

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

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

2002-2003 Student Demographic Information

1. For reporting periods 1-4 submit this record for each student receiving instruction/service during that reporting period.
2. For reporting period 5 submit this record for any student who was in membership at any time during the school year, any PK-12 student who was expected to attend school but did not enter (DNE) as expected for unknown reasons, and any student for whom a Diploma Type of W43 or W45 is being reported on the Student End of Year Status record.
3. For reporting period 9 submit this record for each student for whom an Exceptional Student Record Format is being reported.
4. STUDENT NAME LEGAL: The district must submit student names for each student. The student name field will be used to ensure efficient editing and verification of records during reporting periods and to facilitate Department monitoring and auditing activities requiring access to district individual student records.
5. For reporting periods 1 and 4, (summer session) district of enrollment (item 2) and district of instruction/service (item 1) will always be the same number and school of enrollment will be the school providing instruction or service.
6. YEAR: For reporting periods 1 through 4 and 9, this field will contain fiscal year. For reporting period 5, this field will contain school year. Refer to the Element Year in the DOE Information Data Base Requirements: Volume I - Automated Student Information System for definition.
7. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5 and 6. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6281 Record Type: 1 of 1 Activity No.: DB9 13B
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Item Number	From-To	Size	Field Char.	Field Description								
1	1-2	2	N/R	District Number, Current Instruction/Service								
				The two digit number for the current school district or other agency which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C</u> , for acceptable codes.								
2	3-4	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, Appendix C</u> , for acceptable codes.								
3	5-8	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. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td style="padding-left: 20px;">N998</td> <td>DPS/MIS reporting number for home education setting.</td> </tr> <tr> <td style="padding-left: 20px;">N999</td> <td>DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.</td> </tr> </tbody> </table>	<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.
<u>Number</u>	<u>Definition</u>											
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**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

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4	9-18	10	A/N	<p>Student Number Identifier, Florida</p> <p>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 post secondary vocational students.</p> <p>→ <u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u></p> <p>nnnnnnnnX Example: 123456789X</p> <p>→ If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First 2 Digits</u></p> <p>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.</p> <p><u>Last 8 Digits</u></p> <p>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.</p> <p>See data element number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.</p>

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description														
5	19-19	1	A/N	Survey Period Code														
				A code representing one of the state reporting periods. <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>July</td> </tr> <tr> <td>2</td> <td>October</td> </tr> <tr> <td>3</td> <td>February</td> </tr> <tr> <td>4</td> <td>June</td> </tr> <tr> <td>5</td> <td>End of Year</td> </tr> <tr> <td>9</td> <td>December</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	1	July	2	October	3	February	4	June	5	End of Year	9	December
<u>Code</u>	<u>Definition</u>																	
1	July																	
2	October																	
3	February																	
4	June																	
5	End of Year																	
9	December																	
6	20-23	4	N	Year (See note on cover page)														
				This refers to fiscal year or school year as appropriate. Example: 0203														
7	24-33	10	A/N	Student Number Identifier - Alias, Florida														
				A ten character code used to identify the first Florida Student Number Identifier assigned to a student in a district. See data element number 175630 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for definition.														
8	34-75	42	A/N/L	Student Name, Legal														
				The student's last, first and middle name including appendage as follows: This is a fixed field: Last Name Appendage First Name Middle/Maiden Name or Initial														
9	76-81	6	A/N	Filler														

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
10	82-82	1	A	Gender
				The student's gender. <u>Code</u> <u>Definition</u> M Male F Female
11	83-83	1	A	Racial/Ethnic Category
				Racial/ethnic group to which the student belongs or with which the student identifies: <u>Code</u> <u>Definition</u> W <u>White, Non-Hispanic</u> : Persons having origins in any of the original peoples of Europe, North Africa or the Middle East. B <u>Black, Non-Hispanic</u> : Persons having origins in any of the black racial groups of Africa. H <u>Hispanic</u> : Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race. A <u>Asian or Pacific Islander</u> : Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands and Samoa. I <u>American Indian or Alaskan Native</u> : Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. M <u>Multiracial</u> : Persons having parents of different racial/ethnic categories.

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
12	84-84	1	A/N	Filler
13	85-95	11	A/N	Filler
14	96-96	1	A/N	Filler
15	97-98	2	A	Limited English Proficient, PK - 12
				<p>Using the definitions and the codes listed, indicate the status of the student who has been identified as a Limited English Proficient (LEP) student. A Limited English Proficient student is one who:</p> <ul style="list-style-type: none"> Was not born in the U.S. and whose native language is other than English; or Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; <u>and</u> <p>Who as a result of the above has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.</p> <p><u>Code</u> <u>Definition</u></p> <p>LY The student is Limited English Proficient and is enrolled in classes specifically designed for LEP students.</p> <p><u>Code</u> <u>Definition</u></p> <p>LN The student is Limited English Proficient and is not enrolled in classes specifically designed for LEP students.</p> <p>(CONTINUED ON NEXT PAGE)</p>

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

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				<p>LF The student is being followed up for a two year period after having exited from the ESOL program.</p> <p>LP The student is in 4th-12th grade, tested fully English proficient on an Aural/Oral Test and is Limited English Proficient pending the Reading and Writing Assessment or the student is in K-12th grade, answered "yes" on the Home Language Survey question "Is a language other than English spoken in the home?" and is pending aural/oral assessment.</p> <p>LZ The student is one for whom a two-year follow up period has been completed after the student has exited the ESOL program.</p> <p>ZZ Not applicable.</p>														
16	99-99	1	A/N	Resident Status, State/County														
				<p>code representing the resident status of the student for purposes of enrollment as defined in Section 228.121(2), F.S.</p> <table border="0"> <thead> <tr> <th data-bbox="695 1224 773 1255"><u>Code</u></th> <th data-bbox="805 1224 938 1255"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="695 1262 711 1293">0</td> <td data-bbox="805 1262 1419 1331">PK-12 Student: Foreign Exchange student enrolled in a Florida public school.</td> </tr> <tr> <td data-bbox="695 1371 711 1402">1</td> <td data-bbox="805 1371 1360 1440">PK-12 Student: Out-of-county resident enrolled in this school district.</td> </tr> <tr> <td data-bbox="695 1446 711 1478">2</td> <td data-bbox="805 1446 1338 1516">PK-12 Student: Out-of-state resident enrolled in this school district.</td> </tr> <tr> <td data-bbox="695 1522 711 1554">3</td> <td data-bbox="805 1522 1305 1554">PK-12 Student: In-county resident.</td> </tr> <tr> <td data-bbox="695 1560 711 1591">4</td> <td data-bbox="805 1560 1435 1629">Adult Student: Resident within Florida for one year or more.</td> </tr> <tr> <td data-bbox="695 1644 711 1675">5</td> <td data-bbox="805 1644 1435 1713">Adult Student: Resident within Florida for less than one year, or out-of-state resident.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	0	PK-12 Student: Foreign Exchange student enrolled in a Florida public school.	1	PK-12 Student: Out-of-county resident enrolled in this school district.	2	PK-12 Student: Out-of-state resident enrolled in this school district.	3	PK-12 Student: In-county resident.	4	Adult Student: Resident within Florida for one year or more.	5	Adult Student: Resident within Florida for less than one year, or out-of-state resident.
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**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
17	100-101	2	A/N	Grade Level
				<p>The student's current grade level placement or the grade level for which data are being reported.</p> <p><u>Code</u> <u>Grade or Level</u></p> <p>PK Prekindergarten</p> <p>KG Kindergarten</p> <p>01-12 First through Twelfth Grade</p> <p>23 Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year.</p> <p>30 Adult, Non-High School Graduate</p> <p>31 Adult, High School Graduate</p> <p>If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.</p>
18	102-102	1	A/N	Student Characteristic, Agency Programs
				<p>Indicate, using the codes below, whether or not the student being reported meets any of the following categories.</p> <p>The student:</p> <p><u>Code</u> <u>Definition</u></p> <p>A The student is a client of Department of Children and Family Services (DCFS), is placed in a residential facility operated by the agency, and receives educational services from the local school district or through a contract with the local school district.</p> <p>This definition was designed to include students with disabilities who were placed in residential facilities by DCFS [e.g., a Developmental Services, Intermediate Care Facility (ICF-MR)]. It does not include students who are in foster care placements.</p> <p>(CONTINUED ON NEXT PAGE)</p>

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

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				<p>C The student has been <u>involuntarily assigned</u> to a Department of Juvenile Justice facility/program either by DJJ or by the courts and receives educational services from the local school district or through a contract with the local school district. The student's educational records must include documentation of this involuntary assignment.</p> <p>This definition was designed to include students for whom the local school districts, in which the DJJ facilities are located, have no control over the placement or assignment of these students. Please note that in many DJJ facilities, there may be more than one educational program that generates weighted FTE (e.g., educational alternatives, juvenile justice, substance abuse, ESE, basic, etc.).</p> <p>Z None of the above categories apply to the student.</p> <p>Note: These codes are used in the calculation of the enrollment ceiling (cap) as authorized by s.236.081(1)(d)3.a., F.S.</p>
19	103-103	1	A	Transaction Code
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <p><u>Code</u> <u>Definition</u></p> <p>A Add Record</p> <p>C Update Record</p> <p>D Delete Record</p> <p>(CONTINUED ON NEXT PAGE)</p>

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

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20	104-105	2	A/N	Native Language, Student
				<p>A code which identifies the native language spoken by the student. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System, Appendix N</u>, for acceptable codes.</p> <p style="text-align: center;"><u>Code</u> <u>Definition</u></p> <p>NN The language code of the student.</p> <p>ZZ Not applicable (ZZ is not valid for students in grades PK-12).</p>
21	106-106	1	A/N	Filler
22	107-108	2	A/N	Parent/Guardian Primary Home Language
				<p>A two character code indicating the primary home language of the parent(s) or guardian(s) of the student. Record the code representing the <u>predominant</u> language spoken in the home by the parent(s)/guardian(s). See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System, Appendix N</u>, for acceptable codes.</p>
23	109-110	2	A/N	Country of Birth
				<p>A two character code which identifies the country of birth of the student. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System, Appendix G</u>, for acceptable codes.</p> <p>NOTE: Code ZZ is valid only for grade levels 30 and 31.</p>
24	111-118	8	A/N	Limited English Proficient: Home Language Survey Date
				<p>The date that indicates completion of the Home Language Survey in accordance with Rule 6A-6.0902, FAC.</p> <p>MMDDYYYY Home Language Survey Date</p> <p>Example: 01181991 = January 18, 1991</p>

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

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25	119-126	8	N	Birth Date												
				The numeric representation of the date on which the student was born. MMDDYYYY Example: 12011969 = December 1, 1969												
26	127-129	3	A/N	Filler												
27	130-137	8	A/N	Qualifying Arrival Date (QAD) for Migrant Program Eligibility												
				The date a child arrives in a new state or school district as the result of a move which establishes eligibility under federal guidelines. MMDDYYYY Example: 10191995 = October 19, 1995												
28	138-138	1	A/N	Lunch Status												
				Lunch status is defined as the student's eligibility for participation in the Free, Reduced or Full Price Lunch Program of the district as evidenced by submission of an application. <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>The student did not apply for free or reduced price lunch.</td> </tr> <tr> <td>1</td> <td>The student applied for free or reduced price lunch but is not eligible.</td> </tr> <tr> <td>2</td> <td>The student is eligible for free lunch.</td> </tr> <tr> <td>3</td> <td>The student is eligible for reduced price lunch.</td> </tr> <tr> <td>4</td> <td>The student is enrolled in a USDA-approved Provision Z school.</td> </tr> </tbody> </table> See Data Element number 146025 of the <u>DOE Information Data Base Requirements: Volume I – Automated Student Information System</u> for more information.	<u>Code</u>	<u>Definition</u>	0	The student did not apply for free or reduced price lunch.	1	The student applied for free or reduced price lunch but is not eligible.	2	The student is eligible for free lunch.	3	The student is eligible for reduced price lunch.	4	The student is enrolled in a USDA-approved Provision Z school.
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4	The student is enrolled in a USDA-approved Provision Z school.															
29	139-139	1	A	Homeless Student, PK-12												
				A code indicating whether or not a student is homeless on or about survey week. Section 103(a)(1)(2) of the McKinney Homeless Assistance Act defines a homeless individual as one who lacks a fixed, regular and adequate (CONTINUED ON NEXT PAGE)												

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 STUDENT DEMOGRAPHIC INFORMATION

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				<p>residence. Guidelines from the U.S. Department of Education describe the following situation in which a child or youth lacks a fixed, regular and adequate residence and is considered homeless.</p> <p>Child/youth sleeps at night in a shelter for homeless people;</p> <p>Child/youth sleeps at night in a shelter for runaway/homeless youth;</p> <p>Child/youth sleeps at night in a shelter for victims of domestic violence;</p> <p>Child/youth sleeps at night in the home of a relative or friend;</p> <p>Child/youth sleeps at night in a car, tent, park, abandoned building or other place not ordinarily used as a sleeping accommodation for human beings;</p> <p>Child/youth sleeps at night in a shelter or other temporary arrangement awaiting institutionalization, adoption, foster care or other placement. The McKinney Act specifically excludes from the definition of homeless individuals any person who is imprisoned or otherwise detained for violation of an act of Congress or state law.</p> <p style="text-align: center;"><u>CODE</u> <u>DEFINITION</u></p> <p style="text-align: center;">Y Yes</p> <p style="text-align: center;">N No</p>
30	140-140	1	A	Additional School Year Student
				<p>A code to indicate that the student being reported (1) has accepted a Certificate of Completion, but has returned to school during an additional school year beyond Grade Level 12 for the purpose of completing graduation requirements in order to be awarded a Standard Diploma or (2) is disabled, has not yet reached age 22, has earned a Special Diploma, Certificate of Completion or a Special Certificate of Completion and has opted to continue receiving FAPE*.</p> <p>(CONTINUED ON NEXT PAGE)</p>

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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				<p style="text-align: center;"><u>CODE</u> <u>DEFINITION</u></p> <p style="text-align: center;">S Seeking a Standard Diploma (may be used for disabled or non-disabled)</p> <p style="text-align: center;">F Opting to continue to receive FAPE* (use this code for students with disabilities)</p> <p style="text-align: center;">Z Not Applicable</p> <p>NOTE: *FAPE equals a free appropriate public education as defined in the Individuals with Disabilities Education Act (IDEA). Federal IDEA regulations require that districts must provide a free and appropriate education (FAPE) to all students who have not reached age 22 and who have not earned a regular high school diploma (34 CFR 300.121). This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion. Additionally, districts may choose to continue to offer FAPE through the school year in which students turn 22.</p>
31	141-141	1	A/N	Migrant Status Term
				<p>Migrant Status Term codes are to be used to indicate which term(s) a migrant student was served and/or identified.</p> <p style="text-align: center;"><u>CODE</u> <u>DEFINITION</u></p> <p style="text-align: center;">3 Served ONLY in Regular 180 Day School Year Term</p> <p style="text-align: center;">S Served ONLY in Summer Term</p> <p style="text-align: center;">B Served in BOTH Regular and Summer 180 Day School Term</p> <p style="text-align: center;">X Identified, NOT served</p> <p style="text-align: center;">Z Not applicable</p>
32	142-160	19	A/N	Filler