

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

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

2001-2002 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 2, 3, 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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Item Number	From-To	Size	Field Char.	Field Description														
				<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>nnnnnnnnX Example: 123456789X</p> <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>														
6	23-23	1	A/N	<p>Survey Period Code (Always 3)</p>														
				<p>A code representing one of the state reporting periods.</p> <table data-bbox="695 1570 987 1850"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>July</td> </tr> <tr> <td>2</td> <td>October</td> </tr> <tr> <td>3</td> <td>February</td> </tr> <tr> <td>4</td> <td>June</td> </tr> <tr> <td>5</td> <td>End of Year</td> </tr> <tr> <td>9</td> <td>December</td> </tr> </tbody> </table>	<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. <u>Code</u> <u>Definition</u> A Add Record C Update Record D Delete Record
12	56-80	25	A/N	Filler