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

Comprehensive Management Information System
Automated Student Reporting Format

2000-2001 Responsible Instructor - Reading, Writing and Mathematics

1. Submit only for Survey Period 3 for all students in grades 3-10 to identify teachers primarily responsible for instructing the student in reading, writing and mathematics.

2. Report Social Security Numbers for instructors in each of the categories, reading, writing and mathematics.

3. ELEMENTARY SELF-CONTAINED: Social Security Numbers of teachers of students in elementary self-contained classes may be reported in all three responsible instructor categories.

4. MIDDLE AND HIGH SCHOOL LANGUAGE ARTS: Unless a student has separate reading and writing classes, the language arts teacher would be reported for both the reading and writing category.

5. KEY FIELDS: The key fields for this format are item numbers 1, 4, 5, 6, and 7. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2000 Effective Date: July 2000 Format No.: 7209 Record Type: 1 of 1 Activity No.: DB9 52A

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</u>, Appendix C, 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</u>, Appendix C, 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. <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.

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Item Number	From-To	Size	Field Char.	Field Description
4	**9-12**	**4**	**A/N/R**	**School Number, Current Instruction/Service**
				The state assigned four digit number of the school which provides instruction or other services during the current school year.

	Number	Definition
	0001-9899	District school sites assigned a unique number in the state Master School ID File.
	C901-C928	DPS/MIS reporting number for public community colleges in Florida.
	U970-U978	DPS/MIS reporting number for public state universities in Florida.
	N999	DPS/MIS reporting number for out-of-state schools, PK-12 non-public in-state schools.
	P001-P999	DPS/MIS reporting number for eligible postsecondary non-public colleges and universities

See Appendix F and Appendix K in the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for Florida Public Community College, State University and Private Postsecondary Reporting Numbers.

Item Number	From-To	Size	Field Char.	Field Description
5	**13-22**	**10**	**A/N**	**Student Number Identifier, Florida**
				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.
				<u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u>

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Item Number	From-To	Size	Field Char.	Field Description
				nnnnnnnnnX Example: 123456789X If a student <u>does not</u> have a social security number, the school district should assign a number using the common method statewide. <u>First 2 Digits</u> 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. <u>Last 8 Digits</u> 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. See data element number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.
6	**23-23**	**1**	**A/N**	**Survey Period Code (Always 3)**
				A code representing one of the state reporting periods. <u>Code</u> <u>Definition</u> 1 July 2 October 3 February 4 June 5 End of Year 9 December

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Item Number	From-To	Size	Field Char.	Field Description
7	24-27	4	N	**School Year**
				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: YYYY Example: 8788
8	28-36	9	N	**Primary Instructor Responsible, Reading**
				The Social Security Number of the instructor who is primarily responsible for instructing the student in reading.
9	37-45	9	N	**Primary Instructor Responsible, Writing**
				The Social Security Number of the instructor who is primarily responsible for instructing the student in writing.
10	46-54	9	N	**Primary Instructor Responsible, Mathematics**
				The Social Security Number of the instructor who is primarily responsible for instructing the student in mathematics.
11	55-55	1	A	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code Definition A Add Record C Update Record D Delete Record
12	56-80	25	A/N	**Filler**

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