

THE FOLLOWING CHANGES ARE

FOR THE

2021 STUDENT DATABASE MANUAL

Effective:

July 1, 2020

~~2018-2019~~2020-2021 Career and Technical Education Student Course Schedule

1. Submit a separate record during reporting period 5 for each Career and Technical Education (CTE) and applicable Career and Technical Education exceptional education course in which the student was in membership during the current school year and the associated summer session(s) for the current school year.
2. COURSE NUMBER: Report the career and technical education course number.
3. CAREER AND TECHNICAL EDUCATION/ADULT GENERAL EDUCATION PROGRAM CODE: Report the CTE/AGE Program Code for the CTE course number as listed in the Career and Technical Education/Adult General Education Program Edit file (F61730).
4. KEY FIELDS: The key fields for this format are item numbers ~~3~~, 4, 5, 6, 7, 8, 9, 10, ~~and 11~~ and 12. If a key field needs to be changed, the record must be deleted and re-submitted as an add.
5. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida *Filler
4	17-17	1	N	Survey Period Code *
5	18-21	4	N	School Year – Record Submission*
6	22-23	2	N/R	District Number, Current Instruction/Service *
7	24-27	4	A/N/R	School Number, Current Instruction/Service *
8	28-34	7	A/N	Course Number *

9	35-39	5	A/N	Section Number *
10	40-43	4	N	Period Number *
11	44-44	1	A/N	Term *
12	45-58	14	A/N	Florida Education Identifier *
13	59-61	3	A/N	Filler
14	62-63	2	A/N	Grade Level
15	64-68	5	A/N	Filler
16	69-75	7	A/N	Career and Technical Education/Adult General Education Program Code
17	76-76	1	A/N	Transaction Code
18	77-89	13	A/N	Filler
19	90-92	3	N	FEFP Program Number
20	93-96	4	A/N	Filler
21	97-102	6	A/N	Career and Technical Education/Adult General Education Completion Point Code
22	103-106	4	N	Filler
23	107-107	1	A/N	Modified Occupational Completion Point
24	108-108	1	A	Exceptional Student Career and Technical Education Course Setting
25	109-109	1	A/N	Internship Participant

26	110-142	33	A/N	Filler
27	143-152	10	A/N	Student Number Identifier, Local
28	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

~~2018-2019~~2020-2021 Career and Technical Education Teacher Course Schedule

1. Submit a separate record for each combination of Course Number, Section Number, Period Number, Social Security Number and Term on the Career and Technical Educational Teacher Course format for each combination of Course Number, Section Number, Period Number, and Term submitted on the Career and Technical Educational Student Course format during Survey 5. No Career and Technical Educational Teacher Course records are needed, however, for prior year courses reported on the Career and Technical Educational Student Course format, for Course Numbers of zero and for dual-enrollment courses.
2. SCHOOL YEAR: Career and Technical Education courses are to be reported for the School Year.
3. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 8 and 13. If a key field needs to be changed, the record must be deleted and re-submitted as an add.
4. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

[Survey Period Code](#) *

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Instruction/Service *
2	3-6	4	A/N/R	School Number, Current Instruction/Service *
3	7-7	1	A/N	Survey Period Code *
4	8-11	4	N	School Year *
5	12-18	7	A/N	Course Number *
6	19-23	5	A/N	Section Number *
7	24-27	4	N	Period Number *

8	28-28	1	A/N	Term *
9	29-30	2	A/N/R	Facility Type
10	31-31	1	A/N	Filler
11	32-35	4	A/N	Filler
12	36-45	10	N/R	Florida Educators Certificate Number
13	46-55	10	A/N/L	Social Security Number *
14	56-56	1	A	Transaction Code
15	57-62	6	A/N	Filler
16	63-72	10	A/N	Staff Number Identifier, Local
17	73-86	14	A/N	Florida Education Identifier
18	87-152	66	A/N	Filler
19	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~ 2020

~~2018-2019~~2020-2021 Dropout Prevention Program

Data

1. Submit a separate format during survey period 5, by school, for each program in which the student was enrolled for any length of time.
2. TERM: To show the student participated in a dropout prevention program during the regular school year, use code 3 (annual). To indicate summer or intersession (for year round schools) participation, use code S (Combined Summer Sessions). If the student participated in dropout prevention programs during the regular school year and summer school/intersessions, send separate records by Term.
3. SCHOOL NUMBER, CURRENT ENROLLMENT and SCHOOL NUMBER CURRENT INSTRUCTION/SERVICE: Use code 9994 for private school students served with Fund Source D (Title I, Part D, Neglected and Delinquent) funds or Title I, Part A, Neglected set-aside funds. **NOTE:** This is the only format where code 9994 is applied. When reporting private Neglected or Delinquent school data on other formats use N999 as the School Number, Current Enrollment.
4. DROPOUT PREVENTION LENGTH OF PRESCRIBED PROGRAM: The length in school days of the prescribed dropout prevention program must be greater than zero and less than 181. However, non-adjudicated delinquent students participating in Department of Juvenile Justice (DJJ) [residential/detention, county jail or city jail](#) programs and students in Non-School Institutions for Neglected or Delinquent Students may have a prescribed program length of zero. The length of the prescribed dropout prevention program is the number of days the student is expected to participate in order to benefit substantially.
5. DROPOUT PREVENTION LENGTH OF PROGRAM PARTICIPATION: The length in school days of the student's actual participation (attendance) in the dropout prevention program being reported. The length of program participation must be greater than zero and less than or equal to 250.
6. DROPOUT PREVENTION ENROLLMENT DATE: The date the student was first enrolled in each dropout prevention program in which he/she participated within each school. If the student was enrolled in more than one program, report the enrollment date for each program within each school. For students in non-school institutions for neglected or delinquent students report the student's date of entry into the non-school institution.
7. DROPOUT PREVENTION WITHDRAWAL DATE: The last date the student was officially withdrawn or dismissed from each dropout prevention program within each school. For a student enrolled in multiple programs, report the withdrawal date for each program. For students in non-school institutions for neglected or delinquent students report the student's date of exit from the non-school institution.
8. PRETEST OUTCOMES AND PROGRESS LEVELS: These elements, for both reading and math, should be reported for students in Title I, Part D funded At-Risk programs. Code "Z" may be used for students who were served fewer than 90 consecutive calendar days.
9. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
10. KEY FIELDS: The key fields for this format are item numbers ~~34-~~5, 7, 12, 13, ~~and~~ 14 and 25.

'*' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-	2	N/R	District Number, Current Enrollment
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida * <u>Filler</u>
4	17-17	1	A/N	Survey Period Code - Always '5' *
5	18-21	4	N	School Year *
6	22-27	6	A/N	Filler
7	28-28	1	A	Dropout Prevention/Juvenile Justice Programs *
8	29-31	3	N	Dropout Prevention Length of Prescribed Program
9	32-34	3	N	Dropout Prevention Length of Program Participation
10	35-56	22	A/N	Filler
11	57-57	1	A	Transaction Code
12	58-59	2	N/R	District Number, Current Instruction/Service *
13	60-63	4	N/R	School Number, Current Instruction/Service *
14	64-64	1	A/N	Term *
15	65-65	1	A/N	Filler
16	66-73	8	A/N	Dropout Prevention Program Enrollment Date
17	74-81	8	A/N	Dropout Prevention Program Withdrawal Date

18	82-85	4	A	Filler
19	86-86	1	A	Fund Source
20	87-87	1	A	Progress Level - Reading
21	88-88	1	A	Progress Level - Math
22	89-89	1	A	Pretest Outcome – Reading
23	90-90	1	A	Pretest Outcome – Math
24	91-128	38	A/N	Filler
25	129-142	14	A/N	Florida Education Identifier *
26	143-152	10	A/N	Student Number Identifier, Local
27	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~ 2020

~~2019-2020~~2020-2021 English Language Learners Information

1. Submit a separate record during reporting periods 2, 3 and 5 for each student in KG-12 membership identified as "LY" for the English Language Learners, PK-12 data element. Also, submit a separate record for each student identified as "LF" for the English Language Learners, PK-12 data element, who has exited the program within the last two school years. After two years change LF to LA.
2. Submit a separate record during reporting periods 2, 3 and 5 for each 3-12 grade student in membership identified as "LP" for the data element English Language Learners, PK-12, if the "LP" student is enrolled in an English for Speakers of Other Languages (ESOL) program pending assessment. (If the grade 3-12 student is identified as "LP" and enrolled in a regular program, do not submit a record.)
3. If the student is identified as "LA or LZ" for the English Language Learners, PK-12 data element, do not submit an English Language Learners Information Format because the English Language Learners: Post Reclassification Dates are for Local Accountability and District Records Transfer purposes only. Do not submit a record for English Language Learners Format if the student is identified as "ZZ".
4. In Surveys 2, 3 and 5 for students identified as LY report the following entry test information:
 - a. For students in grades KG-02 report the aural/oral test scores that determined the student eligible and in need of services. These are reported in the test fields for Listening and Speaking. No Reading and Writing scores are applicable for entry.
 - b. For students in grades 03-12, report aural/oral test scores in the test fields for Listening and Speaking. Also, report Reading and Writing test scores for students who tested proficient in aural/oral skills based on assessment.
 - c. For students who have a reclassification date and an English Language Learners: Basis of Entry code of "L", test scores are optional.Report initial entry test information in each Survey period until the student is identified as LF.
Note: Zeros may be valid test scores.
5. In Surveys 2, 3 and 5 for students identified as LF, report exit test information as appropriate for the student's English Language Learners: Basis of Exit codes.
6. Report one or two English Language Learners: Basis of Exit codes. If code L is reported all test information may be Z-filled or zero-filled, as appropriate.
7. **Error Codes:** This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
8. **Key Fields:** The key fields for this format are items ~~3-4,5, and 50~~ and 52.

'*' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
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1	1-2	2	N/R	District Number, Current Enrollment
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida * <u>Filler</u>
4	17-17	1	A/N	Survey Period Code *
5	18-21	4	N	School Year *
6	22-29	8	N	English Language Learners: Entry Date
7	30-30	1	A	English Language Learners: Tier Placement
8	31-38	8	N	English Language Learners: Student Plan Date
9	39-46	8	N	English Language Learners: Classification Date
10	47-54	8	N	English Language Learners: Exit Date
11	55-62	8	N	English Language Learners: Reevaluation Date
12	63-63	1	A/N	English Language Learners: Extension of Instruction
13	64-71	8	N	English Language Learners: Reclassification Date
14	72-79	8	N	English Language Learners: Reclassification Exit Date
15	80-80	1	A/N	English Language Learners: Basis of Entry
16	81-81	1	A/N	English Language Learners: Basis of Exit (First)
17	82-84	3	A/N	Test Name: Listening
18	85-86	2	A/N	Test Score Type: Listening
19	87-88	2	A/N	Test Subject Content: Listening
20	89-92	4	N/R	Test Score: Listening
21	93-100	8	A/N	Test Date: Listening
22	101-103	3	A/N	Test Name: Speaking

23	104-105	2	A/N	Test Score Type: Speaking
24	106-107	2	A/N	Test Subject Content: Speaking
25	108-111	4	N/R	Test Score: Speaking
26	112-119	8	A/N	Test Date: Speaking
27	120-122	3	A/N	Test Name: Reading
28	123-124	2	A/N	Test Score Type: Reading
29	125-126	2	A/N	Test Subject Content: Reading
30	127-130	4	N/R	Test Score: Reading
31	131-138	8	A/N	Test Date: Reading
32	139-141	3	A/N	Test Name: Writing
33	142-143	2	A/N	Test Score Type: Writing
34	144-145	2	A/N	Test Subject Content: Writing
35	146-149	4	N/R	Test Score: Writing
36	150-157	8	A/N	Test Date: Writing
37	158-158	1	A	Transaction Code
38	159-159	1	A	Fund Source
39	160-160	1	A/N	English Language Learners: Program Participation
40	161-161	1	A/N	English Language Learners: Basis of Exit (Second)
41	162-162	1	A	Test Form: Listening
42	163-164	2	A	Test Level: Listening
43	165-165	1	A	Test Form: Speaking
44	166-167	2	A	Test Level: Speaking

45	168-168	1	A	Test Form: Reading
46	169-170	2	A	Test Level: Reading
47	171-171	1	A	Test Form: Writing
48	172-173	2	A	Test Level: Writing
49	174-181	8	A/N	Filler
50	182-183	2	N/R	District Number, Current Instruction/Service*
51	184-208	25	A/N	Filler
52	209-222	14	A/N	Florida Education Identifier*
53	223-232	10	A/N	Student Number Identifier, Local
54	233-240	8	A/N	Filler/Error Codes

Last Updated 7/~~25/2019~~1/2020

~~2018-2019~~2020-2021 Exceptional Student

1. Submit this record in reporting periods 1-4 for any PK-12 student who has an Exceptionality, Primary code other than Z. Include any student who has a current individual educational plan (IEP), individual family support plan (IFSP), educational plan (EP), or services plan under the Individuals with Disabilities Education Act (IDEA) in effect. Include students enrolled in both public and private schools (including School Number, Current Enrollment of 3518 and N999) who have a current IEP, IFSP, EP or services plan under IDEA. If the student does not have one of these plans, do not report the student on this format.
2. For reporting period 5, submit this record for any PK-12 student who, during the school year just ended, was in membership at any time during the year and had an Exceptionality, Primary code other than Z. For any student dismissed from **all** programs during the year, report the last Exceptionality, Primary and Exceptionality, Other the student was placed in prior to dismissal. Also report this record in Survey Period 5 for any student who is not already an Exceptional Student and 1) was referred but is pending evaluation, 2) was evaluated and pending eligibility determination, 3) was evaluated and determined ineligible, or 4) was determined eligible but has not been placed (Exceptional Student Placement Status = R, E, I, or N).
3. YEAR: For reporting periods 1-4 this field must contain the fiscal year. For reporting period 5 this field must contain the school year.
4. EXCEPTIONAL STUDENT, DISMISSAL DATE: Report the most recent Exceptional Student, Dismissal Date in Survey 5 for any student who has exited all Exceptional Education programs during the school year and is no longer receiving special education and related services.
5. TIME, TOTAL SCHOOL WEEK AND TIME WITH NON-DISABLED PEERS are reported only in Survey 2. For all other surveys, zero-fill these fields. Also, zero-fill these fields for students whose only exceptionality is gifted (code L).
6. EXCEPTIONAL STUDENT, IDEA EDUCATIONAL ENVIRONMENTS: Report only in Survey 2. For all other Surveys, Z-fill this field.
7. ALTERNATE ASSESSMENT ADMINISTERED is only reported in Surveys 2 and 3. For all other surveys, Z-fill this field.
8. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
9. KEY FIELDS: The key fields for this format are item numbers 1, ~~3, 4, and 5~~ and 16. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

'*' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment *
2	3-6	4	A/N/R	School Number, Current Enrollment

Item No.	From-To	Size	Field Char.	Field Description
3	7-16	10	A/N	Student Number Identifier, Florida * <u>Filler</u>
4	17-17	1	A/N	Survey Period Code *
5	18-21	4	N	Year *
6	22-26	5	A/N	Filler
7	27-27	1	A	Exceptional Student, IDEA Educational Environments
8	28-28	1	A	Exceptionality, Primary
9	29-29	1	A	Alternate Assessment Administered
10	30-30	1	A	Gifted Eligibility
11	31-34	4	N	Time, Total School Week
12	35-38	4	N	Time With Non-Disabled Peers
13	39-55	17	A/N	Filler
14	56-56	1	A	Transaction Code
15	57-59	3	A/N	Filler
16	60-73	14	A/N	Florida Education Identifier <u>*</u>
17	74-81	8	N	Exceptional Student, Dismissal Date
18	82-89	8	N	Exceptional Student Plan Date
19	90-90	1	A	Exceptional Student Placement Status
20	91-91	1	A	Exceptional Student Referral Reason
21	92-99	8	N	Evaluation Completion Date
22	100-107	8	N	Exceptional Student Placement Date
23	108-115	8	N	Exceptional Student Eligibility Determination Date

Item No.	From-To	Size	Field Char.	Field Description
24	116-123	8	N	Date of Consent for Evaluation <u>Consent Date</u>
25	124-124	1	A	Exceptional Student, 60-Day Exception/Extension
26	125-125	1	A/N	Filler
27	126-135	10	A/N	Student Number Identifier, Local
28	136-143	8	A/N	Filler
29	144-152	9	A/L	Exceptionality, Other
30	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

~~2019-2020~~2020-2021 Federal/State Compensatory Project Evaluation

1. Submit a separate record during reporting period 5 for each student who participated in a Title I Targeted Assistance; Title I Local Neglected/Delinquent (Title I, Part A, Set-Aside); Title I Homeless (Title I, Part A Set-Aside) in non-Title I schools; Title I/Title I Migrant; or Title III Immigrant Children and Youth education program during the school year and, if applicable, the summer session. Use School Number, Current Instruction/Service 9995 for Title I, Part A private school students, 9992 for Title I, Part C private school students, or 9993 for Title I, Part C (Migrant) students served in a home education setting. NOTE: It is not necessary to submit records for students in Title I School-wide programs.
2. TERM: To show the student participated in a program during the regular school year, use code 3 (annual). To indicate summer participation, use S (Combined Summer Session). If the student participated in both regular school year and summer school sessions, send separate records indicating the correct term.
3. FEDERAL/STATE PROJECT TYPE:
The student received instructional and/or support services from a schoolwide program (SWP) which consolidates funds from Title I, Part A and Title I, Part C. This LEA must comply with the two conditional requirements under ESSA Sections 1114 and 1306(b)(4) as well as 34 CFR Parts 200.29(c)(1) and 200.86:
 - a) The LEA has addressed all unique needs of migrant students attending the SWP; and
 - b) The LEA has secured parent input that allowed the LEA to combine Title I, Part C funds with Title I, Part A funds.
4. Reporting FEDERAL/STATE SUBJECT AREA is required for students in Title I Targeted Assistance, Homeless (Title I, Part A, Set-Aside) in non-Title I schools, and Title I Migrant only. Additionally, reporting instructional services (Subject Area) is required for students in Local Neglected or Delinquent (Title I, Part A, Set-Aside). If a student received services at more than one school during the year, send a record for each school where the student was served.
5. FEDERAL/STATE PROJECT - SUPPORT SERVICES: Up to four support service codes may be reported for students receiving Title I Basic – Part A (reported for Targeted Assistance schools only), Students who are homeless (in non-Title I schools) or Title I Migrant services. With the exception of "Z", a support service code may be used only once. If the Title I Migrant participant received any counseling services, report that service first. That is, Attendance, Guidance, Psychological Services (A), Outreach, Advocacy (O) or Social Work (S) services take priority in reporting Migrant-provided Federal/State Project – Support Services
6. IMMIGRANT STUDENT SERVICES: Report each type of service the immigrant student received using the positional fields specified for each code. If a student did not receive the specified service use code "Z."
7. KEY FIELDS: The key fields for this format are item numbers 1, 2, ~~3~~, 4, 5, 6, 9, 25 and 26. If a key field needs to be changed, the record must be deleted and re-submitted as an added record.

8. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department. .

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Field Size	Char.	Field Description
1	1-2	2	N/R	District Number, Current Instruction/Service *
2	3-6	4	A/N/R	School Number, Current Instruction/Service *
3	7-16	10	A/N	Student Number Identifier, Florida * Filler
4	17-17	1	A/N	Survey Period Code - Always '5' *
5	18-21	4	N	School Year *
6	22-22	1	A/N	Federal/State Project Type *
7	23-26	4	A/N	Filler
8	27-27	1	A	Transaction Code
9	28-28	1	A/N	Term *
10	29-32	4	A/N	Federal/State Project - Support Services
11	33-33	1	A	Migrant Referred Services
12	34-34	1	A	Migrant Priority for Services
13	35-35	1	A/N	Immigrant Student Services - Code L
14	36-36	1	A/N	Immigrant Student Services - Code S
15	37-37	1	A/N	Immigrant Student Services - Code A
16	38-38	1	A/N	Immigrant Student Services - Code C
17	39-39	1	A/N	Immigrant Student Services - Code M

Item No.	From-To	Field Size	Char.	Field Description
18	40-40	1	A/N	Immigrant Student Services - Code D
19	41-41	1	A/N	Immigrant Student Services - Code F
20	42-42	1	A/N	Immigrant Student Services - Code B
21	43-43	1	A/N	Immigrant Student Services - Code R
22	44-44	1	A/N	Immigrant Student Services - Code T
23	45-45	1	A/N	Immigrant Student Services - Code O
24	46-46	1	A	Migrant Continuation of Services
25	47-60	14	A/N	Florida Education Identifier *
26	61-62	2	N	Federal/State Model *
27	63-72	10	A/N	Student Number Identifier, Local
28	73-73	1	A/N	Federal/State Migrant Service Provider
29	74-74	1	A/N	Federal/State Subject Area - Other
30	75-75	1	A/N	Federal/State Subject Area – Reading/Language Arts
31	76-76	1	A/N	Federal/State Subject Area - Math
32	77-77	1	A/N	Federal/State Subject Area - ESOL
33	78-78	1	A/N	Federal/State Subject Area – Multidisciplinary Studies/Tutoring/Extended Learning Opportunities
34	79-79	1	A/N	Federal/State Subject Area – Readiness Skills
35	80-80	1	A/N	Federal/State Subject Area – Transition Skills
36	81-81	1	A/N	Federal/State Subject Area - Science
37	82-82	1	A/N	Federal/State Subject Area – Social Studies

Item No.	From-To	Size	Field Char.	Field Description
38	83-83	1	A/N	Federal/State Subject Area – Career and Technical Education/Career Prep
39	84-152	69	A/N	Filler
40	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2019~~2020

~~2018-2019~~2020-2021 Federal/State Indicator Status

1. Submit this record during reporting periods 2, 3 and 5 for each PK-12th grade student in membership in the school district at any time during the school year.
 For students who supplement their course schedule outside of the district, only one record is submitted. In this situation the primary district of enrollment should submit the record.
 Do not send this record for McKay Scholarship students (school of enrollment of 3518) unless the student also attends a course in the school district or receives services through a services plan.
 Do not send this record for students who were expected to attend school but did not enter (DNE) as expected for unknown reasons.
2. IMMUNIZATION STATUS: It is very important to report the current status for all kindergarten and seventh grade students in membership in the school district during reporting period 2.
3. CAREER AND PROFESSIONAL ACADEMY IDENTIFIER: Report up to two applicable codes for each student who participated in a Career and Professional Academy at any time during the reporting period for reporting periods 2 and 3 or at any time during the school year for reporting period 5. If the student participated in more than two Career and Professional Academies during the school year for reporting period 5, report the most recent academies.
4. DROPOUT PREVENTION/JUVENILE JUSTICE PROGRAMS: Report the program, if any, the student attended during survey week. These codes are used to identify the proper status of students in the school grading system. For students in more than one of these programs, report code E (Alternative to Expulsion) and code R (Dropout Retrieval) prior to any of the other program codes. For survey 5, report code Z for all students on this format.
5. HOMELESS STUDENT, PK-12: All districts must report all homeless students regardless of whether the district receives grant funding to serve this student population.
6. HOMELESSNESS CAUSE – Each student who is reported as a Homeless Student, PK-12 (any code other than N) must have corresponding Homelessness Cause (a code other than Z).
7. DISTRICT NUMBER, CURRENT INSTRUCTION/SERVICE - CAPE: Report the district in which the student received instruction for the Career and Professional Academy reported on this format. In most cases this will be the same as the District of Enrollment but, in some cases, the student will attend an academy in another school district.
8. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
9. KEY FIELDS: The key fields for this format are item numbers 1, ~~3, 4, and 5~~ and 34. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

'*' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No. From-To Size **Field Char.** Field Description

1	1-2	2	N/R	District Number, Current Enrollment *
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Item No.	From-To	Size	Field Char.	Field Description
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida *Filler
4	17-17	1	A/N	Survey Period Code *
5	18-21	4	N	Fiscal Year *
6	22-22	1	A	Military Family Student
7	23-23	1	A/N	Immunization Status
8	24-25	2	A/N	Filler
9	26-26	1	A	Homeless Student, PK-12
10	27-27	1	A	Homeless Unaccompanied Youth
11	28-30	3	A/N	Career and Professional Academy Identifier (First)
12	31-33	3	A/N	Career and Professional Academy Identifier (Second)
13	34-34	1	A	Transaction Code
14	35-36	2	A/N/R	District Number, Current Instruction/Service: CAPE (First)
15	37-38	2	A/N/R	District Number, Current Instruction/Service: CAPE (Second)
16	39-39	1	A	Physical Education Waiver
17	40-40	1	A	Bullied or Harassed - Disability
18	41-41	1	A	Bullied or Harassed - Race
19	42-42	1	A	Bullied or Harassed - Sex
20	43-43	1	A	Fund Source
21	44-44	1	A/N	Section 504 Eligible
22	45-45	1	A	Bullied or Harassed - Religion

Item No.	From-To	Size	Field Char.	Field Description
23	46-46	1	A	School Related Arrest
24	47-54	8	A/N	Filler
25	55-55	1	A/N	Immigrant Student
26	56-56	1	A	Dropout Prevention/Juvenile Justice Programs
27	57-57	1	A/N	Test Accommodations
28	58-58	1	A	Medical Complexity Exemption
29	59-59	1	A/N	Homelessness Cause
30	60-60	1	A	Bullied or Harassed - Sexual Orientation
31	61-61	1	A	Filler
32	62-62	1	A	Federally Connected Student Indicator
33	63-72	10	A/N	Student Number Identifier, Local
34	73-86	14	A/N	Florida Education Identifier *
35	87-152	66	A/N	Filler
36	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

~~2018-2019~~2020-2021 Industry Certification

1. Submit a record during reporting period 5 for each Industry Certification Identifier and Industry Certification Outcome, including those linked to a career-themed course. Applies to students in grades KG-12. The outcome reported should be the final outcome for the reporting year.
2. SCHOOL YEAR: Report both the school year in which the course was taken and the school year of record submission. The school years will be the same for most records. The school year will be different when reporting students who took or attempted an industry certification or technical skill attainment assessment in a year subsequent to the school year in which the student took the course.
3. Include dual enrollment courses if the student took an industry certification or technical skill assessment listed in Appendix Z that is related to the dual enrollment course. Also refer to data element, Dual Enrollment Institution Type.
4. COURSE NUMBER: Report the career and technical education course number, career-themed course number or basic course number in which the certification was attempted/earned. If the course is not a career and technical education course report all zeros for the program number.
5. INDUSTRY CERTIFICATION IDENTIFIER: Report the Industry Certification Identifier from Appendix Z for students who took or attempted an industry certification or technical skill attainment assessment the current school year in the reporting district in an area that applies to the course in which the student participated.
6. CAREER AND PROFESSIONAL ACADEMY IDENTIFIER: Report the CAPE academy associated with the Industry Certification Identifier reported. If there is no CAPE academy associated with the reported Industry Certification, report ZZZ in this field.
7. KEY FIELDS: The key fields for this format are item numbers ~~3,4~~, 5, 6, 7, 8, 9, ~~and 10~~ and 19. If a key field needs to be changed, the record must be deleted and re-submitted as an add.
8. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.

'*' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida *Filler
4	17-17	1	N	Survey Period Code *

5	18-21	4	N	School Year – Record Submission*
6	22-29	8	A	Industry Certification Identifier *
7	30-30	1	A/N	Industry Certification Outcome *
8	31-32	2	N/R	District Number, Current Instruction/Service *
9	33-36	4	A/N/R	School Number, Current Instruction/Service *
10	37-43	7	A/N	Course Number *
11	44-47	4	N	School Year - Course Taken
12	48-49	2	A/N	Grade Level
13	50-56	7	A/N	Career and Technical Education/Adult General Education Program Code
14	57-59	3	A/N	Career and Professional Academy Identifier
15	60-60	1	A/N	Transaction Code
16	61-61	1	A	Dual Enrollment Institution Type
17	62-128	67	A/N	Filler
18	129-138	10	A/N	Student Number Identifier, Local
19	139-152	14	A/N	Florida Education Identifier *
20	153-160	8	A/N	Filler/Error Codes

~~2018-2019~~2020-2021 McKay Prepayment Verification Format

1. This format is used for the verification of eligibility of students who receive McKay Scholarships - prior to the payment of the scholarship each quarter.
2. Submit this record for reporting periods A, B, C and D for each student in dataset DPSxx.GQ.F70561.Yyyys created by the Department of Education prior to the designated survey period. ('xx' indicates the district number, 'yyyy' indicates the school year and 's' indicates the survey period.)
3. ENTRY (RE-ENTRY) DATE and WITHDRAWAL DATE: The initial pre-payment eligibility verification file (DPSxx.GQ.F70561.Yyyys) will contain zeroes in these date fields. School districts must insert either an Entry/ (Re-entry) Date (if the student is currently enrolled in a public school) or a Withdrawal Date (if student is not currently enrolled in a public school) (not both) and submit the file to NWRDC under the appropriate file name. All date fields should be in the MMDDYYYY format. The dates must be valid dates greater than (after) May 1, 2000.
4. STUDENTS NEVER ENROLLED: For students never enrolled in the school district all nines (99999999) should be entered in both the Entry (Re-entry) Date and Withdrawal Date fields.
5. UPDATES ONLY: All records submitted to the data base will be processed as updates. No records may be added or deleted from the McKay Prepayment Verification data base table.
6. Key Fields: The key fields for this format are item numbers 1, ~~5, 20, and 21~~ and 33.

'*' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N	District Number, Current Enrollment*
2	3-14	12	A/N	District Name
3	15-18	4	A/N	School Number, Private
4	19-61	43	A/N	School Name, Private
5	62-71	10	A/N	Student Number Identifier, Florida *Filler
6	72-88	17	A/N/L	Student Name, Legal - Last
7	89-100	12	A/N/L	Student Name, Legal - First

8	101-102	2	A/N	Grade Level
9	103-105	3	N	FEFP Program Number - First
10	106-109	4	N	Class Minutes, Weekly - First
11	110-113	4	N	FTE Reported, Course- First
12	114-116	3	N	FEFP Program Number - Second
13	117-120	4	N	Class Minutes, Weekly - Second
14	121-124	4	N	FTE Reported, Course- Second
15	125-130	6	A/N	Record Identifier
16	131-134	4	A/N	School Number, Current Enrollment
17	135-142	8	A/N	Entry (Re-entry) Date
18	143-150	8	A/N	Withdrawal Date
19	151-151	1	A	Military Family Student
20	152-155	4	N	School Year *
21	156-156	1	A/N	Survey Period Code *
22	157-157	1	A	Ethnicity
23	158-158	1	A	Race: American Indian or Alaska Native
24	159-159	1	A	Race: Asian

25	160-160	1	A	Race: Black or African American
26	161-161	1	A	Race: Native Hawaiian or Other Pacific Islander
27	162-162	1	A	Race: White
28	163-165	3	A/N	FEFP Program Number - Third
29	166-169	4	N	Class Minutes, Weekly - Third
30	170-173	4	N	FTE Reported, Course- Third
31	174-183	10	A/N	Filler
32	184-218	35	A/N	Filler
33	219-232	14	A/N	Florida Education Identifier *
34	233-240	8	A/N	Error Codes

Last Updated: 7/1/~~2018~~ 2020

~~2018-2019~~2020-2021 Prior School

Status/Student Attendance

1. Submit this record in reporting survey periods 2, 3 and 5 for each PK-12 student who was in membership in any school or enrolled in any course in the district (District Number, Current Enrollment) from the first day of the school year to the last day of the survey period as well as any student who withdrew between school years. Students in School Number, Current Enrollment N998 and N999 should be reported if they enrolled in any course in the district. A separate record must be submitted for each school of enrollment and each entry/reentry date.
2. For students enrolled in a year-round school program, separate records should be submitted for each intersession. Students enrolled in separate summer terms must have two separate records reported.
3. WITHDRAWAL CODE, PK-12: Report ZZZ for Surveys 2 and 3 if no withdrawal code is applicable. Every record must have a Withdrawal Code other than ZZZ for Survey 5. Students who were expected to attend school but did not enter as expected (code DNE) should be reported on all surveys (2, 3, and 5).
4. TERM: To indicate the student entered/reentered during the regular school year, use code 3 (annual). To indicate summer school or intersession (for year round school) use code S (combined summer schedule). Use code Y to indicate a record being submitted with a withdrawal code for a student who was not enrolled this year. For Survey 2, Term should equal Z and Days Absent, Annual – Unexcused Not Related to Discipline should be 0-filled.
5. DAYS PRESENT and DAYS ABSENT: Report Days Present, Annual and Days Absent, Annual in Survey Periods 3 and 5. For Survey Period 2, these elements should be 0 filled.
6. RECORDS WITH TERM CODE = Y: For those records being reported with a Term code of Y, send the last School Number, Current Enrollment for the student in the district. The following fields should be Z-filled: Entry (Re-Entry) Code, PK-12 and Prior School/Location: Country. The following fields should be 0-filled: Days Present, Annual; Days Absent, Annual; Days Present, Summer Terms; Days Absent, Summer Terms; Days Absent, Annual – Unexcused Not Related to Discipline and Entry (Re-Entry) Date. In addition, use the date of the first day of the district's regular school year for Withdrawal Date.
7. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
8. KEY FIELDS: The key fields for this format are item numbers 1, 2, ~~3~~, 10, 11, ~~and 13~~ and 33. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No. From-To Size Field Char. Field Description

1	1-2	2	N/R	District Number, Current Enrollment *
2	3-6	4	A/N/R	School Number, Current Enrollment *
3	7-16	10	A/N	Student Number Identifier, Florida * <u>Filler</u>
4	17-26	10	A/N	Filler
5	27-68	42	A/N/L	Student Name, Legal
6	69-69	1	A	Gender
7	70-70	1	A	Filler
8	71-78	8	N	Birth Date
9	79-80	2	A/N	Grade Level
10	81-81	1	N	Survey Period Code *
11	82-85	4	N	School Year *
12	86-88	3	A/N	Entry (Re-Entry) Code, PK-12
13	89-96	8	A/N	Entry (Re-Entry) Date *
14	97-98	2	A/N	Prior School/Location: District/County
15	99-100	2	A	Prior School/Location: State/Territory or Commonwealth
16	101-102	2	A	Prior School/Location: Country
17	103-105	3	A/N	Withdrawal Code, PK-12
18	106-113	8	N	Withdrawal Date
19	114-116	3	N	Days Present, Annual
20	117-119	3	N	Days Absent, Annual

Item No. From-To Size Field Char. Field Description

21	120-120	1	A	Transaction Code
22	121-123	3	N	Days Present, Summer Terms
23	124-126	3	N	Days Absent, Summer Terms
24	127-127	1	A/N	Term
25	128-128	1	A	Educational Choice
26	129-129	1	A	Disaster Affected Student
27	130-130	1	A	Student Offender Transfer
28	131-133	3	N	Days Absent, Annual Unexcused Not Related to Discipline
29	134-135	2	A/N	District Number, Current Instruction/Service
30	136-136	1	A	Habitual Truant
31	137-142	6	A/N	Filler
32	143-152	10	A/N	Student Number Identifier, Local
33	153-166	14	A/N	Florida Education Identifier *
34	167-168	2	A/N	District Number, Zoned School
35	169-172	4	A/N	School Number, Zoned School
36	173-232	60	A/N	Filler
37	233-240	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

~~2019-2020~~2020-2021 School Environmental Safety Incident Report

1. Submit this record during reporting periods 2, 3, and 5 for each SESIR incident and for each incident of Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR) occurring on school campus, at school-sponsored events occurring off campus, on school-sponsored transportation or at bus stops at any time of the year and twenty-four hours a day. The SESIR records submitted for reporting periods 2 and 3 should be from the first day of the school year to the last day of the survey period. The SESIR records submitted for reporting period 5 should be from the first day of the school year to the start of the next school year.
2. **ERROR CODES:** This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
3. **KEY FIELDS:** The key fields for this format are item numbers 1, 2, 3, 4, and 5. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Reporting District*
2	3-6	4	N/R	School Number, Where Incident Occurred *
3	7-7	1	A/N	Survey Period Code *
4	8-11	4	N	School Year *
5	12-19	8	A/N	Incident, Identifier *
6	20-27	8	A/N	Incident, Date
7	28-28	1	A/N	Incident, Location
8	29-31	3	A	Incident, Type
9	32-32	1	A	Incident, Involvement Type

10	33-33	1	A	Incident, Reported to Law Enforcement
11	34-34	1	A	Incident, Gang-Related
12	35-35	1	A	Incident, Alcohol-Related
13	36-36	1	A	Incident, Drug-Related
14	37-37	1	A	Incident, Hate Crime-Related
15	38-38	1	A	Incident, Weapon-Related
16	39-39	1	A	Weapon, Description
17	40-40	1	A	Incident, Context
18	41-41	1	A	Transaction Code
19	42-42	1	A	Drug Description
20	43-43	1	A	Incident, Bullying-Related
21	44-44	1	A	Incident, Injury-Related
22	45-45	1	A	Incident, Basis-Disability
23	46-46	1	A	Incident, Basis-Race
24	47-47	1	A	Incident, Basis-Sex

25	48-51	4	A	Victims of Homicide
26	52-52	1	A	Weapon, Discharged
27	53-53	1	A	Incident, Basis-Religion
28	54-54	1	A	Incident, Basis-Sexual Orientation
29	55-55	1	A	Incident, Hazing-Related
30	56-72 <u>56</u>	171	A/N	Filler <u>Incident, Vaping-Related</u>
32 <u>31</u>	57-57	1	A	Incident, Setting
32	58-57-72	1516	A/N	Filler
31 <u>33</u>	73-80	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2019~~2020

~~2018-2019~~2020-2021 Student Additional Funding

1. This record should be reported in Survey Period 5 for students who are eligible for additional funding in one or more of the categories listed below.
 - a. Advanced Placement (AP)
 - b. International Baccalaureate (IB)
 - c. Advanced International Certificate of Education (AICE)
 - d. Early Graduates
2. **Error Codes:** This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
3. **Key Fields:** The key fields for this format are item numbers 1, 2, ~~4, 5, and 6~~ and 16. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

'*' indicates key fields. (Click on the link to view or download a pdf version of the document)

[FTE Earned, Advanced International Certificate of Education Score](#)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Instruction/Service *
2	3-6	4	A/N/R	School Number, Current Instruction/Service*
3	7-8	2	N/R	District Number, Current Enrollment
4	9-18	10	A/N	Student Number Identifier, Florida * <u>Filler</u>
5	19-19	1	N	Survey Period Code *
6	20-23	4	N	School Year *
7	24-26	3	N/R	FTE Earned, College Entrance Examination Board Advanced Placement Test
8	27-29	3	N/R	FTE Earned, International Baccalaureate Diploma

9	30-32	3	N/R	FTE Earned, International Baccalaureate Score
10	33-35	3	N	FTE Earned, Advanced International Certificate of Education Diploma
11	36-38	3	N	FTE Earned, Advanced International Certificate of Education Score
12	39-43	5	N	FTE Earned, Early Graduates
13	44-44	1	A	Transaction Code
14	45-48	4	A/N	Filler
15	49-58	10	A/N	Student Number Identifier, Local
16	59-72	14	A/N	Florida Education Identifier *
17	73-80	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

~~2018-2019~~2020-2021 Student Assessment

1. Submit student assessment records during reporting period 5 for students who took one or more Advanced Placement Test (APT), Cambridge Advanced International Certificate of Education (AICE) or International Baccalaureate Program (IBP) exams during the school year. For specific reporting information see the chart below.
2. TEST SCORE: Submit up to two Test Score/Test Score Type combinations for the Test Subject Content area being reported. Zeroes may be a valid test score. If only one Test Score is being submitted on a record, report all zeroes for the second Test Score.
3. TEST SCORE – Test scores must be reported as numbers, not letters, on this format and must be four digits, right-justified with leading zeroes. Test score conversions from letters to numbers for the AICE and IBP exams are provided in the table below.
4. TEST SCORE TYPES: Test scores types to be used for the APT, AICE and IBP exams are provided in the table below.
5. TEST PUBLICATION YEAR: For the AICE, APT and IBP exams the Test Publication Year is the year in which the exam was taken.
6. TEST DATE: For the AICE exam use June 1 or June 2 for the June administration of the exam and November 1 or November 2 for the November administration of the exam along with the year in which the exam was taken. This allows for the reporting of students who take both levels of the AICE exam in the same month.
7. TEST SUBJECT CONTENT: Codes are provided in Appendix L.
8. TEST FORM: If no Test Form applies report 'Z' in this field.
9. TEST LEVEL: If no Test Level applies, report 'ZZ' in this field.
10. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
11. KEY FIELDS: The key fields for this format are items 1, 2, 4, 5, -6, 8, and 9 and 20.

'*' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment*
2	3-6	4	A/N/R	School Number, Current Enrollment*
3	7-16	10	A/N	Student Number Identifier, Florida *Filler
4	17-17	1	N	Survey Period Code *

5	18-21	4	N	School Year *
6	22-24	3	A/N	Test Name *
7	25-28	4	A/N	Test Publication Year
8	29-36	8	A/N	Test Date *
9	37-38	2	A/N	Test Subject Content *
10	39-39	1	A/N	Test Form
11	40-41	2	A/N	Filler
12	42-43	2	A/N	Test Level
13	44-45	2	A/N	Test Score Type (1)
14	46-49	4	N/R	Test Score (1)
15	50-51	2	A/N	Test Score Type (2)
16	52-55	4	N/R	Test Score (2)
17	56-56	1	A/N	Transaction Code
18	57-62	6	A/N	Filler
19	63-72	10	A/N	Student Number Identifier, Local
20	73-86	14	A/N	Florida Education Identifier *
21	87-152	66	A/N	Filler
22	153-160	8	A/N	Filler/Error Codes

Test Name: Cambridge Advanced International Certificate of Education (AICE)

Test Code: CAI

Test Form: Z

Test Level(s): A and AS

Test Score Type: SS - Type 1 and ZZ - Type 2

Test Score: 8 (A*), 7 (A), 6 (B), 5 (C), 4 (D), 3 (E), 2 (F), 1 (G), and 0 (U)

Test Name: Advanced Placement Test (AP)

Test Code: APT

Test Form: Z

Test Level(s): ZZ

Test Score Type: SS - Type 1 and ZZ - Type 2

Test Score: 1, 2, 3, 4 and 5

Test Name: International Baccalaureate Program (IBP)

Test Code: IBP

Test Form: Z

Test Level(s): SL and HL

Test Score Type: SS - Type 1 and ZZ - Type 2

Test Score: 1, 2, 3, 4, 5, 6, 7 8(P) and 9(N)

Last Updated: 7/1/~~2018~~2020

~~2018-2019~~2020-2021 Student Course Schedule

1. Submit a separate record for each course for which the student in grades PK-12 is in membership during reporting periods 1-4 regardless of whether the student is FTE eligible.
2. FEFP PROGRAM NUMBER: Record the appropriate number of the FEFP program for the course in which the student is in membership.
3. FTE Reported, COURSE: See the current year's "FTE General Instructions," for information on calculating FTE Reported, Course.
4. GRADE LEVEL: Record the grade level of the student as reported on the Student Demographic Information format. Only grade levels PK-12 are valid for reporting on this format.
5. COURSE GRADE: Record the Course Grade for any KG-12 virtual course or virtual charter school course reported in periods 1-4. If the virtual course is not yet completed, but in progress, record the Course Grade as Course in Progress. Do not record a Course Grade for Blended Learning or traditional brick and mortar (seat time) courses.
6. BLENDED LEARNING COURSE: KG-12 virtual school or virtual charter school courses are not considered Blended Learning Courses.
7. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
8. KEY FIELDS: The key fields for this format are item numbers ~~3,4~~, 5, 6, 7, 8, 9, 10, ~~and-25~~ and 35. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

Appendix E: FEFP Program Numbers

'*' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Field Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida *Filler
4	17-17	1	N	Survey Period Code *
5	18-21	4	N	Fiscal Year *

Item No.	From-To	Size	Field Char.	Field Description
6	22-23	2	N/R	District Number, Current Instruction/Service *
7	24-27	4	A/N/R	School Number, Current Instruction/Service *
8	28-34	7	A/N	Course Number *
9	35-39	5	A/N/L	Section Number *
10	40-43	4	N	Period Number *
11	44-44	1	N	Days Per Week
12	45-45	1	A	Location of Student
13	46-49	4	A/N	Filler
14	50-53	4	N/R	Class Minutes, Weekly
15	54-56	3	N	FEFP Program Number
16	57-60	4	N/R	FTE Reported, Course
17	61-63	3	N/R	Online Course Provider
18	64-64	1	A/N	Filler
19	65-66	2	A/N	Grade Level
20	67-69	3	A/N	Virtual Instruction Provider
21	70-70	1	A	Transaction Code
22	71-71	1	A/N	English Language Learner: Instructional Model
23	72-72	1	A/N	Year-Round/Extended School Year FTE Indicator
24	73-73	1	A/N	Dual Enrollment Indicator

Item No.	From-To	Size	Field Char.	Field Description
25	74-74	1	A/N	Term *
26	75-81	7	A/N	Career and Technical Education/Adult General Education Program Code
27	82-82	1	A	Day of Week Scheduled, Monday
28	83-83	1	A	Day of Week Scheduled, Tuesday
29	84-84	1	A	Day of Week Scheduled, Wednesday
30	85-85	1	A	Day of Week Scheduled, Thursday
31	86-86	1	A	Day of Week Scheduled, Friday
32	87-87	1	A	Day of Week Scheduled, Saturday
33	88-88	1	A	Day of Week Scheduled, Date Certain
34	89-89	1	A	Reading Intervention Component
35	90-103	14	A/N	Florida Education Identifier *
36	104-106	3	A/N	Course Grade
37	107-142	36	A/N	Filler
38	143-152	10	A/N	Student Number Identifier, Local
39	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

~~2018-2019~~2020-2021 Student Course Transcript Information

1. Submit course information during reporting period 5 for all students in grades 9-12 enrolled in the district during the School Year, including summer school courses, all courses transferred in from other schools, and courses taken for high school credit when the student was in grades below grade 9.

Grade Level	Course Information to Send
12	Grades 9, 10, 11, 12 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.
11	Grades 9, 10, 11 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.
10	Grades 9, 10 and any other courses below ninth grade that the student took in order to earn credit toward a high school diploma.
9	Grade 9 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.

2. Also submit a record for each Algebra course taken by a student in Grade Levels 7 and 8 at any time during the school year and accompanying summer sessions. Algebra courses are course numbers 1200310, 1200320, 1200370, 1200380, 1200390 and 1209810.
3. Send all courses the student has taken in order to earn credit toward a high school diploma. For example, if a student took Algebra in Grade 8 and is currently in Grade 9, report the Algebra course along with the courses the student took in Grade 9.
4. SCHOOL YEAR: Report both the school year in which the course was taken (School Year - Course Taken) and the school year for which the record is being submitted (School Year - Record Submission).
5. COURSE GRADE: The Course Grade field may contain I for incomplete, NG for no grade assigned or similar grades other than A, B, C, D and F as defined in the DOE Information Data Base Requirements: Volume I -- Automated Student Information System.
6. GRADE LEVEL: The Grade Level field should contain the Grade Level the student was in at the time the course was taken. NOTE: Only report credits on grade 30 if the student left a secondary K-12 program, entered the Adult High School program as grade 30 and subsequently returned to a secondary K-12 program prior to graduation.
7. SCHOOL NUMBER, WHERE CREDIT EARNED: The School Number, Where Credit Earned field may contain 0001-9899, 9900, N997, N998, N999, C901-C928 Florida public colleges, U970-~~U980~~U981 Florida public state universities or P001-P999 eligible postsecondary non-public institutions.
8. COURSE NUMBER, SUBSTITUTED: This field is used with the Course Flag field. The presence of an asterisk (*) as one of the four flags in the Course Flag field indicates that the course specified by the number in the Course Number field is a Department of Education approved substitute for the course specified by the number in this field. For example: Course Number is 1802300 (Naval Science 1), Course Flag is *, and Course Number Substituted is 1500450 (JROTC PE Year 1 Waiver). This indicates that the

Naval Science 1 course will substitute for the Personal Fitness/Physical Education Activity Elective and HOPE graduation requirement (students under personal fitness option must still take Personal Fitness class).

9. KEY FIELDS: The key fields for this format are item numbers 2-~~5~~4, 8 and 10-15. If a key field needs to be changed, the record must be deleted and re-submitted as an add.
10. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-14	14	A/N	Filler
2	15-15	1	N/R	Survey Period Code *
3	16-17	2	N/R	District Number, Current Enrollment *
4	18-21	4	A/N/R	School Number, Current Enrollment *
5	22-31	10	A/N	Student Number Identifier, Florida *Filler
6	32-33	2	N/R	District Number, Where Credit Earned
7	34-37	4	A/N/R	School Number, Where Credit Earned
8	38-51	14	A/N	Florida Education Identifier <u>*</u>
9	52-58	7	A/N	Filler
10	59-62	4	N	School Year - Record Submission *
11	63-66	4	N	School Year - Course Taken *
12	67-68	2	A/N	Grade Level *
13	69-69	1	A/N	Term *
14	70-76	7	A/N	Course Number *
15	77-81	5	A/N	Course, Sequence Number *
16	82-88	7	A/N	Course Number, Substituted

Item No.	From-To	Size	Field Char.	Field Description
17	89-96	8	A/N	Filler
18	97-98	2	A/N	Course, State Subject Area Requirements
19	99-102	4	A/N	Course, Flag
20	103-103	1	A/N	Filler
21	104-106	3	N	Credit Attempted, Course
22	107-109	3	N	Credit Earned, Course
23	110-112	3	A/N/R	Course Grade
24	113-113	1	A	Transaction Code
25	114-115	2	A	Course Substituted, State Subject Area Requirements
26	116-116	1	A	Online Course
27	117-142	26	A/N	Filler
28	143-152	10	A/N	Student Number Identifier, Local
29	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

~~2018-2019~~2020-2021 Student Demographic Information

1. For reporting periods 1-4 submit this record for each student receiving instruction/service during that reporting period. Also, send a Student Demographic Information record for each student for whom one or more of the following record formats is being submitted even if the student is not receiving instruction/service during the reporting period: Student Discipline/Resultant Action and Federal/State Indicator Status. Do not send a Student Demographic Information record for a student who is in Home Education unless the student is also receiving instruction/service from the school district during the reporting period.
2. For reporting periods 2 and 3, also submit this record for any student who was identified as migrant ages 0-21, was not enrolled in school and has not graduated from high school. These records should be submitted with a School Number, Current Enrollment of 9997.
3. For reporting period 5 submit this record for any student (a) who was in membership at any time during the school year, (b) who was expected to attend school but did not enter (DNE) as expected (c) for whom a Diploma Type of W43, W45, ~~or~~ W52, W54, W55, W58, W59, W61, W62 or W63 is being reported on the Student End of Year Status record, (d) who was identified as migrant ages 0-21, was not enrolled in school and has not graduated from high school, (e) who was identified as migrant ages 0-21, and served in a home education setting, (f) who participated in a Title I, Part C (Migrant) program at a private school, (g) who has been identified as disabled and received services provided by a district through a services plan, or (h) who participated in a Title I program at a private school. No records are needed in Survey 5 for McKay Scholarship students unless they attended a course in the school district or received services through a services plan as in (g).
4. For reporting period 9 submit this record for each student for whom an Institution Number, Neglected/Delinquent code is being reported.
5. For reporting period 6 submit this record for each KG-12 student identified as in membership on the survey date. Do not send this record for students who were expected to attend school but did not enter (DNE) as expected for unknown reasons. Exceptional Student Education Prekindergarten (PK) students and PK children of students in the Teenage Parent Program who are in membership on the survey date should also be submitted. Required fields to be reported are: District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment; ~~Student Number Identifier, Florida;~~ Survey Period Code; Year; ~~Student Number Identifier—Alias, Florida;~~ Student Name, Legal; Gender; Grade Level; Birth Date and Florida Education Identifier (FLEID). If the Student Number Identifier, Local is reported, it will be included on designated reports as in all other survey periods. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for these non-required elements.
6. For reporting period 8 submit this record for each Grade Level 03-12 student who will participate in the Progress Monitoring and Reporting Network (PMRN) this school year. Required fields to be reported are: District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment; ~~Student Number Identifier, Florida;~~ Survey Period Code; Year; ~~Student Number Identifier—Alias, Florida;~~ Student Name, Legal; Gender; Grade Level; Birth Date, Responsible Instructor,

Reading and Florida Education Identifier (FLEID). If the Student Number Identifier, Local is reported, it will be included on designated reports as in all other survey periods. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for these non-required elements.

7. **STUDENT NAME LEGAL:** The district must submit student names for each student. The student name field will be used to ensure efficient editing and verification of records during reporting periods and to facilitate Department monitoring and auditing activities requiring access to district individual student records.
8. **SCHOOL NUMBER, CURRENT ENROLLMENT:** For Survey 9, for students for whom an Institution Number, Neglected/Delinquent code is being reported, report the school of enrollment as of the time the student attended the Neglected/Delinquent Institution. For private school students who participated in a Title I program use 9995 for the School Number, Current Enrollment. For private school students who participated in a Title I, Part C (Migrant) program use 9992 for the School Number, Current Enrollment. For home education students who participated in a Title I Part C (Migrant) program use 9993 for School Number, Current Enrollment.
9. **YEAR:** For reporting periods 1 through 4 and 9, this field will contain fiscal year. For reporting period 5, this field will contain school year. Refer to the element Year in the DOE Information Data Base Requirements: Volume I - Automated Student Information System for definitions.
10. **PRIMARY INSTRUCTOR RESPONSIBLE, READING:** Report during reporting period 8 for students in the Progress Monitoring and Reporting Network (PMRN). For Grades 03-05 students, report the teacher who provides the ninety minutes of initial (core) reading instruction. For Grades 6-12 students enrolled in a reading intervention class report the teacher of the reading intervention class. Students not enrolled in a reading intervention class report the teacher of language arts. All teachers reported here must also have a Staff Demographic Information record. Report all zeroes in all other survey periods.
11. **INSTITUTION NUMBER, NEGLECTED/DELINQUENT:** The number assigned to the institution 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 114-95.

Report this number in survey period 9 for students who are ages 5-17 inclusive who resided or were present 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.

For Survey Period 5 submit this number for any student, ages 5-17 inclusive, who resided in a locally operated residential neglected or delinquent facility or was present in a locally operated non-residential neglected or delinquent program at any time between July 1 and June 30 of the reporting year.

Also, submit this number for any student, under age 21, who resided in a state operated residential delinquent or neglected program at any time between July 1 and June 30 of the reporting year.

12. **ZONED DISTRICT AND SCHOOL:** Submit this information in Survey Periods 2 and 3 for each student enrolled in an alternative school or designated as hospital/homebound during survey week. These elements should be zero-filled for survey periods 1, 4, 5 and 9.

13. LUNCH STATUS. For Survey Period 5, report a student as eligible for free or reduced price lunch if the student was eligible at any time during the school year.
14. DATE ENTERED UNITED STATES SCHOOL: Submit this information in Survey Periods 2, 3 and 5 for students coded LY or LP on the English Language Learners, PK-12 data element. Also submit this information in Surveys 2, 3 and 5 for Immigrant Students reported on the Federal/State Indicator Status format with a code of Y, unless Grade Level = PK then date should be reported as all zeros.
15. KEY FIELDS: The key fields for this format are item numbers 1, ~~4, 5, and 6~~ and 46. If a key field needs to be changed, the record must be deleted and re-submitted as an add.
16. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No. From-To Size Field Char. Field Description

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Instruction/Service *
2	3-4	2	N/R	District Number, Current Enrollment
3	5-8	4	A/N/R	School Number, Current Enrollment
4	9-18	10	A/N	Student Number Identifier, Florida * <u>Filler</u>
5	19-19	1	N	Survey Period Code *
6	20-23	4	N	Year *
7	24-33	10	A/N	Student Number Identifier—Alias, Florida <u>Filler</u>
8	34-75	42	A/N/L	Student Name, Legal
9	76-77	2	A/N	District Number, Zoned School
10	78-81	4	A/N	School Number, Zoned School
11	82-82	1	A	Gender
12	83-83	1	A	Filler
13	84-93	10	A/N	Student Number Identifier, Local
14	94-96	3	A/N	Filler

Item No.	From-To	Size	Field Char.	Field Description
15	97-98	2	A	English Language Learners, PK-12
16	99-99	1	A/N	Resident Status, State/County
17	100-101	2	A/N	Grade Level
18	102-102	1	A/N	Student Characteristic, Agency Programs
19	103-103	1	A	Transaction Code
20	104-105	2	A/N	Native Language, Student
21	106-106	1	A/N	Filler
22	107-108	2	A/N	Primary Language Spoken in Home
23	109-110	2	A/N	Country of Birth
24	111-118	8	A/N	English Language Learners: Home Language Survey Date
25	119-126	8	N	Birth Date
26	127-129	3	A/N	Filler
27	130-137	8	A/N	Qualifying Arrival Date (QAD) for Migrant Program Eligibility
28	138-138	1	A/N	Lunch Status
29	139-139	1	A	Filler
30	140-140	1	A	Additional School Year Student
31	141-141	1	A/N	Migrant Status Term
32	142-142	1	A/N	Graduation Option
33	143-146	4	A/N	Institution Number, Neglected/Delinquent (First)
34	147-150	4	A/N	Institution Number, Neglected/Delinquent (Second)
35	151-152	2	N	Residence County

Item No. From-To Size Field Char. Field Description

36	153-153	1	A	Ethnicity
37	154-154	1	A	Race: American Indian or Alaska Native
38	155-155	1	A	Race: Asian
39	156-156	1	A	Race: Black or African American
40	157-157	1	A	Race: Native Hawaiian or Other Pacific Islander
41	158-158	1	A	Race: White
42	159-167	9	A/N	Primary Instructor Responsible, Reading
43	168-171	4	A/N	Institution Number, Neglected/Delinquent (Third)
44	172-179	8	N	Date Entered United States School
45	180-218	39	A/N	Filler
46	219-232	14	A/N	Florida Education Identifier *
47	233-240	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

~~2018-2019~~2020-2021 Student Discipline/Resultant Action

1. Submit this record during reporting periods 2, 3 and 5 for each student receiving a discipline/resultant action from the first day of the school year to the last day of the survey period. Report all discipline/resultant actions and total duration days that resulted from any incident that occurred during the school year or the subsequent summer session(s) even if the discipline/resultant action is intended to begin in the next school year. Submit a separate record for each occurrence of the discipline/resultant action. A student Discipline/Resultant Action record should not be submitted for SESIR incidents with an Incident, Involvement Type of N or U.
2. INCIDENT, IDENTIFIER: If the discipline/resultant action is related to a School Environmental Safety Incident Report (SESIR) item then the Incident, Identifier and the School Number, Where Incident Occurred should be the same on both records.
3. GRADE LEVEL: Use the grade level of the student at the time the incident occurred.
4. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
5. KEY FIELDS: The key fields for this format are item numbers 1, ~~3~~, 4, 5, 6, 7, ~~and 9~~ and 28. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment *
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida * Filler
4	17-17	1	N	Survey Period Code - 2, 3, or 5 *
5	18-21	4	N	School Year *
6	22-22	1	A	Discipline/Resultant Action Code *
7	23-26	4	N	School Number, Where Discipline/Resultant Action Occurred *

8	27-27	1	A	Transaction Code
9	28-35	8	A/N	Incident, Identifier *
10	36-43	8	A/N	Incident, Date
11	44-46	3	N	Duration, discipline Action
12	47-47	1	A	Filler
13	48-48	1	A	Student, Involved in Hate Crime
14	49-49	1	A	Student, Use of Alcohol
15	50-50	1	A	Student, Use of Drugs
16	51-51	1	A	Student, Weapon Use
17	52-53	2	A/N	Grade Level
18	54-54	1	A	Filler
19	55-55	1	A	Gender
20	56-63	8	N	Birth Date
21	64-64	1	A/N	Lunch Status
22	65-66	2	A	English Language Learner, PK-12
23	67-70	4	A/N	School Number, Where Incident Occurred
24	71-76	6	A/N	Filler

25	77-77	1	A	Student, Involved in Bullying
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26	78-78	1	A	Zero-Tolerance: Expulsions
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27	79-128	50	A/N	Filler
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28	129-142	14	A/N	Florida Education Identifier <u>*</u>
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29	143-152	10	A/N	Student Number Identifier, Local
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30	153-160	8	A/N	Filler/Error Codes
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Last Updated: 7/1/~~2018~~ 2020

~~2019-2020~~2020-2021 Student End of Year Status

1. Submit this record during reporting period 5 for all PK-12 students who were in membership in the district at any time during either the regular school year or its associated summer session, any PK-12 student who was expected to attend school but did not enter (DNE) as expected for unknown reasons, and any student for whom a Diploma Type of W43, W45, W52, W54, W55, W58, W59, ~~W60~~, W61, W62 or W63 is being reported.
2. Two Student End of Year Status records may be submitted for a student. This can occur when a high school student leaves the PK-12 program and receives an Adult Standard High School Diploma (Diploma Type W43, W52, W54, W55, W58, W59, ~~W60~~, W61, W62 or W63) or a State of Florida Diploma (GED) (Diploma Type W45). In this instance, one End of Year Status record will be submitted with Grade Level PK-12 and one with Grade Level 30-31.
3. **School Number, Current Enrollment:** For the PK-12 student, report the last PK-12 school that the student was enrolled in during the regular 180 day school year unless the student was only enrolled in the district during the summer term.
4. **Grade Level:** For the PK-12 student, report the last Grade Level of the student during the regular 180 day School Year.
5. **Grade Promotion Status:** Report code P for any PK-12 student who earned a diploma or certificate at any time during the school year.
6. **Error Codes:** This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
7. **Key Fields:** The key fields for this format are item numbers 1, ~~3~~, 4, 5, 13 and 19. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment *
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida * Filler
4	17-17	1	N	Survey Period Code *
5	18-21	4	N	School Year *
6	22-22	1	A	Grade Promotion Status
7	23-25	3	A/N	Diploma Type

8	26-28	3	A/N	Certificate of Completion, Type
9	29-34	6	A/N	Filler
10	35-37	3	A/N	Withdrawal Reason
11	38-43	6	A/N	Filler
12	44-44	1	A	Transaction Code
13	45-58	14	A/N	Florida Education Identifier *
14	59-62	4	A/N	Filler
15	63-70	8	N	Year Entered Ninth Grade, Graduation Requirements Determination
16	71-72	2	A/N	Filler
17	73-77	5	N/R	Grade Point Average State, Cumulative
18	78-83	6	A/N	Filler
19	84-85	2	A/N	Grade Level *
20	86-101	16	A/N	Filler
21	102-109	8	A/N	Withdrawal Date
22	110-120	11	A/N	Filler
23	121-121	1	A	Diploma Bilingual Seal Designation
24	122-122	1	A	Single Parent and Single Pregnant Woman

25	123-123	1	A	Dropout Prevention: Performance-Based Exit Option Test Results
26	124-129	6	A/N	Filler
27	130-130	1	N	Grade Promotion Status: Good Cause Exemption
28	131-136	6	A/N	Filler
29	137-137	1	A	Online Course Exempt
30	138-138	1	A	Diploma Designation
31	139-142	4	A/N	Filler
32	143-152	10	A/N	Student Number Identifier, Local
33	153-160	8	A/N	Filler/Error Codes

Last Updated: ~~4/22/2019~~7/1/2020

~~2018-2019~~2020-2021 Student Transportation

1. Submit this record during Survey periods 1-4 for any PK-12 student in membership during survey week who is assigned to a school bus, passenger car or other vehicle and was transported at least once during the five-day survey period or once during the preceding six scheduled school days.
2. A student may be counted only once and only on one mode of travel, even if more than one mode is used.
3. The district must have a policy regarding reporting of students who transfer from one bus to another during survey week either on the sending or receiving bus. For example, a student transported from home to school and then to a vocational center may only be counted once.
4. Students who are transported by general purpose transportation (city buses, trains, etc.) or privately owned motor vehicles or boats (for isolated or disabled students) are reported as any other transported students.
5. For students transported to another district to receive instruction submit a Student Transportation format only. Report the number of the district supplying the transportation in the element District Number, Current Instruction/Service and the number of the district supplying the instruction in District Number, Current Enrollment.
6. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
7. KEY FIELDS: The key fields for this format are item numbers 1, ~~2~~, 3, 4, ~~and 5~~ and 16. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Instruction/Service *
2	3-12	10	A/N	Student Number Identifier, Florida *Filler
3	13-13	1	A/N	Survey Period Code *
4	14-17	4	N	Fiscal Year *
5	18-18	1	A/N	Year-Round/Extended School Year FTE Indicator *
6	19-21	3	N	Days In Term (For FTE Purposes)
7	22-22	1	A	Transportation Membership Category
8	23-23	1	A	Vehicle Category
9	24-35	12	A/N	Bus Number

Item No.	From-To	Size	Field Char.	Field Description
10	36-50	15	A/N	Bus Route Number
11	51-51	1	A	Transaction Code
12	52-53	2	N/R	District Number, Current Enrollment
13	54-59	6	N	Hazardous Walking
14	60-62	3	A/N	Filler
15	63-72	10	A/N	Student Number Identifier, Local
16	73-86	14	A/N	Florida Education Identifier <u>*</u>
17	87-152	66	A/N	Filler
18	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

~~2018-2019~~2020-2021 Teacher Course

1. Submit a separate record for each combination of Course Number, Section Number, Period Number, Term and Social Security Number operating during reporting periods 1-4. The combination of Course Number, Section Number, Period Number and Term must be the same as that reported for each student in this class.
2. DAYS IN TERM: For PK-12 short courses, Days in Term will be the actual number of days scheduled. For Voluntary Prekindergarten courses, Days in Term will be the actual number of days scheduled for the term being reported. For reporting periods 1 and 4, Days in Term will be the actual Summer Session days.
3. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 13, and 20. If a key field needs to be changed, the record must be deleted and re-submitted as an add.
4. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)


Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Instruction/Service *
2	3-6	4	A/N/R	School Number, Current Instruction/Service *
3	7-7	1	A/N	Survey Period Code *
4	8-11	4	N	Fiscal Year *
5	12-18	7	A/N	Course Number *
6	19-23	5	A/N	Section Number *
7	24-27	4	N	Period Number *
8	28-29	2	A/N/R	Facility Type
9	30-32	3	N/R	Days in Term (For FTE Purposes)
10	33-33	1	A/N	Fund Source: NCLB Title III
11	34-34	1	A/N	Filler
12	35-44	10	N/R	Florida Educators Certificate Number

Item No.	From-To	Size	Field Char.	Field Description
13	45-54	10	A/N/L	Social Security Number *
14	55-55	1	A/N	Filler
15	56-56	1	A	Transaction Code
16	57-57	1	A/N	Certification/Licensure/Qualification Status
17	58-60	3	A/N	Filler
18	61-61	1	A	Primary Instructor Indicator
19	62-81	20	A/N	Filler
20	82-82	1	A/N	Term *
21	83-83	1	A/N	Filler
22	84-104	21	A/N	Classroom Identification (FISH) Number
23	105-105	1	A/N	Scheduling Method
24	106-106	1	A	Term/Survey Indicator
25	107-107	1	A/N	Team Teacher Training
26	108-127	20	A	Filler
27	128-128	1	A/N	Blended Learning Course
28	129-142	14	A/N	Florida Education Identifier
29	143-152	10	A/N	Staff Number Identifier, Local
30	153-160	8	A/N	Filler/Error Codes

Last Updated: 7/1/~~2018~~2020

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

DELETED FOR 2021.

 3. ~~The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-~~

~~Note: For more information on Student Number Identifier, Florida refer to DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

NEW EDIT FOR 2021

 12. Item 3 - Filler on this format in position numbers 7-16 must be all spaces.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #3</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

DELETED FOR 2021.

3. ~~The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an X or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. —record rejected—~~

EXAMPLE

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with an X in the tenth position. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
_____ * 01	0151	123456789C
_____ * 01	0151	123456789
_____ * 01	0151	002345679X
_____ * 01	0151	000123456X

DISTRICT RESPONSIBILITY

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

6. If Dropout Prevention/Juvenile Justice Programs code is A, D, E, J, N, P, R, I, U or W, then Dropout Prevention Program Enrollment Date must be numeric, a valid date, greater than or equal to ~~07/01/2008~~07/01/2009 and less than 08/31/2020~~08/31/2021~~.

-record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Dropout Prevention Program Enrollment Date is not numeric. The fourth record would be rejected because the Dropout Prevention Program Enrollment Date is an invalid date.

<u>Student Number</u> <u>Florida Identifier</u>	<u>Education- Florida Identifier</u>	Survey Period Code	School Year	Dropout Prevention Program/ Juvenile Justice Programs	Dropout Prevention Program Enrollment Date
123456789 XFL123456789000		5	****	U	09272012
123456788 XFL123456789100		5	****	D	10152011
* 6212345678 FL123456789200		5	****	U	XXXXXXXXXX
* 6212345679 FL123456789300		5	****	U	14032012

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Dropout Prevention Program Enrollment Date and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

-  7. Dropout Prevention/Juvenile Justice Programs must be A, D, E, J, N, P, R, I, U or W. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and fifth records are rejected for invalid codes. The fourth record would be rejected because the Dropout Prevention/Juvenile Justice Programs field is blank.

<u>Student Number</u> , <u>Florida Education Identifier</u> , <u>Florida Identifier</u>	Dropout Prevention/ Juvenile Justice Programs
* 6301234560 <u>FL123456789000</u>	B
6301234561 <u>FL123456789100</u>	A
6301234562 <u>FL123456789200</u>	U
* 6301234564 <u>FL123456789300</u>	
* 6301234565 <u>FL123456789400</u>	K

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Dropout Prevention/Juvenile Justice Programs codes and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

NEW EDIT FOR 2021

 **11. Item 3 - Filler on this format in position numbers 7-16 must be all spaces.**
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number, Current</u>	<u>School Number,</u>	<u>Filler,</u>
<u>Instruction/Service</u>	<u>Current Enrollment</u>	<u>Item #3</u>
<u>01</u>	<u>0151</u>	
<u>* 01</u>	<u>0151</u>	<u>265456789X</u>

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES



51. If Dropout Prevention/Juvenile Justice Programs is **D** or **T**, then Grade Level may not equal PK or KG. -state validation-

EXAMPLE

The Dropout Prevention Program record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Dropout Prevention/Juvenile Justice Programs and Grade Level.

Dropout Prevention Program records

District Number, Current Enrollment	Student Number <u>Florida Identifier, Education Florida Identifier</u>	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Dropout Prevention Juvenile Program
* 01	019876545X <u>FL123456789000</u>	0021	5	****	D
01	429876546X <u>FL123456789100</u>	0021	5	****	D

Student Demographic Information records

District Number, Current Enrollment	Student Number <u>Florida Identifier, Education Florida Identifier</u>	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Grade Level
* 01	019876545X <u>FL123456789000</u>	0021	5	****	PK
01	429876546X <u>FL123456789100</u>	0021	5	****	08

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Dropout Prevention/Juvenile Justice Programs and Grade Level.

DROPOUT PREVENTION PROGRAM DATA - EXCEPTION REPORTS

74. If the Dropout Prevention/Juvenile Justice Programs is not equal to D, J, N, I or W, then the Dropout Prevention Length of Prescribed Program must be greater than zero. -exception report-

EXAMPLE

The third record would cause a message to be generated because the Dropout Prevention/Juvenile Justice Programs code P is expected to have a Dropout Prevention Length of Prescribed Program greater than zero.


<u>Student Number</u> <u>Florida Identifier</u> <u>Florida Identifier</u>	Dropout Prevention/ Juvenile Justice Programs	Dropout Prevention Length of Prescribed Program
012345678 X <u>FL123456789000</u>	D	000
123456789 X <u>FL123456789100</u>	U	030
* 345678901 X <u>FL123456789300</u>	P	000

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention Length of Prescribed Program and, if in error, correct the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

DELETED FOR 2021.

 ~~3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. —record rejected—~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Instruction/Service	Student Number Identifier, Florida
01	1234567891
01	123456789X
* 01	123456789C
* 01	123456789
* 01	0023456791
* 01	000123456X

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

8. If Survey Period Code is 2 or 3, English Language Learners: Student Plan Date must be numeric and a valid date less than or equal to the survey date ~~unless zero filled~~. If Survey Period Code is 5, English Language Learners: Student Plan Date must be numeric and a valid date less than or equal to June 30th ~~unless zero filled~~. -record rejected-

EXAMPLE

The first ~~and third~~ records listed below would be loaded to the database assuming no other reject rule would cause ~~their~~ its rejection. The second record would be rejected because the English Language Learners: Student Plan Date is an invalid date. The ~~fourth~~ third record would be rejected because the English Language Learners: Student Plan Date is blank.

<u>Student Number</u> <u>Identifier, Florida</u> <u>Identifier</u>	<u>Florida Education</u> <u>Identifier</u>	ELL: Student Plan Date
123456789X	<u>FL123456789000</u>	01181997
* 223456789X	<u>FL123456789100</u>	04311996
323456789X	<u>FL123456789200</u>	00000000
* 423456789X	<u>FL123456789300</u>	

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the English Language Learners: Student Plan Date and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



NEW EDIT FOR 2021

17. Item 3 - Filler on this format in position numbers 7-16 must be all spaces.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number, Current</u>	<u>School Number,</u>	<u>Filler,</u>
<u>Instruction/Service</u>	<u>Current Enrollment</u>	<u>Item #3</u>
<u>01</u>	<u>0151</u>	
<u>* 01</u>	<u>0151</u>	<u>265456789X</u>

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION - EXCEPTION REPORTS

91. If English Language Learners, PK-12 on the Student Demographic Information record is not code LF and if English Language Learners: Entry Date is not zero, then it must be within six years of the Survey Date for Survey Period Codes 2 or 3 or August 31 of the start of the next school year for Survey Period Code 5. The match between the two records should be done using the District Number, Current Instruction/Service (Student Demographic) and District Number, Current Instruction/Service (English Language Learners Student Information); **Student Number Identifier, Florida Florida Education Identifier**; Survey Period Code and School Year. -exception report-

EXAMPLE

The first and second records listed below would pass the edit. The third record would cause a message to be generated because the English Language Learners: Entry Date is not within six years of the Survey Date and the English Language Learners, PK-12 code is LY.

English Language Learners Information

District Number, Current Instruction Service	<u>Florida Student Number Education Identifier, Florida</u>	English Language Learners: Entry Date	Survey Period Code	School Year
01	<u>123456789XFL123456789000</u>	<u>0104200801042015</u>	2	<u>11122020</u>
01	<u>019584559XFL123456789100</u>	<u>0118200901182019</u>	2	<u>11122020</u>
*01	<u>234584559XFL123456789200</u>	<u>0118200401182012</u>	2	<u>11122020</u>

Student Demographic Information


District Number, Current Instruction Service	<u>Florida Student Number Education Identifier, Florida</u>	ELL, PK-12	Survey Period Code	School Year
01	<u>123456789XFL123456789000</u>	LY	2	<u>11122020</u>
01	<u>019584559XFL123456789100</u>	LY	2	<u>11122020</u>
* 01	<u>234584559XFL123456789200</u>	LY	2	<u>11122020</u>

DISTRICT RESPONSIBILITY

The district should verify the English Language Learners: Entry Date on the English Language Learners Information format and the English Language Learners, PK-12 code on the Student Demographic Information format and correct the date or code if it is in error.

EXCEPTIONAL STUDENT - REJECT RULES

DELETED FOR 2021.

 3. ~~The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. —record rejected—~~

~~Note: For more information on Student Number Identifier, Florida refer to the DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.~~

EXAMPLE

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

_____	_____	_____
District Number,	School Number,	Student Number
_____	_____	_____
Current Enrollment	Current Enrollment	Identifier, Florida
_____	_____	_____
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

DISTRICT RESPONSIBILITY

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct Student Number Identifier, Florida and resubmit the records.~~

EXCEPTIONAL STUDENT - REJECT RULES

8. Exceptionality, Other must be C-M, O, P, S-Y, or Z. -record rejected-

Note: Nine possible codes may be selected. If less than nine codes are selected, Z-fill the remaining fields.

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Exceptionality, Other code is invalid.

District Number, Current Enrollment	Student Number <u>Florida Education Identifier, Florida Identifier</u>	Exceptionality, Other
57	571234567X <u>FL123456789100</u>	CLZZZZZZZ
* 57	571234568X <u>FL123456789200</u>	XZZZZZZZZ <u>AZZZZZZZZ</u>
* 57	571234569X <u>FL123456789300</u>	RZZZZZZZZ

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Exceptionality, Other code and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

 17. If any Exceptionality, Other codes C-M, O, P or S-~~YW~~ are reported, the codes must be left-justified and the remaining fields Z-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because all Exceptionality, Other codes are not left-justified.

District Number, Current Enrollment	Student Number <u>Florida Education Identifier, Florida Identifier</u>	Exceptionality, Other
36	361234567X <u>FL123456789100</u>	CLZZZZZZZ
* 36	361234568X <u>FL123456789200</u>	GFZZZKZZZ
* 36	361234678X <u>FL123456789300</u>	WZZZZZZZF

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Exceptionality, Other codes and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

NEW EDIT FOR 2021

 **24. Item 3 - Filler on this format in position numbers 7-16 must be all spaces.**
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #3</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

➔ 2A. Exceptionality, Other must be unique other than Z. -record rejected-

Note: Nine possible codes may be selected but must not be duplicated. If fewer than nine codes are selected, Z-fill the remaining fields.

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Exceptionality, Other code is duplicated.

District Number, Current Enrollment	<u>Student Number</u> <u>Florida Education</u> <u>Identifier, Florida Identifier</u>	Exceptionality, Other
57	<u>571234567XFL123456789100</u>	CLZZZZZZZ
* 57	<u>571234568XFL123456789100</u>	XXZZZZZZZJJZZZZZZZ
* 57	<u>571234569XFL123456789100</u>	RRZZZZZZZTTZZZZZZZ

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Exceptionality, Other codes and resubmit the records.

EXCEPTIONAL STUDENT - REJECT RULES

➔ 2G. ~~Date-of-Consent-for~~ Evaluation Consent Date must be a valid date and less than August 31 at the start of the next school year or it must be zero filled. – record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because ~~Date-of-Consent-for~~ Evaluation Consent Date is after August 31 of the start of the next school year.

District Number, Current Enrollment	Student Number <u>Florida Identifier, Education Florida Identifier</u>	Survey Period Code	Year	Date-Of <u>Evaluation Consent For Consent Evaluation-Date</u>
20	123456789 XFL123456789100	2	1112	09022010
* 20	123456788 XFL123456789200	2	1112	11172012

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the ~~Date-of-Consent-for~~ Evaluation Consent Date and resubmit the record.

EXCEPTIONAL STUDENT - STATE VALIDATION RULES

31. For Survey Period Code = 2, if the student is age 3-5 and if Grade Level = PK and if Exceptionality, Primary or Exceptionality, Other contains a code other than L or Z, then the Exceptional Student, IDEA Educational Environments code must be A, B, J, K, L, M or S. If Survey Period Code is 2 and if the student is age 3-5 and if Grade Level = PK and if Exceptionality, Primary equals L and Exceptionality, Other is all Z's, then Exceptional Student, IDEA Educational Environments code must be Z. Age is determined using the student's Birth Date on the Student Demographic Information record and the Friday of Survey Week. -state validation-

EXAMPLE

The Exceptional Student records listed below which is-are marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments codes and Birth Dates.

Exceptional Student records

District Number, Current Enrollment	Year	Student Number Florida Identifier, Education Florida Identifier	Survey Period Code	Exceptional Student, IDEA Educational Environments
36	0910	123456780 XFL123456789100	2	A
* 36	0910	223456780 XFL123456789200	2	D
* -36	0910	476543210 XFL123456789300	2	B

Student Demographic Information records

District Number, Current Enrollment	Student Number Florida Identifier, Education Florida Identifier	Survey Period Code	Birth Date	Grade Level
36	123456780 XFL123456789100	2	1115200516	PK
36	223456780 XFL123456789200	2	0922201706	PK
36	476543210 XFL123456789300	2	0609201506	KG

DISTRICT RESPONSIBILITY

The district must review both records and correct the record that is in error so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments code and Birth Date.

EXCEPTIONAL STUDENT - STATE VALIDATION RULES

32. For Survey Period Code = 2, if the student is age 5 and Grade Level = KG or is age 6-21 then the Exceptional Student, IDEA Educational Environments code must be C, D, F, H, P or Z. -state validation-

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments code and Birth Date.

Exceptional Student records

District Number, Current Enrollment	<u>Student NumberFlorida Identifier, Florida Education Identifier</u>	Survey Period Code	Exceptional Student, IDEA Educational Environments
* 36	<u>123456780XFL123456789100</u>	2	H
* 36	<u>223456780XFL123456789200</u>	2	A
36	<u>476543210XFL123456789300</u>	2	C

Student Demographic Information records

District Number, Current Enrollment	<u>Student NumberFlorida Identifier, Education Florida Identifier</u>	Survey Period Code	Year	Birth Date	<u>Grade Level</u>
36	<u>123456780XFL123456789100</u>	2	1011	<u>0515201510151999</u>	<u>K</u>
36	<u>223456780XFL123456789200</u>	2	1011	<u>0922201402</u>	<u>1</u>
36	<u>476543210XFL123456789300</u>	2	1011	<u>0609200304</u>	<u>12</u>

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments and Birth Date.

EXCEPTIONAL STUDENT - EXCEPTION REPORTS

43. If Exceptional Student Placement Status = P and ~~Date of Consent for Evaluation~~ Consent Date is not zero-filled, then ~~Date of Evaluation~~ Consent Date ~~for Evaluation~~ must be prior to (less than) or equal to Evaluation Completion Date. - exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the ~~Date of Consent for Evaluation~~ Consent Date is after (greater than) the Evaluation Completion Date.


District Number, Current Enrollment	Student Number <u>Florida Identifier</u> , Education Florida Identifier	Exceptional Student Placement Status	Date of Consent for Evaluation <u>Consent Date</u>	Evaluation Completion Date
65	651234567X <u>FL123456789100</u>	P	10142011	01202012
* 65	651234568X <u>FL123456789200</u>	P	02152011	02102011

DISTRICT RESPONSIBILITY

The district should verify the ~~Date of Consent for Evaluation~~ Consent Date and the Evaluation Completion Date and correct if in error.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION – REJECT RULES

DELETED FOR 2021.

 ~~3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 7175 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. record rejected-~~

~~Note: For more information on Student Number Identifier, Florida refer to DOE Information Database Requirements Volume I – Automated Student Information System Manual.~~

EXAMPLE

~~The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida code, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida code contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
*01	0151	123456789C
*01	0151	123456789
*01	0151	0023456791
*01	0151	000123456X

DISTRICT RESPONSIBILITY

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES



NEW EDIT FOR 2021

1A. Item 3 - Filler on this format in position numbers 7-16 must be all spaces.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.


<u>District Number, Current</u>	<u>School Number,</u>	<u>Filler,</u>
<u>Instruction/Service</u>	<u>Current Instruction/Service</u>	<u>Item #3</u>
<u>01</u>	<u>0151</u>	
<u>* 01</u>	<u>0151</u>	<u>265456789X</u>

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

DELETED FOR 2021.

 ~~3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. --record rejected--~~

~~Note: For additional information on Student Number Identifier, Florida refer to the DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789G
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

14. For Survey Period Codes 2 and 3, Dropout Prevention/Juvenile Justice Programs must be A, D, E, J, N, P, R, I, U, W or Z. For Survey Period Code 5, Dropout Prevention/Juvenile Justice Programs must be Z. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and fifth records are rejected for invalid codes. The fourth record would be rejected because the Dropout Prevention/Juvenile Justice Programs field is blank.

<u>Student Number</u> <u>Identifier, Florida</u>	<u>Florida Education</u> <u>Identifier</u>	Dropout Prevention/ Juvenile Justice Programs
* 6301234560	<u>FL630123456000</u>	B
6301234564	<u>FL630123456100</u>	A
6301234562	<u>FL630123456200</u>	U
* 6301234564	<u>FL630123456400</u>	
* 6301234565	<u>FL630123456500</u>	K

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Dropout Prevention/Juvenile Justice Programs codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

NEW EDIT FOR 2021

 **16. Item 3 - Filler on this format in position numbers 7-16 must be all spaces. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #3</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

FEDERAL/STATE INDICATOR STATUS – REJECT RULES

➔ 25. If Survey Period Code is 2, 3 or 5, Homelessness Cause code must be D, E, F, H, M, N, P, S, T, U, W or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the code for Homelessness Cause is not valid.

District Number Current Enrollment	Student Number-Florida Education Identifier, Florida-Identifier	Homelessness Cause
05	123456789X-FL123456789100	W
05	123456790X-FL123456789200	D
* 05	123456791X-FL123456789300	A

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Homelessness Cause code and resubmit the record

FEDERAL/STATE INDICATOR STATUS – REJECT RULES

➔ 26. If Homeless Student, PK-12 code is A, B, D or E, Homelessness Cause must be D, E, F, H, M, N, P, S, T, U or W. If Homeless Student, PK-12 code is N, Homelessness Cause must be Z. - record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the code for Homelessness Cause is not valid for a homeless student.

<u>Student Number</u> <u>Identifier, Florida</u>	<u>Florida Education</u> <u>Identifier</u>	Homeless Student, PK-12	Homelessness Cause
123456789	<u>FL123456789100</u>	E	S
123456790	<u>FL123456789100</u>	A	T
* 123456791	<u>FL123456789100</u>	A	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Homelessness Cause code or the Homeless Student, PK-12 code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS – STATE VALIDATION RULES

➔ 59. If Dropout Prevention/Juvenile Justice Programs code is D or T, then Grade Level on the matching Student Demographic Information record must not equal PK or KG. The match is based on both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); **Student Number Identifier, Florida Florida Education Identifier**; Survey Period Code and Fiscal Year. -state validation-

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Dropout Prevention/Juvenile Justice Programs and Grade Level.

Federal/State Indicator Status records

District Number, Current Enrollment	Student Number Florida Identifier, Education Florida Identifier	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Dropout Prevention Juvenile Justice Program
01	<u>019876545XFL123456789000</u>	0021	2	****	D
* 01	<u>429876546XFL123456789100</u>	0021	2	****	D

Student Demographic Information records

District Number, Current Enrollment	Student Number Florida Identifier, Education Florida Identifier	School Number, Current Enrollment	Survey Period Code	Year	Grade Level
01	<u>019876545XFL123456789000</u>	0021	2	****	08
01	<u>429876546XFL123456789100</u>	0021	2	****	PK


**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Dropout Prevention/Juvenile Justice Programs and Grade Level.

INDUSTRY CERTIFICATION – REJECT RULES

DELETED FOR 2021.

 3. ~~The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. —record rejected—~~

~~Note: For more information on Student Number Identifier, Florida refer to DOE Information Database Requirements: Volume I – Automated Student Information System Manual.~~

EXAMPLE

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
_____ * 01	0151	123456789C
_____ * 01	0151	123456789
_____ * 01	0151	0023456791
_____ * 01	0151	000123456X

DISTRICT RESPONSIBILITY

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

INDUSTRY CERTIFICATION – REJECT RULES

NEW EDIT FOR 2021

 1A. Item 3 - Filler on this format in position numbers 7-16 must be all spaces. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.


<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #3</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

DELETED FOR 2021.

 ~~3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions must not be all zeroes. record rejected-~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth and sixth records would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with a numeric character in the tenth position. The seventh record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Enrollment	School Number, Current Enrollment	Student Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	0123 56791
* 01	0151	000123456X

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

NEW EDIT FOR 2021

 7. Item 3 - Filler on this format in position numbers 7-16 must be all spaces. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #3</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

- ➔ 17. Withdrawal Code, PK-12 must be DNE, W01, W02, W3A, W3B, W3D, W3E, W04, W05, W06, W07, W08, W8A, W8B, W09, W10, W12, W13, W15, W18, W21, W22, W23, W24, W25, W26, W27, WFT, WFW, WRW, WWE, WWT, WWW, WGA, WGD, WHP, WXL, WXT, WXW, WD1, WPC or WPO. It may also be ZZZ only for survey periods 2 and 3. -record rejected-

Note: See DOE Information Database Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable withdrawal codes for grades PK-12 students.

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Withdrawal Code, PK-12 is not valid. The third record would be rejected because a Withdrawal Code, PK-12 of ZZZ is not valid for the Survey Period Code.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number <u>Florida Identifier</u> , <u>Education Florida Identifier</u>	Survey Period Code	Withdrawal Code, PK-12
01	0301	012345678 X <u>FL123456789100</u>	2	W3A
* 01	0301	012345679 X <u>FL123456789200</u>	2	W54
* 01	0301	012345670 X <u>FL123456789300</u>	5	ZZZ

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Withdrawal Code, PK-12 and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

NEW EDIT FOR 2021

 1A. Item 4 - Filler on this format in position numbers 17-26 must be all spaces. -record rejected-

EXAMPLE


The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #4</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

 35. If Withdrawal Code, PK-12 is W06, W07, W08, W8A, W8B, W09, W10, W27, ~~W00~~, WFT, WFW, WRW, WWE, WWT, WWW, WGA, WGD, WXL, WXT, WXW, WD1, WPC or WPO; then Grade Level must be 9-12. –record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not equal to 9-12 and Withdrawal Code, PK-12 is W8A.

Student Number <u>Florida Education Identifier, Florida Identifier</u>	Grade Level	Withdrawal Code, PK-12
012345678 X <u>FL123456789100</u>	10	W06
* 012345679 X <u>FL123456789200</u>	08	W8A

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct either the Withdrawal Code, PK-12 or Grade Level and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

NEW EDIT FOR 2021

 **1D.** Incident, **Vaping**-Related code must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, **Vaping**-Related code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Vaping - Related
01	0271	00000AS1	Y
01	0271	00000FA2	N
* 01	0271	00000WP3	M

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Incident, **Vaping**-Related code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

NEW EDIT FOR 2021

 **1E.** If Incident, Type is UBL or UHR then Incident, **Vaping**-Related code must be Z.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, **Vaping**-Related code is not Z for an Incident Type of UBL.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Vaping - Related
01	0271	AR000001	UBL	Z
01	0271	FA000002	UHR	Z
* 01	0271	SH000003	UBL	Y

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Incident, **Vaping**-Related code or the Incident Type and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES

NEW EDIT FOR 2021

1F. Incident, Setting code must be P or R ~~if Incident, Type code is BUL, HAR, SXH, TRE, UBL, UHR, or if Incident, Bullying-Related code is Y, then Incident, Setting must be P or R. Otherwise, Incident, Setting code must be Z.~~ -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Setting code is not **P** or **R**.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Setting
01	0271	AS000001	BUL	P
01	0271	DO000002	HAR	R
* 01	0271	SH000003	SXH	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between the Incident, Type code or Incident, Bullying-Related code and Incident, Setting code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES

-  27. Drug Description code must be M, N, O, P or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Drug Description code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Drug, Description
01	0271	00000AR1	M
01	0271	00000BT2	Z
* 01	0271	00000SB3	G

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Drug Description code and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES



29. If Drug Description code is M, N, ~~O~~, or P, then Incident, Drug-Related code must be Y. -record rejected-

EXAMPLE


The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Drug Description code is M but the Incident, Drug-Related code is not Y.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Drug-Related	Drug, Description
01	0271	AS000001	Y	M
01	0271	DO000002	Y	O
* 01	0271	SH000003	N	M

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between Incident, Drug-Related code and Drug Description and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES

-  30. If Incident, Type code is DRD or DRU, then Drug Description code must be M, N, ~~O~~ O or P. -record rejected-

EXAMPLE

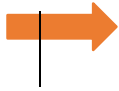
The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is DRU and the Drug Description code is not M or O.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Drug Description
01	0271	AS000001	DRU	M
01	0271	DO000002	DRD	O
* 01	0271	SH000003	DRU	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between Incident, Type and Drug Description and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES



33. If Incident, Drug-Related code is Y, then Drug Description code must be M, N, ~~or O~~ or P. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Drug-Related code is Y and the Drug Description code is Z.


District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Drug-Related	Drug, Description
01	0271	AS000001	Y	M
01	0271	DO000002	Y	O
* 01	0271	SH000003	Y	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between Incident, Drug-Related code and Drug Description and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES

DELETED FOR 2021

 ~~42. If Incident, Weapon-Related is 1, 2, 3 or 4, then Incident, Reported to Law Enforcement must equal Y. -record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Incident, Reported to Law Enforcement code is not Y.~~


District Number, Reporting District	School Number, Where Incident Occurred	Incident, Weapon- Related	Incident, Reported to Law Enforcement
01	0271	1	Y
* 01	0271	2	N

DISTRICT RESPONSIBILITY

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Incident, Reported to Law Enforcement code or the Incident, Weapon-Related code and resubmit the record.~~

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – REJECT RULES

DELETED FOR 2021

 ~~57. If Incident, Type is BAT, HOM, KID, SXB, or WPO then Incident, Reported to Law Enforcement must equal Y. —record rejected—~~

~~EXAMPLE~~

~~The first record listed below would meet the criteria specified in the edit above. The second record would be rejected because Incident, Reported to Law Enforcement code is not Y.~~

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Type	Incident, Reported to Law Enforcement
01	0271	BAT	Y
* 01	0271	HOM	N

~~DISTRICT RESPONSIBILITY~~

~~The district should verify the Incident, Reported to Law Enforcement or the Incident, Type code and correct if in error.~~

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – STATE VALIDATIONS

61. If the Student, Use of Drugs code on the matching Student Discipline /Resultant Action (SDRA) format is Y, then the Drug Description code must be M, N, ~~or O~~ or P. The records match is done using the District Number, Current Enrollment on the SDR format matched to the District Number, Reporting District on the SESIR format; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Resultant Action Occurred on the SDR format along with matching School Year, Survey Period Code and Incident, Identifier. – state validation-

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Drug Description code is incorrect for the Student, Use of Drugs code reported.

Student Discipline/Resultant Action records

District Number, Current Enrollment	School Number, Where Discipline/ Resultant Action Occurred	Student Number Identifier, Florida	<u>Florida Education Identifier</u>	Incident, Identifier	Student, Use of Drugs
36	0021	12345678X	<u>FL123456789100</u>	00000001	Y
* 36	0021	22345678X	<u>FL123456789200</u>	00000002	Y
36	0021	47654321X	<u>FL123456789300</u>	00000003	Y

School Environmental Safety Incident Report (SESIR) records

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Drug Description
36	0021	00000001	M
* 36	0021	00000002	Z
36	0021	00000003	M

DISTRICT RESPONSIBILITY

The district should verify the Student, Use of Drugs code and the Drug Description code and correct the code that is in error.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – EXCEPTION REPORTS

90. If ~~Incident, Type = WPO~~ Weapon Description code is F, H, M, or R, and if a matching Student Discipline/Resultant Action record exists, then one of the Disciplinary/Resultant Action codes on the Student Discipline/Resultant Action (SDRA) format must be E, F, P, H or U. The match should be done using District Number, Reporting District on the School Environmental Safety Incident Report (SESIR) format matched to District Number, Current Enrollment on the SDRA format; School Number, Where Incident Occurred on the SESIR matched to School Number, Where Discipline/Resultant Action Occurred on the SDRA format; along with School Year; Survey Period; Incident, Identifier and Incident, Date. –exception report-

EXAMPLE

The School Environmental Safety Incident Report record listed below which is marked with an asterisk would cause an error message to be generated because the Discipline/Resultant Action code does not equal E, F, P, H or U.

School Environmental Safety Incident Report records

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type <u>Weapon Description</u>	Incident, Date
01	0021	C0000001	WPO <u>F</u>	12062004 <u>12062021</u>
01	0021	A0000002	VAN <u>S</u>	11142004 <u>11142021</u>
* 01	0021	S0000003	WPO <u>M</u>	11082004 <u>11082021</u>

Student Discipline/Resultant Action Records


District Number, Instruction/ Enrollment	School Number, Where Discipline/ Resultant Action Occurred	Discipline/ Resultant Action Code	Incident, Identifier	Incident, Date
01	0021	E	C0000001	12062004 <u>12062021</u>
01	0021	I	A0000002	11142004 <u>11142021</u>
01	0021	O	S0000003	11082004 <u>11082021</u>

DISTRICT RESPONSIBILITY

The district should verify the ~~Incident, Type~~ Weapon Description on the SESIR record and Disciplinary/Resultant Action code on the Student Discipline/~~Referral~~ Resultant Action format and correct the codes if they are in error.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – EXCEPTION REPORTS

DELETED for 2021

 ~~92. If Incident, Type is BRK, DOC, DRD, DRU, or ROB, then Incident, Reported to Law Enforcement must equal Y. –exception report–~~

~~EXAMPLE~~

~~The first record listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because Incident, Reported to Law Enforcement code is not Y.~~


District Number, Reporting District	School Number, Where Incident Occurred	Incident, Type	Incident, Reported to Law Enforcement
01	0271	BRK	Y
* 01	0271	DRU	N

~~DISTRICT RESPONSIBILITY~~

~~The district should verify the Incident, Reported to Law Enforcement or the Incident, Type code and correct if in error.~~

STUDENT ADDITIONAL FUNDING – REJECT RULES

DELETED FOR 2021.

 ~~3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. record rejected-~~

~~Note: For additional information on Student Number Identifier, Florida refer to DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

STUDENT ADDITIONAL FUNDING – REJECT RULES

NEW EDIT FOR 2021

 14. Item 4 - Filler on this format in position numbers 9-18 must be all spaces. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number, Current</u>	<u>School Number,</u>	<u>Filler,</u>
<u>Instruction/Service</u>	<u>Current Instruction/Service</u>	<u>Item #4</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

STUDENT ADDITIONAL FUNDING – STATE VALIDATION RULES

40. If FTE Earned, Early graduates is greater than zero, then a Student End of Year Status record must exist and the Diploma Type on the Student End of Year Status record must be W06, ~~WCO~~, WFT, or WRW. The records should match based on District Number, Current Enrollment; Florida Education Identifier~~Student Number Identifier~~, ~~Florida~~; Survey Period, and Year. –state validation–

EXAMPLE

The second and third records would cause a message to be generated because the FTE Earned, Early Graduates is greater than zero and the Diploma Type codes are not W06, WFT or WRW.

Student End of Year Status records

District Number, Current Enrollment	<u>Student Florida</u> <u>Number</u> <u>Education Identifier</u> , <u>Identifier</u> Florida	Diploma Type
36	<u>FL340945895734123456780X</u>	W06
* 36	<u>FL340945895735223456780X</u>	W6A
* 36	<u>FL340945895736323456780X</u>	ZZZ

Student Additional Funding records

District Number, Current Enrollment	<u>Student Florida</u> <u>Number</u> <u>Education Identifier</u> , <u>Identifier</u> Florida	FTE Earned, Early Graduates
36	<u>FL340945895734123456780X</u>	0.2500
* 36	<u>FL340945895735223456780X</u>	0.2500
* 36	<u>FL340945895736323456780X</u>	0.2500

DISTRICT RESPONSIBILITY

The district must review the Diploma Type codes and the FTE Earned, Early Graduates amounts and correct the items that are in error. The district must then resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

DELETED FOR 2021.

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 and 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. —record rejected—

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains a blank. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

NEW EDIT FOR 2021



10. Item 3 - Filler on this format in position numbers 7-16 must be all spaces. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #3</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

NEW EDIT FOR 2021

➔ 1A. Item 3 - Filler on this format in position numbers 7-16 must be all spaces.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #3</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

DELETED FOR 2021.

3. ~~The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an X or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. —record rejected—~~

EXAMPLE


~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with an X in the tenth position. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
_____ * 01	0151	123456789C
_____ * 01	0151	123456789
_____ * 01	0151	002345679X
_____ * 01	0151	000123456X

DISTRICT RESPONSIBILITY

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

STUDENT COURSE SCHEDULE - REJECT RULES

 20. FEFP Program Number must be 102, 103, 112, ~~or 113~~ or 999 if Dual Enrollment Indicator code = A, B, C, or E. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the relationship between Dual Enrollment Indicator code and FEFP Program Number is not appropriate.

Student Number <u>Florida Education</u> Identifier, Florida	Dual Enrollment Indicator	FEFP Program Number
123456789 <u>XFL123456789000</u>	A	103
* 123456790 <u>XFL123456789100</u>	C	251

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct either the Dual Enrollment Indicator code or FEFP Program Number and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

25. If Grade Level on the Student Course Schedule record is PK, then Reading Intervention Component code must be Z. Otherwise, Reading Intervention Component code must be A, B, C or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Reading Intervention Component codes are not valid for the Grade Levels.

District Number, Current Instruction/ Service	<u>Student Number</u> <u>Florida Identifier</u> , <u>Education Florida Identifier</u>	Course Number	Reading Intervention Component	Grade Level
01	123456789 X <u>FL123456789000</u>	2100010	A	06
01	123456790 X <u>FL123456789100</u>	2100010	N	10
* 01	123456791 X <u>FL123456789200</u>	2100010	Z	01
* 01	123457891 X <u>FL123456789300</u>	5100520	N	PK

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Intervention Component codes and resubmit the records.

STUDENT COURSE SCHEDULE – REJECT RULES



4E. In Surveys 2, 3 and 4 and

- If School Number, Current Instruction/Service equals 7006
- and Online Course Provider equals ~~310~~, 314, 315, 316, 317, 318 or 319 ~~or 317~~
- then the Course Number must be on the Virtual Online Course Provider Reference file – F71485.

The match should be made using Fiscal Year; Online Course Provider Identifier; and Course Number. –record rejected–

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Course Number listed does not match a Course Number for the Online Course Provider (~~310~~317) in the Virtual Online Course Provider Reference file.

Student Course Schedule records

District Number	School Number, Current Instruction/Service	Student Number <u>Florida Identifier, Education Florida Identifier</u>	Online Course Provider Identifier	Course Number	Fiscal Year
01	7006	0123456786 <u>XFL123456789000</u>	315	0800300	****
01	7006	0123456787 <u>XFL123456789100</u>	<u>310</u> 317	12050101 <u>1200310</u>	****
* 01	7006	0123456788 <u>XFL123456789200</u>	<u>310</u> 317	07083401 <u>1900300</u>	****

****=Valid fiscal year for data submission

DISTRICT RESPONSIBILITY

The district must correct the Student Course Schedule record so that the appropriate relationship exists between the Virtual Online Course Reference file Course Number and Student Course Schedule Course Number.

STUDENT COURSE SCHEDULE - REJECT RULES



54. If the Virtual Instruction Provider code is:
- 071 (Florida Virtual School) then Grade Level must be KG-12.
 - 302 (K12 Florida, LLC) then Grade Level must be KG-12.
 - 308 (Somerset Academy, Inc.) then Grade Level must be 06-12.
 - 309 (Edgenuity) then Grade Level must be 06-12.
 - 310 (Edmentum) then Grade level must be 06-12.
 - 311 (Mater Virtual Academy) then Grade Level must be 06-12.
 - 313 (District VIP – Florida Connections Academy, LLC) then Grade Level must be KG-12.

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Grade Level is not valid for the Virtual Instruction Provider code.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Survey Period Code	Student Number Florida Identifier, Education Florida Identifier	Grade Level	Virtual Instruction Provider
31	7001	2	423456789 X <u>FL123456789000</u>	04	302
31	7001	2	423456790 X <u>FL123456789100</u>	09	071
* 31	7001	2	423456791 X <u>FL123456789200</u>	04	308

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Virtual Instruction Provider or the Grade Level and resubmit the record.

STUDENT COURSE SCHEDULE—EXCEPTION REPORTS

DELETED FOR 2021.

96. ~~For each student, no more than two Student Course Schedule records may be coded A or B on the Reading Intervention Component element. Find all Student Course Schedule records for a student by matching on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Fiscal Year.—exception report-~~

EXAMPLE


The student's records listed below would cause a message to be generated because it is expected that no more than two courses per student will contain the Reading Intervention Component and be coded A or B on this element.

District Number, Current Instruction/Service	Survey Period Code	Student Number Identifier, Florida	Course Number	Reading Intervention Component
*01	2	123456789X	5013010	A
*01	2	123456789X	7910100	A
*01	2	123456789X	2109310	A
*01	2	123456789X	1300330	A

DISTRICT RESPONSIBILITY

The district should verify whether or not the student is receiving reading intervention in all four courses and correct the records if they are in error. If no record is in error, no action is necessary.

STUDENT COURSE SCHEDULE – AGGREGATE EXCEPTION REPORTS

 AA. If Survey Period Code is 1-4 and district of instruction is 01-67 or 72-75, and for any school that reported a student where Grade Level = KG – 12, then there must be at least one KG-12 student coded A, ~~or~~ B or C on the Reading Intervention Component element for each School Number, Current Instruction in the Master School Identification (MSID) file. – aggregate exception report-

EXAMPLE

School Number 0021 has 973 total Student Course Schedule records but all records have a N code on the Reading Intervention Component element. An error message is generated for School Number 0021 on the exception report indicating that the district failed this exception edit. It is expected that the school will have one or more students receiving reading intervention services.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Reading Intervention Component element on the records that are in error.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

DELETED FOR 2021.

4. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. —record rejected—

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth digit of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with a numeric character in the tenth position. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

NEW EDIT FOR 2021

 22. Item 5 - Filler on this format in position numbers 22-31 must be all spaces. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.


<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #5</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

DELETED FOR 2021.

 4. ~~The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-~~

~~Note: For additional information on Student Number Identifier, Florida refer to DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~


District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

STUDENT DEMOGRAPHIC – REJECT RULES

DELETED FOR 2021.

 7. ~~The first nine positions of Student Number Identifier-Alias, Florida must be numeric. The tenth position of Student Number Identifier-Alias, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier-Alias, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. record rejected.~~

~~Note: For additional information on Student Number Identifier-Alias, Florida refer to DOE Information Database Requirements: Volume I – Automated Student Information System Manual.~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier-Alias, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier-Alias, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.~~

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier-Alias, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier-Alias, Florida and resubmit the records.~~

STUDENT DEMOGRAPHIC – REJECT RULES

 15. If Migrant Status Term is B, D, E, S, T, U, V, W or X, then Birth Date must be ~~09021997-09011998~~ through ~~08312020-08312021~~ inclusive. (This edit does not apply to Survey Periods 6 and 8.). -record rejected-

EXAMPLE

The first record would be rejected because the Birth Date is not in the acceptable range. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	<u>Florida Education</u> <u>Identifier</u>	Survey Period Code	Year	Migrant Status Term	Birth Date
* 0123456789X	* <u>FL123456789000</u>	5	****	D	09141983
0123456790X	<u>FL123456789001</u>	5	****	S	01092003
0123456791X	<u>FL123456789002</u>	5	****	B	10191999

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Birth Date or the Migrant Status Term and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

NEW EDIT FOR 2021

 1F. Item 4 - Filler on this format in position numbers 9-18 must be all spaces.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #4</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

NEW EDIT FOR 2021

 1G. Item 7 - Filler on this format in position numbers 24-33 must be all spaces.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number, Current</u>	<u>School Number,</u>	<u>Filler,</u>
<u>Instruction/Service</u>	<u>Current Enrollment</u>	<u>Item #7</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES



38. If Migrant Status Term is B, D, E, S, T, U, V, W or X, then Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be greater than or equal to ~~9/1/2016~~09/1/2017 and less than or equal to ~~08/31/2020~~08/31/2021. (This edit does not apply to Survey Periods 6 and 8.) - record rejected-

EXAMPLE


The first record would be rejected because the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not less than or equal to ~~8/31/2020~~08/31/2021. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.

<u>Student Number Identifier, Florida</u>	<u>Florida Education Identifier</u>	Survey Period Code	Year	Migrant Status Term	Qualifying Arrival Date (QAD) for Migrant Program Eligibility
* 0123456789X	* FL123456789100	5	****	D	09142020-09142021
0123456790X	<u>FL123456789200</u>	5	****	D	01092018
0123456791X	<u>FL123456789300</u>	5	****	D	10192019

**** = Valid fiscal year for data submission.

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the record.

STUDENT DEMOGRAPHIC – REJECT RULES

 41. If School Number, Current Enrollment is not 9995, then Birth Date must be less than or equal to the survey due date. If School Number, Current Enrollment is 9995; Survey Period Code is not 6 or 8 and Migrant Status Term is Z; then Birth Date must be 00000000. If School Number, Current Enrollment is 9995; Survey Period Code is not 6 or 8; and Migrant Status Term is not Z, then Birth Date must be ~~09021997~~ 09021998 through ~~08312020~~ 08312021 inclusive. -record rejected

EXAMPLE

If the survey week for the records listed below were October 14-18, 2014, the first record would be rejected because the Birth Date is not less than the Survey Date. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.

<u>Student Number Identifier, Florida</u>	<u>Florida Education Identifier</u>	Survey Period Code	Year	Birth Date
* 012345677X	<u>* FL123456789000</u>	2	****	11042014
124356788X	<u>FL123456789002</u>	2	****	03152012
123547279X	<u>FL123456789003</u>	2	****	08112013


**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Birth Date and resubmit the record.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

DELETED FOR 2021.

 3. ~~The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. --record rejected-~~

~~Note: For additional information on Student Number Identifier, Florida refer to DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number,	School Number,	Student Number
Current Enrollment	Current Enrollment	Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

NEW EDIT FOR 2021

 12. Item 3 - Filler on this format in position numbers 7-16 must be all spaces.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.


<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #3</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

DELETED FOR 2021.

 3. ~~The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. --record rejected-~~

~~Note: For additional information on Student Number Identifier, Florida refer to DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.~~

~~EXAMPLE~~


~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

STUDENT END OF YEAR STATUS – REJECT RULES

 9. Diploma Type must be W06, W07, W10, ~~W60~~, WD1, WFW, WFT, WGD, WGA, WRW, WWE, WWT, WWW, WXL, WXT, WXW, W27, W43, W45, W52, W54, W55, W58, W59, ~~W60~~, W61, W62, W63 or ZZZ. -record rejected.

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because Diploma Type is an invalid code.

District Number, Current Enrollment	Student Number Identifier, Florida	<u>Florida Education</u> <u>Identifier</u>	Diploma Type
30	301234567X	<u>FL123456789100</u>	W06
30	301234568X	<u>FL123456789200</u>	W43
* 30	301234569X	<u>FL123456789300</u>	XXX

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Diploma Type and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

NEW EDIT FOR 2021

 12. Item 3 - Filler on this format in position numbers 7-16 must be all spaces.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number,</u> <u>Current Enrollment</u>	<u>School Number,</u> <u>Current Enrollment</u>	<u>Filler,</u> <u>Item #3</u>
01	0151	
* 01	0151	265456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

16. Withdrawal Reason code must be DNE, W01, W02, W3A, W3B, W3D, W3E, W04, W05, W12, W13, W15, W18, W21-W26, WHP, WPC, WPO or ZZZ. -record rejected-

EXAMPLE

The second record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first and third records would be rejected because the code for Withdrawal Reason is not valid.

District Number, Current Enrollment	<u>Student Number Identifier, Florida</u>	<u>Florida Education Identifier</u>	Withdrawal Reason
* 30	301234567X	<u>FL123456789100</u>	XXX
30	301234568X	<u>FL123456789200</u>	W12
* 30	301234569X	<u>FL123456789300</u>	W34

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Withdrawal Reason code and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

32. If Diploma Type is W06, W07, W27, ~~W00~~, WD1, WFT, WFW, WGA, WGD, WRW, WWE, WWT, WWW, WXL, WXT or WXW, Grade Level must be one of the grades 9-12. If Diploma Type is W10, Grade Level must be one of the grades 10-12. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not one of the grades 9-12 and Diploma Type is W06.

<u>Student Number</u> <u>Identifier, Florida</u>	<u>Florida Education</u> <u>Identifier</u>	Grade Level	Diploma Type
012345678X	<u>FL123456789100</u>	12	W06
012345679X	* <u>FL123456789200</u>	08	W06

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Diploma Type or the Grade Level so that they are in the proper relationship and resubmit the record.

STUDENT END OF YEAR STATUS – AGGREGATE EXCEPTION EDIT

 3C. If Diploma Type is W43, W45, W52, W54, W55, W58, W59, ~~W60~~, W61, W62 or W63, Grade Level must be 30 or 31. –record rejected–

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not 30 or 31 and Diploma Type is W43.


Student Number Identifier, Florida	<u>Florida Education Identifier</u>	Grade Level	Diploma Type
012345678X	<u>FL123456789100</u>	31	W45
012345679X	* <u>FL123456789200</u>	11	W43

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Diploma Type or the Grade Level so that they are in the proper relationship and resubmit the record.

STUDENT END OF YEAR STATUS – REJECT RULES

EDIT SUSPENDED FOR 1920 (No ELA FSA Administered in 2019-20)

 **3P.** If Grade Level = 3 and if the student exists on the table of students who scored at Level 1 in Reading on the 3rd Grade English Language Arts Florida Standards Assessment (ELA FSA) (matched on District Number, Current Enrollment and Florida Education Identifier), then Grade Promotion Status must = A, N or R. – reject rules –

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the student appears on the table of students who scored at Level 1 in Reading on the ELA SSA and the Grade Promotion Status is = P.

Student End of Year Status records

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Grade Promotion Status
36	FL123456780000	5	A
36	FL423456780000	5	R
* 36	FL223456780000	5	P

DISTRICT RESPONSIBILITY

The district must correct the Grade Promotion Status code on the Student End of Year Status record that is in error and resubmit the record.

STUDENT END OF YEAR STATUS – STATE VALIDATION

~~EDIT SUSPENDED FOR 1920 (Per code 5, no statewide, standardized ELA assessment administered in 2019-20)~~

49. If Grade Promotion Status Good Cause Exemption equals 5, then there must either be a matching Federal/State Indicator record with Section 504 Eligible equal to “Y”, or there must be a matching Exceptional Student record with one of the two elements Exceptionality, Primary or Exceptionality, Other not equal to L or Z. The records should match based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number, Florida Education Identifier; Survey, and Year. -state validation-

EXAMPLE

The second and fourth records listed below which are marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Promotion Status: Good Cause Exemption and the elements Section 504 Eligible; Exceptionality, Primary; and Exceptionality, Other. The Grade Promotion Status: Good Cause Exemption code for these two records is 5 but the proper corresponding codes are not found in any of the three elements listed above.

Student End of Year Status

<u>District Number, Current Enrollment</u>	<u>Florida Education Identifier</u>	<u>School Year</u>	<u>Grade Promotion Status: Good Cause Exemption</u>
30	FL123456789167	****	5
* 30	FL123456789168	****	5
30	FL123456789160	****	5
* 30	FL123456789107	****	5

<u>District Number, Current Enrollment</u>	<u>Student Number Identifier, Florida</u>	<u>School Year</u>	<u>Grade Promotion Status: Good Cause Exemption</u>
30	301234567X	****	5
* 30	301234568X	****	5
30	301234560X	****	5
* 30	301234571X	****	5

STUDENT END OF YEAR STATUS – STATE VALIDATION

Federal/ State Indicator Status

District Number, Current Enrollment	Florida Education Identifier	Fiscal Year	Section 504 Eligible
30	FL123456789167	****	Y
* 30	FL123456789168	****	Z
30	FL123456789160	****	Z
* 30	FL123456789107	****	Z

District Number, Current Enrollment	Student Number Identifier, Florida	Fiscal Year	Section 504 Eligible
30	301234567X	****	Y
* 30	301234568X	****	Z
30	301234560X	****	Z
* 30	301234571X	****	Z

Exceptional Student

District Number, Current Enrollment	Florida Education Identifier	Year	Exceptionality, Primary	Exceptionality, Other
30	FL123456789167	****	Z	Z
*30	FL123456789168	****	Z	Z
30	FL123456789160	****	L	K
* 30	FL123456789107	****	L	Z

District Number, Current Enrollment	Student Number Identifier, Florida	Year	Exceptionality, Primary	Exceptionality, Other
30	301234567X	****	Z	Z
*30	301234568X	****	Z	Z
30	301234560X	****	L	K
* 30	301234571X	****	L	Z

**** = Valid School year for data submission.


STUDENT END OF YEAR STATUS – STATE VALIDATION

DISTRICT RESPONSIBILITY

The district must correct the Student End of Year Status record (Grade Promotion Status: Good Cause Exemption element), the Federal/State Indicator Status record (Section 504 Indicator element) or the Exceptional Student record (Exceptionality, Primary or Exceptionality, Other elements) so that the appropriate relationship exists between Grade Promotion Status: Good Cause Exemption and one of these three elements.

STUDENT TRANSPORTATION – REJECT RULES

DELETED FOR 2021.

 3. ~~The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. --record rejected-~~

~~Note: For more information on the Student Number Identifier, Florida refer to DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.~~

~~EXAMPLE~~

~~The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.~~

District Number,	Student Number
Current Instruction/Service	Identifier, Florida
01	1234567891
01	123456789X
* 01	123456789C
* 01	123456789
* 01	0023456791
* 01	000123456X

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Student Number Identifier, Florida and resubmit the records.~~

STUDENT TRANSPORTATION – REJECT RULES

NEW EDIT FOR 2021

 18. Item 2 - Filler on this format in position numbers 3-12 must be all spaces.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the data reported is not all spaces.

<u>District Number, Current</u>	<u>Filler,</u>
<u>Instruction/Service</u>	<u>Item #2</u>
<u>01</u>	
<u>* 01</u>	<u>265456789X</u>

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must fill the positions noted with all spaces and resubmit the record.

TEACHER COURSE – STATE VALIDATION RULES

5F. For Survey Periods 2 and 3,

- If the course is not a dual enrollment course at a postsecondary institution, and
- If School Number, Current Instruction/Service is not 7001 or 7006, and
- If School Number, Current Instruction/Service is not 7004 and 7023 in one of the following District Numbers, Current Instruction/Service: 02, 04, 07, 12, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 28, 30, 32, 33, 34, 38, 39, 40, 44, 45, 46, 47, 54, 62, 65, 67, 73 and 75
- If Charter School Status is not R, C, T or B and School Function Setting is not V,
- If Location of Student code is not T on the Student Course Schedule record (matching on District Number, Current Instruction/Service; School Number Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number),

then each Teacher Course Schedule record must have a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local,

Dual enrollment records are those with School Number, Current Instruction/Service of C901-C928, U970-U981 or P001-P999 and those with an alphanumeric course number at any School Number, Current Instruction/Service.
-state validation-

EXAMPLE

The first Teacher Course Schedule record listed below would pass this edit because it has a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local. The second Teacher Course Schedule record listed below would cause a state validation error report message to be generated because there is no matching Staff Demographic Information record.

Teacher Course Schedule records

District Number	Current Instruction/Service	Survey Period Code	Fiscal Year	Social Security Number	Staff Number Identifier, Local
	01	2	****	123456789	ABC123DEF9
	* 01	2	****	123456790	BCD456EFG8

**** = Valid fiscal year for data submission.

TEACHER COURSE – STATE VALIDATION RULES

Staff Demographic Information records

District Number Current Instruction/ Service	Survey Period Code	Fiscal Year	Social Security Number	Staff Number Identifier, Local
01	2	****	123456789	ABC123DEF9
* 01	2	****	123456791	BCD456EFG8

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify that the Teacher Course Schedule record is valid and submit a matching Staff Demographic Information record on the Staff Information Database based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local.

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
AUTOMATED STUDENT DATA ELEMENTS
SUMMARY OF CHANGES FOR THE 2020-2021 FISCAL YEAR**

Data Element Number	Data Element Name	Date Revised	Subject	Revision Description
101075	Adult Educational Functioning Level, Initial	7/1/2020	Codes	Modified code definition removing grade requirement.
101075	Adult Educational Functioning Level, Initial	7/1/2020	Notes	Added multiple clarification notes.
101776	Adult Test Name	7/1/2020	Formats Required	Added WDIS Adult General Education Student Course as a required format.
101776	Adult Test Name	7/1/2020	Notes	Added note regarding the WDIS Adult General Education Student Course format.
115660	Dropout Prevention Length of Prescribed Program	7/1/2020	Definition	Revised definition.
115666	Dropout Prevention/Juvenile Justice Placement Reasons (Optional)	7/1/2020	Codes	Deleted code T under Disciplinary.
144145	English Language Learners: Instructional Model	7/1/2020	Notes	Deleted 'Note' – no longer valid.
111306	Evaluation Consent Date	7/1/2020	Element Name	Changed data element name to Evaluation Consent Date.
111306	Evaluation Consent Date	7/1/2020	Notes	Updated data element name in Notes to Evaluation Consent Date.
114025	Diploma Type	7/1/2020	Codes	Deleted codes WCO and W60 which were only valid for 2019-20 school year reporting.
115680	Dropout Prevention/Juvenile Justice Programs	7/1/2020	Codes	Split code D into two codes by adding code T and updating definitions; Revised definitions for codes J and W; Removed Survey 7 from code Z.
115802	Drug Description	7/1/2020	Codes	Added new code P; corrected spelling of "incident" for code Z.
117525	Exceptional Student, IDEA Educational Environments	7/1/2020	Definition	Updated language in definition to exclude age 5, in KG, from the ages 3-5 reference; and include age 5, in KG, to the ages 6-21 reference.
117525	Exceptional Student, IDEA Educational Environments	7/1/2020	Codes	Updated Codes and Notes (within Code sections) to exclude age 5, in KG, from codes A, B, J, K, L, M and S; included age 5, in KG, in codes C, D, F, H and P. Changed title for code H from Home/Hospital to Hospital/Homebound.
117525	Exceptional Student, IDEA Educational Environments	7/1/2020	Notes	Updated 2nd Note to include age 5, in KG, to the ages 6-21 reference.
117625	Exceptional Student Plan Date	7/1/2020	Definition	Updated definition to remove words 'most recent'.
117625	Exceptional Student Plan Date	7/1/2020	Notes	Added a Note for further clarification for this data element.
118475	Exceptionality, Other	7/1/2020	Codes	Added new codes X and Y.
118475	Exceptionality, Other	7/1/2020	Notes	Added Notes to clarify the uses for select codes.
129150	Homelessness Cause	7/1/2020	Codes	Added new code P; Revised definition for code N.
132025	Immunization Status	7/1/2020	Codes	Corrected layout of code 1.
132025	Immunization Status	7/1/2020	Codes	Deleted "Obsolete Code" section; not valid for reporting.
138250	Incident, Basis - Disability	7/1/2020	Codes	Updated definition for Code Z.
138275	Incident, Basis - Race	7/1/2020	Codes	Updated definition for Code Z.
138300	Incident, Basis - Sex	7/1/2020	Codes	Updated definition for Code Z.
168521	Reading Intervention Component	7/1/2020	Codes	Added new code C to capture students receiving Tier 2 and 3 intervention in the same course.
197257	Incident, Basis – Sexual Orientation	7/1/2020	Codes	Corrected spellings in codes N and Y; and updated definition for Code Z.
197258	Incident, Basis - Religion	7/1/2020	Codes	Corrected spellings in code N; and updated the definition for code Z.
197293	Incident, Vaping-Related	7/1/2020		New Data Element

Data Element Number	Data Element Name	Date Revised	Subject	Revision Description
140025	Incident, Reported to Law Enforcement	7/1/2020	Codes	Updated definitions for codes C, N and Y.
197295	Incident, Setting	7/1/2020		New Data Element

FORM 101- Data Element Change

Data Element #:	101075	Author:	Neill Powell	Date Revised:	7/1/2020
Element Name:	Adult Educational Functioning Level, Initial				
Subject:	Grades Required		Year: 2021		
Revision Description:	Removed grade restrictions on individual codes; Added multiple notes; Modified program descriptive language.				
DB2 Programming Changes Required	No (I'm assuming as there is no mention of grade in the AGE SC edits.				

(Enter revision below with track changes.)

Code Definition/Example

1) Adult General Education

- B ABE Level 1 (~~grade level 0 through 1.9~~),
- F ABE Level 2 (~~grade level 2.0 through 3.9~~),
- H ABE Level 3 (~~grade level 4.0 through 5.9~~),
- J ABE Level 4 (~~grade level 6.0 through 8.9~~),
- K ABE Level 5 (grade level 9.0 through 10.9 WITH a U.S. high school diploma or its equivalent)
- L ABE Level 6 (grade level 11.0 through 12.9 WITHOUT a U.S. high school diploma or its equivalent),
- M ABE Level 6 (grade level 11.0 through 12.9, WITH a U.S. high school diploma or its equivalent).
- N ABE Level 5 (grade level 9.0 through 10.9 WITHOUT a U.S. high school diploma or its equivalent)

NOTE #1: When determining initial placement for GED® Prep Social Studies (9900132) or GED® Prep Science (9900133) a student is placed when tested at a 9.0 or higher on an eligible Reading subtest.

NOTE #2: Students may only be enrolled in Applied Academics for Adult Education (AAAE) if their initial functioning level is equivalent to grade level 9.0 or higher (Codes K, L, M, or N) and the student is enrolled in or planning to enroll in a career certificate program with a basic skills requirement.

NOTE #3: Should be reported using the field "Adult Educational Functioning Level, Initial (Non-ESOL and ELCATE Programs)"

FORM 101- Data Element Change

Data Element #:	101776	Author:	Neill Powell	Date Revised:	7/1/2020
Element Name:	Adult Test Name				
Subject:	Formats Required	Year:	<u>2021</u>		
Revision Description:	Added "Note"; Add required format WDIS Adult General Education Student Course DB9 48x.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

TBE TABE CLAS E

Note: Represents the test used to establish the Adult Educational Functioning Level, Initial, when reported on the Adult General Student Course Format.

Length: 3

Data Type: Alphanumeric

Formats Required:

WDIS Adult General Education Student Course DB9 48x

WDIS Adult General Education Test Record DB9 62x

Surveys Required:

FORM 101- Data Element Change

2) Literacy Skills

ESOL-

Q	ESOL Pre Literacy – Level A
R	ESOL Basic Literacy – Level B
S	ESOL Advanced Literacy- 2 Level C

For the initial Adult ESOL functioning level, use the following codes to relate functioning level to approved test scores per Rule 6A-6.014, Florida Administrative Code (F.A.C.)

NOTE #1: Should be reported using the field “Adult Educational Functioning Level, Initial (Non-ESOL and ELCATE Programs)”

3) ESOL

Initial

1	ESL Level 1
2	ESL Level 2
3	ESL Level 3
4	ESL Level 4
5	ESL Level 5
6	ESL Level 6

NOTE#1: IEFL based on reading should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Reading)”.

NOTE#2: IEFL based on listening should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Listening)”.

For the initial Adult ELCATE functioning level, use the following codes to relate functioning level to approved test scores per r. 6A-6.014, F.A.C.

FORM 101- Data Element Change

4)

ELCATE

D	ESL Level 5
E	ESL Level 6

NOTE#1: IEFL based on reading should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Reading)”.

NOTE#2: IEFL based on listening should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Listening)”.

This program is for students who wish to enter a university or ~~community~~-state college, to take post-secondary level credit courses, ~~or who wish to study academic English for personal enrichment~~. It is open to students who have completed the core ESOL curriculum or the ELCATE course, or to new students who demonstrate strong English language ability.

5)

Open

7	Adult ESOL College and Career Readiness
Z	Not Applicable

NOTE #1: Students may only be enrolled in Applied Academics for Adult Education (AAAE) if their initial functioning level is equivalent to grade level 9.0 or higher (Codes K, L, M, or N) and the student is enrolled in or planning to enroll in a career certificate program with a basic skills requirement.

NOTE #2: Should be reported using the field “Adult Educational Functioning Level, Initial (Non-ESOL and ELCATE Programs)”

Length: 1

Data Type: Alphanumeric

Year Implemented: 9495

FORM 101- Data Element Change

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Student Course DB9 48x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

Appendix R: Core Academic Subjects Course Number Prefixes

Description of Changes:

<u>6/11/2020</u>	<u>Codes</u>	<u>Modified code definition removing grade requirement.</u>
<u>6/11/2020</u>	<u>Notes</u>	<u>Added multiple clarification notes.</u>
7/1/2019	Notes	Modified the Adult General Education Note #1 to clarify when a student is placed.
7/1/2017	Codes	Changed labels for codes to reflect new federal National
7/1/2016	Notes	Added clarifying language and removed obsolete note.
7/1/2016	Codes	Added value N, removed value C, corrected numbering, and added clarifying language.
7/1/2016	Definitio n	Updates to definition to reflect programmatic changes in adult general education
4/6/2016	Codes	Updated the name of the Adult ESOL College and Career Readiness program
6/5/2015	Definitio n	Clarifying language and additions to notes for AAAE and GED
10/31/2014	Definitio n	Remove reference to comprehensive courses in definition and remove ambiguous references in code notes.

FORM 101- Data Element Change

Data Element #:	111306	Author:	Stephanie Julmiste	Date Revised:	4/2/2020
Element Name:	Date of Consent for Evaluation				
Subject:	Element Name	Year: 2021			
Revision Description:	Changed <u>d</u> data element name to Evaluation Consent Date.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

~~Date of Consent for Evaluation~~ Consent Date

Data Element #:	111306	Author:	Stephanie Julmiste	Date Revised:	4/2/2020
Element Name:	Date of Consent for Evaluation				
Subject:	Note	Year: 2021			
Revision Description:	Updated <u>d</u> data element name in notes-Notes to change data element name to Evaluation Consent Date.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

NOTES:

In Survey 5, in addition to students in exceptional student education programs, this element is also reported for students referred, evaluated, and found ineligible for these programs.

Date may be reported as all zeroes for students for whom consent was received prior to July 1, 2008.

In Surveys 2, 3 and 5, zero-fill ~~Date of Consent for~~ Evaluation Consent Date for students with an Exceptional Student Placement Status of T (transferred from out-of-state).

FORM 101- Data Element Change

Data Element #:	114025	Author:	Teresa Sancho	Date Revised:	7/1/2020
Element Name:	Diploma Type				
Subject:	Code	Year: 2021			
Revision Description:	Deleted codes WCO and W60 which were only valid for 2019-20 school year reporting.				
DB2 Programming Changes Required	Yes/ No				

(Enter revision below with track changes.)

Code Definition/Example

W06 Standard High School Diploma

W07 Special Diploma (option one) NOTE: This will not be a valid diploma type after the 2022-23 school year This option is valid only for students who began 9th grade in 2013-14 or earlier.

W10 State of Florida High School Performance-Based Diploma (GED and State Approved Graduation Test)

W27 Special Diploma (option two) NOTE: This will not be a valid diploma type after the 2022-23 school year. This option is valid only for students who began 9th grade in 2013-14 or earlier.

W43 Adult Standard High School Diploma (24-credit option)

W45 Adult State of Florida Diploma (GED)

W52 Adult Standard High School Diploma (Concordant and/or Comparative Score)

W54 Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)), 18 Credit Option

W55 Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) Concordant and/or Comparative Score, 18-Credit Option

W58 Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) (Statewide Standardized Assessment Results Waiver), 18-Credit Option

W59 Adult Standard High School Diploma (Statewide Standardized Assessment Results Wavier), 24 credit option W61 Adult Standard High School Diploma (Career and Technical Education (CTE) Pathway Option)

~~W60—Adult Standard High School Diploma (Any student who graduated from school and met all of the requirements to receive a standard diploma and was exempted from being required to use assessments to earn a standard high school diploma due to cancellation of the 2019-2020 statewide assessments per DOE Order No. 2020-EO-01)~~

W62 Adult Standard High School Diploma (CTE Pathway Option), (Concordant and/or Comparative Score) W63 Adult Standard High School Diploma (CTE Pathway Option), (Statewide assessment waiver)

~~WCO—Any student who graduated and met all of the requirements to receive a standard diploma, and was exempted from required assessments due to cancellation of the 2019-2020 statewide assessments.~~

WD1 Standard High School Diploma (Deferred Receipt)

FORM 101- Data Element Change

WFT	Standard High School Diploma (Concordant and/or Comparative Score)
WFW	Standard High School Diploma (FCAT waiver) NOTE: This code is valid for students who entered 9th grade prior to the 2013-14 school year
WGA	State of Florida High School Performance-Based Diploma (GED and Concordant and/or Comparative Score)
WGD	State of Florida Diploma (Performance-Based Exit Option Model Program, GED only)
WRW	Standard High School Diploma (Statewide Standardized Assessment Results Waiver) NOTE: This applies to students entering 9th grade beginning in the 2013-14 school year
WWE	Standard High School Diploma (Career and Technical Education (CTE)) Pathway option
WWT	Standard High School Diploma (CTE Pathway Option) Concordant and/or Comparative Score WWW Standard High School Diploma (CTE Pathway Option) statewide standardized assessment results waiver
WXL	Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) options.
WXT	Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL) Concordant and/or Comparative Score
WXW	Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) Statewide Standardized Assessment Results Waiver.
ZZZ	Not applicable

Terms:

Adult Standard High School Diploma:

Diploma awarded to adult students, enrolled in a school district adult high school program, who have earned passing scores on the state approved graduation tests, successfully completed the minimum number of academic credits as identified in s. 1003.4282 (6)(b) F.S. and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W43)

Diplomas awarded to adult students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score and successfully met all other requirements for a standard diploma, s. 1003.4282, F.S. Florida Department of Education approved standardized tests for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (s. 1008.22(8), F.S.). (W52)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., including earning passing scores on the state approved graduation tests. (W54)

FORM 101- Data Element Change

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (W55)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed the minimum number of academic credits to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., and satisfied the state graduation test requirement with an approved statewide assessment waiver. (W58)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed the minimum number of academic credits to receive a standard diploma as identified in s. 1003.4282(6)(b) F.S. and satisfied the state graduation test requirement with an approved statewide assessment waiver. (W59)

~~Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed all of the requirements to receive a standard diploma and was exempted from being required to use assessments to earn a standard high school diploma due to cancellation of the 2019-2020 statewide assessments. FDOE Order No. 2020-EO-01. (W60)~~

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed all the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, s. 1003.4282(11), F.S. (W61)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, s. 1003.4282(11), F.S. and satisfied the state graduation test requirement with an approved statewide standardized assessment results waiver. (W62)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, s. 1003.4282(11), F.S. and satisfied the state graduation test through an approved state concordant and/or comparative score. (W63)

Standard Diploma:

Diploma awarded to students who have earned passing scores on the state approved graduation test, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W06)

FORM 101- Data Element Change

~~Standard diploma awarded to any student who graduated and met all of the requirements to receive a standard diploma, and was exempted from required assessments due to cancellation of the 2019-2020 statewide assessments. (WCO)~~

Standard diploma awarded to students with disabilities who have received an FCAT waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (Valid for students who entered 9th grade prior to the 2013- 14 school year). (WFW)

Standard diploma awarded to students with disabilities who have received a Statewide Standardized Assessment Results Waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WRW)

Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5). (WXL)

Standard diploma awarded to students with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement with an approved statewide assessment waiver. (WXW)

Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11). (WWE)

Standard diploma awarded to students with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and satisfied the state graduation test requirement with an approved statewide standardized assessment results waiver. (WWW)

FORM 101- Data Element Change

Data Element #:	115660	Author:	LaShanda Hatcher-Baker	Date Revised:	3/18/2020
Element Name:	Dropout Prevention Length of Prescribed Program				
Subject:	Definition	Year: 2021			
Revision Description:	Revised definition.				
DB2 Programming Changes Required	Yes No				

(Enter revision below with track changes.)

The length (in school days) of the student's prescribed enrollment within each Dropout Prevention program at each school. ~~In DJJ programs~~For students in DJJ residential, ~~DJJ-detention, or county jail or city jail~~, the length of the prescribed program equals the length of adjudication. If a ~~participant in a DJJ~~student in one of the listed programs is not adjudicated, then this data element does not apply. Code 000 for students in non-school institutions for neglected or delinquent students if there is no prescribed program length.

FORM 101- Data Element Change

Data Element #:	115666	Author:	LaShanda Hatcher-Baker	Date Revised:	3/18/2020
Dropout Prevention/Juvenile Justice Placement Reasons (Optional)					
Subject:	Code	Year: 2021			
	Deleted d Disciplinary C code T <u>under Disciplinary.</u>				
DB2 Programming Changes Required	Yes <u>No (local data element only)</u>				

(Enter revision below with track changes.)

Code Definition/Example

Disciplinary

H Suspension(s)

I Alternative Placement*

J Disciplinary referral(s)

~~T Transition from Department of Juvenile Justice~~

FORM 101- Data Element Change

Data Element #:	115680	Author:	LaShanda Hatcher-Baker	Date Revised:	3/16/2020
Dropout Prevention/Juvenile Justice Programs					
Subject:	Code	Year: 2021			
	Split code D into two codes by adding code T and updated definitions; Revised definitions for codes J and W; Removed Survey 7 from code Z.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

A Disciplinary Programs:

Programs designed to provide intervention for students who are disruptive in the traditional school environment. Note: This may include in-school suspension programs. This code does not apply to students who have been assigned to this program as an alternative to expulsion – use code E for these students.

D Educational Services in Residential Department of Juvenile Justice Programs:

Educational Programs provided to students in ~~-, prevention; day treatment;~~ detention; and non-secure and secure residential programs.

E Alternative to Expulsion Programs:

Programs designed for students who are subject to district school board policies for expulsion for repeated or serious offenders.

J County or City Jail:

~~Programs in which students who are in a county or city jail are provided services with Title I Part D funds as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 114-95. County or City Jail:~~
Educational programs provided to students in county or city jail.

N Non-School Institution for Neglected Students:

Student resides in a non-school institution where services are provided or the student is provided services in a school where the student is identified as Neglected as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 114-95. This definition does not include students in Foster Care. See the element Institution Number, Neglected/Delinquent for additional information.

P Teenage Parent Programs:

Educational programs which are designed to provide a specialized curriculum and other services to meet the needs of students who are pregnant, students who are parents or babies of TAP students.

FORM 101- Data Element Change

R Dropout Retrieval Programs:

Alternative programs serving students who have officially been designated as dropouts.

T Educational Services in Non-Residential Department of Juvenile Justice Programs:

Educational programs provided to students in DJJ prevention and day treatment programs. These students are not adjudicated.

U Educational Alternative Programs:

Educational programs which are designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs remain in school and obtain a high school diploma or its equivalent. This code does not apply to students who are participating in this program as a retrieved dropout - use code R for these students.

Note: Examples of Educational Alternative Programs include but are not limited to course modifications, credit recovery, integrated curriculum, alternative curriculum, flexible schedules and self-paced curriculum. Typically alternative education programs apply alternative strategies that lead to improvement in academic performance, student attendance or student behaviors.

~~W At Risk Programs~~ Supplemental Supports Programs:

Programs in which At-Risk students are provided services with Title I, Part D funds. Services are provided outside of a traditional classroom setting. Examples include after school tutoring services and summer services when school is not in session.

Z Not Applicable. Report code Z on the Federal/State Indicator record for all students in survey periods ~~7 and~~ 5.

FORM 101- Data Element Change

Data Element #:	115802	Author:	Kristi Ham	Date Revised:	4/20/2020
Element Name:	Drug Description				
Subject:	Code	Year: 2021			
Revision Description:	Added new code P; corrected spelling of "incident" for code Z.				
DB2 Programming Changes Required	Yes				

Code Definition/Example

- M Marijuana/Hashish/Other Cannabinoids
- N Not a controlled substance, but used as a drug.
- O Other controlled substance.
- P Opioids - Includes the illegal drug heroin, synthetic opioids such as fentanyl, and pain medications available legally by prescription, such as oxycodone, hydrocodone, codeine, morphine, etc.
- Z Not applicable. No drugs were involved in this ~~incident~~incident. Also use this code for all incidents of types Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR).

FORM 101- Data Element Change

Data Element #:	117525	Author:	Stephanie Julmiste	Date Revised:	4/2/2020
Element Name:	Exceptional Student, IDEA Educational Environments				
Subject:	Definition		Year: 2021		
Revision Description:	Updated language in Definitions-definition and Notes to exclude age 5 in KG from the ages 3-5 reference ; and include age 5 in KG to the ages 6-21 reference codes K, L, M, S, B, A and J ; include age 5 in KG in codes C, P, D, F, H and Z. Change code H from Home/Hospital to Hospital/Homebound.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

A one character code to identify the educational environment in which a student with disabilities is served. Separate codes are provided for (1) students with disabilities ages 3-5, ~~excluding those who are age 5 in kindergarten~~ and (2) students with disabilities ages ~~56-21~~ including those who are age 5 in kindergarten. Use codes applicable to the age of the student and grade level as of date certain survey 2. For students identified as gifted who are not also identified as disabled use code Z. For all students ages 0-2, use code Z. For all surveys other than survey 2, the element should be z-filled.

Subject:	Definition Code	Year: 2021
Revision Description:	Updated Definitions-Codes and Notes (within Code sections) to exclude age 5 in KG from codes A, B, J, K, L, M and S, B, A and J ; included age 5 in KG in codes C, D, F, H and P, D, F, H and Z . Changed <u>title for</u> code H from Home/Hospital to Hospital/Homebound.	
DB2 Programming Changes Required	No	

Code Definition/Example

Ages 3-5, ~~Excluding Kindergarten students who are age 5~~

A Home (~~ages 3-5 only~~)- Children with disabilities who do not attend an early childhood program or kindergarten provided in a separate class, separate school, or residential facility, but who receive special education and related services in the principal residence of the child's family or caregivers. Include children who receive special education both at home and in a service provider location.

B Special Education Program in a Residential Facility (~~ages 3-5 only~~)- Children with disabilities attending a residential school or residential medical facility on an inpatient basis that includes less than 50 percent nondisabled children.

J Service Provider (~~ages 3-5 only~~)- Children with disabilities who do not attend an early childhood program, kindergarten, or special education program provided in a separate class, separate school, or residential facility, who receive all of their special education and related services from a service provider. Examples: speech instruction provided in private clinician's office, clinician's office located in a school building, hospital facility on an outpatient basis, library or other public location.

K Early Childhood Program Receiving the Majority of Special Education Services Inside the Early Childhood Program (~~ages 3-5 only~~)- Children with disabilities attending an early childhood program that includes 50 percent or more nondisabled children and who are receiving the majority of special education and related services inside the early childhood program setting. Include any child attending an early

FORM 101- Data Element Change

childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week who gets the majority of special education and related services in that program. Examples: The child may receive therapy in the therapy room and the teacher and therapist collaborate regularly. Child may attend programs such as Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds

L Special Education Program at a Regular School Campus or Community Based Setting ~~(ages 3-5 only)~~— Children with disabilities attending an early childhood program or kindergarten that includes less than 50 percent nondisabled children in a regular school building, in a portable building outside a regular school building, in a community-based setting such as a child care facility, or in a hospital facility on an outpatient basis. Examples: Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds.

M Early Childhood Program Receiving the Majority of Special Education Services Outside the Early Childhood Program ~~(ages 3-5 only)~~- Children with disabilities attending an early childhood program that includes 50 percent or more nondisabled children and who are receiving the majority of special education and related services outside the early childhood program setting. Include any child attending an early childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week who gets the majority of special education and related services outside of that program. Examples: Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds.

S Special Education Program in a Separate School ~~(ages 3-5 only)~~- Children with disabilities attending an early childhood program or kindergarten in a school designed specifically for children with disabilities.

NOTE: ~~FOR STUDENTS WITH DISABILITIES AGES 3-5, (Excluding Kindergarten students who are age 5)~~

~~(Including Kindergarten students who are age 5)~~

USE ONLY CODES ~~A, B, J, K, L, M and, S, B, A, OR J~~ AND DETERMINE WHICH ONE OF THESE CODES APPLY TO STUDENTS WITH DISABILITIES AGES 3-5. (Excluding Kindergarten students who are age 5)

Ages 6-21, Including Kindergarten students who are age 5

C Correction Facility ~~(ages 6-21 only)~~- Students with disabilities receiving special education and related services in Department of Juvenile Justice facilities, county jail or State prison (School Function/Setting D or J in Master School Identification File).

D Separate School ~~(ages 6-21 only)~~- Students with disabilities receiving special education and related services for greater than 50 percent of the school day in non-residential public or private separate day school facilities. (Also known as center schools, where all of the students are disabled.) This would also include students who may attend school at a residential facility but do not live there.

F Residential Facility ~~(ages 6-21 only)~~- Students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private residential facilities and live in the residential facility during the school week.

H **Home/Homebound/Hospital** ~~(ages 6-21 only)~~- Students with disabilities receiving special education and related services at home or in an inpatient hospital program.

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P Private Schools (~~ages 6-21 only~~)- Students with disabilities enrolled by their parents or guardians in regular parochial or other private schools and who receive special education and/or related services at public expense from a local educational agency. Include McKay Scholarship students who have a services plan. Do not include charter school students.

NOTE: ~~FOR STUDENTS WITH DISABILITIES AGES 6-21, (Including Kindergarten students who are age 5 or older)~~

~~(Including Kindergarten students who are age 6 or older)~~

USE ONLY CODES C, ~~D, F, H~~, P, ~~D, F, H~~, OR Z AND DETERMINE WHICH ONE OF THE SE CODES APPLY ~~TO STUDENTS WITH DISABILITIES AGES 6-21, (Including Kindergarten students who are age 5 or older)~~.

Other

Z None of the Above - For these students, educational environment will be calculated using the two elements, Time, Total School Week and Time with Non-disabled Peers found on the Exceptional Student Format.

Subject:	DefinitionNote	Year: 2021
Revision Description:	Updated Definitions and 2nd Notes to exclude age 5 in KG from codes K, L, M, S, B, A and J; include age 5 in KG to ages 6-21 reference in codes C, P, D, F, H and Z. Change code H from Home/Hospital to Hospital/Homebound.	
DB2 Programming Changes Required	No	

NOTE: FOR ALL STUDENTS WITH DISABILITIES REPORTED USING ANY OF THE ABOVE CODES, DISTRICTS MUST ALSO REPORT ELEMENTS "TIME WITH NONDISABLED PEERS" AND "TIME TOTAL SCHOOL WEEK."

NOTE: Use code Z for all students with disabilities ages 0-2, all students identified as gifted who are not also identified as disabled, and students with disabilities ages 6-21 (including those who are age 5 in kindergarten) for whom codes C, D, F, H Or P, ~~D, F, Or H~~ do not apply.

NOTE: Placement should be determined as of date certain of survey week. The element is only reported for exceptional students during Survey 2. Districts must Z-fill this element for other survey periods.

FORM 101- Data Element Change

Data Element #:	117625	Author:	Stephanie Julmiste	Date Revised:	4/2/2020
Element Name:	Exceptional Student Plan Date				
Subject:	Definition	Year: 2021			
Revision Description:	Updated <u>d</u> definition to remove <u>words</u> 'most recent'.				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

The date of the ~~most recent~~ Individual Educational Plan, Individualized Family Support Plan, Educational Plan or Services Plan development or review meeting.

Data Element #:	117625	Author:	Stephanie Julmiste	Date Revised:	4/2/2020
Element Name:	Exceptional Student Plan Date				
Subject:	Note	Year: 2021			
Revision Description:	Add <u>ed a note-Note</u> for further clarification per BEESS <u>for this data element.</u>				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

Note:

In cases where there are multiple IEP meetings required to fully complete the IEP, the date of the last meeting should be used.

FORM 101- Data Element Change

Data Element #:	118575118 475	Author:	Stephanie Julmiste	Date Revised:	4/2/2020
Exceptionality, PrimaryOther					
Subject:	Code		Year: 2021		
	Add <u>ed new</u> codes R and NX and Y.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code	Definition/Example
C	Orthopedically Impaired
D	Occupational Therapy
E	Physical Therapy
F	Speech Impaired
G	Language Impaired
H	Deaf or Hard of Hearing
I	Visually Impaired
J	Emotional/Behavioral Disability
K	Specific Learning Disability
L	Gifted
M	Hospital/Homebound
O	Dual-Sensory Impaired
P	Autism Spectrum Disorder
S	Traumatic Brain Injured
T	Developmentally Delayed
U	Established Conditions
V	Other Health Impaired
W	Intellectual Disability
X	Language Therapy
Y	Speech Therapy
Z	Not Applicable

Subject:	Note	Year: 2021
	Add <u>ed</u> Notes per BEES to clarify the uses for select codes.	
DB2 Programming Changes Required	No	

(Enter revision below with track changes.)

Note:

Use codes F and G for students evaluated and found eligible.

Use codes ~~R (Speech Therapy) and N (Language Therapy)~~X and Y for students who have not been found eligible under speech ~~and~~or language impairment and receive speech ~~and~~or language services.

FORM 101- Data Element Change

Historical Notes:

1995-96 Code R was collapsed into Code H

2007-08 Code Q was collapsed into Code J [s. 1003.01(3)(a), Florida Statutes]

2008-09 Codes A, B, and N were collapsed into Code W [s. 1003.01(3)(a), Florida Statutes]

FORM 101- Data Element Change

Data Element #:	129150	Author:	LaShanda Hatcher-Baker	Date Revised:	4/15/2020
Homelessness Cause					
Subject:	Code	Year: 2021			
	Added <u>new</u> code P; Revised definition for -code N.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code	Definition/Example
-------------	---------------------------

Homelessness

D	Man-made Disaster (Major)
E	Earthquake
F	Flooding
H	Hurricane
M	Mortgage Foreclosure – homeless family loses own home due to foreclosure
N	Other homelessness causes <u>(includes lack of affordable housing, long-term poverty, unemployment or underemployment, lack of affordable health care, mental illness, domestic violence, forced eviction, etc.)</u>
<u>P</u>	<u>Pandemic (Major)</u>
S	Tropical Storm
T	Tornado
U	Unknown
W	Wildfire

Code students who are not and have not been homeless this school year using the following code.

Non- Homelessness

Z No, student is not homeless and has not been homeless this school year.

FORM 101- Data Element Change

Data Element #:	132025	Author:	Teresa Sancho	Date Revised:	4/20/2020
Element Name:	Immunization Status				
Subject:	Code	Year: 2021			
Revision Description:	<u>Corrected layout of code 1.</u> <u>Deleted "Obsolete Code" section; not valid for reporting.</u>				
DB2 Programming Changes Required	No				

(Enter revision below with track changes.)

Code Definition/Example

1 Permanent immunization certificate documenting general immunization requirements. Use form DH 680, Part A - Complete.

Example of track changes above, code 1 should look like the below:

1 Permanent immunization certificate documenting general immunization requirements. Use form DH 680, Part A - Complete.

~~Obsolete Codes~~

- ~~5 (a) Permanent immunization certificate (680A) and
(b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity
Use form DH or HRS 680 and Code 1~~
- ~~6 (a) Temporary medical certificate (680B) requiring follow-up and
(b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity
Use form DH or HRS 680 and Code 2.~~
- ~~7 (a) Permanent medical exemption (680C) and
(b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity
Use form DH or HRS 680 and Code 3.~~

FORM 101- Data Element Change

Data Element #:	138250	Author:	Kristi Ham	Date Revised:	11/21/2019
Element Name:	Incident, Basis – Disability				
Subject:	Definition Code		Year: 1920 2021		
Revision Description:	Definition changed in Updated definition for -Code Z.				
DB2 Programming Changes Required	No				

Code	Definition/Example
N	The incident reported as bullying or harassment was not based on the person's disability.
Y	The incident reported as bullying or harassment was based on the person's disability.
Z	Not <u>reported as</u> a bullying or harassment incident.

FORM 101- Data Element Change

Data Element #:	138275	Author:	Kristi Ham	Date Revised:	11/21/2019
Element Name:	Incident, Basis – Race				
Subject:	Definition <u>Code</u>		Year: 1920<u>2021</u>		
Revision Description:	Definition changed in <u>Updated definition for</u> Code Z.				
DB2 Programming Changes Required	No				

Code	Definition/Example
N	The incident reported as bullying or harassment was not based on the person's race, color or national origin
Y	The incident reported as bullying or harassment was based on the person's race, color or national origin
Z	Not <u>reported as</u> a bullying or harassment incident.

FORM 101- Data Element Change

Data Element #:	138300	Author:	Kristi Ham	Date Revised:	11/21/2019
Element Name:	Incident, Basis – Sex				
Subject:	<u>DefinitionCode</u>		Year: 1920 <u>2021</u>		
Revision Description:	Definition change in <u>Updated definition for</u> Code Z.				
DB2 Programming Changes Required	No				

Code Definition/Example

- N The incident reported as bullying or harassment was not on the basis of sex.
- Y The incident reported as bullying or harassment was on the basis of sex.
- Z Not reported as a bullying or harassment incident.

FORM 101- Data Element Change

Data Element #:	140025	Author:	Kristi Ham	Date Revised:	5/26/20207/1/2020
Subject:	Code	Year: 2021			
DB2 Programming Changes Required	No				

Code Definition/Example

- C Consultation with law enforcement --~~A School district personnel consulted with a~~ School Resource Office (SRO) or local Law Enforcement Officer ~~was consulted~~ regarding the incident pursuant to the provisions of s. 1006.13, F.S., but no official action was taken.
- N No ~~-- The incident was not reported to a School Resource Officer (SRO) or local Law Enforcement Officer. The incident is not a threat to school safety and is a petty act of misconduct as defined by school board policy and is consistent with the agreement with the county sheriff's office and local police department for reporting determining which incidents are reported to law enforcement.~~
- Y Yes -- The incident was reported or referred to law enforcement by school district personnel, pursuant to the provisions of s. 1006.13, F.S. This means An-an official action was taken by a School Resource Officer (SRO) or local Law Enforcement Officer such as: a case number was assigned, a report was filed, ~~a civil citation was issued~~, an affidavit was filed, an investigation was conducted and found to be an incident reportable to SESIR, ~~OR~~ an arrest was made, or the student was referred by the officer to a civil citation or similar prearrest diversion program authorized by s. 985.12, F.S.-

FORM 101- Data Element Change

Data Element #:	144145	Author:	Kendra Nichols	Date Revised:	4/20/2020
Element Name:	English Language Learners: Instructional Model				
Subject:	Note				Year: 2021
Revision Description:	Deleted 'Note" – no longer valid.				
DB2 Programming Changes Required	Yes /No				

(Enter revision below with track changes.)

~~Former codes valid prior to July 1, 2007 are B, D and M.~~

FORM 101- Data Element Change

Data Element #:	168521	Author:	Stephanie Julmiste	Date Revised:	4/2/2020
Element Name:	Reading Intervention Component				
Subject:	Code	Year: 1920			
Revision Description:	Add ed new code C to capture students receiving Tier 2 and 3 intervention in the same course.				
DB2 Programming Changes Required	Yes				

(Enter revision below with track changes.)

Code Definition/Example

- A Yes, this course is used to provide targeted reading intervention (tier 2) for this student per section 1011.62(9), F.S
- B Yes, this course is used to provide intensive reading intervention (tier 3) for this student per section 1011.62(9), F.S.
- C Yes, this course is used to provide both targeted reading intervention (tier 2) and intensive reading intervention (tier 3) for this student per section 1011.62(9). F.S..
- N No, this course is not used to provide reading intervention for this student.
- Z Not applicable. The student is not in grades KG-12.
-

FORM 101- Data Element Change

Data Element #:	197257	Author:	Kristi Ham	Date Revised:	11/21/2019
Element Name:	Incident, Basis – Sexual Orientation				
Subject:	Definition Code		Year: 1920 2021		
Revision Description:	Spelling correction in Corrected spellings in codes Code N and Y; and <u>updated</u> definition change in for Code Z.				
DB2 Programming Changes Required	No				

Code Definition/Example

- N The incident reported as bullying or harassment was not on the basis of ~~sexual orientation~~ sexual orientation.
- Y The incident reported as bullying or harassment was on the basis of sexual orientation sexual orientation.
- Z Not reported as a bullying or harassment incident.

FORM 101- Data Element Change

Data Element #:	197258	Author:	Kristi Ham	Date Revised:	11/21/2019
Element Name:	Incident, Basis – Religion				
Subject:	DefinitionCode		Year: 1920 2021		
Revision Description:	Spelling change in Code Corrected spellings in code N; and updated the d definition changed in for Code code Z.				
DB2 Programming Changes Required	No				

Code Definition/Example

- N The incident reported as bullying or harassment was not on the basis ~~of religion~~ of religion.
- Y The incident reported as bullying or harassment was on the basis of religion.
- Z Not ~~reported as~~ a bullying or harassment incident.

FORM 102- New Data Element

Data Element #: 197293xxxxx xx	Author: Kristi Ham	Date Created: 4/22/2020
Incident, Vaping-Related		
Subject:	New Element	
Year: 2021		
Definition:	A code indicating whether or not the incident was vaping related.	
Code: Definition/Example		
N	No	
Y	Yes	
Z	Use this code for (UBL) Unsubstantiated Bullying and (UHR) Unsubstantiated Harassment.	
Notes:	All SESIRAn incidents <u>is vaping related if it that</u> involves the use of non-combustible vaping products, including electronic cigarettes, vapes and vape pens, or any electronic nicotine delivery system (ENDS) are required to be reported as Vaping-related, if the liquid used contains nicotine or a controlled substance. Schools are not required to test for nicotine or drugs in vaping devices.	
Length: 1		
Data Type: Alphabetic		
Year Implemented: 2021		
State Standard: NO		
State Reporting: YES		
Local Accountability: YES		
FASTER: NO		
Migrant Tracking: NO		
Required Grades: PK - 12		
Programs Required: All Programs		
Formats Required: School Environmental Safety Incident Report DB9 42x		
Surveys Required (Yes, Default, Optional, Variable, None): 2, 3, 5		
Survey 2 – Yes		
Survey 3 – Yes		
Survey 5 – Yes		
DB2 Programming Changes Required: YES		
Appendix: None		

FORM 102- New Data Element

Data Element #: 197295	Author: Kristi Ham	Date Created: 5/26/2020
Element Name:	Incident, Setting	
Subject:	New Element	
Year: 2021		
Definition:	A code to identify the incident setting.	
Code: Definition/Example		
P	The offense was committed in person, in the presence of the targeted individual.	
R	The offense was committed remotely (electronically or through any other means).	
Z	Not applicable. Not a threat/intimidation, bullying, harassment or other qualifying incident.	
Notes:	Code P or R must be used for incident types of Bullying (BUL), Harassment (HAR), Sexual Harassment (SXH), Threat/Intimidation (TRE), Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR) and for incidents coded Y (yes) on Incident, Bullying – Related.	
Length: 1		
Data Type: Alphabetic		
Year Implemented: 2021		
State Standard: NO		
State Reporting: YES		
Local Accountability: YES		
FASTER: NO		
Migrant Tracking: NO		
Required Grades: PK-12		
Programs Required: All Programs		
Formats Required: School Environmental Safety Incident Report DB9 42x		
Surveys Required (Yes, Default, Optional, Variable, None):		
Survey 2	Yes	
Survey 3	Yes	
Survey 5	Yes	
DB2 Programming Changes Required: YES		
Appendix: None		

APPENDICES

2020-21

Student:

- **Appendix A:** Attendance Recordkeeping Required Codes for Grades PK-12 Students
- **Appendix B:** Attendance Recordkeeping Required Codes for Adult Students
- **Appendix CC:** Virtual Instruction Providers
- **Appendix GG:** Online Course Providers
- **Appendix L:** Test Subject Content Codes
- **Appendix N:** Languages Codes
- **Appendix P:** Definitions for Incident Reporting