Revised Date: April 2001
Effective Date: July 2001

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

Comprehensive Management Information System
Automated Student Reporting Format

2002-2003 Exceptional Student Program

1. Submit this record in reporting periods 2, 3 and 5 for <u>each</u> Exceptionality (primary and other) for which a student is eligible to be served during the October FTE Survey Period or the February FTE Survey period. Submit this record in reporting period 5 for all exceptional students in membership during the school year just ended and for students who were referred and determined ineligible at any time during the school year just ended.

2. In reporting period 5, submit one record for any student who is not already an Exceptional Student, was referred for evaluation, and is either pending evaluation, or was evaluated and determined ineligible (Exceptional Student Placement Status = R or I).

3. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5 and 17. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified 　　leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date:　　　　　April 2001 Effective Date:　July 2001 Format No.:　　6489 Record Type:　1 of 1 Activity No.:　　DB9 12B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				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</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. 　　　<u>Number</u>　　　　<u>Definition</u> 　　　0001-9899　　District school sites assigned a unique number in the state Master School ID File. 　　　N998　　　　DPS/MIS reporting number for home education setting. 　　　N999　　　　DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u> nnnnnnnnnX Example123456789X If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide. <u>First 2 Digits</u> 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. <u>Last 8 Digits</u> 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. See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code**

				A code representing one of the state reporting periods.
				
				    <u>Code</u> <u>Definition</u>
				
				    2 October
				    3 February
				    5 End of Year

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Item Number	From-To	Size	Field Char.	Field Description
5	**18-21**	**4**	**N**	**Fiscal Year**
				The state fiscal year (running from July 1 through June 30) for which the reported data are applicable. NNNN Example: 8788 Fiscal Year July 1, 1987 through June 30, 1988
6	**22-24**	**3**	**A/N**	**Filler**
7	**25-30**	**6**	**A/N**	**Filler**
8	**31-36**	**6**	**A/N**	**Filler**
9	**37-37**	**1**	**A**	**Exceptional Student Placement Status**
				A code defining the eligibility and placement status of the exceptional student for each exceptional student program.
				<u>Code</u> <u>Definition</u> R Referred and pending evaluation I Evaluated and ineligible N Determined eligible and not placed P Determined eligible and placed T Temporarily placed Z Not applicable
				Note: Codes P and T will be reported on the Exceptional Student Program format in all surveys. Codes R and I will only be reported in survey 5 for students who were (1) determined ineligible for ESE services at any time during the school year or (2) still pending evaluation at the end of the school year. For students reported with Codes R and I in survey 5, data is required in fields 1-14 and 18. All other fields may be 0-filled for these students.
				The code I should be used only for students who have not already been placed in any other exceptional program.

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Item Number	From-To	Size	Field Char.	Field Description
10	**38-41**	**4**	**A/N**	**Filler**
11	**42-47**	**6**	**A/N**	**Filler**
12	**48-48**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting record. Code Definition A Add Record C Update Record D Delete Record
13	**49-56**	**8**	**A/N**	**Referral Date**
				The date the student was referred for formal evaluation/assessment. For Exceptional Student Education: The date the student was referred for formal evaluation to determine the student's eligibility for <u>each</u> special program. MMDDYYYY Example: 09241987 The student was referred for formal evaluation/assessment on September 24, 1987
14	**57-64**	**8**	**A/N**	**Evaluation Completion Date**
				The date the applicable initial evaluation procedures prescribed in Rules 6A-6.03011 through 6A-6.03026, FAC, are completed for the purpose of determining a student's eligibility for each special program. MMDDYYYY Date evaluation procedures completed Example: 10151988 = October 15, 1988
15	**65-72**	**8**	**A/N**	**Exceptional Student Placement Date**
				The date the student was first enrolled in the class, course or received service prescribed in the Individual Education Plan (IEP), Family Support Plan (FSP) or Education Plan (EP). Except for students age birth through two who have an interim FSP, placement date occurs <u>after</u>: (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
15	**65-72**	**8**	**A/N**	**Exceptional Student Placement Date**
				1) eligibility staffing;
				2) ESE administrator or designee verifies the staffing committee's recommendation regarding students eligibility.
				3) the development of the IEP/FSP/EP; and
				4) parent is provided informed notice and gives written consent.
				MMDDYYYY
				Example: 03251987 The student was placed in the program on March 25, 1987
16	**73-80**	**8**	**A/N**	**Exceptional Student Eligibility Determination Date**
				The date the eligibility or ineligibility determination for each ESE program was verified by the ESE administrator or designee. This occurs after eligibility staffing that is documented by a staffing report in which the staffing committee made a recommendation regarding the student's eligibility or ineligibility.
				MMDDYYYY Date eligibility determination
				Example: 10011986 = October 1, 1986
17	**81-81**	**1**	**A**	**Exceptionality**
				A code to identify each exceptionality including the primary exceptionality and all other exceptionalities for any child or youth enrolled in or eligible for enrollment in the public schools of a district who requires special instruction of related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. The codes to be used follow:
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Code Exceptionality A Educable Mentally Handicapped B Trainable Mentally Handicapped C Orthopedically Impaired D Occupational Therapy E Physical Therapy F Speech Impaired G Language Impaired H Deaf or Hard of Hearing I Visually Impaired J Emotionally Handicapped K Specific Learning Disabled L Gifted M Hospital/Homebound N Profoundly Mentally Handicapped O Dual-Sensory Impaired P Autistic Q Severely Emotionally Disturbed S Traumatic Brain Injured T Developmentally Delayed U Established Conditions V Other Health Impaired Z Not Applicable
18	**82-82**	**1**	**A/N**	**Exceptional Student Referral Reason**
				CODE DEFINITION D The student is suspected of having a disability. G The student is suspected of being gifted. Z Not applicable. Note: Codes D and G will be reported on the Exceptional Student Program Eligibility format in Survey 5. For all other surveys, enter Code Z.
19	**83-160**	**78**	**A/N**	**Filler**