

REMEMBER FERPA

Districts have been collaborating to determine the accuracy of the common student identifiers, especially when they encounter unique situations when students share the same Student Number Identifier, Florida and/or Student Number Identifier – Alias, Florida. As a reminder, sharing student information through email by attaching reports containing personally identifiable information, such as the student's name, social security number, student number and date of birth, may lead to unauthorized access and the violation of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g. FERPA is designed to protect the privacy of education records and personally identifiable information. We ask all districts to keep this in mind and to refrain from sending protected student information in a non-secure manner.

MISSING CHILDREN FILE

In accordance with 6A-6.083, Florida Administrative Code, the FDOE runs a monthly report (F60544) of children reported to the Florida Department of Law Enforcement (FDLE) as missing children. EIAS notifies district MIS staff when this file is available and requests that they compare the file to their student records and report any matches to local law enforcement agencies, who then report back to FDLE. Districts are requested to reply back to EIAS indicating how many students they have reported to their local sheriff's office or police department. Districts should only report the number of students reported to their local law enforcement. While this report may seem routine, district diligence is bringing resolution to missing children and their families across the state.

Missing Children Reported to Law Enforcement for 2014:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
224	127	107	137	69	220	173	105	70	115	72



TIPS FOR DATA REPORTING

- District personnel should request all validation and exception reports following each submission of a data file. This helps ensure accuracy and completeness of district data. A list of validation and exception reports can be located in Appendix R of the User Manual on the EIAS website: <http://www.fldoe.org/eias/dataweb/usermanual/appr.pdf>
- Running edit reports in local systems BEFORE an initial transmission results in data quality control and successful initial loads. See Appendixes O, P and Q for information on downloading and converting edit programs for use by the district.
- Sometimes it is helpful for a district to have a file of all records that are on the DOE database DB2 tables. Such files can be requested using the Reports for Request menu. These files are named the same as the initial files but have an 'O' on the end of the file number. For example, the Student Demographic Information initial file name is DPS##.GQ.F60775.Yyyys. The corresponding file of records in file format from the DOE database is named DPS##.GQ.F60775O.Yyyys. These records can be used to verify the data that has been successfully transmitted and loaded. These records are also useful for some districts in the update process.
- Using Dropout Match Reports to locate students who are considered dropouts and updating records improves data quality and often reduces the district's dropout rate.



REPORTING TITLE I, PART D NEGLECTED OR DELINQUENT STUDENTS IN SURVEY 9

Institution Number, Neglected/Delinquent applies to institutions for neglected or delinquent children as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 107-110. The data reported are required for funding of districts' Title I N/D programs and are submitted to the US Department of Education.

Report the Institution Number, Neglected/Delinquent (N/D) in survey period 9 for students who are ages 5-17, inclusive, who resided or were served 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 are not required for these students in survey period 9.

If the institution is a public school, report the state-assigned four-digit school number from the Master School Identification file. If the facility is not a public school, a district assigned A-Number is used to reported the institution where the student was served during the 30 day count. Assignment of the A-Number requires approval from Education Information and Accountability Services so that the A-Number can be established as an official number for the site. (If the A-Number is not

officially documented and approved, then the student records containing the number will generate reject errors.) To coordinate A-Number assignment, contact Rhonda Forbes at Rhonda.Forbes@fldoe.org or 850.245.9920.

Examples of institutions that might meet the definitions in this legislation are juvenile detention centers, children's homes, halfway houses, girls' or boys' ranches, county jails, boot camps, addiction recovery facilities, marine institutes and wilderness institutes. Districts should consult the regulations for specific qualifying requirements. Should you have database questions about reporting Institution Number, Neglected/Delinquent, please contact Linda H. Fleming at Linda.Fleming@fldoe.org or 850.245.9919.



STAFF EMAIL ADDRESS DATA COLLECTION

According to 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 February 15th data collection

is from January 19, 2015 to February 13, 2015. Files will begin processing on January 19, 2015 on a daily basis during the data collection processing period at 4:00 p.m. up to the final processing date on Friday, February 13th. For additional details please review the email notification dated August 11, 2014 titled 2014-15 Personnel Email Address Data Collection.



IMPORTANT DATES

December 1

Survey 9, 2014-15: Begin state processing

December 8

Survey 7, 2014-15: Begin state processing

December 12

Survey 9, 2014-15: Survey due date

January 5

McKay Survey C, 2014-15: Verification file available

January 5-9

McKay Survey C, 2014-15: State Processing

January 7

McKay Survey C, 2014-15: Submission deadline

January 9

Survey 7, 2014-15: End state processing
 Survey 9, 2014-15: End state processing
 McKay Survey C, 2014-15: Final update

February 9-13

Survey 3, 2014-15: Survey week

February 16

Survey 3, 2014-15: Begin state processing

February 27

Survey 5, 2013-14: Final update/amendment date
 Survey 3, 2014-15: Survey due date
 Survey 9, 2014-15: Final update/amendment date

December 2014

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			

January 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

February 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



DID YOU KNOW?

For your convenience, EIAS offers Technical Assistance Documents on our website. These documents cover a range of data reporting topics from Additional School Year Reporting Guidelines to Tracking the In- and Out-Migration of Florida's PK-12 Students. You can review them at <http://www.fldoe.org/eias/dataweb/tech.asp>.