



EIAS Staff Changes

After lengthy interim period, Education Information and Accountability Services has a new bureau chief! Tammy Duncan has been selected to lead the bureau and began her new role in January. Tammy has worked in EIAS since December 2011 as a program director and, prior to that, in the DOE's Education Data Warehouse. Tammy's experience with EIAS's procedures and products is allowing for a smooth transition. We are pleased to have this important leadership position filled. Please welcome Tammy to her new role with EIAS.

At the end of March, EIAS will say farewell to Ruth Jones as she retires after 37 years of public service. Ruth holds a BA from Denison University and an MS and PhD from Florida State. She began her career in education at the Wakulla County School District in 1975 and came to the DOE as a Program Specialist III in 1985. Ruth has held several roles over the years, including Program Specialist IV, Program Director, EDW Metadata Administrator, Senior Educational Program Director, and Acting Bureau Chief until Tammy Duncan's appointment. Ruth has brought vast knowledge and skills to the department over the years. She has served on many different committees and received several awards including the DOE Special Achievement Award, the DOE Division of Technology Employee of the Month Award, an Excellence through Teamwork Award, and Davis Productivity Awards, among others. She worked tirelessly to streamline processes and minimize requirements in support of Florida's school districts. Please join us in thanking Ruth for her years of dedicated service to the Florida Department of Education and the education profession. She will leave big shoes to fill and will be missed.

We are also welcoming Candy Garcia to EIAS. Candy was selected as the bureau's Senior Educational Program Director and will begin this position on March 11. Many of you know Candy from his twenty-eight years of service with North East Florida Education Consortium (NEFEC) and through his involvement with FAEDS and FAMIS. With this experience, Candy will be a great asset for the DOE and all districts across Florida. We are excited about the district perspective that he brings to Tallahassee. Please help us welcome him in his new role.

In other staff changes, Sarah Underwood moved away at the end of December. In her time with EIAS, she was a liaison to several districts and oversaw data collection for program areas. We are in the process of hiring a new employee to fill her position and will notify districts when that process is complete.



District Virtual Instruction Programs and Florida Virtual School Franchise Database Reporting

Student eligibility and funding for district virtual instruction programs, district virtual franchises, virtual charter schools, and virtual course offerings are described in § 1002.37, 1002.45, 1002.455, 1003.498, 1002.33, and 1011.62(1)(c), F.S. Students in these virtual programs are reported in Surveys 2 and 3 with zero FTE Earned.

In Survey 4:

- Students who successfully complete courses or programs should be reported with appropriate amounts of FTE Earned (up to 1.0000 FTE) and
- Students who do not successfully complete the course or program should be reported with FTE Earned equal to 0.0000.

Appendix E of the *FTE General Instructions 2012-13* (<http://www.fldoe.org/fefp/pdf/1213FTEInstructions.pdf>) describes the requirements for reporting FTE for virtual school students. If you have questions after reviewing the instructions, please contact Linda H. Fleming at linda.fleming@fldoe.org or (850) 245-0400.

Postsecondary Education Plans Data Collection

Each year, districts are requested to submit postsecondary plan data for graduating seniors, indicating the seniors' intentions after they graduate. The data is used in a variety of ways by the Florida Department of Education, the United States Department of Education, and the public. It is important that the data be collected before the seniors' graduation date and reported as accurately and timely as possible. Districts may utilize various times and settings to survey the graduating seniors such as homeroom, senior assembly, senior conference, senior English class, graduation rehearsal, or graduation requirements audit conference.

This data is submitted by districts to the Department of Education during Survey 5 on the Student End of Year Status format.

EIAS to Participate in FAMIS Conference

The Department of Education will be presenting in several sessions at the 2013 FAMIS Conference. The conference will take place June 24-26, 2013, in Tallahassee at Florida State University's Turnbull Conference Center. The DOE's presentations will cover a range of education topics and changes to the student and staff databases. For more information, visit the conference website, <http://www.famisonline.org/conference2013/>. For your reference and convenience, conference presentations will be posted on the FAMIS website. If you have questions about the conference presentations, directions, lodging, or any other concerns, please contact Arlene Roberts at arlene.roberts@fldoe.org or call (850) 245-9072. We hope to see you there!



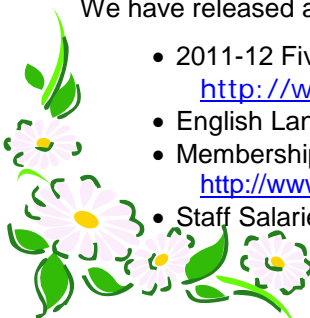
Important Dates

- **March 1** – Survey 3, 2012-13: due date
- **March 4** – Survey D, 2012-13: verification file available, begin state processing
- **March 7** – Survey D, 2012-13: submission deadline
- **March 11** – Survey D, 2012-13: final update, end state processing
- **March 15** – Survey 3, 2012-13: end state processing
- **March 31** – Survey 2, 2012-13: final update/amendment date. Updates for Survey 2 data will not be accepted after this date.
- **April 8** – Three-year preliminary 2012-13 cohort file available
- **April 12** – Final Survey 2 HQT and In-Field/Out-of-Field data file available
- **April 26** – First preliminary Survey 3 HQT and In-Field/Out-of-Field report available
- **June 4** – Deadline for data to be included in second preliminary Survey 3 HQT and In-Field/Out-of-Field report
- **June 11** – Second preliminary HQT and In-Field/Out-of-Field report available

Recent Reports and Publications

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

- 2011-12 Five-Year Modified Graduation Rates <http://www.fldoe.org/eias/eiaspubs/word/FiveYearGradRate1112.doc>
- English Language Learners <http://www.fldoe.org/eias/eiaspubs/word/ELL1213.doc>
- Membership in Florida's Public Schools, Fall 2012 <http://www.fldoe.org/eias/eiaspubs/word/pk12mbrshp1213.doc>
- Staff Salaries of Selected Positions, 2011-12 <http://www.fldoe.org/eias/eiaspubs/word/dstsal1112.doc>



2012-13 Cohort Graduation Rate Review Process

The timeline and Technical Assistance Paper for the 2012-13 cohort review process will be available in April. District staff are reminded to share these documents as well as all other cohort correspondence with all staff in the district who are involved in this process.

2013-14 School District Calendars Collection

Education Information and Accountability Services will begin collecting 2013-14 school calendar information from the districts on March 31. The deadline for submitting the school board approved calendars and the supplemental form from EIAS is May 31. EIAS will send instructions and blank forms for reporting certain important dates via e-mail at the end of March. Please direct questions regarding calendar submissions to Bethany Wester at bethany.wester@fldoe.org.

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 Teresa Sancho at teresa.sancho@fldoe.org



Application of Student Number Identifiers in the PK-12 State Student Information Database

The **Student Number Identifier, Florida** is designed to be a unique code used to identify students in Florida's PK-12 public schools, adult general education, and career and technical education. For PK-Adult enrollment in Florida, Section 1008.386, F.S., requires school districts to request a social security number for the student. If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by an "X."

However, a student is not required to provide his or her social security number as a condition for enrollment or graduation. For any student entering a Florida school district for the first time who does not provide a social security number, the school district should assign a number using the common statewide method prescribed by the Florida Department of Education (DOE). In this case, the first two digits must represent the district of initial entry into the Florida public school system. The district defines the last eight digits in such a way as to result in a unique student number within the district where the number is originally assigned.

The **Student Number Identifier – Alias Florida** is a ten-character code that identifies the first Student Number Identifier, Florida ever assigned to a student in a Florida public school district. This number must **remain constant** throughout the student's educational career in Florida and is used in accountability data matching processes, data matching between districts, and longitudinal studies. Upon initial enrollment the district copies the student's Student Number Identifier, Florida to the student's Student Number Identifier - Alias, Florida field, and this number **must never change**.

If a student provides his or her social security number at a later date or the student's social security number is incorrect as entered, the district must update the student's existing Student Number Identifier, Florida so that the correct social security number occupies the first nine positions of the Student Number Identifier, Florida field followed by "X" in the tenth position. The Student Number Identifier – Alias, Florida field **must remain constant**.

If a student does not have a social security number and the district determines the student's Student Number Identifier, Florida is incorrect, the district must update the student's existing Student Number Identifier, Florida. The Student Number Identifier - Alias, Florida **must remain constant**.



As we know, student mobility is common in Florida. Thus, it is imperative that districts determine whether a student has a prior enrollment in a Florida public school. The Student Locator is an essential tool in these efforts. The Student Locator is part of the DOE's Information Database On-line System in the Student Component Menu (option 25) located at Northwest Regional Data Center in the CICS production system. Each district information services office can access this browse-only program to look for the Student Number Identifier, Florida that was previously assigned to the student. The user enters the student's last name, birth date, and gender in the system, and the locator program lists all students in the DOE's Automated Student Database who match this information and were enrolled in a Florida public school anytime during the last two years. The district should conduct a careful review of the student's enrollment history and, if the student has a prior enrollment at any time in Florida's public schools, contact the last district in which the student was enrolled to obtain the previously assigned Student Number Identifier, Florida and Student Number Identifier - Alias, Florida.

Both the district of enrollment and Florida Virtual School (FLVS) must submit the Student Number Identifier, Florida and Student Number Identifier – Alias, Florida in all appropriate student format records they submit to the state student database for students who enroll part-time in FLVS (district 71, schools 0500, 0600, and 0700). Districts are responsible for providing these numbers to FLVS. District staff who facilitate and oversee virtual school enrollment and FLVS are to cooperate in this effort to ensure that both the district of enrollment and FLVS apply accurate and consistent assignment of student number identifiers in all format records reported to the state student database.

Districts must also be certain that any records they submit to DOE's Information Database that vendors of District Virtual Instruction Programs (school 7001) or Virtual School Franchise programs (school 7004) provided to the school districts have the correct student identifiers for the district of enrollment. Districts should be diligent in their data quality reviews so that student identification numbers used in the records they report to the state student database **match the records of the district of enrollment**.

We strongly recommend that school district information services staff train and coordinate assignment of student number identifiers with all staff who enroll students into the district's database system. Program area staff and school-level administrators should have an understanding of this process and should confirm that processes are in place for correct assignment of identification numbers. Information services staff should conduct training in the assignment and updating of the student identification fields with new staff upon hire and at least annually with existing staff.