

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2425
Student Database**

October 4, 2024

2024-2025 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), International Baccalaureate Program (IBP) or Armed Services Vocational Aptitude Battery Test (ASV) 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, 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	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: Armed Services Vocational Aptitude Battery Test (ASV)

Test Code: ASV

Test Form: Z

Test Level(s): ZZ

Test Score Type: ZZ

Test Score: 1-99

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), [10\(A\)](#), [11\(B\)](#), [12\(C\)](#), [13\(D\)](#) and [14\(E\)](#)

Last Updated: 7/1/2024

ENGLISH LANGUAGE LEARNERS IN RATION REJECT R LES

 33. If English Language Learners: Entry Date is a valid date, then Test Name Speaking must be a valid test on the Test Name Table in Appendix I with an indicator code of S (Speaking) or Test Name Speaking may be ZZZ. If District Number, Current Enrollment is 68-~~or 83~~, then Test Name ~~Listening~~ Speaking may be X__.-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 Test Name is invalid.

Florida Education Identifier	Test Date	Test Name	ELL Entry Date
FL123496789200	01172020	KAC	01172015
* FL123491789200	09012005	SSL	09012005

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 Test Name and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

 42. If English Language Learners: Entry Date is a valid date, then Test Name Reading must be an approved test listed on the Test Name Table in Appendix I with an indicator code of R (Reading) or Test Name Reading may be ZZZ. If District Number, Current Enrollment is 68 ~~or 83~~, then Test Name Reading may be X__. -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 Test Name is invalid.

Florida Education Identifier	Test Date	Test Name	ELL Entry Date
FL123496719200	01172015	CAT	01172015
* FL123496789200	09012005	SSL	09012005

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 Test Name and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES



51. If English Language Learners: Entry Date is a valid date, then Test Name Writing must be an approved test listed on the Test Name Table in Appendix I with an indicator code of W (Writing) or Test Name Writing may be ZZZ. If District Number is 68-~~or 83~~, then Test Name Writing may be X__. -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 Test Name is invalid.

Florida Education Identifier	Test Date	Test Name	ELL Entry Date
FL123496789200	01172015	IRW	01172015
* FL123493789200	09012005	SSL	09012005

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 Test Name and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

-  12. **Transportation Membership Category must be F, G, L, M, or N, ~~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 Transportation Membership Category code is not valid.

District Number, Current Instruction/ Service	Florida Education Identifier	Transportation Membership Category
01	FL123456789100	L
01	FL123456789200	M
* 01	FL123456789300	D

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 Transportation Membership Category code and resubmit the record.

STUDENT TRANSPORTATION – REJECT RULES

- ➔ 19. If Transportation Membership Category is G then Hazardous Walking Code must be 111111, otherwise must be 000000 for all other Transportation Membership Categories (F, L, M, N, ~~P~~). -record rejected-

EXAMPLE


The first two records listed below would be loaded to the database assuming no other reject rule would cause its rejection. The third record would be rejected because Transportation Membership Category code is G and Hazardous Walking Code is not 111111.

District Number, Current Instruction/ Service	Florida Education Identifier	Transportation Membership Category	Hazardous Walking Code
01	FL123456789100	G	111111
01	FL123456789200	L	000000
* 01	FL123456789200	G	000000

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 Transportation Membership Category code or Hazardous Walking Code and resubmit the record.

STUDENT TRANSPORTATION – STATE VALIDATION RULES

-  52. If Transportation Membership Category = L, **or** M, ~~or~~ P, then Grade Level on the matching Student Demographic Information record must be PK-12. The match should be made using the following elements: District Number, Current Enrollment; Florida Education Identifier; Survey Period Code; and Year.
–state validation–

EXAMPLE

An error message would be generated for the Student Transportation record marked with an asterisk below because Grade Level on the Student Demographic record is not PK-12.

Student Transportation records

District Number, Current Enrollment	Florida Education Identifier	Transportation Membership Category
01	FL123456789100	L
* 01	FL123456789200	M

Student Demographic Information records

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier	Grade Level
01	0021	FL123456789100	PK
01	0021	FL123456789200	30

DISTRICT RESPONSIBILITY

The district must correct the Transportation Membership Category code on the Student Transportation record or the Grade Level on the Student Demographic Information record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

- ➔ 35. If Withdrawal Code, PK-12 is W06, W08, W8A, W8B, ~~W09~~, W10, WCO, WEL, WFT, WRW, WWE, WWT, WWW, WGA, WGD, WGT, WME, WOC, 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.

Florida Education Identifier	Grade Level	Withdrawal Code, PK-12
FL123456789100	10	W06
*FL123456789200	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.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES



17. Withdrawal Code, PK-12 must be DNE, W01, W02, W3A, W3B, W3D, W3E, W3F, W04, W05, W06, **W07**, W08, W8A, W8B, **W09**, W10, W12, W13, W15, W18, W21, W22, W23, W24, W25, W26, **W27**, WCO, WD1, WEL, WFT, WGA, WGD, WGT, WHP, WMA, WME, WOC, WPC, WPO, WPP, WWE, WWT, WWW, WRW, WXL, WXT or WXW. 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	Florida Education Identifier	Survey Period Code	Withdrawal Code, PK-12
01	0301	FL123456789100	2	W3A
*01	0301	FL123456789200	2	W54
*01	0301	FL123456789300	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

STUDENT END OF YEAR STATUS – REJECT RULES

-  9. Diploma Type must be W06, ~~W07~~, W10, ~~W27~~, WCO, WD1, WEL, WFT, WGD, WGA, WME, WOC, WRW, WWE, WWT, WWW, WXL, WXT, WXW, W43, W45, W52, W54, W55, W58, W59, 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	Florida Education Identifier	Diploma Type
30	FL123456789100	W06
30	FL123456789200	W43
* 30	FL123456789300	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

16. Withdrawal Reason code must be DNE, W01, W02, W05, W3A, W3B, W3D, W3E, W3F, W04, W12, W13, W15, W18, W21-W26, ~~W03~~, WGT, WHP, WMA, ~~W06~~, WPC, WPO, WPP 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	Florida Education Identifier	Withdrawal Reason
* 30	FL123456789100	XXX
30	FL123456789200	W12
* 30	FL123456789300	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~~, WCO, WD1, WEL, WFT, WGA, WGD, WME, WOC, 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.

Florida Education Identifier	Grade Level	Diploma Type
FL123456789100	12	W06
* FL123456789200	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.

APPENDICES

2425 Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students

2425 Appendix L: Test Subject Content Codes

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2425
Staff Database**

October 4, 2024

STAFF DEMOGRAPHIC INFORMATION – EXCEPTION REPORTS

57. Birth Date must be between the age range of 16 and ~~80~~⁷⁵ years old, inclusive, in the current calendar year.
– exception report-

EXAMPLE

The first record listed below would pass this edit. The second and third records would cause an error message to be generated because the calculated age using Birth Date is not within the specified age range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
04	012352847	2	****	04131960
* 04	025123478	2	****	0203200 9 ²
* 04	025123482	2	****	02031927

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

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

STAFF PAYROLL INFORMATION - REJECT RULES

44. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the Salary, Annual must not be greater than \$15035,000. -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 below would be rejected because the Salary, Annual is greater than \$15035,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary, Annual	Duty Days
03	123456780	2	****	51004	008350000	199
* 03	123456781	2	****	52018	0184550000	260
* 03	123456782	2	****	63012	0173850000	251

**** = 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 Salary, Annual and resubmit the records for processing.

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2324
Student Database**

October 4, 2024

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

- ➔ 35. If Withdrawal Code, PK-12 is W06, W08, W8A, W8B, ~~W09~~, W10, WCO, WEL, WFT, WRW, WWE, WWT, WWW, WGA, WGD, WGT, WME, WOC, 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.

Florida Education Identifier	Grade Level	Withdrawal Code, PK-12
FL123456789100	10	W06
*FL123456789200	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.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

17. Withdrawal Code, PK-12 must be DNE, W01, W02, W3A, W3B, W3D, W3E, W3F, W04, W05, W06, ~~W07~~, W08, W8A, W8B, ~~W09~~, W10, W12, W13, W15, W18, W21, W22, W23, W24, W25, W26, ~~W27~~, WCO, WD1, WEL, WFT, WGA, WGD, WGT, WHP, WMA, WME, WOC, WPC, WPO, WPP, WWE, WWT, WWW, WRW, WXL, WXT, or WXW. 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	Florida Education Identifier	Survey Period Code	Withdrawal Code, PK-12
01	0301	FL123456789100	2	W3A
*01	0301	FL123456789200	2	W54
*01	0301	FL123456789300	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

STUDENT END OF YEAR STATUS – REJECT RULES

 16. Withdrawal Reason code must be DNE, W01, W02, W3A, W3B, W3D, W3E, W3F, W04, W0 5 , W12, W13, W15, W18, W21-W26, WGT, WHP, WMA, WPC, WPO, WPP 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	Florida Education Identifier	Withdrawal Reason
* 30	FL123456789100	XXX
30	FL123456789200	W12
* 30	FL123456789300	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~~, WCO, WD1, WEL, WFT, WGA, WGD, WME, WOC, 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.

Florida Education Identifier	Grade Level	Diploma Type
FL123456789100	12	W06
* FL123456789200	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 – REJECT RULES



9. Diploma Type must be W06, ~~W07~~, W10, ~~W27~~, WCO, WD1, WEL, WFT, WGD, WGA, WOC, WME, WRW, WWE, WWT, WWW, WXL, WXT, WXW, W43, W45, W52, W54, W55, W58, W59, 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	Florida Education Identifier	Diploma Type
30	FL123456789100	W06
30	FL123456789200	W43
* 30	FL123456789300	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.

APPENDICES

**2324 Appendix A: Attendance Recordkeeping Required Codes
for Grades PK-12 Students**