# Education Information and Accountability Services
# EIAS BULLETIN

**Important!**

Please see page four for an important article on Student Number Identifiers and FTE.

## 2012-13 Graduation Rates

The **five-year** graduation rate file will be available to review September 6 and will include all data submitted as of August 30, 2013. Key dates and instructions are provided below.

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| September 6, 2013 | File **DPS##.GQ.F71254.Y1213.MODSTUD** is available to download. |
| September 13, 2013 | Updated files are due. Send file as **DPS##.GQ. F71254.Y1213.MODSTUD.Rev**. |
| September 17, 2013 | A revised data file is available for districts to review. This file includes all changes made to the non-graduates file as of September 13, 2013. |
| | **DPS##.GQ. F71254.Y1213.MODSTUD.Rev2** |
| | **DPS##.GQ. F71254.Y1213.EDITS** – This file shows how many updates were applied to the file, how many were not accepted, and why. |
| September 27, 2013 | All updates are due. A corrected file is to be sent via NWRDC, must be named **DPS##.GQ.F71254.Y12135.MODSTUD.F**, and must be in the same format as it was received. |

The **four-year** cohort file will be available September 16 and will include all data submitted as August 30, 2013. Additional important dates and instructions are provided below.

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|---|---|
| September 16, 2013 | Four-year cohort file including 2012-13 Survey 5 available |
| | **DPS##.GQ.F63494.Y12135.P4YR** |
| | Districts should make corrections to this file, name it **DPS##.GQ.F63494.Y12135.P4YR.Rev1 and submit it by Sept. 27.** |
| | A file with a list of all students identified as duplicates is available for districts to review. |
| | **DPS##.GQ.F63494.Y12135.DUPS** |
| | A file listing those DJJ students who will be attributed back to the most recent regular high school for the federal rate is available. |
| | **DPS##.GQ.F63494.Y12135.DJJs** |
| September 27, 2013 | First round of corrections are due. This file should be named **DPS##.GQ.F63494.Y12135.P4YR.Rev1.** |
| October 1, 2013 | A revised data file is available for districts to review. This file includes all changes made to the cohort file as of September 27, 2013. |
| | **DPS##.GQ.F63494.Y12135.P4YR.Rev2** |
| | **DPS##.GQ.F63494.Y12135.EDITS** – This file shows how many updates were applied to the cohort file and how many were not accepted and why. |
| October 11, 2013 | All corrected files are due. A corrected file is to be sent via NWRDC, must be named DPS##.GQ.F63494.Y12135.P4YR.RevF and must be in the same format as it was received. Internal quality checks are performed. |

### Staff Email Address Data Collection for the 2013-14 School Year

In accordance with 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 September 15 data collection is from August 19, 2013, to September 13, 2013. For further details, please refer to the email notification sent to District MIS and Staff Database Contacts and dated August 14, 2013.

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

Students who are considered Neglected or Delinquent, as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 107-110, are reported in the Student Demographic format in Survey 9. The Institution Number, Neglected/Delinquent is used to capture 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 record. Matching records in other formats are not required for these students in Survey 9.

SPECIAL NOTE: The student must be served in a valid institution for neglected/delinquent children in the District of Enrollment. These numbers include those in the Master School Identification (MSID) file coded in the data element Neglected/Delinquent with N, B, D or C. They also include specially assigned A numbers (A###) for facilities that provide services and are considered non-school institutions. At Risk and Multipurpose no longer have designated codes in the MSID file, Neglected/Delinquent Classification data element. Those considered At Risk who are served with Title I, Part D funds are reported in Survey 5 in the Dropout Prevention Program data format.

For information about reporting Neglected or Delinquent or At Risk students in the state student database, please contact Linda H. Fleming at linda.fleming@fldoe.org or 850-245-9919. For Master School Identification questions or assignment of an "A###" identifier for a non-school institution, please contact Rhonda Forbes at rhonda.forbes@fldoe.org or 850-245-9920.

### Important Dates

- **Early Sept. –** ESEA SPARs published
- **Sept. 6 –** Five-year graduation rate file is available to download
- **Sept. 13 –** Survey 1, 2013-14: end state processing
  - Survey 6, 2013-14: survey date/due date
  - Updated five-year graduation rate files due
- **Sept. 16 –** Four-year cohort file including Survey 5 available
- **Sept. 17 –** Revised five-year graduation rate file available for review.
- **Sept. 20 –** Survey 6, 2013-14: end state processing
- **Sept. 26 –** Survey 8, 2013-14: end state processing
- **Sept. 27 –** First round of four-year graduation rate corrections due.
  - All updates to the five-year graduation rate files are due
- **Sept. 30 –** Survey 1, 2013-14: final update
- **Oct. 1 –** Revised four-year graduation rate file available for review
- **Oct. 11 –** All corrected four-year graduation rate files due
- **Oct. 14-18 –** Survey 2, 2013-14: survey week
- **Oct. 21 –** Survey 2, 2013-14: begin state processing
- **Nov. 15 –** Survey 2, 2013-14: end state processing
- **Oct./Nov. –** 2012-13 graduation rates released

### Recent Reports and Publications

We have released several publications in the last three months. They are listed below with their corresponding web links.

- 2013-14 School District Start and End Dates
  http://www.fldoe.org/eias/eiaspubs/word/startend1314.doc
- Gender Representation among Professionals in Florida's Public Schools
  http://www.fldoe.org/eias/eiaspubs/word/genderpro1213.doc
- School District Calendars, 2013-14
  http://www.fldoe.org/eias/eiaspubs/word/calendar.doc
- Staff Distribution by Race/Ethnicity, 2012-13
  http://www.fldoe.org/eias/eiaspubs/word/staffratios1213.doc
- Teacher Demographics in Florida's Public Schools, Fall 2012
  http://www.fldoe.org/eias/eiaspubs/word/tchdemo1213.doc

### Virtual Learning Labs

The data element Location of Student is required in the Student Course Schedule for all courses instructed in schools 7001, 7004, 7006 and 7023; for courses instructed by a virtual charter school; for courses instructed by the Florida Virtual School (FLVS), i.e., district of instruction 71; and the FLVS courses under contract with the district to be offered on the public school campus in Virtual Learning Labs (VLLs).

Students who are enrolled in FLVS courses and are scheduled to take the class in a district-provided VLL will be assigned a new code in the data element Location of Student. The new code "T" will apply to students who are located in a public school district facility and are taking a FLVS course in a VLL during the regular school day for the virtual instruction course. These are FLVS courses under contract with the district to be offered on the public school campus. These students, where code "T" is applicable, will also be reported by the school district in the Student Course Schedule, the Teacher Course Schedule and Student Demographic format. All other database formats should also be reported as appropriate for each student.

If the student is taking a virtual course located in a public school district facility during the regular school day for the virtual instruction course (excluding FLVS courses under contract with the district to be offered on the public school campus in a VLL), then the code "S" is applied. It is important to note that students who are not located in a public school district facility during the regular school day for their virtual instruction course have code "N" (not "Z") applied to their database record.

### Personnel Evaluation Reporting for Survey 5, 2012-13

Personnel Evaluation information is reported on the Staff Fiscal Year Salaries format in Survey 5, 2012-13. The department recognizes that final evaluation ratings for the 2012-13 school year will not be complete by the August 31 closing date for Survey 5. Therefore, districts should finalize data for all Personnel Evaluation data elements by October 31, 2013. After that date, the department will finalize data to fulfill the statutory requirement to report aggregate evaluation results to the governor by December 1. Please direct questions to Teresa Sancho at teresa.sancho@fldoe.org.

### School Public Accountability Reports (SPARs)

The 2012-13 School Public Accountability Reports (SPARs) will be posted online at http://www.fldoe.org/eias/eiaspubs/pubnclb.asp by the end of September. MIS Directors, Student Database Contacts and Accountability Coordinators will receive a notice when the reports are available.

### Student Number Identifiers and FTE

New legislation ([1011.622, F.S.](#)) is affecting the calculation of FTE. Beginning with the 2013-14 school year, if a student is reported in more than one school or school district – including the Florida Virtual School (FLVS) – at any time during the school year and the common Student Number Identifier, Florida and Student Number Identifier, Alias - Florida are not applied consistently (using the same identifiers) in each enrollment where course data is reported in Surveys 1, 2, 3 or 4, then the student's **entire FTE earned for the school year will be nulled** for each school or in each district in which the student was enrolled.

Districts must be certain that students who transfer between school districts and students who receive services from more than one public school district or participate in FLVS are assigned the common Student Number Identifier, Florida and Student Number Identifier, Alias - Florida. This requires the sending or previous district to share these student identifiers with the receiving or new district within a reasonable timeframe.

Training for district and school staff who register students is essential to ensure diligence and accuracy in student number assignment. New students who enter a school should not receive new student number identifiers until the receiving district has determined that the student does not have a prior enrollment in a Florida public school. District staff should conduct a careful review of the student's enrollment history. If the student has a prior enrollment in Florida public schools, then the Student Number Identifier, Florida and Student Number Identifier, Alias - Florida from the sending or previous district should be assigned in the receiving district's database system and reported in the PK-12 state student database. The original Student Number Identifier, Florida and Student Number Identifier, Alias – Florida should remain consistent throughout the student's enrollment in Florida public schools. The department provides several tools, outlined below, to assist in this process.

Because students can enroll in virtual courses outside their districts of enrollment, districts must be sure to assign the common student numbers in FLVS (i.e., district 71) or other district virtual courses. Virtual schools and school districts 01-75 are to collaborate and coordinate in this effort. District staff must be informed of the necessity of this effort and know the district's established process, which must certify that the common number is assigned to the student in the school district and other virtual programs.

There are four identifiers in the state student database. Of these, the Student Number Identifier, Florida and the Student Number Identifier, Alias – Florida

will affect FTE. The data element pages of the *Student Information Database Manuals* contain directions for assigning student number identifiers:

  [Student Number Identifier, Florida](#)
  [Student Number Identifier, Alias – Florida**](#)
  [Student Number Identifier, Local](#) (state reporting is optional)
  [Florida Education Identifier](#) (future)

**Tools to Assist Districts in Reporting Common Student Identifiers**

I. **Automated Information Database User Manual, [Appendix T: District Contacts for Student Identifiers](#)** provides a list of primary and secondary district contacts responsible for managing common student identifiers within their districts.

II. **CICS, Student Component Menu**
- **Option 25 – STUL Student Location** consists of two years of student records. Use last name, date of birth, and gender to search for student IDs.
- **Option 30 – STSN Student Locator by SSN** consists of two years of student records. Use Student ID, Florida to search for student IDs.
- **Option 26 – RRPT Reports for Request**
  o **F71323 – Student Demo with Addtl Dist Inst (.DATA)** produces Common Student ID report (DPSXX.GQ.F71323.Yyyyys) and file (DPSXX.GQ.F71323.Yyyyys.DATA), which serve as a method of identifying student records reported within the same survey with the same Student Number Identifier, Florida by different districts of instruction.

III. **Reports Run by FLDOE and Provided to Districts**
- **F71325 – Report (DPSXX.GQ.F71325.Yyyyys) and file (DPSXX.GQ.F71325.Yyyyys.DATA)** provide districts with a method to identify records that may have been reported by a different district for the same student but with a different Student Number Identifier, Florida.

**NOTE: The district's local student identifier IS NOT assigned in the Student Number Identifier, Alias - Florida. See the instructions outlined in the data element page for proper assignment of code in this data element. First-time enrollees in the 1314 school year should all have the proper numbers assigned in the alias ID field, and the practice of assigning the local identifier in this field should cease.

For questions and assistance, please contact [your assigned EIAS database contact](#) or call 850-245-0400.