

STATE BOARD OF EDUCATION

Action Item

February 18, 2014

SUBJECT: Approval of New Rule 6A-1.0016, Application for and Issuance and Revocation of Master School Identification (MSID) Numbers

PROPOSED BOARD ACTION

For Approval

AUTHORITY FOR STATE BOARD ACTION

Section 1008.385(2)(a), Florida Statutes

EXECUTIVE SUMMARY

In 2013 the legislature adopted Section 1008.385(2)(a), Florida Statutes, which requires the Commissioner to provide operational definitions for the management information system, including criteria for issuing and revoking master school identification numbers to support the maintenance of education records to support accountability, to support the distribution of funds and support the preparation and analysis of school district financial reports, and to assist the commissioner in carrying out the duties specified in Sections 1001.10 and 1001.11, Florida Statutes.

The Rule 6A-1.0016, F.A.C., fulfils the above requirement by defining the application for issuance and revocation process for Master School Identification Numbers.

Supporting Documentation Included: Proposed Rule 6A-1.0016, Application for and Issuance and Revocation of Master School Identification (MSID) Numbers and Florida Department of Education Master School Identification (MSID) Application Form

Facilitator/Presenter: Juan Copa, Deputy Commissioner, Division of Accountability, Research, and Measurement

6A-1.0016 Application for and Issuance and Revocation of Master School Identification (MSID) Numbers.

(1) A Master School Identification (MSID) number is a unique number assigned by the Department of Education to a public school as part of the statewide comprehensive management information system for maintaining and reporting education records, enforcing and supporting education accountability, supporting the distribution of funds to school districts and school district financial reports, and assisting the Commissioner of Education in carrying out the duties specified in ss. 1001.10, 1001.11, and 1008.31, F.S.

(2) Application for MSID number.

(a) Applications shall be made on the form entitled, Florida Department of Education Master School Identification (MSID) Application Form, form number MSID01 (insert link). This form, effective March 2014 is incorporated by reference and is available online at <http://doeweb-prd.doe.state.fl.us/EDS/MasterSchoolID/index.cfm>. A hard copy may be obtained by contacting the Division of Accountability, Research and Measurement, Turlington Building, Suite 844, 325 West Gaines Street, Tallahassee, Florida 32399.

(b) The timeframes for submission of a MSID application are as follows:

1. Charter school MSID number applications must be submitted to the Department by the district within thirty (30) calendar days of the approval of the charter school application by the district.

2. Department of Juvenile Justice, adult, hospital/homebound, and virtual facilities may submit MSID number applications to the Department throughout the calendar year.

3. All other applications shall be submitted to the Department no later than June 1 and no earlier than three (3) calendar years prior to the beginning of the school year that the school is scheduled to open.

(c) Applications for a MSID number submitted to the Department one (1) to three (3) calendar years in advance of the school opening shall remain inactive until the district requests activation. A request for activation shall consist of the submission of an updated MSID Application Form, form number MSID01, no later than June 1 prior to the beginning of the school year that the school is scheduled to open.

(d) A MSID number issued to a school prior to the school opening shall remain inactive until the school opens.

(e) An inactive MSID number shall be considered void if the school does not open within three (3) calendar years of the issuance of a MSID number.

(3) Department review of MSID application.

(a) The Department shall notify the district of any missing information and permit the district fifteen (15) calendar days to supplement its application. The Department is authorized to request clarifying information at any time from the district.

(b) The Department shall notify the district superintendent in writing of the approval or denial of an application.

(4) Department standard for assignment of an MSID number. The Department shall assign a MSID number when a district demonstrates that the proposed school is fully functioning and operating as a distinct entity and that assignment of a MSID number will not undermine school accountability. The following criteria are reviewed by the Department to determine whether the standard for assignment of a MSID number has been met:

(a) A school has a principal that is not shared with another school;

(b) At least fifty (50) percent of a school's administrative and teaching staff are not shared with another public school. School administrative staff means principals, assistant principals, curriculum coordinators and deans;

(c) A school has a separate population of students enrolled in the school;

(d) A school has a separate location and facility not shared with another public school;

(e) A school is not a school within a school as defined in s. 1003.02(4), F.S.;

(f) A new or existing facility is populated by a newly formed student body that is created by more than fifty (50) percent from one or more previous school's population;

(g) A student body has not relocated from one school facility to another;

(h) A school is not a program within a school such as Advanced Placement (AP), International Baccalaureate (IB), Exceptional Student Education (ESE) or Career Academy as defined in s. 1003.02(4), F.S.;

(i) A charter school is approved and has an executed contract with the district; and

(j) Any other factors regarding a school's student population, administrators, faculty, facility or education programs relevant to the standard for the award of a MSID number as set forth above.

(5) Department review of existing MSID numbers.

(a) The Department shall review existing MSID numbers, and when a school no longer meets the criteria set forth in subsection (4) of this rule, the Department shall notify the district superintendent in writing.

(b) Prior to revocation of the number, the district shall be afforded a minimum of thirty (30) calendar days to provide information to the Department to support maintaining the MSID number assigned to the school. This

information shall include a completed Florida Department of Education Master School Identification (MSID) Application Form, form number MSID01.

(c) The Department is authorized to request information from school districts in order to conduct the review of MSID numbers, and districts shall comply with written requests from the Department for information within thirty (30) calendar days. The district superintendent may submit a request to the Department for an extension of time. The Department shall grant a request for an extension of time, not to exceed forty-five (45) days, if the request is submitted in writing and received within thirty (30) days of the Department's original request for information. The Department shall notify the district superintendent in writing of the approval or denial of an extension.

(d) The Department shall review all information a district provides in determining whether a school meets the standard set forth in subsection (4) of this rule.

(e) Where the district has not provided documentation demonstrating that the school meets the criteria set forth in subsection (4) of this rule, the Department shall revoke the school's MSID number and notify the district superintendent in writing.

(6) District responsibilities.

(a) Any change to the information required in Sections A-F of a MSID application, form number MSID01, requires the district to submit a MSID form with updated information within thirty (30) calendar days.

(b) A district shall submit all correspondences to the Department regarding MSID numbers to the Florida Department of Education, Deputy Commissioner, Division of Accountability, Research and Measurement, Turlington Building, Suite 844, 325 West Gaines Street, Tallahassee, Florida 32399 or askeias@fldoe.org.
Rulemaking Authority 1001.02(2)(n), 1008.385(3) F.S. Law Implemented 1008.385(2)(a) F.S. History-New

Florida Department of Education Master School Identification (MSID) Application Form

A Master School Identification (MSID) number is a unique number assigned by the Florida Department of Education (FDOE) to a public school as part of the statewide comprehensive management information system for maintaining and reporting education records, enforcing and supporting education accountability, supporting the distribution of funds to school districts and school district financial reports and assisting the Commissioner of Education in carrying out the duties specified in ss. 1001.10, and 1001.11, F.S.

This application is required for the FDOE to consider adding a new school to the MSID file or to change the information of a school already in the MSID file.

Please complete all applicable sections and return the signed application to:

Florida Department of Education
Deputy Commissioner, Division of Accountability, Research and Measurement
Turlington Building, Suite 844
325 West Gaines Street, Tallahassee, Florida 32399

or askeias@fldoe.org.

Section A: General Information

1.	Date of request: Click here to enter a date.
2.	Choose the type of MSID application below: <input type="checkbox"/> New Application <input type="checkbox"/> Revised/Updated Application
3.	District number: Choose an item.
4.	District name: Choose an item.
5.	School number: Click here to enter for revised/updated application only. <i>(Provide a school number only if requesting a change to any information within the application form. School numbers are assigned by the Department of Education for all new schools.)</i>
6.	School name: Click here to enter.
7.	Contact name: Click here to enter.
8.	Contact phone number: Click here to enter.
9.	Contact email address: Click here to enter.

application. [Click here to enter a date.](#)

b. Charter school type (choose one):

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Charter School
s. 1002.33, F.S. | <input type="checkbox"/> Conversion
Charter School
s. 1002.33(3)(b), F.S. | <input type="checkbox"/> Charter
Technical Career
Center
s. 1002.34, F.S. | <input type="checkbox"/> Conversion/Charter
Technical Career
Center
s. 1002.34(4), F.S. |
|---|---|--|--|

22. School function/setting – indicates the special function that the school serves or the special setting in which the instruction is taking place (choose one):

- | | | |
|--|---|--|
| <input type="checkbox"/> Adult General Education
s. 1004.02(3), F.S. | <input type="checkbox"/> Department of Juvenile
Justice
s. 1003.01(11), F.S. | <input type="checkbox"/> Home Education
s.1002.01, F.S. |
| <input type="checkbox"/> Hospital
Rule 6A-6.03020, F.A.C. | <input type="checkbox"/> Hospital/ Homebound
Rule 6A-6.03020, F.A.C. | <input type="checkbox"/> County Jail/ State Prison |
| <input type="checkbox"/> <u>McKay Scholarship</u>
s. 1002.39, F.S. | <input type="checkbox"/> Career and Technical
Education Center
s. 1001.44, F.S. | <input type="checkbox"/> Title 1 Migrant Non-
Enrolled Students
Title 1, Part C, of the No Child
Left Behind Act; 20 §§U.S.C.
6391-6399. |
| <input type="checkbox"/> Virtual Instruction
Program
s. 1002.45(1), F.S.
(Please complete Section E.) | <input type="checkbox"/> Other Click here to enter. | |

23. Primary service type – indicates the main educational program offered at the school (choose one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Adult General Education
s. 1004.02(3), F.S. | <input type="checkbox"/> Alternative Education
s. 1003.53, F.S.
(Please complete Section F.) | <input type="checkbox"/> K-12 General Education |
| <input type="checkbox"/> Special Education
s. 1003.01(3)(b), F.S. | <input type="checkbox"/> Career and Technical
Education
s. 1004.91, F.S. | <input type="checkbox"/> Other Click here to enter. |

24. Is the school/program accredited by the Southern Association of Colleges and Schools (SACS)?

- Yes No

25. Will the school operate as a year-round school?

- | | | |
|---|--|---|
| <input type="checkbox"/> Year-round, single track
(All students are on one
schedule (track) at the same
time.) | <input type="checkbox"/> Year-round, multi-track
(Groups of students are on
different schedules (tracks) and
attend school at different times.) | <input type="checkbox"/> Not a year-round school
(All students are on a traditional
10-month school calendar
(August-June).) |
|---|--|---|

Section C: School Facility, Zoning and Population

26.	<p>Is this a newly constructed facility?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If this is not a newly constructed facility, describe the facility that this school/program will occupy. Click here to enter.</p> <p>b. What is the physical address of the facility? Click here to enter.</p>
27.	<p>Is this school co-located with another school?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If yes, name of co-located school: Click here to enter.</p> <p>b. MSID number of co-located school: Click here to enter.</p>
28.	<p>Is this school a school within a school as defined in s. 1003.02(4), F.S.?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If yes, explain. Click here to enter.</p>
29.	<p>Does the school have a separate group of students enrolled in the school that is not shared with another school, school facility or administrative staff?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If no, describe the population of students. Click here to enter.</p> <p>b. If yes, describe the population of students. Click here to enter.</p>
30.	<p>Will the district re-zone to populate this school?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. Which existing schools will the new school's population come from and what percentage of students will populate the new school from each existing school? Click here to enter.</p>
31.	<p>Are any schools closing because of this new school's opening?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If yes, which schools? Click here to enter.</p>
32.	<p>Is this school a result of a merger of existing schools?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If yes, which schools are merging? Click here to enter.</p>
33.	<p>Does the formation of this school involve a division of a student population (currently assigned one school number) into two or more student populations?</p>

Yes No

a. If yes, please explain. Click here to enter.

34. List the projected student enrollment by grade for this school/program:

PK	K	01	02	03	04	05	06
07	08	09	10	11	12	Adult	

35. Is the teaching staff shared with another school?

Yes No

a. If yes, which school numbers share the teaching staff? Click here to enter.

b. What percentage of teaching staff is shared? Click here to enter.

c. Explain how the teaching staff is shared. Click here to enter.

36. Is the administrative staff (principal, assistant principal, curriculum coordinators or deans) shared with another school?

Yes No

a. If yes, which school numbers share the administrative staff? Click here to enter.

b. What percentage of administrative staff is shared? Click here to enter.

c. Explain how the administrative staff is shared. Click here to enter.

Section D: Specialized School/Program

37. Is this a magnet school/program? (check one)

Magnet school-wide Magnet program Not a magnet school/program

a. If this is a magnet school/program, what is the magnet specialty? (check one specialty with the majority of student participation)

- | | | | | |
|--|---|--|---|---|
| <input type="checkbox"/> Academically Talented | <input type="checkbox"/> Advanced Placement | <input type="checkbox"/> Career Academy | <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Foreign Language |
| <input type="checkbox"/> International Baccalaureate | <input type="checkbox"/> Medical | <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Science/Math | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Other | | | | |

b. Does the magnet school/program have an application process for the student to enroll?

Yes

No

c. Describe the magnet school/program. [Click here to enter.](#)

d. Is the magnet school/program designated to eliminate racial isolation?

Yes

No

38. Is the school considered a school of choice for the purpose of class size compliance as defined in s. 1002.31, F.S.?

Yes

No

39. Is the school/program an institution for neglected or delinquent children? (check one)

Neglected,
residential

Delinquent,
residential

Neglected, non-
residential

Delinquent, non-
residential

None of the
above

a. For institutions for neglected or delinquent children, choose one of the following classifications:

Neglected program

Juvenile corrections

Juvenile detention

Section E: Virtual School Numbers

40. Complete this section only when requesting a virtual school number. Select the type of virtual school below and list the provider's name for the Virtual Instruction Program through a contract.

Virtual Instruction Program (school number 7001) contracted through a provider approved by the Department of Education under section 1002.45(2), F.S., the Florida Virtual School or a community college

Name of contractor(s) and/or college(s): [Click here to enter.](#)

Virtual Instruction Program (school number 7023) operated by the school district under section 1002.45(1)(c)4, F.S.

Virtual Course Offerings (school number 7006) as per section 1003.498, F.S.

Franchise of the Florida Virtual School (school number 7004) as per section 1002.45(1)(c)1, F.S.

Virtual Charter School as per section 1002.33(1), F.S.

Section F: Alternative Education

The following documentation is required for both traditional and charter schools operating as alternative schools. An alternative school is a school that provides dropout prevention and academic intervention services pursuant to s. 1003.53, F.S.

41. Describe the mission of this school, indicating how the school is oriented toward providing academic intervention and dropout prevention services in accordance with s. 1003.53, F.S.

[Click here to enter.](#)

42. Do the students receive all their instruction at the school site?

Yes

No

a. If not, please describe the students' schedules.

[Click here to enter.](#)

43. How will the students be chosen to participate in the program (e.g., through referral, voluntary enrollment, etc.)?

[Click here to enter.](#)

44. Describe the student population in detail where the majority of enrolled students are at-risk, low-performing students who are exhibiting discipline or attendance problems.

[Click here to enter.](#)

45. Will the students enroll for the entire school year?

Yes

No

a. If not enrolled the entire school year, how many weeks will the students enroll in the school?

[Click here to enter.](#)

Section G: Additional Information:

46. Provide any additional information you wish the department to consider in assessing the application for a MSID number here.

[Click here to enter.](#)

Section H: Superintendent Approval

I have read the foregoing Master School Identification Number Application and to the best of my knowledge, the facts stated in it are true.

Signature of School District Superintendent

Date