



FDOE DATABASE BASICS

2017 FAMIS Conference

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Presenter

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Purpose

The purpose of this session is to provide a high-level overview of school district reporting to the Student and Staff databases as required by Florida rule and statute.

Requirements in SBE Rule and Florida Statute

Rule 6A-1.0014, F.A.C. “Comprehensive Management Information Systems”:

<https://www.flrules.org/gateway/ruleNo.asp?id=6A-1.0014>

Section 1008.385(2), Florida Statute “Comprehensive Management Information Systems”:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.385.html

Recommended Starting Resources

PK-12 EIS (EIS) Website:

<http://www.fldoe.org/accountability/data-sys/edu-info-accountability-services/index.stml>

The User Manual:

<http://www.fldoe.org/accountability/data-sys/database-manuals-updates/user-manual.stml>

- EIS District Liaisons (Appendix A)
- Student & Staff Survey Reports Checklists (Appendices R & S)
- District Contacts to resolve Student Identifiers (Appendix T)

2017-18 Student Database Manual: <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2017-18-student-info-system/index.stml>

2017-18 Staff Database Manual: <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2017-18-staff-info-system/index.stml>

STUDENT Information Database

Some basic statistics:

- ❖ 20 Reporting Formats
- ❖ Over 400 Data Elements
- ❖ Data reported during specified “Survey Periods”
 - ❖ FEFP Funding Surveys (with survey weeks): Survey 1 (July), Survey 2 (October), Survey 3 (February), and Survey 4 (June)
 - ❖ End of Academic Year Statistics (Survey 5) collected in late July
 - ❖ Beginning of Year Student Count used for estimating conference (Survey 6) collected in late August / early September
 - ❖ FAIR-FS in support of PMRN, and FLKRS rostering (Survey 8) collected from July – September
 - ❖ Neglected & Delinquent students data collection for federal funding (Survey 9) collected in December
 - ❖ A series of surveys to validate McKay Scholarship Reporting (Surveys A – D)

STAFF Information Database

Some basic statistics:

- ❖ 10 Reporting Formats
- ❖ 90+ Data Elements
- ❖ Four Survey Periods:
 - Survey 8 (July-September) in support of PMRN
 - Survey 2 (October)
 - Survey 3 (February)
 - Survey 5 (End of academic year)

Due dates, processing dates, etc. all the same as for Student DB

Main Features Related to Survey Periods (most notably for Surveys 1 – 4)

Survey Week:

Survey week is the data gathering week when school districts capture data in their local data systems for students and staff. The data reported to the FDOE is a “snapshot” of the students and staff at your school district during Survey Week.

Due Date:

The due date is the date by which all school districts should have submitted an initial data file for all required formats. FDOE will pull reports after the due date and notify districts that are missing file submissions and/or have data anomalies.

State Processing:

State processing is the time period when initial & batch files are processed daily and FDOE makes available error reports/files, validation reports/files & data reports for school districts to review their data for accuracy and correct any errors identified.

Final Update / Amendment Date:

This is the last date that a school district can make amendments to their data for a given survey. Please be aware though that most data reports are generated based on data in the system prior to the end of the amendment period.

Example of Survey Date Information

Survey 2, 2017-18:

Survey Week: October 9-13, 2017

Due Date: October 20, 2017

State Processing: October 16 – November 3, 2017

Final Update/Amendment Date: December 15, 2017

Survey dates are posted online at this link:

<http://www.fldoe.org/core/fileparse.php/7574/urlt/1718-surveydates.pdf>

Survey Processing Suspension (for Surveys 2 and 3)

- After the state processing period ends the department will suspend batch file processing for the Student & Staff databases for a period of 2 to 3 weeks.
- This allows department staff time to complete the Third & Fourth FEFP Recalibration process while data is static.
- Districts may submit batch files during this suspension period, however files will not be processed until the Finance Office has verified the calculations.
- Subsequent batch files submitted during the suspension period may overwrite files already in the NWRDC queue; districts should ensure that batch files submitted during that period include **all** desired changes.
- A “snap shot” of the data in the database is taken at this time period to allow FDOE and auditors future opportunity to recreate and verify financial calculations and data used.

Survey Processing Suspension (cont'd)

- EIS will notify districts when FDOE has lifted the suspension and batch file processing will resume.
- After the suspension is lifted the processing schedule for batch files will be every Monday, Wednesday and Friday at 4:00 pm *EST* until the final amendment date. (*For example: the final amendment date for Survey 2 is December 15th; batch files will process for the last time on this date at 4:00 pm.*)
- Reports that are requested will be generated on the evenings of Monday, Wednesday and Friday.

Transaction Codes

A transaction code is submitted for each Format record to let the system know how to process it.

- A – Adds a record to the database (in “initial” file submissions, all records are coded as ‘A’)
- C – Changes or Updates a record already loaded to the database
- D – Deletes a record already loaded to the database

Transaction Codes (cont'd)

- Any (or all) of the three Transaction codes (A, C, or D) may be reported in a batch file.
- The order of processing for transaction codes when all are submitted in a batch file are processed in “reverse alphabetical” order
 - D codes are executed first (*record deleted*)
 - C codes are processed next (*record updated*)
 - A codes are processed last (*record added*)

Information about Reporting Formats

Student Discipline/Resultant Action

[Database Requirements Index Page](#)

[Education Information and Accountability Services Home Page](#)

2015-2016 Student Discipline/Resultant Action

1. Submit this record during reporting periods 2, 3 and 5 for each student receiving a discipline/resultant action from the first day of the school year to the last day of the survey period. Report all discipline/resultant actions and total duration days that resulted from any incident that occurred during the school year or the subsequent summer session(s) even if the discipline/resultant action is intended to begin in the next school year. Submit a separate record for each occurrence of the discipline/resultant action. A student Discipline/Resultant Action record should not be submitted for SESIR incidents with an Incident, Involvement Type of N or U.
2. INCIDENT, IDENTIFIER: If the discipline/resultant action is related to a School Environmental Safety Incident Report (SESIR) item then the Incident, Identifier and the School Number, Where Incident Occurred should be the same on both records.
3. GRADE LEVEL: Use the grade level of the student at the time the incident occurred.
4. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
5. KEY FIELDS: The key fields for this format are item numbers 1, 3, 4, 5, 6, 7, and 9. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

Note Key fields

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment *
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida *

Information about Data Elements

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2015-16

Data Element Number: **197237**

Data Element Name: **Date Entered United States School**

The month, day and year the student entered school in the United States (any of the 50 states and the District of Columbia, excluding U.S. territories and possessions).

Code	Definition/Example
00000000	Not Applicable. Use this code for all other students, as well as Immigrant Students whose Grade Level = PK.
09242010	The student entered a United States school on September 24, 2010.
MMDDYYYY	Month, day, full year.

Notes: This element is required for students who are coded LY or LP on the element English Language Learners, PK-12 in Survey Periods 2, 3 or 5.

Information about Data Elements (cont'd)

This element is also required for Immigrant Students reported with a code of Y on the Federal/State Indicator Status format in Survey Periods 2, 3 or 5, unless Immigrant Student's Grade Level = PK, then date should be reported as 00000000.

If only the month and year is known, use the last day of the month in the 'Day' field.

Length:	8	
Data Type:	Numeric	This is a compatibility requirement. See page 10 of Student Database Manual Overview.
Year Implemented:	1213	
State Standard:	No	
Use Types:		This identifies data elements submitted to FDOE
State Reporting:	Yes	
Local Accountability:	Yes	This identifies the need to keep as a permanent local record for audit purposes (page 11 of Overview).
FASTER:	No	
Migrant Tracking:	No	This indicates if the data element is required as part of the Migrant Student Information Exchange (MSIX)
Required Grades:	KG-12	
Programs Required:	All Programs	

Information about Data Elements (cont'd)

Formats Required:

Student Demographic Information DB9 13x

Surveys Required:

Survey 1	Default
Survey 2	Yes
Survey 3	Yes
Survey 4	Default
Survey 5	Yes

Indicators for Survey Required include:

Default – means the data to be reported in this field is valid, but the default value is allowable for this field during this survey period.

Optional – means that this field may be reported but is not required for this survey period. The data from optional data elements will not be used by FDOE.

Variable – means that this field is collected on several formats, but varies whether or not the data is required, optional, or allowed default per format for this survey period.

Yes – means the data for this field for this survey period is required and must be reported accurately as valid data.

Information about Format “Edits”

Checks of data submitted to the Student & Staff Databases are accomplished by business rules called “edits”. There are four types of edit categories:

- **Reject Edits:** reject edits result in a fatal error. The record is immediately rejected and is not loaded to the database. Reject edits only verify against data on the same format. Districts may correct a rejected record and resubmit as part of an initial or batch file with a transaction code of “A”.
- **State Validation:** validation edits check the relationships between data elements on the same or different formats. These edits are checked after the appropriate formats have been submitted and the district requests the validation report to be run. Some validation edits may result in records being excluded from certain reports or nulled if not corrected.
- **Exception Reports:** these reports show records that have questionable data. The records may not be in error, but should be reviewed. If data are found to be in error, the records should be corrected via the batch file process.
- **Aggregate Exception Reports:** these reports are generated when data from several records are combined. They should be reviewed for reasonableness and accuracy, and records corrected if errors are found.

Reject Rules *Example*

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

1. District Number, Current Enrollment must be numeric, in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

State Validation Rules *Example*

STUDENT DISCIPLINE/RESULTANT ACTION – VALIDATION RULES

33. If the Student, Use of Drugs code is Y, then the Drug Description code on the matching Student Environmental Safety Incident Report (SESIR) format must be M, N or O. The records match is done using the District Number, Current Enrollment on the Student Discipline/Resultant Action format matched to the District Number, Reporting District on the SESIR format; along with matching School Year, Survey Period Code and Incident, Identifier. –validation report-

Validations check records already in the database, so they are not “fatal errors”. They are errors that need to be corrected, however.

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Drug Description code is incorrect for the Student, Use of Drugs code reported.

Student Discipline/Resultant Action Records

District Number, Current Enrollment	Student Number, Identifier Florida	Incident, Identifier	Student, Use of, Drugs
36	12345678X	0000001	Y
* 36	22345678X	0000002	Y
36	47654321X	0000003	Y

This validation is comparing records from both Student Discipline and SESIR formats

School Environmental Safety Incident Report (SESIR) Records

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Drug Description
36	0271	00000001	M
* 36	0271	00000002	Z
36	0271	00000003	M

Validation for second incident fails because code is not M, N, or O.

State Validation Rules (for Student Course Schedule)

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

For the Student Course Schedule format, some validation/null edits become “reject edits” after the state processing period. (Edit #s 60, 61, 66, 67, 69, 72, 73)

60. The student's Grade Level on the Student Course record must agree with the Grade Level on the Student Demographic record submitted by the district of instruction unless Year-Round/Extended School Year FTE Indicator on the Student Course record = A or if Survey Period Code = 1 or 4. -state validation/NULL-

****FTE Reported, Course on all Student Course records set to NULL value for these records at the close of the State Records Processing Cycle.****

EXAMPLE

The first and third Student Course records listed below would pass this edit. The second and fourth records would not pass the edit because the Grade Level codes on the Student Demographic records and Student Course records do not agree. (The FTE Reported, Course on the Student Course records would be set to a null value at the close of the State Records Processing Cycle.)

Student Demographic Records

District Number, Current Instruc./Service	Student Number Identifier, Florida	Grade Level
49	491234566X	12
49	491234567X	11
49	491234568X	11
49	491234569X	12

Student Course Records

District Number, Current Instruc./Service	Student Number Identifier, Florida	Grade Level
49	491234566X	12
* 49	491234567X	12
49	491234568X	11
* 49	491234569X	10

Exception Rules *Example*

STUDENT DISCIPLINE/RESULTANT ACTION - EXCEPTION REPORT

41. If the Discipline/Resultant Action code is **E**, then Duration, Discipline Action must be greater than zero and less than or equal to 210. –exception report-

Code E means the student was expelled from school.

EXAMPLE

The first and third records listed below would meet criteria specified in the edit above. The second record would cause a message to be generated because the Duration, Discipline Action is greater than 210.

District Number, Current Enrollment	Student Number Identifier, Florida	Discipline/ Resultant Action Code	Duration, Discipline Action
36	12345678X	E	050
*36	22345678X	E	365
36	47654321X	E	210

Not expected that expulsion is for more than 210 days – but it could be the case.

DISTRICT RESPONSIBILITY

The district should verify the Discipline/Resultant Action Code and the Duration, Discipline Action code and correct if in error.

District Data Quality Checks

Districts can review the **Edit Status Table** to see the status of formats that have been processed. Here is an example of the Edit Status Table:

Example

STUDENT/STAFF/FINANCE DATA BASE
,EDIT STATUS TABLE BROWSE

- DISTRICT OF INSTRUCTION:;,XX, DISTNAME, YEAR: 1415, SURVEY: 2,
- FILE NUMBER: 61025 STAFF DEMOGRAPHIC

-----ACTIVITY----- TYPE	----- SEQ NO	DATE (CCYYMMDD)	TIME	RECORDS PROCESSED	RECORDS REJECTED	RECORDS CLEAN	NON-FATAL ERRORS
• EDIT COMPLETE	1	20141102	08092244	11,932	0	11,932	0
• BATCH COMPLETE	1	20141107	16120090	10	0	10	0

District Data Quality Checks (cont'd)

Status reports on the Edit Status Table include:

- **Edit Complete** – refers to the successful loading of an INITIAL format file (all “A” transaction codes)
- **Batch Complete** – refers to subsequent additions, changes, or deletions to records processed via a batch file submission
- **Suspended Edit** – refers to an INITIAL file where more than 20% of the records had reject edits. **No records are loaded into the database when there is a suspended edit.** All records must be reviewed, corrected, and then resubmitted as a **new INITIAL file**. This 20% error rule does not apply to batch file submissions.

District Data Quality Checks (cont'd)

Here is an example of the Edit Status Table where an initial file had more than 20% errors, thus receiving a suspended edit.

STUDENT/STAFF/FINANCE DATA BASE
,EDIT STATUS TABLE BROWSE

DISTRICT OF INSTRUCTION:;XX, DISTNAME, YEAR: 1112, SURVEY: 3,
FILE NUMBER: 60775 STUDENT DEMOGRAPHIC

-----ACTIVITY----- TYPE	SEQ NO	DATE (CCYYMMDD)	TIME	RECORDS PROCESSED	RECORDS REJECTED	RECORDS CLEAN	NON-FATAL ERRORS
SUSPENDED EDIT	1	20120222	08061772	28,170	14,366	13,804	0
EDIT COMPLETE	2	20120228	08061715	28,171	525	27,646	0
BATCH COMPLETE	1	20120228	16075200	29	27	2	0

Notes: For the suspended edit, “14,366” records (51%) had errors. Although the suspended edit shows 13,804 *clean* records, **no records were loaded**. Records must be corrected and format resubmitted as an initial file.

District Responsibility for Data Quality

Although FDOE has several programmed data checks, school districts submitting the data are ultimately responsible for the quality of their data submissions.

There are several reports that may be requested and reviewed by districts to verify that data submissions have been received and accurately reported. For reports that check more than one reporting format (validation and exception reports), all zeros (0) will show in the status if the initial file for a format being checked has not been submitted or processed yet (see example below)

DISTRICT OF INSTRUCTION: ,XX, ,DISTNAME ,YEAR: ,1415, ,SURVEY: ,3,
FILE NUMBER: ,61025 , ,STAFF DEMOGRAPHIC

-----ACTIVITY-----	DATE	TIME	RECORDS	RECORDS	RECORDS	NON-FATAL	
TYPE	SEQ NO	(CCYYMMDD)	PROCESSED	REJECTED	CLEAN	ERRORS	
EDIT COMPLETE	1	20150302	08092244	11,932	0	11,932	0
VALID COMPLETE	1	20150301	21481073	0	0	0	0

District Responsibility for Data Quality (cont'd)

Districts are strongly admonished to use the data quality reports made available for request to check that data makes sense and are reported as the district expected. These reports are listed on the “Reports for Request” menu at NWRDC CICS (*option 26 on the Student Component Menu*).

- A list of the reports for request are provided in the User Manual. **APPENDIX R** for the student database and **APPENDIX S** for the staff database (referenced earlier in the presentation).
- The reports listed as “Original File Format” (*called ‘O’ Files*) on the Reports for Request menu are very useful reports. They allow the district to see exactly what has loaded to the database for each format; to see the data in its current state in FDOE’s database.

	, STATE OF FLORIDA			, SDCM
	, STUDENT COMPONENT MENU ,			
, 1-DEMO	Student Demographic Data	18-SSCD	Student Schedule	
, 2-SCRS	Student Course Data	19-SFTE	Student FTE Data	
, 3-TCRS	Teacher Course Data	20-TSCD	Teacher Schedule	
, 4-EXCS	Exceptional Student Data	21-CLAS	Class Roster	
, 5-EXCP	Exceptional Program Data	22-DFTE	DIST/SCHL Weight/Unweight FTE	
, 6-FSIS	FED/STATE Indicator Data	23-EDST	Edit Status	
, 7-PRSC	Prior School Status	24-FNLR	Final Reports	
, 8-LENG	English Language Learners	25-STUL	Student Location	
, 9-STTP	Student Transportation	26-RRPT	Reports for Request	

Database Updates During the Reporting Year

There are times when FDOE must make changes to the Student or Staff databases during the current reporting year. These updates are posted on the **Database Manual Update** page at the link below on the database website.

<http://www.fldoe.org/accountability/data-sys/database-manuals-updates/updates.shtml>

Database Manual Update

Please click on the date that is underlined to view a PDF version of updates.

May 2017

[May 26, 2017](#) (PDF)

[May 12, 2017](#) (PDF)

April 2017

[April 28, 2017](#) (PDF)

[April 14, 2017](#) (PDF)

[April 7, 2017](#) (PDF)

March 2017

[March 17, 2017](#) (PDF)

Uses/Users of Reported Data

A main use of district data is for federal reporting to the following organizations:

- The United States Department of Education:
 - State performance relative to the Every Student Succeeds Act (ESSA)
 - Federal funding for Title I, Title II, etc.
 - Common Core of Data (CCD) collected as part of the National Center for Educational Statistics (NCES)
 - School selection as part of national and international assessments (NAEP, TIMSS, PIRLS, PISA)
 - Educational Data Facts (EDFACTS)
 - The Office for Civil Rights (OCR)
- The National Education Association (NEA) for national comparisons
- The Council of Chief State School Officers (CCSSO)
- The Equal Employment Opportunity Commission (EEOC)

Uses/Users of Reported Data

Other uses of data are in support of state reporting requirements for the Florida legislature, the Office of Program Policy Analysis and Government Accountability (OPPAGA), and FDOE leadership. These reports include:

Graduation Rate	FTE and Transportation Funding
Dropout Rate	School Accountability / School Grades
Class Size	Capital Outlay Funding
Non-promotions	District Staff Salaries
School Safety	Teacher Salaries
School Choice	Student Populations / Membership
Average Daily Attendance (ADA)	Lunch Status

Things Worth Noting.....

- Often, data used for reports and funding are based on data at the end of the state processing period loaded in the student and staff databases.
- Thus, it is imperative that data submitted by districts during the state processing period is as accurate as possible.
- Specifically, data used in FEFP calculations and transportation funding is based on data as of the end of state processing.



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