school year is more effective and efficient than other methods of populating the PMRN system. The student and staff information systems are well established and designed for collecting information from all public schools for a myriad of education needs. Using these systems for the collection of data for initial PMRN loading saves time and money for the districts and the Department. The Automated Student and Staff Information Systems each has a built-in data editing process, resulting in cleaner and more accurate data for initial PMRN rosters.

2. What Student and Staff database formats should be reported to the Automated Information Systems for use in the initial population of the PMRN system?

Two reporting formats must be submitted for Survey 8 reporting:

- Student Demographic Information (https://www.fldoe.org/accountability/data-sys/database-manuals-updates/2021-22-student-info-system/student-demographic-info.stml)

- Staff Demographic Information (https://www.fldoe.org/accountability/data-sys/database-manuals-updates/2021-22-staff-info-system/staff-demographic-info.stml)

3. Which staff records should be transmitted?

During Survey 8 reporting, districts should submit a Staff Demographic Information record for all instructional staff members.

4. What fields are required in the Student Demographic Information file?

The following fields are required to be reported in the Student Demographic Information file during Survey 8 reporting:

Item	Field Description
1	District Number, Current Instruction/Service
2	District Number, Current Enrollment
3	School Number, Current Enrollment
5	Survey Period Code
6	Year
8	Student Name, Legal
11	Gender
17	Grade Level
25	Birth Date
42	Primary Instructor Responsible, Reading
46	Florida Education Identifier (FLEID)

5. **Are the remaining fields in the Student Demographic Information file required to be reported?**

Data may be sent for other fields in this format, however the data is not needed and default values will be loaded to the database for these non-required elements. Data for the optional Student Number Identifier, Local (field 13) will be used by the Student Database System (as in other survey periods) if it is reported. The Student Number Identifier, Local will also be imported into the PMRN system, if reported, and returned in the school and district data files to assist with student matching. This is currently the only way to load local IDs into the PMRN system.

6. **What fields are required in the Staff Demographic Information file?**

The following fields are required to be reported in the Staff Demographic Information file during Survey 8 reporting:

Item	Field Description
1	District Number
2	Social Security Number
3	Survey Period Code
4	Fiscal Year
5	School Number, Primary Home
7	Employee Name, Legal
33	Exempt from Public Records Law, Employee
50	Staff Number Identifier, Local

7. **What is reported for the remaining fields in the Staff Demographic Information file?**

Data may be sent for the remaining fields in the staff demographic information file; however, the data in those fields are not required and default values will be loaded to the Automated Staff Information Database for the non-required fields.

8. **What is the process for transmitting "staff" records?**

When transmitting Staff data to DQ2 for processing, districts should submit a text file via TIBCO, Secure File Transfer. The FDOE does not recommend or support any specific software to use, except that it has to be a secure client capable of utilizing port 22. However, the department does recommend using a 3rd party SFTP client over using the TIBCO webpage to transfer files, such as FileZilla, secure file transfer client (SFTP) application. The LEA Administrator's for each district has been provided one username and password that will be used to upload and/or download secure FTP's to and from the FDOE.

Steps for transmitting data via TIBCO, using FileZilla
- Enter Host: sftp://xfiles.fldoe.org/
- Enter Username
- Enter Password
- Enter Port: 22
- Select Quick Connect

Once logged in, you will see the Remote Site window with Folders and Files, the user should drag files from the Local site folder to the Remote site IN folder to upload text files.

If you have any issues accessing, logging into, or transferring files via TIBCO please contact the Service Center, weekdays 7:00 AM to 6:00 PM (EST) at:

- Toll-free 1-855-814-2876 I
- ENHELP@fldoe.org

Questions?
- For questions regarding staff reporting, forward to Stephanie Julmiste at Stephanie.Julmiste@fldoe.org.
- For questions about file uploads or the DQ2 Application, forward to Kilisha Peterson at Kilisha.Peterson@fldoe.org.

9. Does the district need to send a new initial file each week?
No, once an initial file has been loaded to the database the district needs to send batch update files only.

10. When does the district need to send batch update files?
The district should send batch update files after the initial files (student and staff) have been loaded to the database if the following occurs:

- A new student or staff member needs to be added.
- Information in a student or staff record needs to be changed.

11. Can the student and staff files be submitted at separate times?
Districts should submit student and staff files for a school during the same week (Friday through the following Thursday) so that matching records are available for loading into the PMRN system on the weekend. Student records submitted with no matching teacher records will not be rostered that weekend. However, if the matching staff data is submitted the following week, the load into the PMRN system and rostering will take place.

Again, a student record is not loaded into the PMRN system *unless* it has a matching staff record.

Record Processing

1. What is the Survey 8 processing schedule?
Initial files will be processed each weekday at 8:00 am EDT. Batch update files will be processed each weekday afternoon at 4:00 pm EDT.

2. When should districts send initial files and when should districts send batch update files?
As with other survey periods, the first submission of the student and staff data files should be an initial file. After the initial files have loaded to the database the district should send batch update files only. Batch update files are used to add, delete, and change records after the initial data has been loaded to the database.

3. Do districts need to transmit files every week during the Survey 8 window?
No, files do not need to be transmitted every week unless new or updated information is available.

4. **What edits will run against the PMRN data?**
Reject and duplicate record error reports will be generated automatically when each file is processed. The Department will also run validation edits when requested by districts through the Reports for Request system. An error message is generated for any Student Demographic record that does not have a matching Staff Demographic record.

5. **Will districts need to request reports?**
Yes, districts will need to request the Student (F60802) and Staff (F61399) validation reports. Districts may also choose to request the Student (F60775O) and Staff Demographic (F61025O) data files that contain a copy of all records loaded to the database for local review.

6. **How do I know if a student has all the needed information to be loaded into the PMRN system?**
Both formats (Student and Staff Demographic Information) for a student must be reported and the teacher's social security number must be the same on each of these records in order for a student to be loaded into the PMRN system. Edit messages indicate if there is an error in a record causing it to be rejected and not loaded to the database. Other edits will indicate if there is no matching staff record for a responsible reading instructor reported on the student's record.

7. **If a student enrolls after the Survey 8 processing period, how will the records be submitted?**
The person responsible for managing the PMRN system at the student's school, generally the school reading coach, can update student and class records through the PMRN User Interface.

Timelines

1. **When should the records be sent?**
The Department begins processing Survey 8 records on Monday, July 19, 2021 and will continue processing records through Thursday, September 23, 2021. Districts should send records during this Survey 8 submission window at the time that best meets the needs of the district schools using the PMRN system. The timing of record submission should be coordinated at the district level with the Reading Coordinator with school-level input. Schools can begin student assessments once they have been rostered.

Beginning Monday, July 26, 2021, grades 3-12 may begin testing on the second instructional day of school.

2. **When do "Year Round Schools" report?**
"Year Round Schools" should report using the Survey 8 dates above. The schedule for FAIR-FS testing in these schools for 2021-22 will accommodate this reporting window.

3. **When will Date Certain be for each count?**
There is no Department-defined Date Certain for Survey 8 reporting. Each district should set their own dates for extracting and submitting Survey 8 data based on the needs of their schools.

1. **How do districts report the Primary Instructor Responsible, Reading?**
   Districts should report the primary instructor responsible for reading instruction in the field named Primary Instructor Responsible, Reading on the Student Demographic format. The teacher's Social Security Number submitted on the student record must match the Social Security Number submitted on the Staff Demographic format record for the primary instructor responsible for reading.

2. **Which teacher should be listed as the Primary Instructor Responsible, Reading?**
   Districts and schools set their own criteria as to who will be the Primary Instructor Responsible, Reading. Some general guidelines are provided below:
   - In elementary schools (grades 3-5), report the teacher who provides the ninety minutes of initial (core) reading instruction. This may be the homeroom teacher, a reading resource teacher or another teacher.
   - In secondary schools (grades 6-12), for students receiving reading intervention, report the teacher who provides the reading intervention. This may be an explicitly defined reading class or it could be a content area class (social studies or science) with a reading component.
   - For students not enrolled in reading intervention, report the teacher who provides the language arts instruction.

3. **What if a reading teacher has not been identified in the Human Resources file or has not been employed by the school when the data must be submitted?**
   The Primary Instructor Responsible, Reading is a required field and all teachers reported on student records must be reported in the staff file. For vacancies, the district should report the reading coach or a designee. The acting or substitute teacher may be used. When the vacancy is filled, the substitute may be replaced by the teacher of record through the PMRN User Interface.

Importing Data to the PMRN System

1. **What are the actual 2021-22 import dates used to roster students into the PMRN?**
   The import of state-wide data into the PMRN will take place on the following Fridays. This process will take the PMRN offline each Friday evening through Sunday evening.

   > July 23
   > July 30
   > August 6
   > August 13
   > August 20
   > August 27
   > September 3
   > September 10
   > September 17
   > September 24

All data received by 4:00 pm EDT on Thursday of these weeks and successfully loaded to the Automated Student and Staff Databases will be included in the files provided to the PMRN system for importing.

2. **What determines whether a student is or is not imported and rostered into the PMRN system?**

   To be imported into the PMRN the following criteria must be met:

   - The student's school of enrollment must be registered with selected grades and accepted.
   - There must be a valid student demographic record with all required information.
   - The nine-digit Social Security Number (SSN) of the student's Responsible Instructor for Reading (field 42 of the Student Demographic Information file) must have a unique association with a staff member in the Staff Demographic Information file. That is, the number must be a valid SSN and cannot be shared between two or more persons in the staff file.
   - The reading instructor must be reported at the same school as the student.

   All student records that meet the above criteria will be imported into the PMRN and rostered into a class for progress monitoring using the FAIR-FS.

3. **How does a principal register the school for the PMRN?**

   Principals register their schools as directed by the district's assessment, curriculum, or reading contact. Registration is completed following the links found at **https://pmrn.fldoe.org**.

4. **What criteria are used to match records?**

   The Student Demographic record must match the Staff Demographic record on District Number, Current Enrollment; School Number, Current Enrollment; and Social Security Number.

5. **Will the PMRN be available for schools to use during the import process?**

   No, the import process will take the PMRN offline each Friday evening.

6. **Can a student be moved from one class to another through a subsequent import?**

   If a student's reading instructor changes, a second import will add the student to the new reading instructor's class. A school level administrator will need to remove the student from the previous class in the PMRN.

   The district should submit the Student Demographic Information record in a batch update file with the new Primary Instructor Responsible. The Primary Instructor responsible, Reading must already be in the Staff Database or must be submitted in a batch update file and added to the Staff Database.

7. **Do all changes to the Student and Staff Databases get imported into the PMRN?**

   No, there is one circumstance that can prevent a student from being edited by an import.

   If any student in a grade level at a school has a FAIR-FS score saved or submitted, subsequent imports will not allow the student at that school to be moved to a different Primary Instructor Responsible for Reading.

8. **How can a student be withdrawn from a school?**

   Deleting students in the Student Database does not remove them from the PMRN roster. Only a school's administrator can withdraw students from the PMRN roster through the PMRN user interface.

9. **Will the PMRN import all students and staff each Friday?**

   No. Automated Student and Staff Database records will be time-stamped and only added and changed records (along with matching records) will be forwarded for import to the PMRN each week.

Reporting Formats

2021-22

- Student Discipline/Resultant Action
- Student Demographic Information
- School Environmental Safety Incident Report

2021-2022 Student Discipline/Resultant Action

1. 1. Submit this record during reporting periods 2, 3, 5 and R for each student receiving a discipline/resultant action from the first day of the school year to the last day of the survey period. Report all discipline/resultant actions and total duration days that resulted from any incident that occurred during the school year or the subsequent summer session(s) even if the discipline/resultant action is intended to begin in the next school year. Submit a separate record for each occurrence of the discipline/resultant action. A student Discipline/Resultant Action record should not be submitted for SESIR incidents with an Incident, Involvement Type of N or U.
2. INCIDENT, IDENTIFIER: If the discipline/resultant action is related to a School Environmental Safety Incident Report (SESIR) item then the Incident, Identifier and the School Number, Where Incident Occurred should be the same on both records.
3. GRADE LEVEL: Use the grade level of the student at the time the incident occurred.
4. SCHOOL YEAR: For Survey Period R, data element "School Year" should be reported in terms of "Month and Year". "Month and Year" as in, for example, January ~~2122~~ 2021 would be 0121.
5. 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.
6. KEY FIELDS: The key fields for this format are item numbers 1, 4, 5, 6, 7, 9 and 28. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' 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	District Number, Current Enrollment *
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Filler
4	17-17	1	N	Survey Period Code *
5	18-21	4	N	School Year *

6	22-22	1	A	Discipline/Resultant Action Code*
7	23-26	4	N	School Number, Where Discipline/Resultant Action Occurred*
8	27-27	1	A	Transaction Code
9	28-35	8	A/N	Incident, Identifier *
10	36-43	8	A/N	Incident, Date
11	44-46	3	N	Duration, discipline Action
12	47-47	1	A	Filler
13	48-48	1	A	Student, Involved in Hate Crime
14	49-49	1	A	Student, Use of Alcohol
15	50-50	1	A	Student, Use of Drugs
16	51-51	1	A	Student, Weapon Use
17	52-53	2	A/N	Grade Level

18	54-54	1	A	Filler
19	55-55	1	A	Gender
20	56-63	8	N	Birth Date
21	64-64	1	A/N	Lunch Status
22	65-66	2	A	English Language Learner, PK-12
23	67-70	4	A/N	School Number, Where Incident Occurred
24	71-72	2	N/R	District Number, Where Incident Occurred
25	73-76	4	A/N	Filler
26	77-77	1	A	Student, Involved in Bullying
27	78-78	1	A	Zero-Tolerance: Expulsions
28	79-128	50	A/N	Filler
29	129-142	14	A/N	Florida Education Identifier *
30	143-152	10	A/N	Student Number Identifier, Local

| 31 | 153-160 | 8 | A/N | Filler/Error Codes |

Last Updated: 87/10/2021

2021-2022 Student Demographic Information

1. For reporting periods 1-4 submit this record for each student receiving instruction/service during that reporting period. Also, send a Student Demographic Information record for each student for whom one or more of the following record formats is being submitted even if the student is not receiving instruction/service during the reporting period: Student Discipline/Resultant Action and Federal/State Indicator Status. Do not send a Student Demographic Information record for a student who is in Home Education unless the student is also receiving instruction/service from the school district during the reporting period.

2. For reporting periods 2 and 3, also submit this record for any student who was identified as migrant ages 0-21, was not enrolled in school and has not graduated from high school. These records should be submitted with a School Number, Current Enrollment of 9997.

3. For reporting period 5 submit this record for any student (a) who was in membership at any time during the school year, (b) who was expected to attend school but did not enter (DNE) as expected (c) for whom a Diploma Type of W43, W45, W52, W54, W55, W58, W59, W61, W62 or W63 is being reported on the Student End of Year Status record, (d) who was identified as migrant ages 0-21, was not enrolled in school and has not graduated from high school, (e) who was identified as migrant ages 0-21, and served in a home education setting, (f) who participated in a Title I, Part C (Migrant) program at a private school, (g) who has been identified as disabled and received services provided by a district through a services plan, or (h) who participated in a Title I program at a private school. No records are needed in Survey 5 for McKay Scholarship students unless they attended a course in the school district or received services through a services plan as in (g).

4. For reporting period 9 submit this record for each student for whom an Institution Number, Neglected/Delinquent code is being reported.

5. For reporting period 6 submit this record for each KG-12 student identified as in membership on the survey date. Do not send this record for students who were expected to attend school but did not enter (DNE) as expected for unknown reasons. Exceptional Student Education Prekindergarten (PK) students and PK children of students in the Teenage Parent Program who are in membership on the survey date should also be submitted. Required fields to be reported are: District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment; Survey Period Code; Year; Student Name, Legal; Gender; Grade Level; Birth Date and Florida Education Identifier (FLEID). If the Student Number Identifier, Local is reported, it will be included on designated reports as in all other survey periods. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for these non-required elements.

6. For reporting period 8 submit this record for each Grade Level 03-12 student who will participate in the Progress Monitoring and Reporting Network (PMRN) this school year. Required fields to be reported are: District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment; Survey Period Code; Year; Student Name, Legal; Gender; Grade Level; Birth Date, Responsible Instructor, Reading and Florida Education Identifier (FLEID). If the Student Number Identifier, Local is reported, it will be included on designated reports as in all other survey periods. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for these non-required elements.

7. For reporting period R, submit this record for each student for whom a Student Discipline/Resultant Action record is reported.

8. STUDENT NAME LEGAL: The district must submit student names for each student. The student name field will be used to ensure efficient editing and verification of records during

reporting periods and to facilitate Department monitoring and auditing activities requiring access to district individual student records.

9. SCHOOL NUMBER, CURRENT ENROLLMENT: For Survey 9, for students for whom an Institution Number, Neglected/Delinquent code is being reported, report the school of enrollment as of the time the student attended the Neglected/Delinquent Institution. For private school students who participated in a Title I program use 9995 for the School Number, Current Enrollment. For private school students who participated in a Title I, Part C (Migrant) program use 9992 for the School Number, Current Enrollment. For home education students who participated in a Title I Part C (Migrant) program use 9993 for School Number, Current Enrollment.

10. YEAR: For reporting periods 1 through 4 and 9, this field will contain fiscal year. For reporting period 5, this field will contain school year. Refer to the element Year in the DOE Information Data Base Requirements: Volume I - Automated Student Information System for definitions.

    YEAR: For Survey Period R, data element "Year" should be reported in terms of "Month and Year". "Month and Year" as in, for example, January ~~2122~~ 2021 would be 0121.

11. PRIMARY INSTRUCTOR RESPONSIBLE, READING: Report during reporting period 8 for students in the Progress Monitoring and Reporting Network (PMRN). For Grades 03-05 students, report the teacher who provides the ninety minutes of initial (core) reading instruction. For Grades 6-12 students enrolled in a reading intervention class report the teacher of the reading intervention class. Students not enrolled in a reading intervention class, report the teacher of language arts. All teachers reported here must also have a Staff Demographic Information record. Report all zeroes in all other survey periods.

12. INSTITUTION NUMBER, NEGLECTED/DELINQUENT: The number assigned to the institution for neglected or delinquent children as defined in Title I, Parts A and D, of the Elementary and Secondary Education Act, as amended by Public Law 114-95.
    Report this number in survey period 9 for students who are ages 5-17 inclusive who resided or were present in a residential institution for neglected or delinquent children for at least one day during the designated 30 day count period in the reporting year. The count period (which may be set separately for each institution) is 30 consecutive calendar days at least one of which falls within the month of October. Submit up to three eligible institutions on a Student Demographic Information format. Matching records are not required for these students in survey period 9.

    For Survey Period 5 submit this number for any student who resided in a locally operated residential neglected or delinquent facility or was present in a locally operated non-residential neglected or delinquent program at any time between July 1 and June 30 of the reporting year.

    Also, submit this number for any student, under age 21, who resided in a state operated residential delinquent or neglected program at any time between July 1 and June 30 of the reporting year.

13. ZONED DISTRICT AND SCHOOL: Submit this information in Survey Periods 2 and 3 for each student enrolled in an alternative school or designated as hospital/homebound during survey week. These elements should be zero-filled for survey periods 1, 4, 5 and 9.

14. LUNCH STATUS. For Survey Period 5, report a student as eligible for free or reduced price lunch if the student was eligible at any time during the school year.

15. DATE ENTERED UNITED STATES SCHOOL: Submit this information in Survey Periods 2, 3 and 5 for students coded LY or LP on the English Language Learners, PK-12 data element. Also submit this information in Surveys 2, 3 and 5 for Immigrant Students reported on the Federal/State Indicator Status format with a code of Y, unless Grade Level = PK then date should be reported as all zeros.

16. KEY FIELDS: The key fields for this format are item numbers 1, 5, 6 and 46. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

17. 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.

' * ' 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	District Number, Current Instruction/Service *
2	3-4	2	N/R	District Number, Current Enrollment
3	5-8	4	A/N/R	School Number, Current Enrollment
4	9-18	10	A/N	Filler
5	19-19	1	N	Survey Period Code *
6	20-23	4	N	Year *
7	24-33	10	A/N	Filler
8	34-75	42	A/N/L	Student Name, Legal
9	76-77	2	A/N	District Number, Zoned School
10	78-81	4	A/N	School Number, Zoned School

11	82-82	1	A	Gender
12	83-83	1	A	Filler
13	84-93	10	A/N	Student Number Identifier, Local
14	94-96	3	A/N	Filler
15	97-98	2	A	English Language Learners, PK-12
16	99-99	1	A/N	Resident Status, State/County
17	100-101	2	A/N	Grade Level
18	102-102	1	A/N	Student Characteristic, Agency Programs
19	103-103	1	A	Transaction Code
20	104-105	2	A/N	Native Language, Student
21	106-106	1	A/N	Filler
22	107-108	2	A/N	Primary Language Spoken in Home

23	109-110	2	A/N	Country of Birth
24	111-118	8	A/N	English Language Learners: Home Language Survey Date
25	119-126	8	N	Birth Date
26	127-129	3	A/N	Filler
27	130-137	8	A/N	Qualifying Arrival Date (QAD) for Migrant Program Eligibility
28	138-138	1	A/N	Lunch Status
29	139-139	1	A	Filler
30	140-140	1	A	Additional School Year Student
31	141-141	1	A/N	Migrant Status Term
32	142-142	1	A/N	Graduation Option
33	143-146	4	A/N	Institution Number, Neglected/Delinquent (First)

| 34 | 147-150 | 4 | A/N | Institution Number, |

Neglected/Delinquent (Second)

| 35 | 151-152 | 2 | N | Residence County |

| 36 | 153-153 | 1 | A | Ethnicity |

| 37 | 154-154 | 1 | A | Race: American Indian or Alaska Native |

| 38 | 155-155 | 1 | A | Race: Asian |

| 39 | 156-156 | 1 | A | Race: Black or African American |

| 40 | 157-157 | 1 | A | Race: Native Hawaiian or Other Pacific Islander |

| 41 | 158-158 | 1 | A | Race: White |

| 42 | 159-167 | 9 | A/N | Primary Instructor Responsible, Reading |

| 43 | 168-171 | 4 | A/N | Institution Number, |

Neglected/Delinquent (Third)

| 44 | 172-179 | 8 | N | Date Entered United States School |

| 45 | 180-218 | 39 | A/N | Filler |

| 46 | 219-232 | 14 | A/N | Florida Education Identifier * |
| 47 | 233-240 | 8 | A/N | Filler/Error Codes |

Last Updated: 78/10/2021

2021-2022 School Environmental Safety Incident Report

1. Submit this record during reporting periods 2, 3, 5 and R for each SESIR incident and for each incident of Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR) occurring on school campus, at school-sponsored events occurring off campus, on school-sponsored transportation or at bus stops at any time of the year and twenty-four hours a day. The SESIR records submitted for reporting periods 2 and 3 should be from the first day of the school year to the last day of the survey period. The SESIR records submitted for reporting period 5 should be from the first day of the school year to the start of the next school year.
2. SCHOOL YEAR: For Survey Period R, data element "School Year" should be reported in terms of "Month and Year". "Month and Year" as in, for example, January ~~2122~~ 2021 would be 0121.
3. 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.
4. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, and 5. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' 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	District Number, Where Incident Occurred*
2	3-6	4	N/R	School Number, Where Incident Occurred *
3	7-7	1	A/N	Survey Period Code *
4	8-11	4	N	School Year *
5	12-19	8	A/N	Incident, Identifier *
6	20-27	8	A/N	Incident, Date

7	28-28	1	A/N	Incident, Location
8	29-31	3	A	Incident, Type
9	32-32	1	A	Incident, Involvement Type
10	33-33	1	A	Incident, Reported to Law Enforcement
11	34-34	1	A	Incident, Gang-Related
12	35-35	1	A	Incident, Alcohol-Related
13	36-36	1	A	Incident, Drug-Related
14	37-37	1	A	Incident, Hate Crime-Related
15	38-38	1	A	Incident, Weapon-Related
16	39-39	1	A	Weapon, Description
17	40-40	1	A	Incident, Context
18	41-41	1	A	Transaction Code

19	42-42	1	A	Drug Description
20	43-43	1	A	Incident, Bullying-Related
21	44-44	1	A	Incident, Injury-Related
22	45-45	1	A	Incident, Basis-Disability
23	46-46	1	A	Incident, Basis-Race
24	47-47	1	A	Incident, Basis-Sex
25	48-51	4	A	Victims of Homicide
26	52-52	1	A	Weapon, Discharged
27	53-53	1	A	Incident, Basis-Religion
28	54-54	1	A	Incident, Basis-Sexual Orientation
29	55-55	1	A	Incident, Hazing-Related
30	56-56	1	A	Incident, Vaping-Related

31	57-57	1	A	[Incident, Setting](#)
32	58-58	1	A/N	[School Personnel – Incident Outcome](#)
33	59-72	14	A/N	Filler
34	73-80	8	A/N	Filler/Error Codes

Last Updated: 78/10/2021