

### Farewell to a Leader

On August 31 EIAS Bureau Chief Lavan Dukes retired from a long and noteworthy career in public education. Lavan earned a Bachelor of Education from Valdosta State College in 1969 and a Master of Education Administration from Florida State University in 1972. From 1967 to 1971, Lavan taught science, English, and social sciences to junior high students. He began his tenure with the Department of Education as a Student Assistant with the Bureau of Research in November 1971. Over the next four decades, he progressed to Program Specialist II and III, Educational Consultant III, Program Director I and II, Educational Policy Director, and finally Bureau Chief.

Lavan was instrumental in the design, development, and implementation of Florida's PK-12 Public Schools Automated Staff and Student Database System, which put Florida at the forefront in the collection and use of education data for planning, program implementation, decision-making, accountability, and research activities. Lavan became an esteemed advisor on policy and procedures in FTE reporting, attendance requirements, class size reporting, teacher salary data, graduation rate, and many other areas. His foresight was invaluable in the data integration activities that ultimately made Florida the unequivocal leader in PK-12 education data systems across the nation.

Lavan has gained national recognition through his publications for the US Department of Education's National Center for Education Statistics (NCES). He has been the editor and chair of the NCES Taskforce and a member of many other national taskforces and committees on data reporting; systems design; and student, staff, and financial information systems. His major presentations include "Closing the Gap through Data Analysis" at The Commissioner's Challenge Conference in Miami, "District Visits to Improve Data Quality" at the Florida School Finance Officers Association in Ocala, and "Florida's Cohort Graduation Rate" at the NCES Summer Data Conference in Washington, D.C., among many others.

Lavan has received numerous honors and awards throughout his career at the DOE. His expertise has been instrumental in Florida's rise to prominence in education in recent years, and he has influenced many others as they have grown into leadership positions in education. Lavan will be missed by all his colleagues in Tallahassee, throughout Florida, and across the nation. We wish him all the best in his retirement.

### Title I Supplemental Educational Services Format

Big news! In the 2012-13 school year, the Title I Supplemental Educational Services format is not required in Survey 2.

This format, however, continues to be collected in Survey Periods 9, 3 and 5. For Survey Periods 3 and 9, submit this record for each student who was assigned to receive Title I Supplemental Educational Services with a state-approved provider at any time from the beginning of the school year through the survey period.

For Survey Period 5, submit this record for any student who was assigned to receive Title I Supplemental Educational Services with a state-approved provider at any time during the school year and accompanying summer session(s). Also, unique records are provided for each Term in which the student participated. Records will indicate regular school year participation and summer session participation.



### 2011-12 Cohort Review for Graduation Rates and 2011-12 Dropout Rates

The Technical Assistance Papers (TAPs) for the Four-Year Federal Graduation Rate Cohort Review and the Five-Year Modified Graduation Rate are posted online at <http://www.fldoe.org/eias/eiaspubs/word/gradgde1112.doc> and <http://www.fldoe.org/eias/eiaspubs/word/gradtap1112.doc>, respectively. These TAPs provide timelines and instructions for the review and update process. EIAS will send e-mail notifications with pertinent updates to MIS Directors, Student Database Contacts, and Accountability Coordinators, who should forward these notifications to all staff involved with these processes. Timelines are very condensed this year and the October 12 due date must be strictly observed to accommodate the school grades calculations schedule. Please contact Cyndi Holleman at (850) 245-9913 or [Cyndi.Holleman@fldoe.org](mailto:Cyndi.Holleman@fldoe.org) with any questions.

Dropout rates will be calculated using withdrawal codes submitted via the automated database system by October 12, 2012.

### Important Dates

- **Early Sept.** – School Public Accountability Reports (SPARs) published
- **Sept. 5-7** – Class size trial run submission
- **Sept. 7** – Cohort graduation rate file available to download and review
- **Sept. 10** – Class size file available
- **Sept. 14** – Survey 1, 2012-13: end state processing
  - Survey 6, 2012-13, Count 2: count date, begin state processing, & due date
  - Four-year cohort file available to review
- **Mid-Sept.** – First 2012-13 McKay FTE file available
- **Sept. 17** – Staff e-mail files: end processing
- **Sept. 19-21** – Class size trial run submission
- **Sept. 21** – Survey 6, 2012-13, Count 2: end state processing
- **Sept. 24** – Class size files available
- **Sept. 27** – Survey 8, 2012-13: end state processing
- **Sept. 28** – First due date for cohort file corrections
- **Sept. 30** – Survey 1, 2012-13: final update/amendment date
- **Oct. 2** – 2<sup>nd</sup> draft cohort file available for review
- **Oct. 3** – Survey B, 2012-13: file available & begin state processing
- **Oct. 8** – Survey B, 2012-13: submission deadline
- **Oct. 8-12** – Survey 2, 2012-13: survey week
- **Oct. 10** – Survey B, 2012-13: final update & end state processing
- **Oct. 12** – Survey 5, 2011-12, high school grade and graduation rate data: final updates due
- **Oct. 15** – Survey 2, 2012-13: begin state processing
- **Oct. 18** – Final cohort file available
- **Oct. 19** – Survey 5, 2011-12, personnel evaluation data: final updates due
- **Oct. 15-Nov. 9** – Survey 2, 2012-13: state processing
- **Oct. 26** – Survey 2, 2012-13: due date
- **November** – Graduation rates released
- **Nov. 3** – FISH file frozen for Survey 2, 2012-13
- **Nov. 9** – Survey 2, 2012-13: end state processing, student database Survey 2 frozen for FEFP calculation
- **Late Nov.** – 2<sup>nd</sup> 2012-13 McKay FTE file available
- **Dec. 3** – Survey 9, 2012-13: begin state processing
- **Dec. 10** – Survey 7, 2012-13: begin state processing
- **Dec. 12** – Survey 9, 2012-13: due date



### Location of Student

A new data element for the 2012-13 school year has been created to inform the Department of a student taking an online course from a virtual school using district school facilities during the school day. See [http://www.fldoe.org/eias/dataweb/database\\_1213/19724\\_1.pdf](http://www.fldoe.org/eias/dataweb/database_1213/19724_1.pdf). This data element, Location of Student, has been added to the Student Course Schedule record format and is reported by the district that is reporting and receiving FTE for the virtual course, even though this might be the Florida Virtual School (district 71). Districts are advised to have a procedure for providing the Location of Student information to the reporting entity early in the school year to ensure accurate reporting. This information will be provided to managers responsible for planning for adequate school facilities.

### Recent Reports and Publications

We have released several publications in the last few months. They are listed below with their corresponding web links.

- English Language Learners  
<http://www.fldoe.org/eias/eiaspubs/word/ell1112.doc>
- Free/Reduced-Price Lunch Eligibility  
<http://www.fldoe.org/eias/eiaspubs/word/frplunch1112.doc>
- Retention of First-Year Instructional Staff  
<http://www.fldoe.org/eias/eiaspubs/word/tch1keep1011.doc>
- Staff Distribution by Race/Ethnicity, 2011-12  
<http://www.fldoe.org/eias/eiaspubs/word/staffratios1112.doc>
- Students New to Florida Public Schools, Fall 2011  
<http://www.fldoe.org/eias/eiaspubs/word/1112newstudents.doc>

### Reporting Title I, Part D Neglected or Delinquent Students in Survey 9

Students who are considered Neglected or Delinquent, as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 107-110, are reported in the Student Demographic format in Survey 9. The Institution Number, Neglected/Delinquent is used to capture students who are ages 5-17, inclusive, who resided or were present in an 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 record. Matching records in other formats are not required for these students in Survey period 9.

**SPECIAL NOTE:** The student must be served in a valid institution for neglected/delinquent children in the District of Enrollment. These numbers include those in the Master School Identification (MSID) file coded in the data element Neglected/Delinquent with N, B, D or C. They also include specially assigned A numbers (A####) for facilities that provide services and are considered non-school institutions. At Risk and Multipurpose no longer have designated codes in the MSID file, Neglected/Delinquent Classification data element. Those considered At Risk who are served with Title I, Part D funds are reported in Survey 5 in the Dropout Prevention Program Data format.

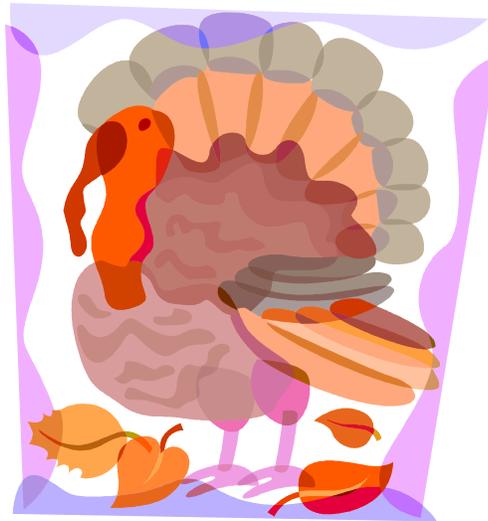
For information about reporting Neglected or Delinquent or At Risk students in the state student database, please contact Linda H. Fleming at [linda.fleming@fldoe.org](mailto:linda.fleming@fldoe.org) or (850) 245-9919. For Master School Identification questions or assignment of an "A####" identifier for a non-school institution, please contact Rhonda Forbes at [rhonda.forbes@fldoe.org](mailto:rhonda.forbes@fldoe.org) or (850) 245-9920.

#### Staff E-mail Address Data Collection for the 2012-13 School Year

In accordance with Section 1012.05(3)(b), Florida Statutes, "By September 15 and February 15 of each year, each school district shall electronically submit accurate public school e-mail addresses for all instructional and administrative personnel, as identified in s.1012.01(2) and (3), to the Department of Education." The submission period for the September 15 data collection is from August 20, 2012, to September 17, 2012. Please refer to the e-mail notification dated August 13, 2012, sent to District MIS and Staff Database Contacts for further details.

#### Personnel Evaluation Reporting for Survey 5, 2011-12

Personnel evaluation information is reported on the Staff Fiscal Year Salaries format in Survey 5, 2011-12. As the department is aware, the final evaluation ratings for the 2011-12 school year, for the most part, were not available by the August 31 closing date for Survey 5. Therefore, districts are expected to finalize data for all Personnel Evaluation data elements by October 19, 2012. After that date the department will finalize this data to fulfill its statutory requirement to report to the governor aggregate evaluation results by December 1. Please direct questions to Teresa Sancho at [teresa.sancho@fldoe.org](mailto:teresa.sancho@fldoe.org).



Happy Thanksgiving!