

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

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

**2002-2003 School Environmental Safety Incident Report**

1. Submit this record during reporting period 5 for each incident occurring on school campus, at school-sponsored events, or on school-sponsored transportation at any time of the year and twenty-four hours a day.
2. 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.

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EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
EDUCATIONAL DATA SYSTEMS**

**2002-2003 SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT**

<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.: 6865  Record Type: 1 of 1  Activity No.: DB9 42B
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Item Number	From-To	Size	Field Char.	Field Description						
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<b>District Number, Reporting District</b>  The two digit number for the current school district or other agency which is reporting the incident. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> , Appendix C, for acceptable codes.						
<b>2</b>	<b>3-6</b>	<b>4</b>	<b>N/R</b>	<b>School Number, Where Incident Occurred</b>  The state assigned four digit school number of the school which indicates the uniqueness of the site.  <table style="width: 100%; border: none;"> <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> <tr> <td style="text-align: center;">9001</td> <td>Any location that involves county or district sponsored events (e.g.: County Youth Fair, District Football Championship).</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.	9001	Any location that involves county or district sponsored events (e.g.: County Youth Fair, District Football Championship).
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0001-9899	District school sites assigned a unique number in the state Master School ID File.									
9001	Any location that involves county or district sponsored events (e.g.: County Youth Fair, District Football Championship).									
<b>3</b>	<b>7-7</b>	<b>1</b>	<b>A/N</b>	<b>Survey Period Code - Always '5'</b>						
<b>4</b>	<b>8-11</b>	<b>4</b>	<b>N</b>	<b>School Year</b>  The school year for which courses, grades, and credits are recorded in the student's permanent record or the school year for which data are reported. School year is:  YYYY            Example: 8384						

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Item Number	From-To	Size	Field Char.	Field Description										
<b>5</b>	<b>12-19</b>	<b>8</b>	<b>A/N</b>	<b>Incident, Identifier</b>										
				A unique identifier locally assigned within a district to identify a specific incident or occurrence.										
<b>6</b>	<b>20-27</b>	<b>8</b>	<b>A/N</b>	<b>Incident, Date</b>										
		→		The date the infraction or SESIR incident occurred. MMDDYYYY Example: 12011994 = December 1, 1994										
<b>7</b>	<b>28-28</b>	<b>1</b>	<b>A/N</b>	<b>Incident, Location</b>										
				A code indicating where the incident occurred.  <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>School Grounds / On Campus</td> </tr> <tr> <td>2</td> <td>School Sponsored Activity / Off Campus</td> </tr> <tr> <td>3</td> <td>School Sponsored Transportation</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	1	School Grounds / On Campus	2	School Sponsored Activity / Off Campus	3	School Sponsored Transportation		
<u>Code</u>	<u>Definition</u>													
1	School Grounds / On Campus													
2	School Sponsored Activity / Off Campus													
3	School Sponsored Transportation													
<b>8</b>	<b>29-31</b>	<b>3</b>	<b>A</b>	<b>Incident, Type</b>										
				A code to identify the type of incident. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> , Appendix P, for acceptable codes and definitions.										
<b>9</b>	<b>32-32</b>	<b>1</b>	<b>A</b>	<b>Incident, Involvement Type</b>										
				A code which identified the type of offender involved in the incident.  <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Student</td> </tr> <tr> <td>N</td> <td>Non-student</td> </tr> <tr> <td>B</td> <td>Both Student and Non-student</td> </tr> <tr> <td>U</td> <td>Unknown</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	S	Student	N	Non-student	B	Both Student and Non-student	U	Unknown
<u>Code</u>	<u>Definition</u>													
S	Student													
N	Non-student													
B	Both Student and Non-student													
U	Unknown													
<b>10</b>	<b>33-33</b>	<b>1</b>	<b>A</b>	<b>Incident, Reported to Law Enforcement</b>										
				A code indicating whether or not the incident was reported to law enforcement authorities.  <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No				
<u>Code</u>	<u>Definition</u>													
Y	Yes													
N	No													

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Item Number	From-To	Size	Field Char.	Field Description						
<b>11</b>	<b>34-34</b>	<b>1</b>	<b>A</b>	<b>Incident, Gang Related</b>						
				A code indicating whether or not the incident was gang related.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
<b>12</b>	<b>35-35</b>	<b>1</b>	<b>A</b>	<b>Incident, Alcohol Related</b>						
				A code indicating whether or not the incident was alcohol related.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
<b>13</b>	<b>36-36</b>	<b>1</b>	<b>A</b>	<b>Incident, Drug Related</b>						
				A code indicating whether or not the incident was drug related.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
<b>14</b>	<b>37-37</b>	<b>1</b>	<b>A</b>	<b>Incident, Hate-Crime Related</b>						
				A code indicating whether or not the incident was hate-crime related.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
<b>15</b>	<b>38-38</b>	<b>1</b>	<b>A</b>	<b>Incident, Weapon Related</b>						
				A code indicating whether or not the incident was weapon related.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									

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Item Number	From-To	Size	Field Char.	Field Description																
<b>16</b>	<b>39-39</b>	<b>1</b>	<b>A</b>	<b>Weapon, Description</b>																
				<p>A one-character code to indicate the type of weapon used in an incident.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>F</td> <td>Firearm</td> </tr> <tr> <td>H</td> <td>Handgun</td> </tr> <tr> <td>K</td> <td>Knife</td> </tr> <tr> <td>O</td> <td>Other Weapon</td> </tr> <tr> <td>R</td> <td>Rifle or Shotgun</td> </tr> <tr> <td>U</td> <td>Unknown Weapon</td> </tr> <tr> <td>Z</td> <td>Not Applicable</td> </tr> </tbody> </table> <p>NOTE: See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix P for additional information concerning weapon description.</p>	<u>Code</u>	<u>Definition</u>	F	Firearm	H	Handgun	K	Knife	O	Other Weapon	R	Rifle or Shotgun	U	Unknown Weapon	Z	Not Applicable
<u>Code</u>	<u>Definition</u>																			
F	Firearm																			
H	Handgun																			
K	Knife																			
O	Other Weapon																			
R	Rifle or Shotgun																			
U	Unknown Weapon																			
Z	Not Applicable																			
<b>17</b>	<b>40-40</b>	<b>1</b>	<b>A</b>	<b>Incident, Context</b>																
				<p>A code identifying the incident context.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>During School Hours</td> </tr> <tr> <td>2</td> <td>Outside School Hours - School Sponsored Activity</td> </tr> <tr> <td>3</td> <td>Outside School Hours - Non-School Sponsored Activity</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	1	During School Hours	2	Outside School Hours - School Sponsored Activity	3	Outside School Hours - Non-School Sponsored Activity								
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1	During School Hours																			
2	Outside School Hours - School Sponsored Activity																			
3	Outside School Hours - Non-School Sponsored Activity																			
<b>18</b>	<b>41-41</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b>																
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting record.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Add Record</td> </tr> <tr> <td>C</td> <td>Update Record (Change)</td> </tr> <tr> <td>D</td> <td>Delete Record</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	Add Record	C	Update Record (Change)	D	Delete Record								
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A	Add Record																			
C	Update Record (Change)																			
D	Delete Record																			
<b>19</b>	<b>42-80</b>	<b>39</b>	<b>A/N</b>	<b>Filler</b>																