

No. FY 2023-24  
July 2023  
PK-12 Education  
Information Services



**Contact Information**

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## FISH FILE REPORTING GUIDELINES

### FISH File Creation and Updating for Student Database Use

To provide facilities information to meet districts' needs, four files, described below, are available at Northwest Regional Data Center (NWRDC) in 2023-24. These files are created from the Florida Department of Education's (FDOE) Florida Inventory of School Houses (FISH) database.

#### File Layout

The file format layout is available by accessing DPS.DISTRICT.FORMAT.Y2324 and paging down to F70393. There are no changes to the layout between 2008-09 and 2023-24.

#### FISH Files for Surveys 2 and 3

The following three files are used to edit Survey 2 and Survey 3 Student Database Teacher Course Schedule records.

DPS##.GQ.F70393.YyyyyS.FISH.INITIAL  
DPS##.GQ.F70393.YyyyyS.FISH.BATCH  
DPS##.GQ.F70393.YyyyyS.FISH.FROZEN

The data for these files are extracted from the FDOE FISH system twice a day – once beginning at 12:30 a.m. and again beginning at 1:00 p.m. The data extracted at 12:30 a.m. is available in the .INITIAL file at 5:30 a.m. The data extracted at 1:00 p.m. is available in the .BATCH file at 3:30 p.m. All updates to the FDOE FISH system as of these extraction times will be included in the corresponding file created for editing.

The 5:30 a.m. file (.INITIAL) is used to edit all initial submissions of Teacher Course record files. The 3:30 p.m. file (.BATCH) is used to edit all batch update Teacher Course record files.

These files will continue to be updated daily during the Survey 2 and 3 processing periods until the date designated in the survey processing schedule for freezing the file. This is generally one week after the survey due date. For 2023-24, these dates are October 28, 2023 for Survey 2 and February 24, 2024 for Survey 3. At this time the DPS##.GQ.F70393.YyyyyS.FISH.FROZEN file is created and the .INITIAL and .BATCH files are no longer created until the next Survey 2 or 3 processing period.

All changes to FISH data for use in Surveys 2 and 3 must be made prior to the date of creation of the .FROZEN file and should reflect where classes are being held as of survey week. Following the creation of the .FROZEN file by FDOE, districts may again update FISH data to

reflect ongoing changes in the district. These changes subsequent to the creation of the .FROZEN file will not affect Student Database processing because the .FROZEN file will be used for all editing from the point of its creation to the end of the update period for the survey.

Districts may access these FISH files without requesting them except in one case – the .FROZEN file. The district should request the creation of the .FROZEN file through the CICS Reports for Request menu. This file will continue to contain FISH information as it was on the date the original .FROZEN file was created.

### Updated Current FISH File

DPS##.GQ.F70393.FISH.CURRENT

In addition to the files created for Surveys 2 and 3 processing, an updated current FISH file is automatically generated for every school district each weekend. Districts do not need to request the creation of this file.

Note that during survey processing the .CURRENT file will contain the same information as the .INITIAL file.

### Summary

A summary table of FISH files is provided below.

<b>DPS##.GQ.F70393.YyyyyS.FISH.INITIAL</b>		
Creation Dates: Survey 2: 10/16/23-10/27/23 and during class size trial runs. Survey 3: 2/12/24-2/23/24 and during class size trial runs.	Creation Time: 12:30 a.m. Available Time: 5:30 a.m.	Used in editing Initial files
<b>DPS##.GQ.F70393.YyyyyS.FISH.BATCH</b>		
Creation Dates: Survey 2: 10/16/23-10/27/23 and during class size trial runs. Survey 3: 2/12/24-2/23/24 and during class size trial runs.	Creation Time: 1:00 p.m. Available Time: 3:30 p.m.	Used in editing Batch update files.
<b>DPS##.GQ.F70393.YyyyyS.FISH.FROZEN</b>		
Creation Dates: Survey 2: 10/28/23 Survey 3: 2/24/24	Creation Time: 1:00 p.m.  Note: Districts must request the district FROZEN file using the Reports for Request menu at NWRDC. Report: F70393.YyyyyS.FISH.FROZEN	Used in editing Initial and Batch update files.
<b>DPS##.GQ.F70393.FISH.CURRENT</b>		
Created daily		

### Contact

Please direct questions regarding the FISH files to [ASKEIAS@fldoe.org](mailto:ASKEIAS@fldoe.org).