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## E I A S   W E L C O M E S   N E W   S T A F F   M E M B E R

Please join us in welcoming Kenneth Dukes, a new Program Specialist for Student Database Reporting in the Education Information and Accountability Services unit. Kenneth replaced Justin Donald and the districts he served.

Also, we would like to congratulate Sonja Bridges on her promotion to Staff Database Program Specialist, replacing Kim Ward. Sonja has extensive experience working with Florida education data on the student side, and looks forward to learning the staff side of data reporting.

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### THIRD-GRADE STUDENT PROGRESSION

Students in grade 3 who score Level 1 on the statewide FSA-ELA may be exempted from the retention requirement and be promoted to fourth grade [section 1008.25(6), F.S.]. This is called a good cause exemption. Good cause exemptions are limited to the following:

- Limited English Proficient (LEP) students who have had less than two years of instruction in an English for Speakers of Other Languages (ESOL) program;
- Students with disabilities whose Individual Educational Plan (IEP) indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board of Education rule;
- Students who demonstrate an acceptable level of performance on a state-approved alternative standardized reading or English Language Arts assessment approved by the State Board of Education;
- Students who demonstrate, through a student portfolio, that he or she is performing at least at Level 2 on the statewide standardized assessment;
- Students with disabilities who participate in the statewide standardized assessment and whose IEP or 504 Plan reflects that the student has received intensive remediation in reading and English Language Arts for more than two years, but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2 or grade 3;
- Students who have received intensive reading intervention for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, grade 2 or grade 3 for a total of two years. A student may not be retained more than once in grade 3.
- Students who have received intensive remediation in reading and English Language Arts for two or more years, but who still have a deficiency in reading and have already been retained in kindergarten, grade 1, grade 2 or grade 3 for a total of two years.

When students in grade 3, who score Level 1 on the statewide FSA-ELA are promoted to fourth grade for good cause or the reasons listed above, then:

- Code A in the data element **Grade Promotion Status** is applied in the student record. (A = Promoted to a higher grade without meeting levels of performance for pupil progression based on limited circumstances for exceptions of good cause. <http://www.fldoe.org/core/fileparse.php/7729/urlt/0100220-126425.pdf>)
- If code A is applied in Grade Promotion Status, then the reason for the limited circumstances for exception, or good cause, will be coded in the data element **Grade Promotion Status: Good Cause Exemption**. (<http://www.fldoe.org/core/fileparse.php/7729/urlt/0100221-126500.pdf>)

Thus for any students in grade 3 where *Grade Promotion Status* code equals A, there should be a good cause, other than 0, coded in the data element *Grade Promotion Status: Good Cause Exemption*.

## VIRTUAL COURSES OFFERED IN SCHOOL DISTRICTS

Student eligibility and funding for district virtual instruction programs, district virtual franchises, virtual charter schools, virtual learning labs and virtual course offerings are described in § 1002.37, 1002.45, 1002.455, 1003.498, 1002.33, and 1011.61(1)(c) b,II,III,IV,V F.S.

**Course Grade** is reported in Surveys, 2, 3 and 4 for virtual courses in the Student Course Schedule.

- It is imperative that the final Course Grade be reported in Survey 4.
- In order for a virtual course to earn FTE, each course must be successfully completed with a passing grade and the passing grade must be reported in Survey 4.
- If the successful completion of a course is not reported in Survey 4, then FTE is not earned.
- If Course Grade equals F, I, IP, N, U, WP, FL, NG, W, or WF, then FTE Reported, Course must equal 0000. See Student Course Schedule Edit 2F.
- Note: Course Grade "IP" is only to be applied to virtual courses in Student Course Schedule records. This code is not to be applied in any Student Course Transcript record.
- Link to data element Course Grade, here: <http://fldoe.org/core/fileparse.php/7729/urlt/0100073-109225.pdf>.

**Location of Student** is required for:

- Courses instructed in schools 7001, 7004, 7006 and 7023.
- Courses instructed in a virtual charter school.
- For courses instructed by the Florida Virtual School on the school campus (district of instruction 71).
- Florida Virtual School courses under contract with the district to be offered on the public school campus in Virtual Learning Labs.
- Link to the data element, Location of Student, here: <http://fldoe.org/core/fileparse.php/7729/urlt/0100260-197241.pdf>

**Term** for a two semester virtual course reported in Survey 4 may be reported in one of the following ways:

- One Student Course Schedule record with the total FTE Reported, Course for the course and the data element Term coded 3.
- Two Student Course Schedule records where one course record is coded with a Term of 1 and the second coded with a Term of 2. Half of the course FTE Earned, Course is reported in each record.
- Link to data element, Term, here: <http://fldoe.org/core/fileparse.php/7729/urlt/0100370-176225.pdf>

**FTE Reported, Course** is addressed in Appendix D of the FTE General Instructions 2014-15.

- Students in virtual courses are reported in Surveys 2 and 3 with FTE Reported, Course equal to 0.0000.
- In Survey 4:
  - \* Students who successfully complete courses should be reported with appropriate amounts of FTE Reported, Course in each Student Course Record.
  - \* Students who do not successfully complete the course should be reported with FTE Reported, Course equal to 0.0000.
- Link to *FTE General Instructions 2014-15*, here: <http://fldoe.org/core/fileparse.php/7508/urlt/1415FTEInstructions.pdf>
- Link to data element, FTE Reported, Course, here: <http://fldoe.org/core/fileparse.php/7729/urlt/0100205-122825.pdf>

If you have questions after reviewing the instructions, please contact Linda H. Fleming at [Linda.Fleming@fldoe.org](mailto:Linda.Fleming@fldoe.org) or (850) 245-0400.



## EXTRAORDINARY EXEMPTIONS FROM STATE ASSESSMENTS

The Automated Student Database does **not** have a data element option to identify students with a permanent or temporary exemption from statewide assessments per section 1008.22 F.S. As your

exemptions are approved by our General Counsel's office, the FDOE will be able to keep track of the number of exemptions and who is exempt from files maintained by the General Counsel's office.

## 2015-16 SCHOOL DISTRICT CALENDAR SUBMISSIONS

Education Information and Accountability Services will begin collecting 2015-16 school calendar information from districts on March 31. The deadline for submitting the school board approved calendars and the supplemental form from EIAS is May 31. EIAS will

send instructions and blank forms for reporting certain important dates via e-mail at the end of March. Please direct questions regarding calendar submissions to Renee Prasek at [Renee.Prasek@fldoe.org](mailto:Renee.Prasek@fldoe.org).



## 2015 FAMIS CONFERENCE PARTICIPATION

The Florida Department of Education will be presenting at the 2015 FAMIS Summer Conference. The conference will be held June 15-17, 2015, in Tallahassee at Florida State University's Turnbull Conference Center. The FDOE's presentations will cover a range of education topics, including legislative

changes and changes to the student and staff databases. For more information, visit the conference website (<http://www.famisonline.org/famis-2015-conference>). For your reference and convenience, conference presentations will be posted on the FAMIS website. We hope to see you there!



## ACCOUNTABILITY MATCHING

EIAS, as part of the regular Survey 3 student database processing cycle, is conducting the matching between Survey 2 and Survey 3 data to identify full-year students. For the purpose of determining school grades, students are included in the calculations only if they are "full-year students," defined as being enrolled in the school for both October 2014 FTE week (Survey 2) and February 2015 FTE week (Survey 3). To ensure the timely calculations of school grades, districts must correct their data within the specific Survey 3 state processing timeframe (February 16-March 13, 2015). The department will not accept corrections outside these timeframes, and uncorrected data are not

grounds for appeals. For questions regarding specific instructions and technical documentation regarding the Survey 2 to Survey 3 match process please contact Tsung-Yuan Lin at [Tsung-Yuan.Lin@fldoe.org](mailto:Tsung-Yuan.Lin@fldoe.org). For questions regarding the process of correcting data for school grades please contact the Bureau of Accountability Reporting at [Evalnrpt@fldoe.org](mailto:Evalnrpt@fldoe.org).



## RESOURCE ZONE

- The changes for Staff and Student database manuals are posted Fridays on <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/calendar.stml>. It is advised that districts view updates once a week. Please note that no emails will be issued to notify about the changes in the database manuals.
- Student Locator, Option 25 of the CICS Student Component Menu, can be used to locate and verify the Student Number Identifier, Florida and the Student Number Identifier—Alias, Florida.
- Please refer to the guidelines on updating Student IDs at [Common Student Identifier](#) (PDF).
- When updating a Student ID due to receiving a valid SSN, only change the Student Number Identifier, Florida; do not change the Student Number Identifier, Alias, Florida.

## IMPORTANT DATES

**March 3**

Survey D, 2014-15: Verification file available

**March 3-9**

Survey D, 2014-15: State processing

**March 5**

Survey D, 2014-15: Submission deadline

**March 9**

Survey D, 2014-15: Final update

**March 31**

Survey 2, 2014-15: Final update/amendment date

**March 2015**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## RECENT REPORTS AND PUBLICATIONS

Several data reports have been published in the last few months.  
They are listed below with their corresponding web link(s):

**Course Enrollment, 2014-15**

<http://www.fldoe.org/core/fileparse.php/7584/urlt/EnrollmentSizeFPS1415.xls>

**English Language Learners by School, Race and Gender, 2014-15**

<http://www.fldoe.org/core/fileparse.php/7584/urlt/ELLSchoolRandG1415.xls>

**Free/Reduced Lunch Eligibility, Survey 2, 2014-15**

<http://www.fldoe.org/core/fileparse.php/7584/urlt/1415-Lunch-Status-by-District.xls>  
<http://www.fldoe.org/core/fileparse.php/7584/urlt/1415-Lunch-Status-by-School.xls>

**Membership, 2014-15**

<http://www.fldoe.org/core/fileparse.php/7584/urlt/MembershipFPS1415.xls>  
<http://www.fldoe.org/core/fileparse.php/7584/urlt/MembershipSchoolGrade1415.xls>  
<http://www.fldoe.org/core/fileparse.php/7584/urlt/MembershipSchoolRaceGender1415.xls>

**Membership in Programs for Exceptional Students, 2014-15**

<http://www.fldoe.org/core/fileparse.php/7584/urlt/MembershipProgramsExceptionalStudents1415.xls>

**Enrollment Size of Florida's Public Schools, 2014-15**

<http://www.fldoe.org/core/fileparse.php/7588/urlt/EnrollmentSizeFPS1415.xls>

**Schools by School Type Based on Grade Levels Taught, 2014-15**

<http://www.fldoe.org/core/fileparse.php/7588/urlt/0069235-schtypegrade.xls>

**Staff in Florida's Public Schools, 2014-15**

<http://www.fldoe.org/core/fileparse.php/7584/urlt/GACA-14152-121014-Administrative-Staff-Web.xls>  
<http://www.fldoe.org/core/fileparse.php/7584/urlt/GACB-14152-121014-Full-Time-Staff-Web.xls>  
<http://www.fldoe.org/core/fileparse.php/7584/urlt/GABX-14152-121014-Instructional-Staff-Web.xls>  
<http://www.fldoe.org/core/fileparse.php/7584/urlt/GACC-14152-121014-Support-Staff-Web.xls>