



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 Change

Please join us in welcoming Samantha Starks-Harrison, a new Program Specialist for Student Database Reporting in PK-12 Education Information Services. Samantha fulfills the position previously held by Kenneth Dukes; she is a former employee of DMS/Division of Retirement.

Survey 3, 2016-17

As noted in Important Dates, state processing for Survey 3, 2016-17 ends on Friday, March 10th.

In an effort to provide data in a timely manner and to meet Florida Department of Education (FLDOE) program area needs, **2016-17 Survey 3 data will be pulled Monday, March 13th (based on files processed as of Friday, March 10th)**. All Survey 3 format records loaded to the PK-12 Automated Student and Staff Information Databases by the close of the Survey 3 State Processing Period on Friday, March, 10th, will be the data available for use by federal and state programs in FLDOE, other state agencies and the public.

Examples for the uses of these data include, but are not limited to:

- Lunch Status data – used by the Bureau of Federal Programs (Title I, Homeless, etc.), the Bureau of Exceptional Student and Student Services (IDEA and ESE), the Bureau of Student Achievement through Language Acquisition (ESOL/ELL) in the allocation of program funds and grants.
- Student Transportation data – used to support Transportation funding. Districts should request and review report F63499 to verify the accuracy of Transportation data submitted. Please see the Student Transportation General Instructions at the following link (<http://www.fldoe.org/core/fileparse.php/7507/urlt/STGE1617.pdf>) for a complete list of available reports.
- Data regarding reports for student membership, course enrollment, Class Size, teacher and other staff salaries, etc.

It is important for accountability coordinators, federal program directors, ESE managers, ESOL managers, transportation directors, management information systems directors and others to work together to ensure the accuracy of data reported for this survey. Your PK-12 Education Information Services (EIS) liaisons are available to provide assistance. Thank you for ensuring quality and accurate data reporting for Survey 3 **by March 10, 2017**.

Contacts

Senior Program Director

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Students who are incarcerated in DJJ Facilities, Municipal Jails or Adult Correctional Facilities — Withdrawal Codes and more

In an effort to ensure students who have not graduated from high school and who are incarcerated are receiving instructional services and being coded correctly in the PK-12 State Student database, the following information will provide valuable guidance.

- DJJ – Any student (juvenile) in a DJJ facility who has not graduated from High School should be enrolled in school and receiving PK-12 Instructional Services (courses) towards the ultimate goal of high school graduation.
 - ◊ Typically the DJJ facility should have a MSID number assigned for database reporting purposes.
 - ◊ Information regarding statutory authority may be provided by Curtis Williams (Curtis.Williams@fldoe.org) or Melvin Herring (Melvin.Herring@fldoe.org).
 - ◊ When the student withdraws from a public school into a DJJ facility, Withdrawal Code/Reason will typically be W02 or W3A.

 - Municipal Jail – Any juvenile who is incarcerated in a municipal jail and who has not earned a High School Diploma should be enrolled in school either receiving PK-12 basic education or Adult Basic Education with the goal of courses provided leading to high school graduation.
 - ◊ **Section 951.176, Florida Statutes** requires a cooperative agreement between the school district and the applicable law enforcement unit to address these educational services.
 - ◊ **Thus Withdrawal Code/Reason W13 should rarely, if ever, be applied/reported.**
 - ◊ If a school district provides education services in the jail, then a MSID number should be acquired for the facility.
 - ◊ When the student withdraws from a public school into a municipal jail, typically Withdrawal Code/Reason will equal W01, W3A or W26.

 - Adult Correctional Facility – Any juvenile who is adjudicated to an Adult Correctional Facility (prison) and who has not earned a High School Diploma is typically participating in Adult Basic Education.
 - ◊ Once verified, the student who transfers from PK-12 into Adult Basic Education receives a Withdrawal Code/Reason of W26.
1. When any Withdrawal Code/Reason is applied, the appropriate code is to be verified for accuracy. The reason for application of the code should be documented.
 2. See Appendix A for *Attendance Record Keeping Required Codes for Grade PK-12 Students*, link here: <http://fldoe.org/core/fileparse.php/15229/urlt/1617-appenda.xls>.
 3. A list of the Dropout, Diploma and Certificate Codes are identified at the bottom of Appendix A.
 4. **Withdrawal Code/Reason W13 should rarely, if ever, be applied/reported.**

Public Schools Administrative and Instructional Staff Terminations Database

In accordance with § 1012.21(2)(a)(b), Florida Statutes, concerning the “Computer database of certain persons whose employment was terminated,” 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. This is a reminder to all public school districts that the Staff Terminations database is current and active and should be used to continue to adhere to the requirements of the statute.

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

Virtual Course Reporting

Helpful information is provided below for reporting virtual courses in the PK-12 Student Information Database.

Course Grade is reported for virtual schools 7001, 7004, 7006 and 7023 in Surveys, 2, 3 and 4 for virtual courses in the Student Course Schedule. It is imperative that the final Course Grade be reported in Survey 4.

- Course Grade of IP may not be reported in Survey 4. See Student Course Edit 2H.
- In order for a virtual course to earn FTE, each course must be successfully completed with a passing grade and the passing grade must be reported in Survey 4.
- If Course Grade equals F, I, IP, N, U, WP, FL, NG, W, or WF, then FTE Reported, Course must equal 0000. See Student Course Schedule Edit 2F.
- Note: Course Grade "IP" is only to be applied to virtual courses in Student Course Schedule records. This code is not to be applied in any Student Course Transcript record.
- Link to data element, Course Grade, here: <http://www.fldoe.org/core/fileparse.php/15229/urlt/1617-109225.pdf>.

Location of Student is required for:

- Courses instructed in schools 7001, 7004, 7006 and 7023.
- Courses instructed in a virtual charter school.
- For courses instructed by the Florida Virtual School on the school campus (district of instruction 71).
- Florida Virtual School courses under contract with the district to be offered on the public school campus in Virtual Learning Labs.
- Link to the data element, Location of Student, here: <http://www.fldoe.org/core/fileparse.php/15229/urlt/1617-197241.pdf>.

Term for a two semester, one credit virtual course reported in Survey 4 may be reported in one of the following ways:

- One Student Course Schedule record with the total FTE Reported, Course for the course and the data element Term coded 3.
- Two Student Course Schedule records where one course record is coded with a Term of 1 and the second coded with a Term of 2. Half of the course FTE Earned, Course is reported in each record.
- ***For a one credit course, where the full credit is earned in a virtual course and where the End of Course Exam is 30% of the final grade (e.g. Algebra 1, etc.), report one Student Course Schedule record with the data element Term coded 3.***
- Link to data element, Term, here: <http://www.fldoe.org/core/fileparse.php/15229/urlt/1617-176225.pdf>.

FTE Reported, Course is addressed in Appendix D of the *FTE General Instructions 2016-17*.

- If a virtual education student participates in more than six courses (whether the courses are virtual or not), then student course records associated with each course should be reported.
- Report student course records for students that withdraw from a course. Course Grade will equal WP or WF and FTE Reported, Course will equal zero.

Surveys 2 and/or 3:

- Students in virtual courses where School Number, Current Instruction/Service equals 7001, 7004, 7006, and 7023 and **who were enrolled in the virtual course during Survey 2 and/or Survey 3 Survey Week** are reported with FTE Reported, Course equal to 0.0000 in Surveys 2 and/or 3.
- Students in virtual courses where School Number, Current Instruction/Service equals 7001, 7004, 7006, and 7023 and who were **NOT** enrolled in the virtual course during Survey 2 and/or 3 Survey Week are NOT reported in Surveys 2 and/or 3.

Virtual Course Reporting (cont.)

Survey 4:

- Students who successfully complete courses should be reported with appropriate amounts of FTE Reported, Course in each Student Course Record reported for that course.
- Students who do not successfully complete the course should be reported with FTE Reported, Course equal to 0.0000 in each Student Course Record reported for that course.
- Link to *FTE General Instructions 2016-17*, here: <http://www.fldoe.org/core/fileparse.php/7508/urlt/1617FTGI.pdf>.
- Link to data element, FTE Reported, Course, here: <http://www.fldoe.org/core/fileparse.php/15229/urlt/1617-122825.pdf>.

Course Completion timeframe requirements for students enrolled in district virtual courses varies based upon the time period in which the student enrolls in the course.

- The student must have been enrolled during Survey 2 and/or 3 Survey Week and reported in Surveys 2 and/or 3 for the student to have the flexibility to complete the district virtual course beyond the 180-day regular school year but before then end of the Survey 4 Amendment Period. Only virtual courses that are reported in either Survey 2 and/or Survey 3 can be completed after the 180-day regular school year and before the end of the Survey 4 Amendment Period.
- Students who enroll in a district virtual course, but who were not enrolled during Survey 2 and/or 3 Survey Week, must complete the virtual course by the end of the 180-day school year.

Other Resources provide valuable information as well as guidance and clarification for you and other staff in the district.

- ***Student eligibility and funding for district virtual instruction programs, district virtual franchises, virtual charter schools, virtual learning labs and virtual course offerings are described in § 1002.37, 1002.45, 1002.455, 1003.498, 1002.33, and 1011.61(1)(c) b,II,III,IV,V F.S.***
- FDOE Virtual Education's resource page with Q&A's, and more, here: <http://www.fldoe.org/schools/school-choice/virtual-edu/district-resources/supplemental-information.stml>
- FDOE Virtual Education's home page, here: <http://www.fldoe.org/schools/school-choice/virtual-edu/>

For virtual program area questions contact the Virtual Education Office at VirtualEducation@fldoe.org or 850.245.0502. For virtual database reporting questions, contact Linda H. Fleming at Linda.Fleming@fldoe.org or 850.245.9919.

Master School Identification (MSID) File

This is a reminder to District MSID Contacts that throughout the year, as changes occur for a school, please convey those changes to Rhonda Forbes, FDOE MSID Coordinator via email at Rhonda.Forbes@fldoe.org. Also remember that the schedule for submission of a MSID application for a new school number shall be submitted to the department no later than June 1 and no earlier than three (3) calendar years prior to the beginning of the school year that the school is scheduled to open. It should be noted that the Department of Juvenile Justice, adult schools, hospital/ homebound and virtual facilities may submit MSID applications to the department throughout the calendar year.

To review the State Board of Education rule related to the submission of MSID applications, please click on the following link to State Board rule 6A-1.0016. (<https://www.flrules.org/gateway/ruleNo.asp?id=6A-1.0016>)

Resource Zone

The web address for changes to the Staff and Student database have changed. The new web address is <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/updates.stml>. The updates will continue to be posted on Fridays. The EIS office continues to recommend that districts view updates once a week. Please note that there will not be any communication issued to districts notifying them about the changes made in the database manuals.

Important Dates

March 3

Survey D, 2016-17: Verification file available

March 3-9

Survey D, 2016-17: State processing

March 7

Survey D, 2016-17: Submission deadline

March 9

Survey D, 2016-17: Final update

March 10

Survey 3, 2016-17: End state processing

March 31

Survey 2, 2016-17: Final update/amendment date

March 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	