



2017-18 Class Size Reduction Data Collection

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June 2017



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Overview ***NEW***

- 2017-18 Class Size Changes
- Class Size Trends
- Formats, Elements, and Tables Used in Calculation of Class Size
- Steps in Calculation of Class Size
- Class Size Exclusions and Special Scheduling
- ***Class Size Resources and Appeals**



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Class Size Changes

- There were no legislative changes to Class Size for 2017-18.

Summary of Class Size Core Course Changes

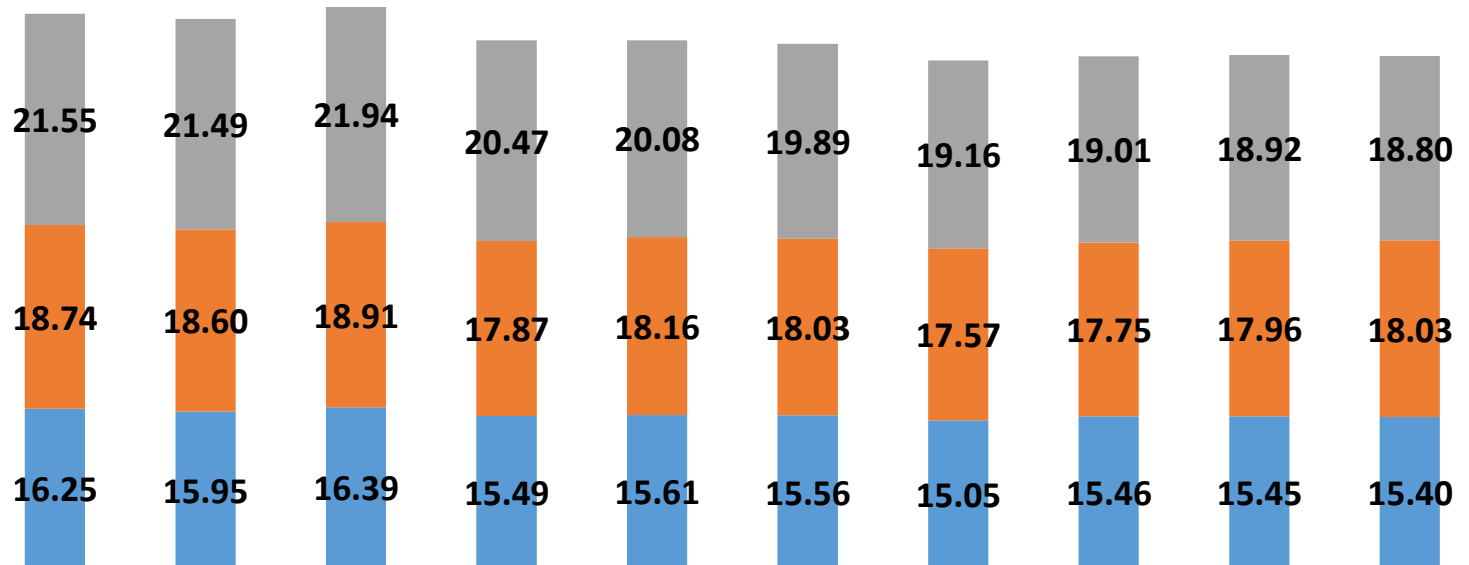
- 19 Courses removed from 2016-17 Class Size Core Courses
- 0 courses added to the 2017-18 Class Size Core Courses but as new courses are approved by the Commissioner, this could change.
- Total 2017-18 Class Size Core Courses = 314
- 1718 Class Size Core Course list:
 - Course Code Directory file (updated weekly):
 - **DPS.DISTRICT.K9.F62806.Y1718**
 - Record position 687: “Y” = Class Size Core Course



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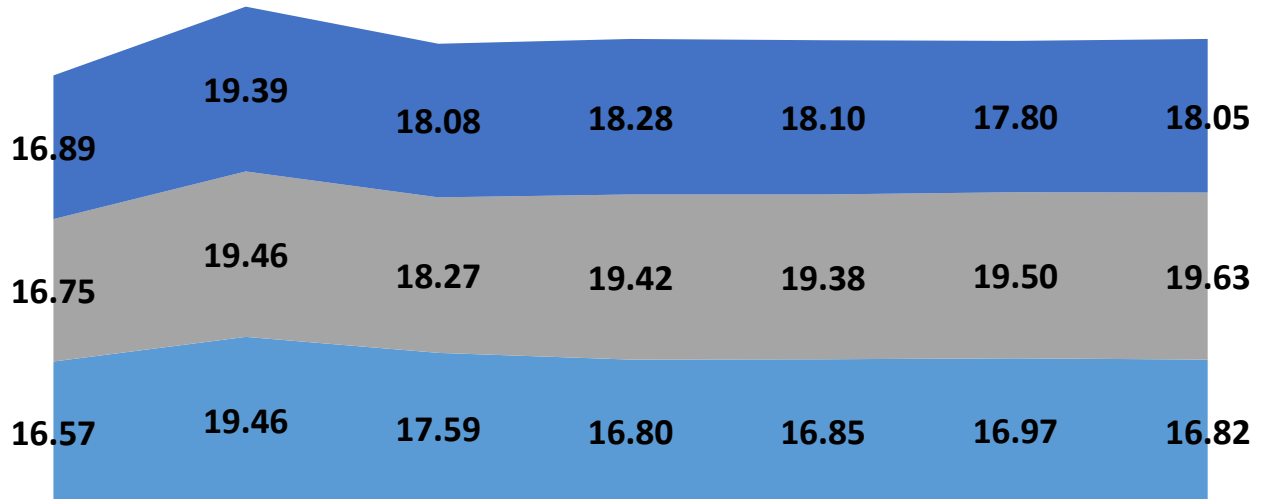
Trends in Class Size Reduction

Traditional Public Schools Statewide School-level Averages 2007-08 to 2016-17



	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
■ Grades 9-12	21.55	21.49	21.94	20.47	20.08	19.89	19.16	19.01	18.92	18.80
■ Grades 4-8	18.74	18.60	18.91	17.87	18.16	18.03	17.57	17.75	17.96	18.03
■ Grades PK-3	16.25	15.95	16.39	15.49	15.61	15.56	15.05	15.46	15.45	15.40

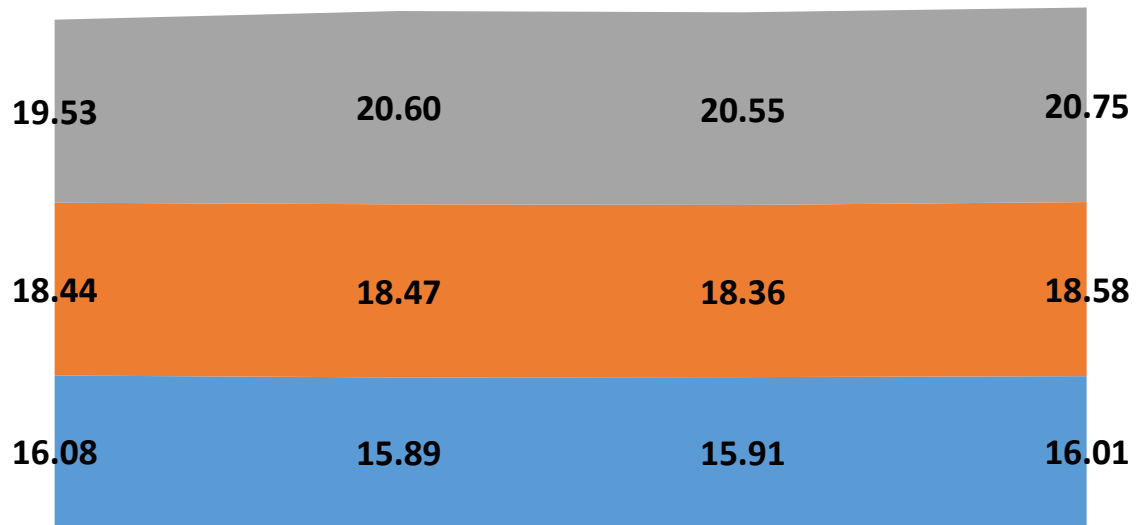
Charter Schools Statewide School-level Averages 2010-11 to 2016-17



	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
■ Grades 9-12	16.89	19.39	18.08	18.28	18.10	17.80	18.05
■ Grades 4-8	16.75	19.46	18.27	19.42	19.38	19.50	19.63
■ Grades PK-3	16.57	19.46	17.59	16.80	16.85	16.97	16.82

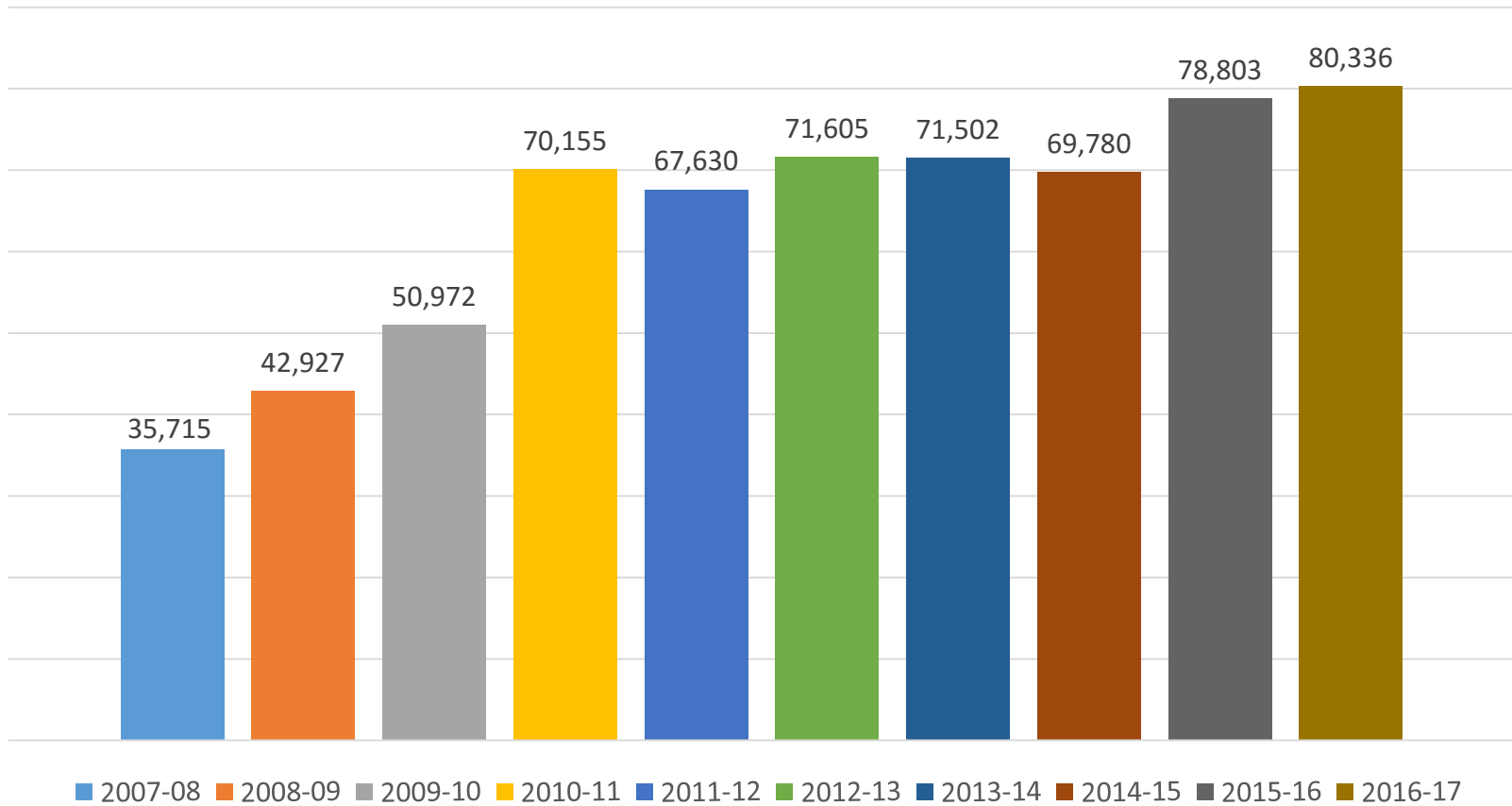
Schools of Choice

Statewide School-level Averages 2013-14 to 2016-17



	2013-14	2014-15	2015-16	2016-17
■ Grades 9-12	19.53	20.60	20.55	20.75
■ Grades 4-8	18.44	18.47	18.36	18.58
■ Grades PK-3	16.08	15.89	15.91	16.01

Team Teaching Classes 2007-08 to 2016-17



2016-17 Percentage of Non-Compliant (pre-appeals)

	Total	Non-Compliant	Percent Non-Compliant
Traditional Classrooms	125,159	1,433	1.14%
Charter Schools	635	47	7.40%
Choice Schools	2,331	10	0.42%



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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, Date Certain
- Class Minutes, Weekly
- Blended Course

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

Classroom ID/ FISH Number

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

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

Other Important Tables

Master School ID Table

- To distinguish Department of Juvenile Justice Facilities, Charter Schools, Virtual Schools, Magnet Schools, Alternative Schools, Schools of Choice, and Innovation Schools of Technology

Core Courses Included for Class Size Reduction

- DPS.DISTRICT.K9.F62806.Y1718
- Mathematics, Language Arts/Reading, Science, Social Studies, Exceptional Student Education, and English for Speakers of Other Languages courses



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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 classes in which the main course is a “core” course.

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

Note: This will be the class size calculation for Traditional classrooms.

6) For Charter Schools and Schools of Choice calculate the grade group average: Total students in each class/total number of classes

- 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)

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 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).

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.

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. $1 + 17 = 18$

Special Scheduling Method: Multi-Use Classroom or Pods

Multi-Use Classroom or Pod (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: Alternating Schedule

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

- Teacher meets with different groups of students in same course/classroom, but 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 stands for 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: Multiple Terms in a Room (Term Combining)

Term Combinations	Conversion Process
1, 3	1 and 3 are converted to 1
2, 3	2 and 3 are converted to 2
1, 6	1 and 6 are converted to 6
1, 7	1 and 7 are converted to 7
3, 6	3 and 6 are converted to 6
1, 3, 6	1, 3 and 6 are converted to 6
3, 7	3 and 7 are converted to 7
2, 8	2 and 8 are converted to 8
1, 3, 7	1, 3 and 7 are converted to 7
3, 8	3 and 8 are converted to 8
2, 9	2 and 9 are converted to 9
3, 9	3 and 9 are converted to 9
2, 3, 8	2, 3 and 8 are converted to 8
2, 3, 9	2, 3 and 9 are converted to 9

- When students are scheduled in the same room/period in multiple terms and Term/Survey Indicator = Y, terms are combined.

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, Date Certain 'Y'
 - This does not apply to schools not being scheduling on Friday during Survey Week due to holiday or planning day



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Class Size Resources and Appeals

Overview of 2017-18 Class Size Process ***NEW***

- All districts and schools should participate in Class Size Trial Runs that take place in September. To participate in trial runs only two formats are required (Student Course Schedule and Teacher Course).
- During the Survey 2 state processing period, class size reports are produced over the weekend and available for district download the following Monday.
- *****Data in the class size website are updated each time class size reports are generated. Districts and charter schools may use the class size website to assist with resolving data reporting errors.
- Data at the end of the Survey 2 state processing period are used to determine class size compliance.
- After class size compliance has been determined, districts may submit a class size appeal due to data reporting errors or extenuating circumstances.

Class Size Reports

Report	Data File	Summary
F70408	F70587	School Level Class Average Report - shows Traditional, Charter and Choice School-level average for each grade group. Use to determine Charter and Choice compliance.
F71167	F71168	Only lists Traditional classroom/periods that are out of compliance. Use to determine Traditional class 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 PK-3 grade 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 4-8 grade 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 9-12 grade 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.

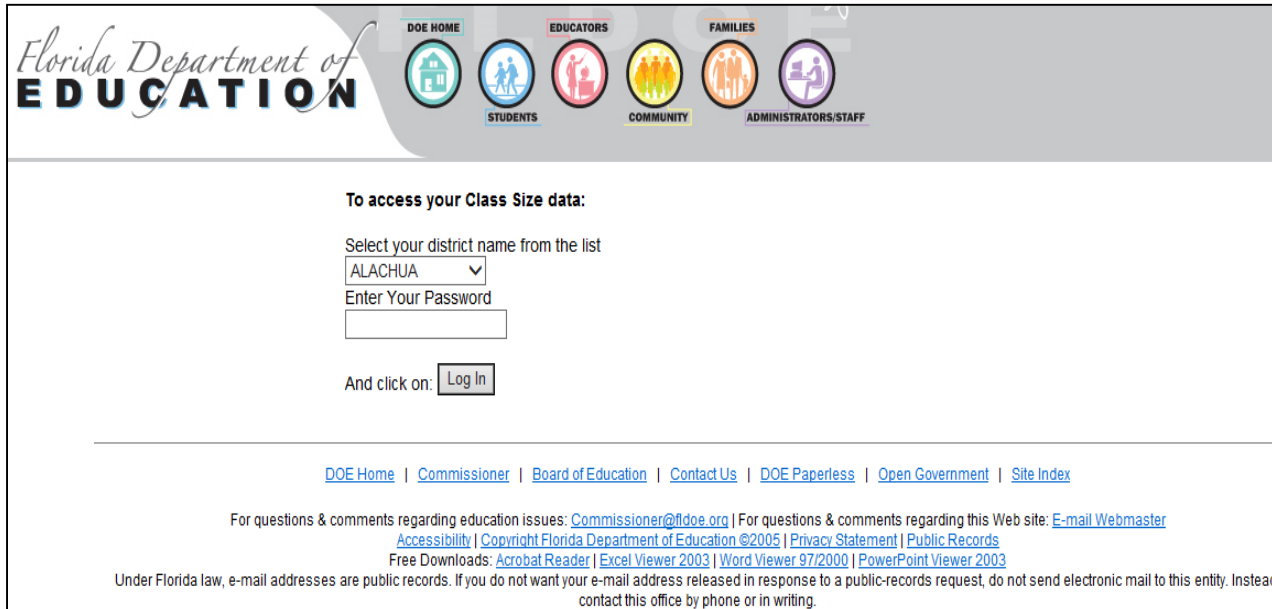
Class Size Reports

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 Website ***NEW***

<http://doeweb-prd.doe.state.fl.us/EDS/ClassSize/index.cfm>

- A great resource to use when troubleshooting data reporting errors or ensuring data quality.
- Districts may request access to this website by emailing K12Verify@fldoe.org.
- ***Charter schools may request access to this website by contacting their district's single sign-on administrator. Additional information regarding this process will be provided prior to Survey 2 class size processes.**



The screenshot shows the Florida Department of Education logo on the left and a navigation menu with icons for DOE HOME, STUDENTS, EDUCATORS, COMMUNITY, FAMILIES, and ADMINISTRATORS/STAFF. Below the navigation is a login section titled "To access your Class Size data:" with a dropdown menu for "Select your district name from the list" (currently showing "ALACHUA"), a "Enter Your Password" field, and a "Log In" button. At the bottom, there are links for "DOE Home", "Commissioner", "Board of Education", "Contact Us", "DOE Paperless", "Open Government", and "Site Index". A footer contains contact information and a disclaimer: "Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

Class Size Data Website ***NEW***

- After logging into the website, the specific year, survey, and school can be selected.
- Districts have access to data for all of their schools.
- ***Charter schools only have access to their individual school's data.**

Two ways are provided for reviewing individual schools. If you know the name of the school, you can enter the name and the specific information will be provided. If you are uncertain about the specific school name you may click submit and all schools in the district are provided for you to make a choice.

To list *all* the schools, click *Submit* without specifying anything.

School:

Year 1314

Year 1415

Year 1516

Year 1617

Survey 2

Survey 3

Submit

Reset

Class Size Data Website

- A listing of all classrooms (FISH) and periods will be displayed with term, main course, core course indicator, main grade, and adjust count if core course.
- Each fish and period can be selected for more detailed information.

Year 1617 Survey 3

Student count PK - 3	0	Student count 4 - 8	4,463	Student count 9 - 12	187
Room Count PK - 3	0	Room Count 4 - 8	227	Room Count 9 - 12	8
Average Class Size PK - 3	0.00	Average Class Size 4 - 8	19.66	Average Class Size 9 - 12	23.37

FISH	Term	Period	Main Course	Core Course	Main Grade	Adjusted Count
00049 A 00038 00002 001	2	2	0500010	N	07	--
00049 A 00038 00002 001	2	3	0500000	N	06	--
00049 A 00038 00002 001	2	4	0500020	N	08	--
00049 A 00038 00002 001	2	5	0500020	N	08	--
00049 A 00038 00002 001	2	6	0500020	N	08	--
00049 A 00038 00002 001	2	7	0500000	N	06	--
00049 A 00038 00003 002	2	2	1008010	Y	06	24
00049 A 00038 00003 002	2	3	1008010	Y	06	24
00049 A 00038 00003 002	2	4	1008010	Y	06	25
00049 A 00038 00003 002	2	5	1008010	Y	06	23
00049 A 00038 00003 002	2	7	1008010	Y	06	22

Class Size Data Website

- A listing of all courses and sections scheduled in the selected FISH will display.
- Each course/section can be selected for more detailed information.

Term 2 Period 4 Main Course 2001020 Main Grade 06
Year 1617 Survey 3

Course	Section	Facility Type	Excluded	Course Name
2001020	02431	00	N	M/J Earth/Space Science, Advanced

Choose Another FISH

Choose Another School

Class Size Data Website

- A detailed listing of all students and teachers scheduled in the selected course/section will be displayed.

	SSN	Primary Instructor Ind	Scheduling Method		
	XXXXX4735	Y	S		
Number of students - 20	Student ID	FEFP	Grade	Year Round School	Excluded
	XXXXX12383	112	07	Z	N
	XXXXX12737	102	07	Z	N
	XXXXX32426	102	07	Z	N
	XXXXX58669	102	07	Z	N
	XXXXX64493	102	07	Z	N
	XXXXX0348X	102	07	Z	N
	XXXXX2956X	102	07	Z	N
	XXXXX9451X	112	07	Z	N
	XXXXX0771X	102	07	Z	N
	XXXXX4504X	102	07	Z	N
	XXXXX5570X	112	07	Z	N
	XXXXX4530X	112	07	Z	N
	XXXXX8834X	102	07	Z	N
	XXXXX5846X	102	07	Z	N
	XXXXX0959X	102	07	Z	N
	XXXXX2981X	102	07	Z	N
	XXXXX8220X	102	07	Z	N
	XXXXX6416X	102	07	Z	N
	XXXXX4211X	102	07	Z	N
	XXXXX6662X	102	07	Z	N

Choose Another Course/Section

Reasons for Class Size Appeals

- Districts/schools are not limited to a specific type of appeal reason, but the most common appeal reason is a data reporting error
- There are two parts to each data reporting error appeal for each class:
 1. Manually correcting data reporting errors in the Online Class Size Appeals Application <http://app2.fldoe.org/ClassSizeAppeal/>
 2. Uploading supporting documentation using ShareFile for correct data during Survey 2 week (e.g., student/teacher schedules, etc.).

Note: Data in the web application is at the class-level for Traditional, Charter, and Choice schools to assist the district or charter school in making reporting corrections (same data that appears on report F70415)



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