EIS NEWSLETTER
PK-12 EDUCATION INFORMATION SERVICES

PK-12 Education Information Services (EIS) serves to improve education by increasing the quality of decisions using data. EIS functions and services include: assisting school districts in the reporting of accurate information, providing information to customers to meet their needs, fulfilling the Florida Department of Education's (FDOE) Information Database requirements and reviewing and developing data collection procedures.

WHAT'S INSIDE

PERSONALIZED EDUCATION PROGRAM

Find out about changes initiated by Section 1002.395, Florida Statutes (F.S.).

STATISTICS

Each quarter this section will look at how you're doing with reporting back to the bureau.

SURVEY PROCESSING REMINDERS

Reminders and tips on how data should be submitted to the Department.

We're Gearing Up for Survey 3!

Hello all! We are providing our second newsletter since renewing this form of communication to our districts. We have all been very busy this quarter. We completed several surveys and are avidly gearing up for Survey 3.

PK12-EIS had the opportunity to work with districts and program areas on revising some database updates for clarity or including new information this quarter. As we are made aware of changes to PK12-EIS we are working diligently to get this information updated, programmed and available to the districts as soon as possible.

We look forward to kicking off the new calendar year with our program area points of contacts by meeting with them, sharing what we do and getting a heads up on any changes coming our way. This will allow us all to be as informed as we can on changes that will impact our databases, providing for clear and concise documentation for data collection.

We hope you all had a happy holiday season and wish you a very Happy New Year!!!

Updates for Family Empowerment Scholarship Data

- Starting Survey 2 2023-24 - Districts are no longer reporting Family Empowerment Scholarship (FES) data.

- The School Choice Office is submitting FES data directly for data collections.

- Programming has been implemented to process data, create matches, non-matches, etc. and the information is communicated to the Departments finance office for funding through the Florida Education Finance Program (FEFP) or Scholarship Funding Organizations (SFOs).

Personalized Education Program

There are changes related to Personalized Education Program (PEP) students, initiated by Section 1002.395, F.S., for the Florida Tax Credit Scholarship Program. Students can access the PEP through the Florida Tax Credit Program. This information was sent to the districts on October 16, 2023, and included additional information for course numbers when submitting PEP students.

Additionally, the PK-12 Education Information Services team along with department staff worked together to edit Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12 Students from the Student Database Manual and included the following changes:

Category - Withdrawal from Florida Public Schools

Code - WPP

Definition - Any student who withdraws from public school or home education program to attend a Personalized Education Program (PEP), per Section 1002.395, F.S., The Family Empowerment Scholarship.

We are also requesting districts to follow the reporting process outlined below for PEP students receiving district services for extracurricular activities:

- Submit District School of Instruction.
- Submit Course Number from School of Instruction.
- 999 FEFP Program Coding = Full Time Equivalent (FTE) must be 0.
- School of Enrollment = Private School Number for PEP - 3450. This number has been added to the Master School Identification (MSID) Database.

MSID Updates and Changes

Please note the changes listed below that require either a new MSID application or a revised MSID application.

New MSID Application:
- If the district's intent is to open a New School for the 2024/25, 2025/26 or 2026/27 school year.

Revised MSID Application:
- If the district's intent is to consolidate/merge two or more ACTIVE schools.
- If the district's intent is to change the status of the Primary Service Type and/or School Function/Setting.
- If the district's intent is to close a school that is currently active on the MSID File.

* If a school has reported membership in the new year (23/24), the school must remain active for the remainder of the school year, even though no further data would be reported for the school.

Reminders:

1. Updates for schools related to the mailing or physical address, approved School Board 'school' name change, principal name, email address, grade codes etc., do not require an MSID application or review by the MSID School Approval Committee. These updates can be submitted via email to MSID@fldoe.org.
2. Department of Juvenile Justice, adult, hospital/homebound and virtual facilities may submit MSID Number applications to the Department throughout the calendar year.

   FLDOE Master School ID
   Note: Click the Download Files button to view downloadable files.

Survey Collection Timeframes

The survey periods for Student Data collection cover the following time frames:

1. **Survey 1 (July)** covers the period from the beginning of the fiscal year (July 1) to the beginning of the defined 180-day school year. Survey 1 closes at 4 p.m. EDT on September 30.
2. **Survey 2 (October)** covers the first 90 days of the 180-day school year. Survey 2 closes at 4 p.m. EDT on December 15.
3. **Survey 3 (February)** covers the second 90 days of the 180-day school year. Survey 3 closes at 4 p.m. EDT on April 15.
4. **Survey 4 (June)** covers the period from the end of the 180-day school program to the end of the fiscal year (June 30). Survey 4 closes at 4 p.m. EDT on August 15.
5. **Survey 5 (August)** covers the entire school year for reporting of prior school year data and is due at the end of July. Survey 5 closes at 4 p.m. EDT on October 31.
6. **Survey 6 (September)** covers the period from August to September.
7. **Survey 9 (November)** covers the period from November to January.
8. **Survey R (SESIR)** covers reporting for each month throughout the year.

The survey periods for Staff Data collection cover the following time frames:

1. **Survey M** covers the period from August to September and collects personnel email addresses.
2. **Survey 2** covers the period from October to December.
3. **Survey N** covers the period from January to February and collects personnel email addresses.
4. **Survey 3** covers the period from February to April.
5. **Survey 5** covers the period from July to October.

Survey Reminders

Student or Staff Database
STAFF DATA
Please reach us at StaffData@fldoe.org for all matters related to Staff Information. We have introduced this dedicated email address to provide the districts with a more convenient and responsive way to address Staff Data needs. Whether you have questions about district records or need assistance with compliance requests, our team is here to assist you.

Data Quality 2 (DQ2) PREFLIGHT
Please use DQ2 Preflight to process Student Data before loading to the mainframe to clean up data. Submit clean data to FDOE to avoid having to resubmit.

USER MANUAL APPENIDX R
Please use the User Manual Appendix R for helpful Student Survey Checklists. *Note*: Appendix R lists requestable reports.

MONTHLY MISSING CHILDREN FILE
EIS staff send out the monthly Missing Children Notification as soon as the file is available. Please review and respond to the ASKEIAS@fldoe.org email even if your district has no missing children to report.

Survey 2
NEW HIRES SURVEY
Every fall, the Department of Education conducts a survey of new hires across school districts in Florida. During the survey period, district users can login to the New Hires Survey application through Single Sign-On (SSO) and submit their district's new hires data. To access the New Hires Survey application, go to FLDOE SSO then click on Educators. District Users can only access the New Hires Survey application from October 1st to October 31st and can only add new data for their assigned district. Once the survey period ends, the district can no longer make changes to their new hires data without first being granted access by an FDOE Admin.

Survey 3
FULL-TIME EQUIVALENT (FTE)
Every other year the timing of the fourth Florida Education Finance Program (FEFP) calculation (Calc4) is affected by the regular and early legislative session. In a regular legislative session year (odd calendar year), Calc4 is performed early after the end of state processing, so the legislature has a recent FEFP calculation to base their budget on. In an early session year (even calendar year), the legislature uses the third calculation (Calc3) as their budget basis, **Calc4 is performed after closure of Survey 3, using the final survey data.**

Survey 2 and 3
FTE CLAIMS
Claims Verification letters are sent to K12Verify@fldoe.org.

Survey 2, 3 and 5
DISASTER AFFECTED STUDENTS GQYV F71510 REPORT
Reporting for Disaster Affected Students is based only for the current school year. Data submitted for the 2023-24 school year should only reflect students who were affected by a disaster related incident during this school year.

Please especially review data reflecting students affected by earthquakes closely to make sure the data reported is accurate.

Survey R
Districts are expected to submit data monthly and will receive notifications and follow-up from the Office of Safe Schools if we do not see timely submissions. Note: It is your responsibility to read notification emails, specifically rejections/errors, and districts must resubmit/update as needed.

Reminders for Survey Processing (All Surveys)

The sections below refer to how data should be submitted to the Department from the districts. If you have any questions, please email ASKEIAS@fldoe.org.

NWRDC Access
Northwest Regional Data Center (NWRDC) User ID Access - Please send an email to ASKEIAS@fldoe.org to request a User Authorization Form for new user IDs.

NWRDC Support
NWRDC User Support - Please send an email to ASKEIAS@fldoe.org for support and EIS staff will coordinate support via the Help Desk (HD). Once a HD request is made, depending on the issue, the HD will reach out to the user or reach out to EIS staff.

Data Processing
- District sends an original format data file (DPSds.GQ.Fxxxxx.YyyyyS) and an indicator file (DPSds.GQ.Fxxxxx.YyyyyS.INITIAL).
  - Where Fxxxxx is the format number. E.g., student demo would be F60775.
  - Where YyyyyS is the processing year and survey number. E.g., 2022-2023 Survey 4 would be Y22234.
- If there are **less than 20%** records in errors, the data will load to the database. An error report and error file will be created for records found in error.
- If there are **20% or greater** records in error, the data will **not** load to the database. The district will have to resubmit another INITIAL file to be processed.

Edits
Each input record will be checked against the data in the database depending on the action code on the batch record.
- Code **A** should be used to **add** a record that does not already exist. If no edit errors are found, the record is added to the database.
- Code **C** should be used to **change** a record that already exists. If no edit errors are found and if the matching key element is found in the database, it will be updated in the database.
- Code **D** should be used to **delete** a record that already exists. If no edit errors are found and if a matching key element is found in the database, it will be deleted from the database. Any errors will be noted in both the error report and the error file.

Validation/Exception Edits
- Validation Edits and Exception Edits do **not** reject records. The records are still loaded to the database. However, Validation Edits are considered errors and need to be corrected by the district. Exception Edits could be errors and need to be verified by the district to determine whether a correction is needed.

Initial Files
If a format already has data loaded, districts cannot send in INITIAL files. Likewise, if no data has been loaded, a batch cannot be submitted. The district must first submit a successful INITIAL file to be processed before any batch files will get processed.

- NOTE: INITIAL files are processed each morning during the state processing window. During the amendment window, a special request is needed to process any INITIAL files. Please send these requests to ASKEIAS@fldoe.org.

Batch Files Submitted Twice in a Day

To ensure the correct data is being processed:

- Only one BATCH and associated data file should be submitted per update on any given day.
- If another submittal is made the same day, then it would be best if the district deletes the previous data file submitted before resubmitting.
- If a BATCH file was previously submitted and still exists, a new one does not need to be resubmitted.

NWRDC Mainframe Authorization Forms Reminder

- For mainframe Authorized User Request Forms (AURF), please send an email to ASKEIAS@fldoe.org - A fillable form will be provided.
- Individual accounts are for individual users, service accounts are for functions or systems.
- For **Individual** access, please only select one box under *Account Access for Individuals* and no information needs to be completed under *Account Access for Service Accounts.*
- User will be required to use Multifactor Authorization.

IV. System Access Role – Check only one access type and then complete the appropriate field below:
- ☒ Individual (accounts assigned to Individuals)
- ☐ Service Account (accounts assigned to functions or systems to process batch uploads).

Account Access for Individuals
- ☒ Student Database ONLY – Update ID
- ☐ Student Database ONLY – Browse ID
- ☐ Staff Database ONLY – Update ID
- ☐ Staff Database ONLY – Browse ID
- ☐ Student and Staff Database ONLY – Update ID
- ☐ Student and Staff Database ONLY – Browse ID

Account Access for Service Accounts
- ☐ Student Database ONLY – Update ID
- ☐ Staff Database ONLY – Update ID
- ☐ Student and Staff Database ONLY – Update ID

Student System Name:_____

Staff System Name:_____

FOR DOE ADMINISTRATIVE USE ONLY:

New Access ID:_____

- When a user leaves the district, the identification (ID) is to be deleted. Please complete and submit an AURF to ASKEIAS@fldoe.org immediately.
- If the district wishes to retain a NWRDC ID, an AURF form must still be completed and submitted to ASKEIAS@fldoe.org immediately.

We are providing you with the previous reminders in preparation for requiring all districts to complete and submit a mainframe AURF for all mainframe NWRDC IDs needed by the districts.

This new change was communicated to districts in prior Florida Association of Management Information Systems (FAMIS) conferences. Please be on the lookout for information regarding this change.

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IMPORTANT DATES

STUDENT, PK-12 Data Reporting

Survey 3
- Survey Week: **February 5-9, 2024**
- Due Date: **February 16, 2024**
- State Processing: **February 12 - March 1, 2024**
- Final Update/Amendment Date: **April 15, 2024**

Survey 4
- Survey Week: **June 10-14, 2024**
- Due Date: **June 28, 2024**
- State Processing: **June 17 - July 5, 2024**
- Final Update/Amendment Date: **August 15, 2024**

Survey R

Reporting Month	Due Date
December 2023	January 12, 2024
January 2024	February 9, 2024
February 2024	March 8, 2024
March 2024	April 12, 2024

STAFF Data Reporting

Survey N (February - Personnel Email Address)
- State Processing: **January 15 - February 9, 2024**

Survey 3
- Survey Week: **February 5-9, 2024**
- Due Date: **February 16, 2024**
- State Processing: **February 12 - March 1, 2024**
- Final Update/Amendment Date: **April 15, 2024**

Resource Zone

Resource Zone: The web address for changes to the Staff and Student database has changed. The new web address is http://www.fldoe.org/accountability/data-sys/database-manuals-updates/updates.stml. The updates will continue to be posted on Fridays. The EIS office continues to recommend that districts view updates once a week. Please note that there will not be any communication issued to districts notifying them about the changes made in the database manuals.

FLORIDA DEPARTMENT OF EDUCATION
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