

STATE BOARD OF EDUCATION
Consent Item
March 27, 2018

SUBJECT: Approval of Amendment to Rule 6A-1.0014, Comprehensive Manage Information System

PROPOSED BOARD ACTION

For Approval

AUTHORITY FOR STATE BOARD ACTION

Sections 1001.02 (1), 1002.22, 1002.221, 1002.222, 1002.225, 1008.385(2), 1008.386, 1008.41(2), Florida Statutes

EXECUTIVE SUMMARY

Section 1008.385(3), Florida Statutes, requires the State Board of Education to specify, by rule, items necessary for a Comprehensive Management Information System that is an integrated informational system for educational management. Rule 6A-1.0014, F.A.C, incorporates by reference the database requirements for staff and student reporting. The FDOE Database Requirements Volume I – Automated Student Information System and FDOE Database Requirements Volume II – Automated Staff Information System (hereafter referred to as the Student and Staff Database Manuals) have been updated to implement changes recommended by school districts and to make changes in state reporting and local recordkeeping procedures for state and federal programs.

The agency currently collects student-level and staff-level data from school districts as part of a survey-based data collection process. The data collected are reviewed by applicable program offices each spring and updates (based on program needs and legislative changes) are shared with district MIS staff each summer. These updates are included in the Student and Staff Database Manuals which are incorporated by reference in Rule 6A-1.0014, F.A.C.

This rule is being amended as part of the annual process to adopt the updates to the Student and Staff Database Manuals for academic year 2017-18.

These changes affect the district staff responsible for collecting, reviewing, and submitting data to the department during the data survey submission periods. Different data elements are collected for each survey, and the rule through incorporation of the Student and Staff Database Manuals establishes the elements to be collected and the deadlines for district and state processing for each survey. Additionally, the Student and Staff Database Manuals implement new data elements or new data element codes that districts must submit as a result of changes mainly to state requirements, and may also include district recommendations. For example, in 2017-18, school districts are required to report any student who transfers from a high school to a private school with which the school district has a contractual relationship as referenced by Section 1008.34(3)(d)3., F.S.

State changes that have led to updates to the Student and Staff Database Manuals for 2017-18 include 5 new data elements, 13 code changes, 12 changes to data element names or definitions, and 4 updates to data element notes. A summary of these changes for the Student Database are posted online at [Summary of Changes for the 2017-2018 Fiscal Year](#) and for the Staff Database at [Summary of Changes for the 2017-2018 Fiscal Year](#).

Supporting Documentation Included: Proposed Rule 6A-1.0014, F.A.C.; FDOE Database Requirements Volume I – Automated Student Information System, 2017; and FDOE Database Requirements Volume II – Automated Staff Information System, 2017 (Available upon request)

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6A-1.0014 Comprehensive Management Information System.

(1) Each school district and the department shall develop and implement an automated information system component which shall be part of, and compatible with, the statewide comprehensive management information system. Each information system component shall contain automated student, staff and finance information systems and shall include procedures for the security, privacy, and retention of automated records. The procedures for the security and privacy of automated student records shall be in accordance with the requirements of 20 U.S.C. 1232g(b)(3), 34 C.F.R. Part 99, and Sections 1002.22, 1002.221, 1002.222, and 1002.225, F.S.

(2) The data elements, procedures and timelines for state reporting, local recordkeeping and statewide records transfer to be implemented by each school district and the department within its automated information system component as prescribed in the publications entitled “FDOE Information Database Requirements: Volume I – Automated Student Information System, ~~2018~~ ~~2016~~ (<http://www.flrules.org/Gateway/reference.asp?No=Ref-07465>),” “FDOE Information Database Requirements: Volume II – Automated Staff Information System, ~~2018~~ ~~2016~~ (<http://www.flrules.org/Gateway/reference.asp?No=Ref-07466>),” and “FDOE Information Database Requirements: Volume III – Automated Finance Information System, 1995.” These publications which include the department procedures for the security and privacy of school district student and staff records collected and maintained at the state level, are hereby incorporated by reference and made a part of this rule. Copies of these publications may be obtained from the Bureau of PK-12 Education Information Services, Florida Department of Education, 325 West Gaines Street, Suite 544, Tallahassee, Florida 32399.

Rulemaking Authority 1001.02(1), 1002.22, 1008.385(3), 1008.386(3), 1008.41(2) FS. Law Implemented 1002.22, 1002.221, 1002.222, 1002.225, 1008.385(2), , 1008.386, 1008.41(2) FS. History–New 2-19-87, Amended 12-21-87, 12-13-88, 3-25-90, 3-24-91, 3-17-92, 12-23-92, 2-16-94, 3-21-95, 7-3-96, 5-20-97, 10-13-98, 10-18-99, 10-17-00, 5-19-03, 7-20-04, 4-21-05, 3-1-07, 3-24-08, 11-26-08, 12-15-09, 2-1-11, 1-16-12, 3-26-13, 12-23-14, 9-30-15, 10-30-16,