



### **Bon Voyage and Welcome Aboard!**

At the end of June, EIAS bid farewell to Harold McLeod as he departed for retirement. Harold's career at the Department of Education spanned three decades, and he will be greatly missed. We wish him all the best.

Dr. Tsung-Yuan Lin transitioned within EIAS from the Education Information Services section to the Education Reporting Services section. He will no longer serve as a liaison to school districts but will employ his expertise with the Student and Staff Databases in managing the database manuals and the EIAS website, as well as overseeing the data programming needs of our reporting section.

Sarah Underwood joined EIAS on August 25 to fill Tsung's prior position. She serves as a liaison to 22 districts, assisting with student data collection and reporting.

### **Staff E-mail Address Data Collection for the 2011-12 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 15 data collection is from August 19, 2011, to September 15, 2011. For further details, please refer to the e-mail notification dated August 1, 2011, sent to District MIS Directors, along with MIS and Staff Database Contacts.

### **Fall 2011 Public Schools Staff Survey – New Hires Data Collection**

An e-mail notification announcing the Fall 2011 New Hires data collection survey was sent to District Personnel Directors in August 2011. This is a multipurpose data collection instrument designed to collect data to meet state reporting requirements, and comprehensive data are used in the publications *Critical Teacher Shortage Areas* and *New Hires in Florida Public Schools*. This data collection activity is specific to staff hired between July 1, 2011, and October 1, 2011. The completed survey should be returned by October 28, 2011.

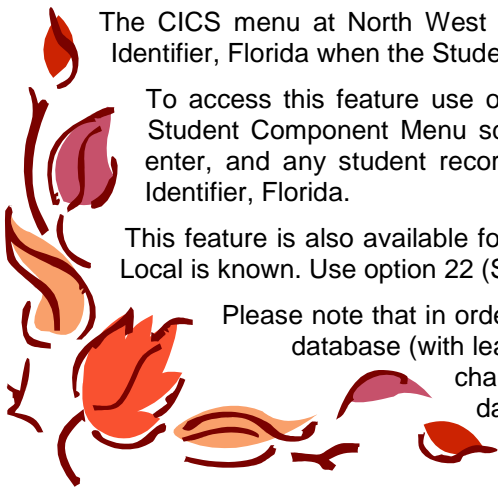
### **New Feature in CICS Menu**

The CICS menu at North West Regional Data Center contains a new feature for looking up the Student Number Identifier, Florida when the Student Number Identifier, Local is known.

To access this feature use option 28 (Student Local ID Demo Browse) or option 29 for surveys 6 or 8 on the Student Component Menu screen. Input the student's district number, year, survey and local ID number. Press enter, and any student record(s) matching these criteria will appear along with the student's Student Number Identifier, Florida.

This feature is also available for locating a staff member's social security number when the Staff Number Identifier, Local is known. Use option 22 (Staff Local ID Browse) or option 21 for survey 8 on the Staff Component Menu.

Please note that in order to find a match, the local ID number must be typed in exactly as it was sent to the database (with leading or trailing spaces, etc.). Districts using local ID numbers that are fewer than ten characters long should left justify them when sending them to the student and staff databases. We hope you find these new features useful.



### 2010-11 Four-Year Graduation Cohort Data

The timeline for the 2010-11 graduation calculation is quickly coming to an end. Please note the following events. On Sept. 21, the updated four-year cohort file with 2010-11 Survey 5 data will be available. The file name will be **DPS##.GQ.F63494.Y10115.P4YR**. Corrections should be made to this file and renamed **DPS##.GQ.F63494.Y10115.P4YR.Rev** and submitted by Oct. 14. A file with revised data including all changes made to the cohort file as of Oct. 14 will be available for review on Oct. 19. The file name will be **DPS##.GQ.F63494.Y10115.P4YR.Rev2**. All corrected files are due on Oct. 31. The corrected file must be sent via NWRDC, named **DPS##.GQ.F63494.Y10115.P4YR.Rev3**, and be in the same format in which it was received. Graduation rates will be calculated from this file. **There will be no additional revisions to this file.** If you have questions, contact Cyndi Holleman at [cyndi.holleman@fldoe.org](mailto:cyndi.holleman@fldoe.org).

### FISH File Creation and Updating for Student Data Base Use

The FISH files are used to edit Survey 2 and Survey 3 Student Database Teacher Course Schedule records. The data for these files are extracted from the DOE FISH system twice a day – once at 12:30 a.m. and again 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 DOE 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 continue to be updated daily during the Surveys 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 2011-12, these dates are November 5, 2011, for Survey 2 and March 10, 2012, for Survey 3. At this time the **DPS##.GQ.F70393.YyyyS.FISH.FROZEN** file is created and the .INITIAL and .BATCH files are no longer created until the next Survey 2 or 3 processing period.

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. For more information on FISH files, please visit <http://www.fldoe.org/eias/dataweb/tech/fish.pdf> or direct questions to Sarah Underwood at [sarah.underwood@fldoe.org](mailto:sarah.underwood@fldoe.org).

### Student Dropout Match Information

One of the best ways to follow up on students who were identified as dropouts but who may be enrolled in other districts is to use the department's Student Dropout Match reports. With this information, districts can correct their dropout data. If it is determined that a student who withdrew is located in another district, the student's withdrawal code should be amended to reflect the appropriate status.

For Survey 5, DOE matches the records of dropouts against data submitted by other districts during Surveys 5 and 6. Dropouts are identified using Prior School Status/Student Attendance records of students with dropout withdrawal codes.

The report and files listed below are made available to districts. This year, the Dropout Match files will be available again on September 12 and 26.

#### Data Set Name Description

DPSdd.GQ.F61993.Yyyyys Report of Matched Dropouts in School Districts

DPSdd.GQ.F61943.Yyyyys File of Matched Dropouts in School Districts

DPSdd.GQ.F61657.Yyyyys File of Nonmatched Dropouts in School Districts

DPSdd.GQ.F70589.Yyyyys File of Non-matched Students with W26 Withdrawal Code

Districts can provide updated information for "found" students via batch updates to the student data system.



### Important Dates

- **Early Sept.** – NCLB SPARs available on-line
- **Sept. 2** – Survey 5, 2010-11: end state processing
  - Survey 6, 2011-12: Count 1 date, begin state processing, due date
- **Sept. 7-9** – Class size trial run
- **Sept. 10-11** – Class size trial run
- **Sept. 12** – Dropout match & class size files available
- **Sept. 15** – Staff e-mail files: end processing
- **Mid-Sept.** – First 2011-12 McKay FTE file available
- **Sept. 16** – Survey 1, 2011-12: end state processing
  - Survey 6, 2011-12: Count 2 count date, begin state processing, & due date
- **Sept. 21-23** – Class size trial run submission
- **Sept. 21** – Four-year graduation cohort file including 2010-11 Survey 5 available
- **Sept. 23** – Survey 6, 2011-12: Count 2 – end state processing
- **Sept. 24-25** – Class size trial run
- **Sept. 26** – Dropout match and class size files available
- **Sept. 29** – Survey 8, 2011-12: end state processing
- **Sept. 30** – Survey 1, 2011-12: final update
- **Oct. 3** – Survey B, 2011-12: file available & begin state processing
- **Oct. 7** – Survey B, 2011-12: submission deadline
- **Oct. 10-14** – Survey 2, 2011-12: survey week
- **Oct. 11** – Survey B, 2011-12: final update & end state processing
- **Oct. 14** – First due date for corrections to 2010-11 graduation cohort file
- **Oct. 17** – Survey 2, 2011-12: begin state processing
- **Oct. 19** – Revised cohort graduation data file available for review
- **Oct. 28** – Survey 2, 2011-12: due date
  - Fall 2011 New Hires Survey due date
- **Oct. 31** – Final updates due for Survey 5, 2010-11 high school grade and graduation rate data
  - All corrected graduation cohort files due
- **Nov. 5** – FISH file frozen for Survey 2, 2011-12
- **Nov. 11** - Survey 2, 2011-12: end state processing
- **Late Nov.** – Second 2011-12 McKay FTE file available



### Recent Reports and Publications

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

- Enrollment Size of Florida's Public Schools  
<http://www.fldoe.org/eias/eiaspubs/word/enroll0910.doc>
- School District Start and End Dates, 2011-12  
<http://www.fldoe.org/eias/eiaspubs/word/startend1112.doc>
- School District Calendars, 2011-12 <http://www.fldoe.org/eias/eiaspubs/word/calendar1112.doc>
- Staff Distribution by Race, 2010-11 <http://www.fldoe.org/eias/eiaspubs/word/staffratios1011.doc>
- Staff Salaries of Selected Positions, 2010-11  
<http://www.fldoe.org/eias/eiaspubs/word/dstsal1011.doc>
- Students Absent 21 or More Days, 2009-10  
<http://www.fldoe.org/eias/eiaspubs/word/absent21plus0910.doc>
- Students New to Florida Public Schools, Fall 2010  
<http://www.fldoe.org/eias/eiaspubs/word/1011newstudents.doc>
- Teacher Demographics in Florida's Public Schools, Fall 2010  
<http://www.fldoe.org/eias/eiaspubs/word/tchdemo1011.doc>
- Teacher Salary, Experience, and Degree Level, 2010-11  
<http://www.fldoe.org/eias/eiaspubs/word/tchslhdl11.doc>