PK-12 Education Information Services (EIS) serves to improve education by increasing the quality of decisions through the use of data. EIS functions and services include: assisting school districts in the reporting of accurate information, providing information to customers in order to meet their needs, fulfilling FDOE Information Database requirements, and reviewing and developing data collection procedures.

EIS Staff Changes

Please join us in welcoming Stephanie Julmiste, a new Program Specialist for Student Database Reporting in Education Information Services. Stephanie replaced Renee Prasek and the districts she served. Stephanie is a former employee of DMS/Division of Retirement.

Congratulations to Kenneth Dukes on his promotion to Database Manager for FTE and Class Size. Kenneth replaces Kendra Jahnke who was promoted to Director of FETPIP.

Todd Clark is now the Director for the Office of Articulation. We wish Todd well in his new role.

Missing Children File

In accordance with 6A-6.083, Florida Administrative Code, the FDOE provides a monthly report (F60544) of children reported to the Florida Department of Law Enforcement (FDLE) as missing children. EIS notifies district MIS staff when this file is available and requests that they compare the file to their student records and report any matches to local law enforcement agencies, who then report back to FDLE.

Districts are requested to reply back to Stephanie.Julmiste@fldoe.org indicating how many students they have reported to their local sheriff's office or police department. Districts should only report the number of students reported to their local law enforcement. While this report may seem routine, district diligence is bringing resolution to missing children and their families across the state.

Did You Know?

For your convenience, EIS offers Technical Assistance Documents on our website. These documents cover a range of data reporting topics such as Compulsory School Attendance, McKay Scholarship Program, just to name a few. They can be viewed at http://fldoe.org/accountability/data-sys/database-manuals-updates/technical-assistance-documents.stml.

Contacts

Senior Program Director
Teresa Sancho
Sonja Bridges
Linda Fleming
Rhonda Forbes
Stephanie Julmiste
Tsung-Yuan Lin
Katherine Smith

FTE, Class-Size
Kenneth Dukes
Anthony Justice

For more information, contact:
askeias@fldoe.org
850-245-0400

Remember FERPA

Districts have been collaborating to determine the accuracy of the common student identifiers, especially when they encounter unique situations when students share the same Student Number Identifier, Florida and/or Student Number Identifier – Alias, Florida. As a reminder, sharing student information through email by attaching reports containing personally identifiable information, such as the student's name, social security number, student number and date of birth, may lead to unauthorized access and the violation of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g. FERPA is designed to protect the privacy of education records and personally identifiable information. We ask all districts to keep this in mind and to refrain from sending protected student information in a non-secure manner.

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

Institution Number, Neglected/Delinquent applies to institutions for neglected or delinquent children as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 107-110. **The data reported are required for funding of districts' Title I N/D programs and are submitted to the US Department of Education.**

Report the Institution Number, Neglected/Delinquent (N/D) in survey period 9 for students who are ages 5-17, inclusive, who resided or were served in an institution for neglected or delinquent children for at least one day during the designated 30-day count period in the reporting year. The count period, which may be set separately for each institution, is 30 consecutive calendar days, at least one of which falls within the month of October. Submit up to three eligible institutions on the Student Demographic Information format record. Matching records are not required for these students in survey period 9.

If the institution is a public school, report the state-assigned four-digit school number from the Master School Identification file. If the facility is not a public school, a district assigned A-Number is used to reported the institution where the student was served during the 30 day count. Assignment of the A-Number requires approval from Education Information Services so that the A-Number can be established as an official number for the site. (If the A-Number is not officially documented and approved, then the student records containing the number will generate reject errors.) To coordinate A-Number assignment, contact Rhonda Forbes at Rhonda.Forbes@fldoe.org or 850-245-9920.

Examples of institutions that might meet the definitions in this legislation are juvenile detention centers, children's homes, halfway houses, girls' or boys' ranches, county jails, boot camps, addiction recovery facilities, marine institutes and wilderness institutes. Districts should consult the regulations for specific qualifying requirements. Should you have database questions about reporting Institution Number, Neglected/Delinquent, please contact Linda H. Fleming at Linda.Fleming@fldoe.org or 850-245-9919.

Staff Email Address Data Collection

According to section 1012.05(3)(b), Florida Statutes, "By September 15 and February 15 of each year, each school district shall electronically submit accurate public school e-mail addresses for all instructional and administrative personnel, as identified in s.1012.01(2) and (3), to the Department of Education." The submission period for the February 15th data collection is from January 16, 2017 to February 10, 2017. Files will begin processing on January 16, 2017 on a daily basis during the processing period at 4:00 p.m. until the final processing date on Friday, February 10th. For additional details please review the email notification dated August 3, 2016 titled: 2016-17 Personnel Email Address Data Collection.

Questions may be directed to Sonja Bridges at Sonja.Bridges@fldoe.org.

Public Schools Administrative and Instructional Staff Terminations Database

In accordance with Florida Statutes 1012.21(2), concerning (a) "a computer database containing the names of persons whose employment was terminated," (b) each district school superintendent shall report to the Department of Education the name of any person terminated under 1012.33(1)(a) or (4)(c) within 10 working days after the date of final action by the district school board on the termination. Submit this record for any school administrator and instructional staff member employed (or previously employed) by the school district who was dismissed due to findings by the Board related to charges.

This is a reminder to all public school districts that the Staff Terminations database is active and should be current at all times. If the database is not current, records should be added for school administrators and instructional staff members who were terminated but are not currently included in the database. The database should be used to continue to adhere to the requirements of the statute for the safety of the students in Florida's public schools.

Questions may be directed to Sonja Bridges at Sonja.Bridges@fldoe.org.

Federally Connected Student Indicator – Survey 3

Federally Connected Student Indicator, will be collected in Survey 3 on the *Federal/State Indicator Status* format. This indicator identifies students, in their district of enrollment, who are connected with federally-owned military installations, National Aeronautics and Space Administration (NASA) owned property and federally-owned Indian Lands. Link to data element: http://fldoe.org/core/fileparse.php/15229/urlt/1617-197265.pdf.

Reporting for this data element requires compliance with the Survey Due Date (February 24, 2017) and the State Processing Period. Data should be complete and accurate by March 10, 2017.

Only districts that are eligible for Federal Impact Aid funding under Section 8003, Title VIII of the Elementary and Secondary Education Act of 1965 will report these data. To determine if the district is eligible for the federal aid, visit the US Department of Education's web site and click on "Basic Support Payments (8003)." Link to the web site is: http://www2.ed.gov/about/offices/list/oese/impactaid/whatisia.html.

This data element does not take the place of existing federal reporting requirements. For eligible districts to continue to earn Federal Impact Aid funding under Section 8003, Title VIII of the Elementary and Secondary Education Act of 1965, the district must continue to report data and submit applications to the Federal Impact Aid Program as appropriate.

For information about reporting the *Federally Connected Student Indicator* in Florida's PK-12 state student database, please contact Linda H. Fleming at Linda.Fleming@fldoe.org.

School Environmental Safety Incident Report (SESIR)

As a reminder, a SESIR record should be submitted 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.

Important Dates

November 28
Survey 9, 2016-17: State processing begins

December 9
Survey 9, 2016-17: Survey due date

January 4
McKay Survey C, 2016-17:
- Verification file available
- State processing begins

January 6
Survey 9, 2016-17: State processing ends
McKay Survey C, 2016-17: Submission deadline

January 9
McKay Survey C, 2016-17:
- State processing ends
- Final update

February 6-10
Survey 3, 2016-17: Survey week

February 13
Survey 3, 2016-17: State processing begins

February 24
Survey 5, 2015-16: Final update/amendment date
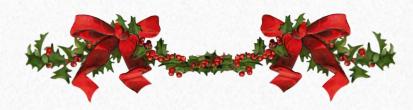Survey 3, 2016-17: Survey due date

December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Wishing You a Safe and Happy Holiday Season!