



FLORIDA DEPARTMENT OF  
**EDUCATION**  
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# SESIR MONTHLY REPORTING

**FAMIS Summer Conference 2021**

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# OVERVIEW

The purpose of this webinar is to provide information on the new monthly reporting requirement for School Environmental Safety Incident Reporting (SESIR) data.

# AGENDA

- Statute/Rule
- Purpose
- Reporting Formats
- Redefined data elements
- Data Collection Periods
- Process

# Statute/Rule

## Florida Statutes

Section 1008.385(2)-(3) Comprehensive Management Information Systems:

<http://www.flsenate.gov/Laws/Statutes/2011/1008.385>

- The Commissioner of Education is responsible for all planning functions for the department including collection, analysis and interpretation of all data, information, test results, evaluations and other indicators that are used to formulate policy, identify areas of concern and need, and serve as the basis for short-range and long-range planning. Such planning shall include assembling data, conducting appropriate studies and surveys, and sponsoring research and development activities designed to provide information about educational needs and the effect of alternative educational practices.

## State Board Rule

6A-1.0014, Florida Administrative Code, Comprehensive Management Information Systems:

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

## Purpose

- To improve the quality of SESIR data reporting throughout the year so that the department can provide assistance to districts and schools.
- To provide timely data for use by the Florida School Safety Portal.
- Data will be used for analytic purposes.
- Regular data collection will continue during regular survey periods.

## Reporting Formats

- School Environmental Safety Incident Report
- Student Demographic Information
  - Only students that have a SESIR and/or Discipline record
- Student Discipline/Resultant Action

# Redefined data elements

## Data Element Differences

- Year/School Year data elements:  
For this monthly data collection,  
Year/School Year to be defined as *Month Year*  
*i.e., July 2021 = 0721 / October 2021 = 1021*
- Survey Period Code for monthly reporting  
= Code R

## Data Collection Periods

- **Monthly:**
  - Beginning in August 2021.
  - Due on the first Friday after the first full week of the next month (e.g. August 2021 submission will be due September 10, 2021).
- **No editing of file submission**
  - Updates/errors corrected in subsequent submissions.



## Process

1. District submits the three file formats to TIBCO® **SESIRMonthly** folder on a monthly basis.
2. Files will be scanned for accurate formatting and placed in staging area if accurate.
3. If file is rejected, district will be notified.
4. Accepted files will be stored by the department for analytics.
5. Office of School Safety will run analytics.
6. Records will be stored for one year, then archived.

## Process (cont'd)

7. District files must be placed in TIBCO® by the first Friday of the first full week of each month.
8. File names to be used:

STUDDemo: DPS~~dd~~.GQ.F60775.Y~~mm~~~~yy~~R (where ~~dd~~ = district number; ~~mm~~~~yy~~ = month and year of submission)

**Only send STUDDemo for students with discipline reported**

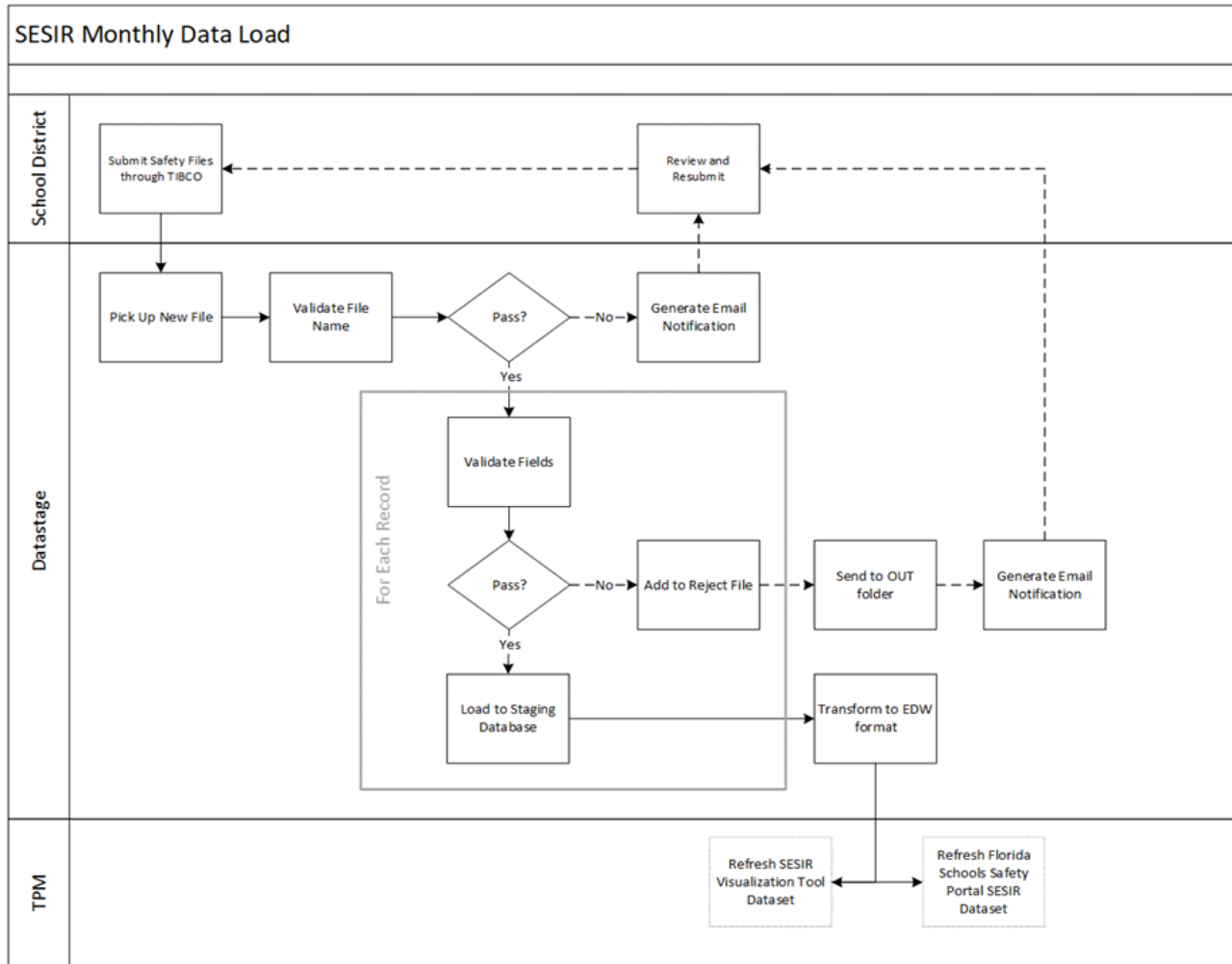
STUDDISC: DPS~~dd~~.GQ.F60954.Y~~mm~~~~yy~~R (where ~~dd~~ = district number; ~~mm~~~~yy~~ = month and year of submission)

SESIR: DPS~~dd~~.GQ.62946.Y~~mm~~~~yy~~R (where ~~dd~~ = district number; ~~mm~~~~yy~~ = month and year of submission)

# SESIR Monthly Data Reporting

- Process Overview
- School Districts will submit three safety files each month to DOE through the TIBCO service.
- DataStage jobs will scan the folder for new files and load records to the new staging database.
- Then they are transformed to EDW format so that the data can be used for the SESIR Visualization Tool and by Florida Schools Safety Portal (FSSP).

# SESIR Monthly Process Flow Chart



**QUESTIONS?**

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