

INTRODUCTION

Section 1008.385(2) Florida Statutes, directs the Florida Department of Education (DOE) to **develop and implement an integrated information system for educational management**. Rule 6A-1.0014(1), FAC, states that **each school district and the Department shall develop and implement an automated information system component which shall be part of, and compatible with, the statewide comprehensive management information system**. In addition, Rule 6A-1.0014(2), FAC references the data elements, procedures and timelines for state reporting, local recordkeeping and statewide records transfer as they are prescribed in the publications *DOE Information Database Requirements: Volume I-Automated Student Information System* and *DOE Information Database Requirements: Volume II-Automated Staff Information System*. Information in this manual also pertains to state reporting for the Workforce Development Information System (WDIS).

The purpose of this manual is to provide a guide to understanding the DOE Information Database state reporting system. In particular, reporting of student and staff data will be addressed. The manual contains general information about the state reporting system as well as in-depth discussion of reporting procedures. It is not intended to provide all the details concerning the transmission and editing of every reporting format. However, the reader will be provided a broad overview of the methods and procedures for submitting reporting formats to the DOE, retrieving edit reports, resolving data errors, and correcting data errors.

The intended audience for the manual is school district administrators responsible for general supervision of data transmission to DOE and School District Management Information Services (MIS) and data processing staff who actually prepare the data for transmission, transmit the data, and verify the data. At least the Introduction and Overview may be helpful to others seeking a basic understanding of the procedures.

The manual is designed to be used as a reference tool. It is suggested that the user first read at least the Introduction and Chapters 1-3 in order to become familiar with the reporting system. Then, school district staff will need to read the sections that are appropriate for the local data system.