

**Florida Department of Education  
Education Information and Accountability Services/  
Educational Data Systems**

**Comprehensive Management Information System  
Automated Student Reporting Format**

**2002-2003 Responsible Instructor - Reading, Writing and Mathematics**

1. Submit only for Survey Period 3 for all students in grades 3-10 to identify teachers primarily responsible for instructing the student in reading, writing and mathematics.
2. Report Social Security Numbers for instructors in each of the categories, reading, writing and mathematics.
3. ELEMENTARY SELF-CONTAINED: Social Security Numbers of teachers of students in elementary self-contained classes may be reported in all three responsible instructor categories.
4. MIDDLE AND HIGH SCHOOL LANGUAGE ARTS: Unless a student has separate reading and writing classes, the language arts teacher would be reported for both the reading and writing category.
5. KEY FIELDS: The key fields for this format are item numbers 2, 3, 5, 6, and 7. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

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<b>FIELD CHARACTERISTICS:</b>  A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	<b>TAPE CHARACTERISTICS:</b>  9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: April 2001  Effective Date: July 2001  Format No.: 7209  Record Type: 1 of 1  Activity No.: DB9 52B
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Item Number	From-To	Size	Field Char.	Field Description				
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>A/N</b>	<b>Filler</b>				
<b>2</b>	<b>3-4</b>	<b>2</b>	<b>N/R</b>	<b>District Number, Current Enrollment</b>				
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C</u> , for acceptable codes.				
<b>3</b>	<b>5-8</b>	<b>4</b>	<b>A/N/R</b>	<b>School Number, Current Enrollment</b>				
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Number</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> </table>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.
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<b>4</b>	<b>9-12</b>	<b>4</b>	<b>A/N</b>	<b>Filler</b>				
<b>5</b>	<b>13-22</b>	<b>10</b>	<b>A/N</b>	<b>Student Number Identifier, Florida</b>				
			→	A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students.  (CONTINUED ON NEXT PAGE)				

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			<p>→</p> <p>→</p>	<p>If the student provides a social security number, the <u>Student Number Identifier, Florida equals the social security number followed by a "X"</u>.</p> <p>nnnnnnnnX Example: 123456789X</p> <p>If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First 2 Digits</u></p> <p>NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.</p> <p><u>Last 8 Digits</u></p> <p>NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.</p> <p>See data element number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.</p>														
6	23-23	1	A/N	<p><b>Survey Period Code (Always 3)</b></p>														
				<p>A code representing one of the state reporting periods.</p> <table border="0"> <thead> <tr> <th data-bbox="699 1545 781 1577"><u>Code</u></th> <th data-bbox="813 1545 943 1577"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="699 1598 716 1629">1</td> <td data-bbox="813 1598 870 1629">July</td> </tr> <tr> <td data-bbox="699 1629 716 1661">2</td> <td data-bbox="813 1629 927 1661">October</td> </tr> <tr> <td data-bbox="699 1661 716 1692">3</td> <td data-bbox="813 1661 943 1692">February</td> </tr> <tr> <td data-bbox="699 1692 716 1724">4</td> <td data-bbox="813 1692 886 1724">June</td> </tr> <tr> <td data-bbox="699 1724 716 1755">5</td> <td data-bbox="813 1724 984 1755">End of Year</td> </tr> <tr> <td data-bbox="699 1755 716 1787">9</td> <td data-bbox="813 1755 967 1787">December</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	1	July	2	October	3	February	4	June	5	End of Year	9	December
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