

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

September 28, 2018

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

Year: 2018-19

Data Element Number: **108150**

Data Element Name: **Certification/Licensure/Qualification Status**

A code indicating the type of certification, licensure, or qualification status applicable to the teacher's position in the class being reported.

Code	Definition/Example
A	Instructional staff member holding an adjunct teaching certificate issued by the district as per s. 1012.57, F.S.
B	Substitute teacher (out-of-field).
H	Instructional staff member holding a valid Florida Educator's Certificate and teaching in a core academic subject for which qualified status was previously documented pursuant to a High Objective Uniform State Standard of Evaluation (HOUSSE) plan, as per Rule 6A-1.0503, FAC.
I	Instructional staff member holding a valid Florida Educator's Certificate in the field being taught.
L	Instructional staff member licensed to provide specialized student support services directly related to their licensed field.
M	Instructional staff member holding a valid Florida Educator's Certificate and teaching in a field that was the teacher's minor field of study, as per s. 1012.42, F.S. and Rule 6A-1.0503, FAC.
N	Instructional staff member who does not hold a valid Florida Educator's Certificate, a district-issued certificate, or a specialized student services license but possesses expert skill, talent or knowledge in the particular subject being taught as appointed by the school board under Rule 6A-1.0502, FAC., or other non-certificated persons rendering instructional service in their field of specialty including JROTC instructors, part-time personnel, dual enrollment faculty or non-paid volunteers.
O	Instructional staff member holding a valid Florida Educator's Certificate appointed by the school board to teach out-of-field under Rule 6A-1.0503, FAC.
P	Instructional staff member with a professional certificate covering grades 6 -12 who holds a master's or higher degree in the area of science, technology, engineering or mathematics teaching a high school course in the subject of the advanced degree, rated highly effective and achieved a passing score on the Florida professional education competency examination per section 1012.56(7)(a)(1-5), F.S.
S	Instructional staff member holding a valid Florida Educator's Certificate and teaching in a field in which the teacher has demonstrated sufficient subject area expertise, as per s. 1012.42, F. S. and Rule 6A-1.0503, FAC.
T	Instructional staff member certified by the district as a nondegreed teacher of career and technical education courses
V	Prekindergarten instructor qualified to teach Voluntary Prekindergarten classes per ss. 1002.63(5), 1002.55(3)(c), and 1002.55(4), F.S.

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Note: Substitute teacher job codes (i.e. 51080, 52080, 53080, 54080, 55080, 59080) should not automatically be assigned the Certification/Licensure/Qualification Status code of B (Substitute Teacher) if the substitute teacher holds a valid certificate or license.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9697

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Postsecondary

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

9/17/2018	Codes	Revised existing qualification status code description to provide more clarity to code N.
7/1/2018	Notes	Added note regarding substitute teachers that hold a valid certificate or license.
7/1/2018	Codes	Revised existing qualification status code descriptions to provide more clarity. Added new codes T and L.
7/1/2018	Codes	Revised existing qualification status code descriptions to provide more clarity.
7/1/2016	Codes	Added code P
10/5/2011	Codes	Updated the definition for code V. "Certified/licensed" was changed to "qualified."

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Year: 2018-19

Data Element Number: **116207**

Data Element Name: **Educational Choice**

The primary type of educational choice option, if any, that applies to the student's enrollment in the reported School Number, Current Enrollment.

Code	Definition/Example
A	Controlled Open Enrollment (Public School Parental Choice) – s. 1002.31(1), F.S., a public education delivery system that allows school districts to make student school assignments using parents' indicated preferential school choice as a significant factor. This includes enrollment in a school within or outside the student's district of residence if the student participated in the district's controlled open enrollment process.
C	Choice with Transportation - Continuing participation of students who previously (prior to 2012-13) transferred from a Title I school that failed to make Adequate Yearly Progress for three or more consecutive years – Title I, Sec. 1116, ESEA. Note: Beginning in 2012-13 this option no longer includes transportation for all eligible students. PK students are not eligible students.
D	Transfer from a Persistently Dangerous School - Title IX, Sec. 9532, ESEA.
E	Transfer due to having been the Victim of Violent Crime - Title IX, Sec. 9532, ESEA.
M	McKay Scholarship – Transfer of a student to another public school other than the one to which the student is assigned in accordance with the John M. McKay Scholarships for Students with Disabilities Program — s. 1002.39, F.S. Note: Students attending a private school under the John M. McKay Scholarships for Students with Disabilities Program are coded "Z" and reported using school 3518.
Z	None of the above or not applicable.

Notes:

1. Select the most appropriate code above for charter school students. Charter Schools (as per s. 1002.33, F.S.) are flagged as "Charter Schools" on the Master School Identification file. Prior to July 1, 2008 all charter school students were coded "Z" on this element.

Data Element Number: **116207**

Data Element Name: **Educational Choice**

2. The following choice options should be coded "Z"; these options are identifiable via other means:

Developmental Research (Laboratory) Schools – s. 1002.32, F.S.; Districts 72, 73, 74 and 75

Charter Technical Career Centers – s. 1002.34, F.S.

District 55, School Number 0231

District 64, School Number 7821

Florida School for the Deaf and Blind – s. 1002.36, F.S.; District 68

Florida Virtual Schools

The Florida Virtual School - District 71, school numbers 0300 (Grades K-8 full-time), 0400 (Grades 9-12 full-time), 0500 (Grades 6-8 part-time), 0600 (Grades 9-12 part-time) – s. 1002.37, F.S.

Florida Virtual School Franchises – school number 7004 – s. 1002.37(2)(i), F.S.

Virtual Instruction Program operated through a contract with a provider that is approved by the Department of Education under s. 1002.45(2), F.S, the Florida Virtual School or a community college. – school number 7001 –

District Virtual Course Offerings – school number 7006 – s. 1003.498(2), F.S.

Virtual Instruction Program operated by the school district – school number 7023 – s. 1002.45(1)©4, F.S.

Length: 1

Data Type: Alphabetic

Year Implemented: 0405

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Surveys Required:

Survey 2 Yes

Data Element Number: 116207

Data Element Name: Educational Choice

Survey 3 Yes

Survey 5 Yes

Appendixes:


None

Description of Changes:

9/17/2018	Codes	Deleted code "R" because it does not pertain to the "enrollment" of a student as is the purpose for this data element.
7/1/2018	Codes	Added code 'R' and 'U' per. Florida Statue 1002.40.
7/1/2018	Notes	Removed reference to Washington Special (Dist 69).
7/26/2016	Codes	Revised language in code 'A' to include parents' choice for students to attend school in another district
6/1/2012	Notes	Changed name of Dozier/Okeechobee to Washington Special.
6/1/2012	Codes	Revised definition of code F from a criteria of a grade of "D or F and is in one of the two lowest performing categories" to a grade of "F or three consecutive grades of D." Updated statute references. Revised definition of code C to include only students who are continuing participants. The code C note was revised to eliminate the requirement for transportation.
10/6/2011	Notes	Added virtual schools 7006 and 7023 to note 2. Added schools 0300 and 0400 (full-time programs) to the Florida Virtual School. Revised the Virtual Instruction Program, school 7001 to include only programs offered through a contract with a DOE approved provider, FLVS or a community college.
6/1/2011	Codes	Revised definition of code F to coincide with the change in section 1002.38, F.S. Deleted "for two school years in a four-year period" and replaced this with "a School Grade of D or F and is in one of the two lowest performing categories pursuant to s. 1008.33, F. S."

INDUSTRY CERTIFICATION – REJECT RULES

NEW EDIT for 1819

 29. If Industry Certification Outcome = P, then the Industry Certification Date Earned must be numeric and a valid date in the format of MMDDYYYY; for all other Industry Certification Outcomes, the Industry Certification Date Earned must be zero filled. -record rejected-

EXAMPLE


The second record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first record would be rejected because the Industry Certification Outcome code is P but the Industry Certification Date Earned is not valid.

Student Number Identifier, Florida	Industry Certification Identifier	Industry Certification Outcome	Industry Certification Date Earned
* 012345675X	ACARI001	P	00000000
012345677X	NIASE007	P	10262018

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Industry Certification Outcome code or the Industry Certification Date Earned and resubmit the record, the district must correct FTE Reported, Course and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

 36. Educational Choice must be A, B, C, E, F, M, ~~R~~, U or Z. –record rejected–

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Educational Choice code is not valid.

District Number, Current Enrollment	Entry (Re-Entry) Code	Educational Choice
62	E01	A
* 62	E02	D

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Educational Choice code and resubmit the record.

STAFF FISCAL YEAR SALARIES - REJECT RULES

NEW EDIT FOR 1819

➔ 33. If Additional Compensation Type code equals 7, then Additional Compensation Value must be equal to \$500.00. –record rejected

EXAMPLE

The first record listed below would be rejected because the Additional Compensation Value exceeds the statutory maximum. The second record listed below would be loaded to the database assuming no other reject rule would cause its rejection.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Additional Compensation Type/Value
* 03	123456789	5	****	0481	53007	70150000
03	123456780	5	****	0481	51004	70020000 <u>70050000</u>

**** = 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 database, the district must correct the Additional Compensation Type code or Value and resubmit the record for processing.

APPENDICES

User Manual

- **Appendix A:** Contact Persons
- **Appendix D:** Data Processing: Input Datasets, Edit Reports and Output Datasets
- **Appendix R:** Student Survey Checklists
- **Appendix S:** Staff Survey Checklists

2017-18

Student:

- **Appendix A:** Attendance Recordkeeping Required Codes for Grades PK-12 Students

2018-19

Student:

- **Appendix A:** Attendance Recordkeeping Required Codes for Grades PK-12 Students
- **Appendix F:** Florida Public College and State University Reporting Numbers
- **Appendix Y:** Career and Professional Academies Registered with FLDOE
- **Appendix Z:** Industry Certification Identifier

TECHNICAL ASSISTANCE DOCUMENT:

- **NEW-** Class Size Reduction Database Reporting Guidelines