



2018-19 Class Size Reduction Data Collection

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Overview ***NEW***

- 2018-19 Class Size Changes
- Formats, Elements, and Tables Used in Calculation of Class Size
- Steps in Calculation of Class Size
- Class Size Exclusions and Special Scheduling
- Class Size Process Overview and Resources *



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Class Size Changes

- There were no legislative changes to Class Size for 2018-19.

Summary of Class Size Core Course Changes*

- 13 courses removed from 2017-18 Class Size Core Courses
- 18 courses added to the 2018-19 Class Size Core Courses
- Total 2018-19 Class Size Core Courses = 330
- 1819 Class Size Core Course list:
 - Course Code Directory file (updated weekly):
 - **DPS.DISTRICT.K9.F62806.Y1819**
 - Record position 687: “Y” = Class Size Core Course

*As of 06.15.18

Summary of Class Size Core Course Changes

(as of 06/15/2018)

13 COURSES REMOVED

COURSE NUMBER	COURSE TITLE
2000370	BOTANY
2000390	LIMNOLOGY
2000500	BIOSCIENCE 1 HON
2002330	SPACE TECH & ENG
2002550	SOLAR ENERGY HON 2
2003400	NUCLEAR RADIATION
2003610	PRINC OF TECH 2
2100035	M/J USHIST & DIGTECH
2100390	VISIONS & COUNTERVIS
2103042	M/J GEOG: EUR & AM
2103050	M/J GOEG: EUR/AM C/P
7910111	ACCESS ENGLISH 1/2
7910112	ACCESS ENGLISH 3/4

18 COURSES ADDED

COURSE NUMBER	COURSE TITLE
7701020	ACCESS ART GRADE K
7701025	ACCESS ART GRADE 1
7701030	ACCESS ART GRADE 2
7701035	ACCESS ART GRADE 3
7701040	ACCESS ART GRADE 4
7701045	ACCESS ART GRADE 5
7713020	ACCESS MUSIC GRADE K
7713025	ACCESS MUSIC GRADE 1
7713030	ACCESS MUSIC GRADE 2
7713035	ACCESS MUSIC GRADE 3
7713040	ACCESS MUSIC GRADE 4
7713045	ACCESS MUSIC GRADE 5
7715020	ACCESS PHYSICAL EDUCATION GRADE K
7715025	ACCESS PHYSICAL EDUCATION GRADE 1
7715030	ACCESS PHYSICAL EDUCATION GRADE 2
7715035	ACCESS PHYSICAL EDUCATION GRADE 3
7715040	ACCESS PHYSICAL EDUCATION GRADE 4
7715045	ACCESS PHYSICAL EDUCATION GRADE 5



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Formats, Elements, and Tables Used in Class Size Processing

Student Course Schedule Format

- District Number, Current Enrollment
- School Number, Current Enrollment
- District Number, Current Instruction/Service
- School Number, Current Instruction/Service
- Student Number Identifier, Florida
- Course Number
- Section Number
- Period Number
- Grade Level
- Term
- Day of Week Scheduled, Monday
- Day of Week Scheduled, Tuesday
- Day of Week Scheduled, Wednesday
- Day of Week Scheduled, Thursday
- Day of Week Scheduled, Friday
- Day of Week Scheduled, Saturday
- Day of Week Scheduled, Alternate Date
Certain*
- Class Minutes, Weekly

Teacher Course Format

- District Number, Current Enrollment
- School Number, Current Enrollment
- District Number, Current Instruction/Service
- School Number, Current Instruction/Service
- Social Security Number (Teacher)
- Term
- Term/Survey Indicator
- Course Number
- Section Number
- Period Number
- Facility Type
- Classroom Identification (FISH) Number
- Scheduling Method
- Certification/Licensure/Qualification Status
- Team Teacher Training
- Blended Learning Course

Classroom ID/ FISH Number

Every unique classroom must be assigned a Classroom ID/FISH Number.

- Reported Facilities files are created automatically by FDOE twice a day during daily processing window
 - AM run includes updates processed overnight
DPS##.GQ.F70303.Yyyyy.INITIAL.FISH (AM file)
 - PM run includes updates since 12 noon
DPS##.GQ.F70393.Yyyyy.BATCH.FISH (PM file)
 - File format - *DPS.District.Format.Yyyyy (F70393)*

Other Important Tables

Master School ID Table

- Used to accurately identify specific schools.
 - Department of Juvenile Justice Facilities, Charter Schools, Virtual Schools, Magnet Schools, Alternative Schools, Schools of Choice, Innovation Schools of Technology, Schools of Excellence, and Principal Autonomy Schools

Course Code Directory

- Used to accurately identify core courses.
 - Mathematics, Language Arts/Reading, Science, Social Studies, Exceptional Student Education, and English for Speakers of Other Languages courses
- DPS.DISTRICT.K9.F62806.Y1819



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Steps in Class Size Calculation

- 1) Count the number of students in each course within each class (term*/period/FISH).
- 2) Determine the main course** taught in each class based on the course with the majority of students.

Notes:

*Step 1: See slide on Term Combining.

**Step 2: If the count of students in a core course is equal to the count of students in a non-core course, then the main course is core.

3. Determine main grade taught in each class based on the grade with the majority of students in the main course.

Notes:

- Middle school classroom - if main course (course number with majority of students assigned to that classroom) is a high school course, then class size maximum is 25 students as required by legislation.
- If the highest number of students is equal for two or more grades in the same room, then the highest single grade (not grade group) is determined to be the main grade.

Example: If in the main course, there are:

- two 2nd grade students
 - three 3rd grade students
 - three 4th grade students
- then the main grade = 4th grade

- 4) Identify the classroom in which the main course is a “**core**” course. Only these classrooms are used in the remaining steps.

- 5) Count the number of students in each classroom allowing for adjustments based on scheduling method (see Special Scheduling Section).

Note: This is the class size calculation for Traditional classrooms.

6) Calculate the grade group average for Charter Schools, Schools of Choice, Schools of Excellence, and Principal Autonomy Program Schools:

Total students in each core class/total number of core classrooms

• **Notes:**

- Calculate steps 1-5 for each class.
- Divide the total number of students in each class for each grade group by the total number of classes in each grade group.

Example: Elementary School, Grade Group 4-8 class size average calculation:

- 4th – 542 students, 30 classes
- 5th – 573 students, 31 classes
- Total students = 1,115 Total classes = 61
- $1115/61 = 18.27$ class size average

Class Size Exclusions

- Facility Types =
 - 02 (Hospital),
 - 05 (State Correctional),
 - 06 (Federal Correctional),
 - 07 (County Correctional),
 - 08 (City Correctional),
 - 09 (Other facility not owned by school district) – **Courses in this facility type are excluded if course number begins with alpha**
 - 10 (Home)

Class Size Exclusions

- School Numbers =
 - 3518 (McKay)
 - 7001, 7004, 7006, 7023 (Virtual)
 - 9994-9997, (Reportable Programs)
 - N998 (home education)
 - N999 (Out-of-state or nonpublic)
- District = 68 School for Deaf/Blind, 71 (Virtual)
- School Function Setting = D (DJJ), V (Virtual)

Class Size Exclusions

- Duplicate students in the same class
 - Note: If a student is enrolled in both an Inclusion and Non-Inclusion course, the Inclusion course record is included in the Inclusion adjustment.
- Postsecondary (Dual Enrollment Course)- Course Number that begins with an alpha character
- Blended Learning Courses – Teacher Course Records where *Blended Learning Course* = Y

Class Size Exclusions

- Period Number NN88 (where NN is numeric) - Non-standard meeting time course in which the student is scheduled in classes that meet differing periods during the week
- Days of the Week Scheduled not equal to Friday
- Term/Survey Indicator = “N” (Term is not occurring during state reporting period being submitted)

Team-Teaching Strategies

Teaching strategies, including team teaching, co-teaching, or inclusion teaching, implemented on or after July 1, 2005, may be implemented subject to the following restrictions:

1. Reasonable limits shall be placed on the number of students in a classroom so that classrooms are not overcrowded.
2. At least one member of the team must have at least 3 years of teaching experience.
3. At least one member of the team must be teaching-in-field.
 - In-field data is reported on Teacher Course format, element Certification/Licensure/Qualification Status, codes 'A', 'H', 'I', 'M', 'S' or 'V'.
4. The teachers must be trained in team-teaching methods within 1 year after assignment.
 - Team-teacher training data is reported on Teacher Course format, element Team Teacher Training, codes 'A'-'D'. (Code 'Z' is for team teachers in non-class size courses).

Special Scheduling Methods: Team-Teaching

Co-teaching (Scheduling Method 'C'):

- Two or more teachers assigned to a group of students and each teacher is responsible for all of the students during the entire class period. In order to be considered co-teaching, each teacher is responsible for planning, delivering and evaluating instruction for all students in a class or subject for the entire class period.

OR

Inclusion-teaching (Scheduling Method 'I'):

- Two or more teachers are assigned to a group of students, but one of the teachers is only responsible for one student or a small group of students in the classroom.

Team Teaching Class Size Adjustment Formula

- **Co-Teaching ('C'):**

of 'C' students in the class/# of 'C' teachers in the class

- **Inclusion ('I'):**

of 'I' students in the class/# of non-I teachers in the class + 1 (inclusion teacher)

Note: the result of the 'I' adjustment is added to the rest of the students in the class.

Example: in a class there are 3 'I' students (with 1 'I' teacher) and 17 'S' students (with 1 'S' teacher)

Adjustment steps:

a. $3/2 = 1.5$ (1.5 truncated = 1)

b. $1 + 17 = 18$

Scheduling Guidance: Inclusion Teaching

- 1) 'I'-Teachers may plausibly instruct up to 2 groups of students (course/sections) during a single period.

- 2) In order for the Class Size Team-Teaching adjustment to be made, all students served by the 'I'-Teacher must be enrolled either:
 - a) with the 'I'-Teacher only in a unique Course & Section;
or
 - b) with both the 'I'-Teacher and the Non-'I' Teacher.

Note: if 2b is true, then:

- the 'I'-Teacher and Non-'I' Teacher may be teaching the same Course, but they must be teaching different Sections;
and
- the duplicate 'I'-student will be dropped from the Non-'I' Teacher's course when calculating.

Special Scheduling Method: Multi-Use Classroom or Pods (Scheduling Method = 'M')

- More than one class meets during the same period in a space designated by one FISH number but separated by temporary “walls”
- Each teacher who is the primary teacher for each group of students should be coded with Scheduling Method 'M'
- # of 'M' students in the class/# of 'M' teachers in the class

Special Scheduling Method: Alternate Week or Day (Scheduling Method = 'A')

- Two courses are scheduled in the same FISH/Term/Period but meet on alternate weeks or days
 - Does not work if alternating on other than a 2-day or bi-weekly rotation (e.g. 3-day or 6-day rotation)
- For each Teacher Course record with Scheduling Method = A, there must exist at least one other Teacher Course record with a different Course/Section combination and the same Scheduling Method (at least 2 A's)
- # of 'A' students in the class divided by 2 (2 indicates the alternating rotation)

Special Scheduling: Multiple Scheduling Methods

The Class Size Calculation does not make multiple special scheduling adjustments in a room/period.

- For example, if there are Teacher Course records reported in a room/period with Scheduling Method = 'M' and 'A'. The adjustment will only be made for the greatest special scheduling adjustment and the rest of the students will be added to the adjustment.

In cases where there are Teacher Course records reported in a room/period and 'I' is one of the multiple special scheduling methods, the 'I' adjustment will be made and only one other special scheduling adjustment.

Special Scheduling: No Friday Core Courses

- The algorithm only counts classes taught on Friday.
- Some schools have NO core courses scheduled on Fridays.
- No core courses taught on Friday?
 - If an ENTIRE school has no core courses scheduled on Friday, code the Day of the Week Scheduled Alternate, Date Certain 'Y' for another representative day chosen by the district.
 - This does not apply to schools not operating on Friday during Survey Week due to holiday or planning day.

Day of Week Scheduled, Alternate Date Certain*

- Updated data element's name to accurately reflect its intended use.
- Updated definition and added clarifying language to codes and notes.
- Data element and its use is specific to **Class Size only**.
- Code 'Y' should only be used if an entire school does not have core courses scheduled on date certain/Friday of survey week. Records coded with 'Y' indicate a representative day/alternate date certain for class size purposes.
- All records coded with 'Y' will be picked-up for the class size calculation.

Common Data Reporting Errors

- Missing co-teacher record
- Incorrect Period or FISH reported
- Missing inclusion teacher record
- Blended Learning field incorrectly coded

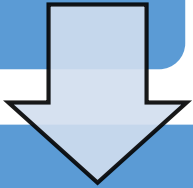


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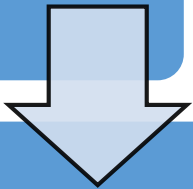
Overview of Class Size Process and Resources

Overview of 2018-19 Class Size Process

Survey 2 Class Size Trial Runs take place in September. (Required formats: Student Course Schedule and Teacher Course)



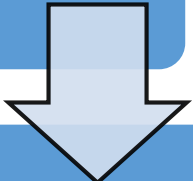
After each class size processing, Class Size reports are produced over the weekend and made available for district download the following Monday.



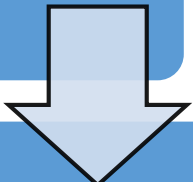
Class Size Data Quality Application is refreshed after Class Size reports are produced. Districts and charter schools may use the application to assist with resolving data reporting errors.

Overview of 2018-19 Class Size Process

Final Survey 2 data (as of December 15) are used to determine compliance with class size maximums.



After class size compliance has been determined, districts and charter schools may submit a class size appeal due to data reporting errors or extenuating circumstances.



All data reporting errors must be corrected in the Class Size Appeal Web Application **and** supporting documentation must be uploaded to the EIAS ShareFile folder.

Class Size Reports

Report	Data File	Summary
F70408	F70587	Provides school-level class averages by school/district. Used to determine compliance for Charter, Choice, Schools of Excellence, and the Principal Autonomy Program.
F71167	F71168	Only lists Traditional classroom/periods that have FTE overage. If the report states “NO DATA FOUND,” that means your district does not have traditional rooms out of compliance.
F70415	F70615	Summary report that displays the total adjusted student count and student and FTE overage per classroom/period. Shows Traditional, Charter, and Choice.
F70412	F70424	Detailed report for each grade PK-3 class listed in the district summary report F70415. This report will show you all courses, sections, and grades in every FISH/period. Shows Traditional, Charter, and Choice.
F70413	F70425	Detailed report for each grade 4-8 class listed in the district summary report F70415. This report will show you all courses, sections, and grades in every FISH/period. Shows Traditional, Charter, and Choice.
F70414	F70426	Detailed report for each grade 9-12 class listed in the district summary report F70415. This report will show you all courses, sections, and grades in every FISH/period. Shows Traditional, Charter, and Choice.

Class Size Reports

Report	Data File	Summary
F70466	F70588	Numerator and Denominators for all schools found on Class Average Table. Total Students = a Total Classes = b Average = a/b Students Over = a – (b*Grade Group Max)
F70467	F70470	(PK-3 report), List just those classroom/periods whose adjusted student count is CAP+10 or 10 and under. Shows Traditional, Charter, and Choice.
F70468	F70471	(4-8 report), List just those classroom/periods whose adjusted student count is CAP+10 or 10 and under. Shows Traditional, Charter, and Choice.
F70469	F70472	(9-12 report), List just those classroom/periods whose adjusted student count is CAP+10 or 10 and under. Shows Traditional, Charter, and Choice.
F70631	F70632	Counts all classroom/periods where at least one teacher has Scheduling Method = C.

Class Size Data Quality Application

<https://webapps01.fldoe.org/classize/>

- A great resource for troubleshooting data reporting errors or ensuring data quality.
- Access to the application is provided by your district's single sign-on administrator.
- If you are unable to determine who your district's single sign-on administrator is, please email K12Verify@fldoe.org.



Class Size Data Quality Application

System Roles and Operations

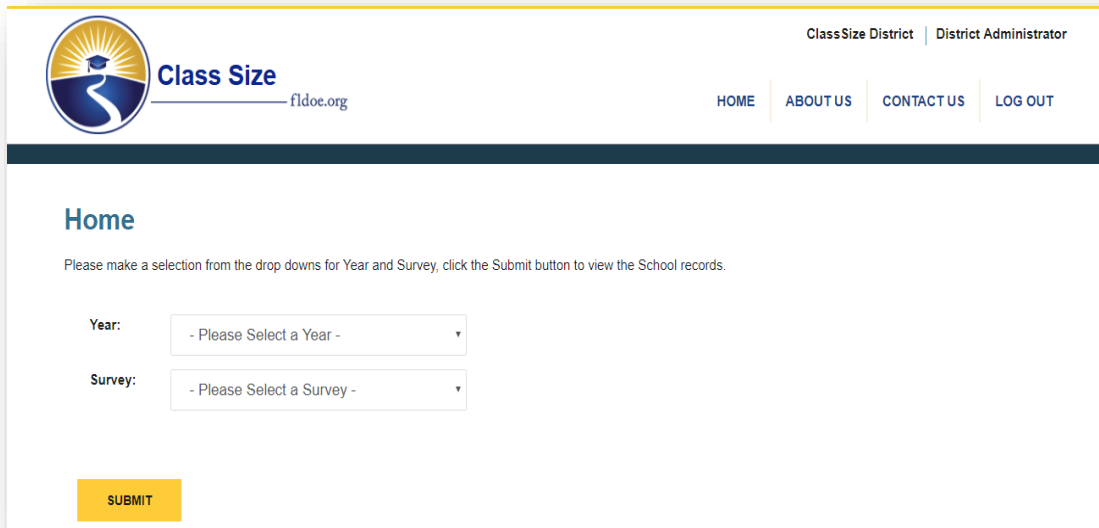
Data in the Class Size Data Quality Application are view only and may not be amended. The following are the three different system roles available to district or charter school users:

1. **Admin:** Florida Department of Education (FDOE) personnel authorized to manage the application. ***District and charter users will not have access to the administrator role.***
2. **User:** All users of the Class Size Application are required to have the user role.
3. **District User:** District personnel authorized by the district to login to the application and view all district and Charter Class Size data.
4. **Charter User:** Charter personnel authorized by the district to login to the application and view authorized charter school Class Size data only.

All users are required to have both a User Role and a District User Role or a User Role and a Charter User Role assigned in SSO to have access to the Class Size Data Quality Application. **Users should not be authorized for both a District User and a Charter User Role. If a User is authorized for both Roles no data will be available.**

Class Size Data Quality Application

- **District/Charter Users View:** From the drop down menus, select Year and Survey. Then click the Submit button. By default the district is automatically selected using the user's login credentials.



The screenshot shows the 'Class Size' application interface. At the top left is the 'Class Size' logo with the URL 'fldoe.org'. At the top right, it displays 'ClassSize District | District Administrator' and a navigation menu with 'HOME', 'ABOUT US', 'CONTACT US', and 'LOG OUT'. The main content area is titled 'Home' and contains the instruction: 'Please make a selection from the drop downs for Year and Survey, click the Submit button to view the School records.' Below this are two dropdown menus: 'Year:' with '- Please Select a Year -' and 'Survey:' with '- Please Select a Survey -'. At the bottom left is a yellow 'SUBMIT' button.

Class Size Data Quality Application

[Home](#) / [School](#)

List of Schools

Your search results are displayed below.

DISTRICT: ALACHUA YEAR: 1617 SURVEY: 2

School Number	School
22	EARLY LEARNING ACADEMY AT DUVAL

After the Submit button is selected on the Home screen, the application displays a **list of schools** the user is authorized to view. By selecting a school from the list of schools, the Florida Inventory of School Houses (FISH) for that specific school are displayed.

Class Size Data Quality Application

[Home](#) / [School](#) / Fish

List of FISH

DISTRICT: BRADFORD **SCHOOL:** BRADFORD HIGH SCHOOL **YEAR:** 1617 **SURVEY:** 3

Student count PK - 3: 0 **Student count 4 - 8:** 0 **Student count 9 - 12:** 1,553

Room Count PK - 3: 0 **Room Count 4 - 8:** 0 **Room Count 9 - 12:** 83

Average Class Size PK-3: 0.00 **Average Class Size 4-8:** 0.00 **Average Class Size 9-12:** 18.70

FISH	Term	Period	Main Course	Core Course	Main Grade
00001 A 00002 00001 102	2	6	0800380	N	09
00001 A 00002 00001 102	3	1	2400310	N	11
00001 A 00002 00001 108	3	1	2400310	N	12
00001 A 00002 00001 108	3	2	2400310	N	12
00001 A 00002 00001 108	3	3	2400310	N	12

After a school has been selected from the List of Schools, the **List of Fish** within the school is displayed in addition to the following fields: Student Counts, Room Counts, Class Size Averages, FISH, Term, Period, Main Course, Core Course Indicator, and Main Grade. You may select a FISH to view a list of courses reported within that specific room (FISH/Term/Period combination).

Class Size Data Quality Application

[Home](#) / [School](#) / [Fish](#) / [Class](#)

List of Courses

DISTRICT: BRADFORD **SCHOOL:** BRADFORD HIGH SCHOOL **YEAR:** 1617 **SURVEY:** 3

FISH: 00001 A 00002 **TERM:** 2 **PERIOD:** 6
00001 102

MAIN COURSE: 0800380 **MAIN GRADE:** 09

Course	Section	Facility Type	Excluded	Course Name
0800380	106	00	N	Parenting II

The **List of Courses** displays helpful information for that specific classroom including the FISH, Term, Period, Main Course, and Main Grade. The next section on this screen displays the Course, Section, Facility Type, class size Excluded indicator, and Course Name. After selecting a course from the List of Courses, the application displays a List of Students in that specific course.

Class Size Data Quality Application

[Home](#) / [School](#) / [Fish](#) / [Class](#) / [Student](#)

List of Students

DISTRICT: BRADFORD **SCHOOL:** BRADFORD HIGH SCHOOL **YEAR:** 1617 **SURVEY:** 3

FISH: 00001 A 00002 **TERM:** 2 **PERIOD:** 6
00001 102

MAIN COURSE: 0800380 **COURSE NAME:** Parenting II **GRADE:** 09

SECTION: 106

SSN	Primary Instructor Ind	Scheduling Method
	Y	S

Student ID	FEFP	Grade	Year Round School	Excluded
	103	09	Z	N
	103	09	Z	N
	113	09	Z	N

After selecting a course from the List of Courses, the **List of Students** within the course is displayed in addition to the following fields: FISH, Term, Period, Main Course, Course Name, Grade, Section, Primary Instructor Indicator and Social Security Number (SSN), Scheduling Method, Student ID, Florida Education Finance Program Number (FEFP), Grade, Year Round School indicator, and class size Excluded indicator. The total number of students are displayed at the bottom of the screen.

Class Size Technical Assistance Document*

- Made available for 2018-19 class size processes.
- Will be located on the department's webpage under Technical Assistance Documents: <http://fldoe.org/accountability/data-sys/database-manuals-updates/technical-assistance-documents.shtml>
- Document contains:
 - Details on the class size algorithm
 - Available reports
 - Frequently asked questions



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