

**Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Educational Data Systems**

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

1998-99 Student Discipline/Referral Action

1. Submit this record during reporting period 5 for each student receiving discipline/referral action during the school year. Submit a separate record for each occurrence of the discipline/referral action.
2. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5 ,6, 8 and 9. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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1998-99 STUDENT DISCIPLINE/REFERRAL ACTION

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: February 1998 Effective Date: July 1998 Format No.: 6326 Record Type: 1 of 1 Activity No.: DB9 19B
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Item Number	From-To	Size	Field Char.	Field Description				
1	1-2	2	N/R	<p>District Number, Current Enrollment</p> <p>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.</p>				
2	3-6	4	A/N/R	<p>School Number, Current Enrollment</p> <p>The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.</p> <table style="margin-left: 40px;"> <tr> <td style="text-align: center;"><u>Number</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> </table>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.
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3	7-16	10	A/N	<p>Student Number Identifier, Florida</p> <p>A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students.</p> <p><u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u></p> <p>nnnnnnnnnX Example: 123456789X</p> <p>(CONTINUED ON NEXT PAGE)</p>				

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				<p>If a student <u>does not</u> have 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>				
4	17-17	1	A/N	Survey Period Code - Always '5' ←				
5	18-21	4	N	School Year				
				<p>The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is:</p> <p>YYYY Example: 8788</p>				
6	22-26	5	A/N	Disciplinary/Referral Action Code				
				<p>A code representing the type of disciplinary action and the school number at which the disciplinary action occurred.</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;"><u>First Character</u></td> <td>A code representing the type of action taken.</td> </tr> </table> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	<u>First Character</u>	A code representing the type of action taken.
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				<p style="text-align: center;"><u>Code</u> <u>Definition</u></p> <p>J7531 Denotes that the student was referred to the courts or juvenile authorities by official action of school 7531 during the school year.</p> <p>E5678 Denotes that the student was expelled during the school year from school 5678.</p>
7	27-27	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 style="text-align: center;"><u>Code</u> <u>Definition</u></p> <p>A Add Record C Update Record D Delete Record</p>
8	28-35	8	A/N	Incident, Identifier
				A unique identifier assigned within a district to identify a specific incident or occurrence.
9	36-43	8	A/N	Incident, Date
				<p>The date the incident occurred.</p> <p>MMDDYYYY - Example: 12011995=December 1, 1995</p>
10	44-46	3	N	Duration, Disciplinary Action
				<p>A three-digit number locally assigned within a district to indicate the duration for the following disciplinary actions: in-school suspension, out-of-school suspension, expulsion or alternative placement (result of expulsion process).</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p>Example:</p> <p>008 Students served in-school suspension lasting eight school days.</p> <p>010 Students served out-of-school suspension lasting ten school days.</p> <p>000 Not applicable (student was not suspended, expelled or given alternative placement after expulsion process).</p>
11	47-47	1	A	Student, Involved in Gang
				<p>A code indicating whether or not the student was involved in a gang.</p> <p><u>Code</u> <u>Definition</u></p> <p>Y Yes</p> <p>N No</p>
12	48-48	1	A	Student, Involved in Hate Crime
				<p>A code indicating whether or not the incident was hate-crime related.</p> <p><u>Code</u> <u>Definition</u></p> <p>Y Yes</p> <p>N No</p>
13	49-49	1	A	Student, Use of Alcohol
				<p>A code indicating whether or not the student was involved in the use of alcohol.</p> <p><u>Code</u> <u>Definition</u></p> <p>Y Yes</p> <p>N No</p>

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14	50-50	1	A	Student, Use of Drugs
				<p>A code indicating whether or not the student was involved in the use of drugs.</p> <p style="text-align: center;"><u>Code</u> <u>Definition</u></p> <p>Y Yes N No</p>
15	51-51	1	A	Student, Weapon Use
				<p>A code indicating whether or not the student used any type of weapon.</p> <p style="text-align: center;"><u>Code</u> <u>Definition</u></p> <p>Y Yes N No</p>
16	52-80	29	A/N	Filler