

# Education Information and Accountability Services

# ELAS BULLETIN

## Missing Children File

In accordance with 6A-6.083, Florida Administrative Code, every month FDOE runs a report (F60544) of children reported as missing to the Florida Department of Law Enforcement (FDLE). 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. Recently, EIAS began requesting that districts indicate how many students they have reported to their local sheriff's office or police department. Thanks to districts' cooperation in reviewing the monthly missing children file, 39 children were reported in November alone. Seventy-three children have been reported since the beginning of October. While this report may seem routine, district diligence is bringing resolution to missing children and their families across the state.

## Personnel Evaluation Reporting for 2013-14

Reporting requirements for personnel evaluations have always been reported on the Staff Payroll format in Survey 3 and the Staff Fiscal Year Salaries format in Survey 5, where two or more records can be submitted for an employee based on Job Code, Primary. To eliminate the process of un-duplicating records when preparing results for personnel evaluations, all data elements specific to personnel evaluations will be moved to the Staff Demographic format for the 2013-14 reporting year. The mid-year personnel evaluation requirement for newly hired classroom teachers currently reported on the Staff Payroll format will be moved to the Staff Demographic format for Survey 3, 2013-14. All six personnel evaluation data elements reported on the Staff Fiscal Year Salaries format will be moved to the Staff Demographic format for Survey 5, 2013-14. Documentation concerning these changes should be available prior to the end of December.



## State Processing for Survey 7 Begins December 9, 2013

The purpose of the Survey 7 data collection is to populate the Comprehensive English Language Learning Assessment (CELLA) data file used for pre-gridding of CELLA test materials and for reporting of CELLA results. The English Language Learners Information format at [http://www.fl DOE.org/eias/dataweb/database\\_1314/1314lep.asp](http://www.fl DOE.org/eias/dataweb/database_1314/1314lep.asp) provides details about the population of students to be included in Survey 7 reporting. Other formats districts should send are Student Demographic Information, Exceptional Student and Federal/State Indicator Status. Please direct questions about this data submission to Kim Ward at [kim.ward@fl DOE.org](mailto:kim.ward@fl DOE.org).

## Important Dates

- **Dec. 2 – Jan. 10** – Survey 9, 2013-14: state processing
- **Dec. 9 – Jan. 10** – Survey 7, 2013-14: state processing
- **Dec. 11** – Survey 9, 2013-14: due date
- **Jan. 3** – Survey C, 2013-14: verification file available
- **Jan. 3-10** – Survey C, 2013-14: state processing
- **Jan. 6** – Survey 7, 2013-14: due date
- **Jan. 8** – Survey C: 2013-14: submission deadline
- **Jan. 10** – Survey C, 2013-14: final update
- **Feb. 10-14** – Survey 3, 2013-14: survey week
- **Feb. 17** – Survey 3, 2013-14: begin state processing
- **Feb. 28** – Survey 3, 2013-14: due date
  - Survey 5, 2012-13: final update
  - Survey 9, 2013-14: final update



**Remember FERPA!**

Districts have been diligently verifying and correcting Student Number Identifiers, Florida and Student Number Identifiers – Alias, Florida in an effort to report student records with a common student identifier as required by section 1011.622, Florida Statutes (F.S.), and effective July 1, 2013. 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 as districts work through the process, 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 sensitive student information through this channel of communication.

**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 20, 2014 to February 14, 2014. Files will begin processing on January 20, 2014 and every Wednesday and Friday following up to the final processing date on Friday, February 14th. For additional details please review the Email Notification dated August 14, 2013 titled 2013 Personnel Email Address Data Collection.

**Reporting Title I, Part D Neglected or Delinquent Students in Survey 9**

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 a Student Demographic Information format. Matching records are not required for these students in survey period 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. These data are used in reports to the US Department of Education and are required for funding of districts' Title I N/D programs.

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.

**Recent Reports and Publications**

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

- 2012-13 Guide to Calculations for the ESEA School Public Accountability Reports  
<http://www.fl DOE.org/eias/eiaspubs/word/NCLB-SPAR-Guide.doc>
- Enrollment Size of Florida's Public Schools <http://www.fl DOE.org/eias/eiaspubs/word/enroll1112.doc>
- Membership in Florida's Public Schools, Fall 2013 <http://www.fl DOE.org/eias/eiaspubs/word/pk12mbrshp1314.doc>
- Retention of First-year Instructional Staff <http://www.fl DOE.org/eias/eiaspubs/word/tch1keep1213.doc>
- Staff Salaries of Selected Positions, 2012-13 <http://www.fl DOE.org/eias/eiaspubs/word/dstsal1213.doc>
- Teacher Salary Data, 2012-13 <http://www.fl DOE.org/eias/eiaspubs/word/tchsldgl13.doc>

*Wishing You A Safe and Happy Holiday Season*

