

2014-15 CLASS SIZE TRIAL RUNS FOR SURVEY 2

Just as in the past, Class Size Trial Runs will occur before Survey 2 state processing. Participation in the trial runs is voluntary, however, it is recommended that districts participate. The trial runs give the district an opportunity to see their current class size calculations and also allows the district time to correct any data reporting errors before Survey 2 state processing begins. Only two formats are required to participate in the Class Size trial runs: Student Course Schedule and Teacher Course. A Student Demographic Information format is NOT required for the trial runs. Also, after the first trial run, all data is deleted and districts must submit new initial files for the second trial run. Similarly, after the second trial run, all data is deleted and districts must submit new initial files for the Survey 2, 2014-15 processing period, which begins October 20, 2014. Below is the processing timeline for the Class Size Trial Runs. Please contact Kendra Jahnke at kendra.jahnke@fldoe.org or 850-245-9912 if you have any questions regarding Class Size Trial Runs or processing.

<u>Class Size Trial Runs</u>	<u>Class Size Programs Run Date</u>	<u>Reports Available</u>
Trial Run 1—District File Submissions and Processing:		
September 10-12 (Wednesday—Friday)		
Processing of initial files begins at 8:00 a.m. EST.		
Processing of batch update files begins at 4:00 p.m. EST.	September 13-14	September 15
Trial Run 2—District File Submissions and Processing:		
September 24-26 (Wednesday—Friday)		
Processing of initial files begins at 8:00 a.m. EST.		
Processing of batch update files begins at 4:00 p.m. EST.	September 27-28	September 29

1314 FINAL VERIFICATION OF REPORT F71373 – COMBINED STUDENT FTE RECORDS

This is a reminder that the final process for 1314 District Verification of Combined Student FTE Records Based on Student Demographic Match (report F71373) will occur in early September. Currently, districts should be verifying the most recent version of the F71373 preliminary recalibrated FTE report. Before the final process begins, districts should be working together during the Survey 4 amendment window to update any combined student FTE records that are matched on this report. Districts will be able to submit claims for new Survey 3 combined records and/or Survey 4 combined records that could not be resolved during the amendment window (i.e. incorrect student matches, etc.) for report F71373 in early September.



LUNCH STATUS REPORTING

Lunch Status is a high stakes reporting effort where the data are used to determine Title I School Eligibility, IDEA funding, distribution of grant allocations, needs assessments and more. These data are used for many different purposes that impact communities by the Florida Department of Health, Florida's Dairy Board, the Florida Department of State's Library Services, universities and many other entities in Florida. The United States Department of Agriculture (USDA)-approved National School Lunch Program (NSLP) that operates in each of Florida's public schools is reported to the United States Department of Education (USDE) and this information is also used by the National Assessment of Educational Progress. Lunch Status codes are used in aggregate and disaggregated data reports for various program areas where data are reported to the USDE, the Florida Legislature and in school and district accountability reports. The list of reasons Lunch Status data quality assurance is important is wide-ranging and the reporting of these data results in high impact outcomes.

Lunch Status is determined by the student's eligibility for participation in the USDA National School Lunch Program (NSLP) as evidenced by submission of an application; their inclusion on the Direct Certification file or the extension of eligibility to the household due to eligibility of an identified direct certified student; and/or the USDA-approved NSLP option in which the school participates. A Lunch Status code other than Z is required for all students who are enrolled in a Florida public school. (Code Z should only be applied to private school students who are participating in Title I programs and (optionally) for reporting Survey 6 information.)

It is necessary for MIS to coordinate with the district's food services office to ensure that each school is reported based upon the NSLP option in which the school is approved to participate. Lunch Status data reported by school districts is monitored using the Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness data where schools are identified by the type of lunch program they are approved to operate. Should school level data be reported with a Lunch Status code that is not representative of the USDA-approved NSLP that is offered, then database updates will be required.

Even if the district's food service office does not oversee a public school's lunch program, accurate Lunch Status codes are required to be reported for all students enrolled in the school. The type of USDA-approved NSLP offered will determine what code is appropriate for

schools that are not overseen by the district's food service office. If such a situation exists, the district will manage acquisition of Lunch Status codes for students enrolled in the school by coordinating this effort with the school's appropriate contact.

Community Eligibility Provision Schools:

- Every student enrolled in the school should be reported with Lunch Status code C or N.
- Only students identified in the Direct Certification file, or students who are identified by the extension of eligibility to the household due to eligibility of an identified direct certified student, should be coded C.
- Code N is applied to students who are not identified on the Direct Certification file or by the extension of eligibility to the household due to eligibility of an identified direct certified student.
- The number of students reported with Lunch Status codes C or N should equal the number of students in membership in that school.

Provision 2 Schools:

- Every student enrolled in the school should be reported with Lunch Status code 4.
- The number of students reported with Lunch Status code 4 should equal the number of students in membership.

Free/Reduced Priced Lunch based on Income Eligibility Survey or Direct Certification (or extension of eligibility):

- Every student enrolled in the school should be reported with Lunch Status code 0, 1, 2 or 3.
- The number of students reported with Lunch Status codes of 0, 1, 2 or 3 should equal the number of students in membership.

The link to data element Lunch Status is: http://www.fldoe.org/eias/dataweb/database_1415/146025.pdf

For questions about this reporting process, please contact Linda H. Fleming at linda.fleming@fldoe.org or call 850.245.9919.



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. These data drive federal funding. 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 the Student Demographic Information format record. Matching records in other formats are not required for these students in Survey 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 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 or 850-245-9920.



PERSONNEL EVALUATION REPORTING FOR SURVEY 5, 2013-14

Personnel Evaluation information must be reported in Survey 5, 2013-14, which is now reported on the Staff Demographic Information format. The department recognizes that in some cases final evaluation ratings for the 2013-14 school year may not be available by the August 29th reporting period close date. However, the department is statutorily required to report aggregate evaluation results by December 1 each year. For that

reason the department seeks updated/corrected data submitted by school districts in time to inform that report. It is expected that all districts will finalize data for all Personnel Evaluation data elements by October 31, 2014. After that date, the department will finalize data to fulfill the statutory requirement to report aggregate evaluation results to the governor by December 1. Questions may be directed to Kim Ward at kim.ward@fldoe.org.



PERSONNEL EMAIL ADDRESS DATA COLLECTION FOR THE 2014-15 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 15th data collection is from August 18, 2014, to September 12, 2014. For further details, please refer to the email notification sent to District MIS and Staff Database Contacts dated August 11, 2014.



IMPORTANT DATES

Early September:

ESEA SPARs published

August 29

Survey 6, 2014-15: first due date

September 8

Five-year graduation rate file is available to download

September 9

Four-year graduation rate cohort file is available

September 12

Survey 1, 2014-15: end state processing

Survey 6, 2014-15: second due date

September 19

Survey 6, 2014-15: end state processing

September 25

Survey 8, 2014-15: end state processing

September 26

Final updates to the five-year graduation rate files are due

September 30

Survey 1, 2014-15: final update

October 3

Survey B, 2014-15: verification file available

October 8

Survey B, 2014-15: submission deadline

October 10

Final updates to the four-year graduation rate files due

Survey B, 2014-15: final update/end state processing

October 13-17

Survey 2, 2014-15: survey week

October 20

Survey 2, 2014-15: begin state processing

October 31

Survey 2, 2014-15: due date

November 14

Survey 2, 2014-15: end state processing



RECENT REPORTS AND PUBLICATIONS

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

- School District Calendars, 2014-15 <http://www.fldoe.org/eias/eiaspubs/xls/1415syics.xls>
- Staff in Florida's Public Schools, 2013-14 <http://www.fldoe.org/eias/eiaspubs/pubstaff.asp>
 - Administrative Staff
 - Full-Time Staff
 - Instructional Staff
 - Support Staff