

E I A S S T A F F A N N O U N C E M E N T

Please join us in welcoming Katherine Smith, a new Program Specialist for Student Database Reporting in the Bureau of Education Information and Accountability Services. Katherine has joined our staff to replace Sonja Bridges and the districts she served. As announced in the Spring Newsletter, Sonja is now the Staff Database contact for EIAS.

SUMMER REPORTING

- Remember to report in Surveys 1 and 4 all courses taken by students in Department of Juvenile Justice (DJJ) schools.
- Districts are required to provide summer reading remediation to certain Grade 3 students. This instruction must be reported in Surveys 1 and 4.
- For FTE purposes in Surveys 1 and 4, the district should report classes that are conducted during survey week using the standard survey week dates for establishing membership and attendance. The district should choose the middle week/day of the class for classes that are conducted outside of the standard survey week period and use this middle week/day to establish membership and attendance for these classes.
- Report all summer instruction occurring prior to July 1 in Survey 4 and all summer instruction occurring on and after July 1 in Survey 1.

2015 FAMIS CONFERENCE

The Florida Department of Education will be presenting at the 2015 FAMIS Summer Conference on June 15-17, 2015, at the Florida State University Turnbull Conference Center in Tallahassee. The FDOE's presentations will cover a range of education topics, including legislative changes and changes to the student and staff databases. For more information, visit the conference website (<http://www.famisonline.org/famis-2015-conference>). For your reference and convenience, conference presentations will be posted on the FAMIS website. We hope to see you there!



SURVEY 5 DATES: DUE DATE, PROCESSING PERIOD AND AMENDMENT DATES

During a survey period there are established time frames for which districts are responsible for meeting reporting activities and deadlines. Working within the established timeframes ensures district data are representative of student services/instruction, program participation, student outcomes, and more. When a district does not meet established reporting timeframes, *especially within the State Processing Period*, then there is the potential for negative impacts on federal program funding, student additional funding, student outcomes, high stakes evaluations and other analyses based on student data that are captured and analyzed as soon as possible after the close of State Processing Period.

- DUE DATE: **Complete** sets of records for each different reporting format are to be transmitted prior to 8:00 a.m. eastern time on the Due Date. The due date is an established deadline for districts to report all format records required to be submitted in that survey. It is not appropriate for a minimum number of records in a format to be reported on the due date.
 - * **All records for each different reporting format are to be submitted by the Due Date.**
- STATE PROCESSING PERIOD: During the state processing window, computer programs and automated procedures at North West Regional Data Center (NWRDC) detect the presence of the district dataset of records in the state reporting formats. Programs are run to process the records and edit the data. Error reports and error files are created. The district downloads and uses error reports and files to correct any errors in records. Please note that action on the part of the district is required to run and download the edit reports. The district creates datasets for batch updates to add, change and delete records as necessary. The process begins again until **all** records are submitted and corrected, **before** the close of the state processing window.
 - * ***It is important to note that at the end of the State Processing Period, format data are available to end users for federal program funding; student and school level educational outcome calculations; student additional***

funding; program areas analyses; federal state reports and other data analysis purposes.

- UPDATE/AMENDMENT PERIOD: There is a short moratorium for about 4 weeks for certain survey periods on accepting updates after the close of the state processing window to allow the Office of Funding and Financial Reporting time to calculate FTE while the database does not change. After this moratorium, districts have until the published final update date to amend their records. However, the Update/Amendment Period is not established for districts to use as a time to complete submission of record formats. All record format submissions should be completed by the close of the state processing window.
 - * ***The Update/Amendment Period should only be used for issues or errors that may be identified after state processing which require a batch update, that were not anticipated during the State Processing Period.***
- USING SURVEY DATA AFTER THE CLOSE OF THE STATE PROCESSING WINDOW: While the districts will, in most cases, have until the final update date to amend their student and staff data, certain data applicable for funding must be corrected sooner or funding delays may occur. In addition, data used for other purposes such as federal funding based on program area services, federal and state reporting, school grades, program evaluation, publications, ad hoc requests from the Legislature and the department, as well as other data requests will be captured as soon as possible after the close of the state processing window for the survey.
 - * ***Consequently, it is essential that the district make every effort to ensure the data are as accurate as possible by the close of the state processing window.***



MASTER SCHOOL IDENTIFICATION (MSID) FILE AND CONTACT PERSON SYSTEM FILE LISTING

This is a reminder to MSID district contacts that throughout the year, as changes occur, please contact Rhonda

Forbes by telephone at 850-245-0400 or email Rhonda.Forbes@fldoe.org to convey these changes.

VIRTUAL COURSE GRADES AND FTE

During 2014-15 Survey 4, school districts are to report database records for students who were enrolled and instructed in District Virtual Instruction Programs (school number 7001 or 7023), KG-12 Virtual Course Offerings (school number 7006), District Franchise Programs (school number 7004), Virtual Learning Labs (where Location of Student = T) and Virtual Charter Schools. Submit records for all virtual program participants who were enrolled in a virtual program more than 14 days.

Course Grade – Course Grade is to be reported for all students who participated in a virtual course. This data element is reported in the Student Course Schedule record. In Survey 4 the Course Grade should represent the final grade the student received in the course. For virtual courses, Course Grade code must be A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, IP, N, U, P, S, E, WP, FL, NG, W, or WF.

Reporting FTE - For more specific instructions about reporting FTE, please see Appendix E in the 2014-15

FTE General Instructions at the following link: <http://fldoe.org/core/fileparse.php/7508/urlt/1415FTEInstructions.pdf>

- 1) Report the amount of FTE earned for those students who successfully complete their program of study. A successful completion is defined as follows:
 - Kindergarten through grade 5: completing the course with a passing grade or completing the prescribed level of content that counts toward promotion to a higher grade.
 - Grades 6 through 8: course completions with passing grades or credits earned.
 - Grades 9 through 12: credits earned.
- 2) Report zero FTE for students who were not promoted or did not earn credit (or did not successfully complete) and for those who did not finish the course.



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 Florida 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.



RESOURCE ZONE

- Please keep in mind that when a survey period closes, school districts should run final reports for that survey period. Helpful checklists for these reports are listed in Appendices R and S of the User Manual at <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/user-manual.stml>. Once you have completed the final reports, share them with appropriate district and school staff. Archiving them in a shared place is also useful for staff that may have current and longitudinal data needs. Running and archiving these reports should be a standard activity in each district’s Task Management System.
- Changes for Staff and Student database manuals are posted Fridays on <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/calendar.stml>. It is advised that districts view updates once a week. Please note that emails are not provided for notifications of changes in the database manuals.

IMPORTANT DATES

<p>June 15-19: Survey 4, 2014-15: survey week</p> <p>June 15-17: FAMIS Conference</p> <p>June 29-July 17: Survey 4, 2014-15: state processing</p> <p>July 6: Survey 4, 2014-15: due date</p>	<p>July 27-Aug 28: Survey 5, 2014-15: state processing</p> <p>July 31: Survey 5, 2014-15: due date</p> <p>July 31: Survey 3, 2014-15: final update</p> <p>Aug 31: Survey 4, 2014-15: final update</p>
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Please note: 2015-16 survey dates are in the process of being finalized. You may refer to Appendix B of the User Manual where this information will be published.

PUBLICATIONS AND REPORTS

The below *Additional School Year Reporting Guidelines* technical assistance document has been updated and there have been several data reports published in the last few months. They are listed below with their corresponding web links:

Additional School Year Reporting Guidelines

<http://www.fldoe.org/core/fileparse.php/7574/urlt/0101163-coding.pdf>

Absent 21+ Days, 2013-14

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2013-14-ABS21DAYS-District-Web.xls>

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2013-14-ABS21DAYS-School-Web.xls>

Average Daily Attendance, 2013-14

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2013-14-Average-Daily-Attendance-13145-FINAL-31915->

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2013-14-Average-Daily-Attendance-13145-FINAL-31915>

Graduates and Completers, 2013-14

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2013-14-Completers-report-State-FINAL-Web.xls>

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2013-14-Completers-report-District-FINAL-Web.xls>

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2013-14-Completers-report-School-FINAL-Web.xls>

Retentions, 2013-14

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2013-14-Non-Promotions-FINAL-Web.xls>

Stability Rate, 2013-14

http://www.fldoe.org/core/fileparse.php/7584/urlt/1314-STABRATE_DISTRICT-State-Web.xls

<http://www.fldoe.org/core/fileparse.php/7584/urlt/1314-STABRATE-SCHL-Web.xls>

Student Discipline Data, 2013-14

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2013-14-Discipline-Report-Web.xls>

