Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

2001-2002 Limited English Proficient Student Information

1.   Submit a separate record during reporting periods 2 and 3 for each student in K-12 membership identified as "LY" for the Limited English Proficient data element. Also, submit a separate record for each student identified as "LF" for the Limited English Proficient data element, who has exited the program within the last two school years.

2.   Submit a separate record during reporting periods 2 and 3 for each 4-12 grade student in membership identified as "LP" for data element Limited English Proficient, if the "LP" student is enrolled in an ESOL program pending assessment. (If the 4-12 grade student is identified as "LP" and enrolled in a regular program, do not submit a record.)

     NOTE: If the student is identified as "ZZ" for the Limited English Proficient data element, do not submit a Limited English Proficient Student Information format because the LEP: Post Reclassification Dates are for Local Accountability and District Records Transfer.

3.   Test information should be submitted only upon the student's entry into the program and exit from the program.

     The format allows for two test records to be reported. The two test records must be reported for the following situations:

     a.   For students entering an ESOL program report only the test information that determined the student eligible and in need of services.

     b.   For students entering on the basis of an aural/oral test, the two sets will be used for aural and oral scores for districts using two separate tests.

     c.   For students entering on the basis of reading and writing, the two sets must be used. One to record the test subject content on reading and the other for the test subject content on writing.

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2001-2002 Limited English Proficient Student Information (Continued)

    d.   For students exiting the ESOL program report only the test information that determined the student no longer in need of services.

    NOTE: Zeroes may be a valid test score.

4.   KEY FIELDS: The key fields for this format are items 1-5.

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6673 Record Type: 1 of 1 Activity No.: DB9 10B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. <u>Number</u> <u>Definition</u> 0001-9899 District school sites assigned a unique number in the state Master School ID File.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students. <u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u> nnnnnnnnnX Example123456789X (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				If a student <u>does not</u> have a social security number, the school district should assign a number using the common method statewide. <u>First 2 Digits</u> NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. <u>Last 8 Digits</u> NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code**

				A code representing one of the state reporting periods.
				
				 Code Definition
				   2 October
				   3 February

5	**18-21**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8788
6	**22-29**	**8**	**A/N**	**Limited English Proficient: Entry Date**
				The initial date a student entered an ESOL program. MMDDYYYY Entry Date Example: 01181991 = January 18, 1991
7	**30-30**	**1**	**A/N**	**Filler**

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Item Number	From-To	Size	Field Char.	Field Description
8	**31-38**	**8**	**A/N**	**Limited English Proficient: Student Plan Date**
				The date of the most recent development or review of the Limited English Proficient Student Plan.
				MMDDYYYY The most recent date the Limited English Proficient Student's Plan was developed or reviewed.
				Example: 01181991 = January 18, 1991
9	**39-46**	**8**	**A/N**	**Limited English Proficient: Classification Date**
				The initial date a student who responded "Yes" to the Home Language Survey is determined eligible or not eligible based on assessment for an ESOL program.
				MMDDYYYY Classification Date
				Example: 01181991 = January 18, 1991
				00000000 (Zero fill for students not yet classified eligible or ineligible)
10	**47-54**	**8**	**A/N**	**Limited English Proficient: Exit Date**
				The initial date a student exits an ESOL program.
				MMDDYYYY Exit Date
				Example: 01181991 = January 18, 1991
				00000000 Exit Date has not occurred
11	**55-62**	**8**	**A/N**	**Limited English Proficient: Reevaluation Date**
				The most recent date the Limited English Proficient student was reevaluated in order to determine whether the student should continue in or exit the program.
				MMDDYYYY Reevaluation Date
				Example: 01181991 = January 18, 1991
				00000000 Reevaluation Date has not occurred
				Note: This element should be used only for the purpose of recording students reevaluated to continue in the program after the base period of three years.

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Item Number	From-To	Size	Field Char.	Field Description
12	**63-63**	**1**	**A/N**	**Limited English Proficient: Extension of Instruction**
				A code used to indicate that the Limited English Proficient student is receiving services beyond the base three years of eligible ESOL FTE funding as specified in Rule 6A-6.0903, FAC.
				<u>Code</u> <u>Definition</u>
				Y Student in need of extension of instruction
				Z Not applicable or no
				Note: The base period of three years is defined as three calendar years from the original date a LEP student enters the ESOL program. Student may receive an additional 4th, 5th or 6th year of FEFP funded ESOL instruction and services based upon needs as determined from annual evaluations.
13	**64-71**	**8**	**A/N**	**Limited English Proficient: Reclassification Date**
				The initial date a former Limited English Proficient student is reclassified as Limited English Proficient.
				MMDDYYYY Reclassification Date
				Example: 01181991 = January 18, 1991
				00000000 Reclassification Date has not occurred
14	**72-77**	**6**	**A/N**	**Filler**
15	**78-80**	**3**	**A/N**	**Test Name**
				A code representing the name of a test given to an individual student. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix I, for acceptable codes.
16	**81-82**	**2**	**A/N**	**Test Score Type**
				A code used to indicate the kind of score being submitted. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Code Definition RS Raw Score SS Scale Score (Expanded Standard Score) NP National Percentile ZZ Not Applicable Note: Code 'SS' or 'RS' may be used to report aural/oral language proficiency levels for ESOL testing.
17	83-84	2	A/N	**Test Subject Content**
				A code for each subject area of the test. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix L, for acceptable codes.
18	85-88	4	N/R	**Test Score**
				A number used to record the score achieved on a specific test.
19	89-94	6	A/N	**Filler**
20	95-97	3	A/N	**Test Name**
				A code representing the name of a test given to an individual student. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix I, for acceptable codes.
21	98-99	2	A/N	**Test Score Type**
				A code used to indicate the kind of score being submitted. Code Definition RS Raw Score SS Scale Score (Expanded Standard Score) NP National Percentile ZZ Not Applicable Note: Code 'SS' or 'RS' may be used to report aural/oral language proficiency levels for ESOL testing.

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Item Number	From-To	Size	Field Char.	Field Description
22	**100-101**	**2**	**A/N**	**Test Subject Content**
				A code for each subject area of the test. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix L, for acceptable codes.
23	**102-105**	**4**	**N/R**	**Test Score**
				A number used to record the score achieved on a specific test.
24	**106-106**	**1**	**A**	**Transaction Code**

				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.
				
				    <u>Code</u> <u>Definition</u>
				
				    A Add Record
				    C Update Record
				    D Delete Record

25	**107-114**	**8**	**A/N**	**Limited English Proficient: Reclassification Exit Date**
				The date a reclassified Limited English Proficient student exits the ESOL Program. MMDDYYYY Reclassification Date Example: 01181991 = January 18, 1991 00000000 Zero fill if reclassification has not occurred
26	**115-115**	**1**	**A/N**	**Filler**
27	**116-117**	**2**	**A/N**	**Filler**
				ITEM 28 IS USED WITH ITEMS 15-18
28	**118-125**	**8**	**A/N**	**Test Date**
				The month, day and year in which the student was tested for each test administration during the school year. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				MMDDYYYY
				Example: 09181984 Test taken on September 18, 1984
				Example: 00000000 or Test not taken
				NOTE: Test Dates reported on the Limited English Proficient Information record may be in a school year(s) other than the one in which the record is being submitted.
29	**126-126**	**1**	**A/N**	**Filler**
30	**127-128**	**2**	**A/N**	**Filler**
				ITEM 31 IS USED WITH ITEMS 20-23
31	**129-136**	**8**	**A/N**	**Test Date**
				The month, day and year in which the student was tested for each test administration during the school year.
				MMDDYYYY
				Example: 09181984 Test taken on September 18, 1984
				Example: 00000000 or Test not taken
				NOTE: Test Dates reported on the Limited English Proficient Information record may be in a school year(s) other than the one in which the record is being submitted.
32	**137-137**	**1**	**A/N**	**Limited English Proficient: Basis of Entry**
				A code used to indicate the basis of entry into the English for Speakers of Other Languages (ESOL) Program.
				Code Definition A Aural/Oral R Reading and Writing L LEP Committee (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				T Temporarily placed in program based on a "Yes" response to Home Language Survey question (b) Did the student have a first language other than English?; or (c) Does the student most frequently speak a language other than English?; or both (b) and (c).
33	**138-138**	**1**	**A/N**	**Limited English Proficient: Basis of Exit**
				A code used to indicate the basis of exit out of the English for Speakers of Other Languages (ESOL) Program.
				<u>Code</u> <u>Definition</u> A Aural/Oral R Reading and Writing L LEP Committee Z Not Applicable
34	**139-160**	**22**	**A/N**	**Filler**

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