



STUDENT INFORMATION DATABASE

2023-2024 OVERVIEW AND DATABASE REPORTING

Florida Association of Management Information Systems

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AGENDA

- Statutory References for Database Reporting
- Student Database: 2023-2024 Overview of Updates
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- Data Reporting Schedule
- Survey Re-Opening
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STATUTORY REFERENCES FOR REQUIRED DATABASE REPORTING

Statutory References

Rule Chapter 6A-1.0014, Florida Administrative Code (F.A.C.)
Comprehensive Management Information Systems

Section 1008.385, Florida Statutes (F.S.)
Educational Planning and Information Systems
(2) Comprehensive Management Information Systems

Section 1001.51, F.S.
Duties and responsibilities of district school superintendent
(12)(b) Reports to the department



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STUDENT DATABASE 2023-2024 OVERVIEW OF UPDATES

UPDATES for 2023-2024

DATA ELEMENTS

Data Element Name	Description of Updates
<p>Course, State Subject Area Requirements (109625) (<u>Format</u>: Student Course Transcript Information)</p>	<ul style="list-style-type: none"> ○ Added new code “PL” Personal Financial Literacy for incoming ninth-grade students. ○ <u>EDITS impacted:</u> Student Course Transcript Information – Edits #13 and #29.
<p>Course Substituted, State Subject Area Requirements (109675) (<u>Format</u>: Student Course Transcript Information)</p>	<ul style="list-style-type: none"> ○ Added new code “PL” Personal Financial Literacy. ○ <u>EDITS impacted:</u> Student Course Transcript Information – Edits #13 and #29.
<p>Discipline/Resultant Action Code (114425) (<u>Format</u>: Student Discipline/Resultant Action Format)</p>	<ul style="list-style-type: none"> ○ Deleted codes “L,” “M” and “R.” ○ <u>EDITS impacted:</u> Student Discipline – Edits #6 and #17.

UPDATES for 2023-2024

DATA ELEMENTS

Data Element Name	Description of Updates
<p>Homeless Unaccompanied Youth (130275) (<u>Format</u>: Federal/State Indicator Status)</p>	<ul style="list-style-type: none"> ○ Added language to the definition for clarification. ○ Deleted code “Y.” ○ Added new codes “C” and “U” to align with Section 743.067, F.S. ○ Updated code “Z” language. ○ <u>EDITS impacted:</u> Federal/State Indicator Status – Edits #42 and #43.
<p>Hope Scholarship Notification (NEW) (<u>Format</u>: School Environment Safety Incident Report)</p>	<ul style="list-style-type: none"> ○ NEW data element. ○ <u>EDITS impacted:</u> TBD
<p>Incident, Type Related (140225) (<u>Format</u>: School Environmental Safety Incident Report)</p>	<ul style="list-style-type: none"> ○ Deleted code “HSN” to be collected under new data element. ○ <u>EDITS impacted:</u> TBD
<p>Incident, Weapon - Related (140425) (<u>Format</u>: School Environmental Safety Incident Report)</p>	<ul style="list-style-type: none"> ○ Updated Note to included Weapon, Description code “M.” ○ <u>EDITS impacted:</u> TBD

UPDATES for 2023-2024

DATA ELEMENTS

Data Element Name	Description of Updates
<p>Pretest Outcome – Math (161975) (<u>Format</u>: Dropout Prevention Program Data)</p>	<ul style="list-style-type: none"> ○ Update – Code “Z” should no longer be used for Department of Juvenile Justice (DJJ) Schools. ○ <u>EDITS impacted:</u> None
<p>Pretest Outcome – Reading (162125) (<u>Format</u>: Dropout Prevention Program Data)</p>	<ul style="list-style-type: none"> ○ Update – Code “Z” should no longer be used for DJJ Schools. ○ <u>EDITS impacted:</u> None
<p>Progress Level – Math (163275) (<u>Format</u>: Dropout Prevention Program Data)</p>	<ul style="list-style-type: none"> ○ Update – Code “Z” should no longer be used for DJJ Schools. ○ <u>EDITS impacted:</u> None
<p>Progress Level – Reading (163500) (<u>Format</u>: Dropout Prevention Program Data)</p>	<ul style="list-style-type: none"> ○ Update – Code “Z” should no longer be used for DJJ Schools. ○ <u>EDITS impacted:</u> None

UPDATES for 2023-2024

DATA ELEMENTS

Data Element Name	Description of Updates
<p>Reading Intervention Component (168521) (Format: Student Course Schedule)</p>	<ul style="list-style-type: none"> ○ Updates from the Reading Office. ○ EDITS impacted: TBD
<p>Transportation Membership Category (181113) (Format: Student Transportation Format)</p>	<ul style="list-style-type: none"> ○ Added code “P” for Family Empowerment Scholarship (FES) Student Transportation. ○ EDITS impacted: Student Transportation Edits #12, #19 and #54.

UPDATES for 2023-2024

FORMATS

Format Name	Description of Updates
<p>School Environmental Safety Incident Report (Format: School Environmental Safety Incident Report)</p>	<ul style="list-style-type: none"> ○ Reporting of Hope Scholarship Notification under new data element. ○ EDITS impacted: ○ Deleted Incident, Type code “HSN” from Edit #7. ○ Deleted Incident, Reported to Law Enforcement code “C” and “Y” from Edit #11. ○ New Edit: Added Weapon Description Edit #1G. ○ New Edit (PENDING): Added new Edits XX and YY for HSN data elements.

UPDATES for 2023-2024

EDITS (Business Rules)

Format Name	Description of Updates
Dropout Prevention Program Data	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Updated Edit #6 for annual Dropout Prevention Program Enrollment Date range. ○ Updated Edit #51 to include codes “A,” “E,” “R,” “U,” and “W.” ○ PENDING: Added new State Validation Edit for reporting juvenile justice codes “N” or “S.”
Federal/State Indicator Status	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Updated Edits #42 and #43. ○ Deleted Homeless Unaccompanied Youth code “Y.” ○ Added new Homeless Unaccompanied Youth codes “C” and “U.”

UPDATES for 2023-2024

EDITS (Business Rules)

Format Name	Description of Updates
Student Course Schedule	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Updated Edit #54, deleted code “310” (Edmentum) and updated code “323” (Name and Grade Level). ○ Updated Edit #4E.
Student Course Transcript Information	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Updated Edits #12 and #29, added code “PL” Personal Financial Literacy
Student Demographic	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Updated Edits #15 and #41 for annual Birth Date ranges rollover for Migrant Status Term. ○ Updated Edit #38 for annual Qualifying Arrival Date ranges rollover for Migrant Status Term.

UPDATES for 2023-2024

EDITS (Business Rules)

Format Name	Description of Updates
Student Discipline/Resultant Action	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Updated Edits #6 and #17 to delete codes “L,” “M” and “R.” ○ Updated all impacted edits to rename District Number, Reporting District to District Number, Where Incident Occurred.
Student End of Year Status	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Updated Edit #3L example Certification Type to a valid code. ○ Deleted code “W07,” “W27” and “WFW” from Edits #9 and #32 – no longer valid for reporting. ○ Deleted code “W09” from Edits #10 and #33 – no longer valid for reporting. ○ Added new Edits #4K, #4L, and #16 for new withdrawal code “RMA” reached maximum age.

UPDATES for 2023-2024

EDITS (Business Rules)

Format Name	Description of Updates
Student Transportation	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Added membership category code “P” to Edits #12, #19 and #54. ○ Added new Reject Rule Edit #25 for Transportation Student code “P.” ○ Added new State Validation Edit #54 to check for Grade Level on Student Demographic Information record.

UPDATES for 2023-2024

** APPENDICES **

Appendix	Description of Updates
Appendix A – PK-12 Attendance Codes	<ul style="list-style-type: none"> ○ Added new withdrawal code “WMA” for students who reached maximum age and did not receive a diploma. ○ Deleted codes “W07,” “W09,” “W27” and “WFW” - not valid for reporting. ○ PENDING: New code/amend code “W26” for DJJ students.
Appendix P – Definitions for Incident Reporting	<ul style="list-style-type: none"> ○ Deleted Incident Type HSN – Hope Scholarship Notification.
Appendix U – Transportation Membership Category	<ul style="list-style-type: none"> ○ Added new code “P” membership category.

UPDATES for 2023-2024

** APPENDICES **

Appendix	Description of Updates
Appendix CC – Virtual Instruction Providers	<ul style="list-style-type: none"> ○ Inactivated code “310” for Edmentum - Grades 06-12. ○ Updated code “323” Name and Grade.
Appendix GG – Online Course Providers	<ul style="list-style-type: none"> ○ Inactivated code “310” for Edmentum - Grades 06-12. ○ Updated Grade Level for code “314.” ○ Added new codes “320,” “322” and “323.” ○ Updated codes “321” and “324” to include “Only applied to selected courses.”

UPDATES for 2023-2024

TBD Legislative Changes

Format Name	Description of Updates
Florida Empowerment Scholarship (FES) Prepayment Verification	<ul style="list-style-type: none">○ HB1 passed and affects how FES will be reported.○ To be determined by FDOE Leadership.



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DATABASE REPORTING REMINDERS

Database Reporting Reminders

- Course Grades/Survey 4 reporting
 - Student Course Schedule Edit #2H, revised in 21/22:

2H. If Survey Period = 4 and

- School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;
- or if District Number, Current Instruction/Service = 71 and School Number, Current Instruction/Service = 0300, 0400 or 0801;
- or School Number, Current Instruction/Service has a Charter School Status other than Z and School Function/Setting equals V on the Master School Identification file,
- or Location of Student equals T; and District Number, Current Instruction equals 01-68 or 72-75; and School Number, Current Instruction does not equal 7001, 7004, 7006, or 7023;

then Course Grade **must not equal IP**. -record rejected-

- Per FTE General Instructions, guidance in Appendix E (Database Reporting Requirements for Virtual School Students):

All virtual courses where students are enrolled for more than 14 days in a course should be reported in Survey 4 for completion rate purposes, but *FTE Reported, Course* greater than 0.0000 should only be reported for those courses in which the student had successful completions as described in the first section Appendix E.

Database Reporting

Data Quality Monitoring Reminders

- **GEFE (F62801) Report versus GQUH (F71251) Report**

(Student Demographic Information format; Lunch Status data element #146025)

GEFE: Lunch Status Data by Programs/GQUH: Title I Public School Eligibility Survey Data

- Both reports display Lunch Status data by programs.
(Programs: Eligibility by Survey Application/Provision 2/CEP)
- GEFE Report displays Lunch Status data for all students.
- GQUH Report displays Lunch Status data for students ages 5-17.

Database Reporting

Data Quality Monitoring Reminders

- **Student Attendance Reporting**
Prior School Status/Student Attendance format;
Days Present Annual (#113225) and Days Absent, Annual (#112025)
 - Report available for districts to download and review:
F70488 Student Average Attendance/Membership
 - Particular attention should be given to schools where
“% Present” is 100% or less than 85% and where the “Days
Absent” column shows “0.”



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DATA REPORTING SCHEDULE

Data Reporting Schedule Overview

July

- Survey 1 begin state processing.
- Survey 5 begin state processing.

August

- Survey 1 end state processing.
- Survey 5 end state processing.

September

- Survey 1 close (September 30).**
- Survey 2 Class Size trial runs.

October

- Survey 2 begin state processing.
- Survey 5 close (October 31).**

November

- Survey 2 end state processing.

December

- Survey 2 close (December 15).**

January

- Survey 2 Class Size appeals DUE.**
- Survey 2 FTE Claims.
- Survey 3 Class Size trial runs.

February

- Survey 2 Class Size Compliance Plan DUE.**
- Survey 3 begin state processing.

March

- Survey 3 end state processing.

April

- Survey 3 close (April 15).**
- Survey 3 FTE Claims.

May

-

June

- Survey 4 begin state processing.

Why is the End of State Processing Critical?

- Preliminary recalibrated FTE
- Ad hoc requests
- Daily processing ends
- State legislature uses data reporting for their budget analysis
- Amendment period should only be used for data corrections



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SURVEY RE-OPENING

Survey Re-Opening Process

- Formal, written request must:
 - Be made on district letterhead
 - Be signed by the district's Superintendent or their designee
 - Be addressed to the Commissioner of Education
 - Include a detailed explanation as to what needs to be amended and why
 - Explain how the request impacts the district and the state

Survey Re-Opening Reasons

- District data quality review
- District data reporting accuracy
- Technical/system issues with district student information system
- Other technical issues



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RESOURCES

DATABASE MANUAL RESOURCES

Student and Staff Information Databases:

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

- Important documents for district MIS and program area staff
- Outlines Florida Department of Education (FDOE) reporting requirements
- Provides data elements, formats and edits
- Technical assistance documents
- Survey dates

Database Manual Updates:

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

DATABASE MANUAL RESOURCES

Database User Manual:

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

Notes:

- Changes to Staff and Student database manuals are posted on the web on Fridays.
- Districts will **not** receive email notices when changes are made to the database manual.
- It is strongly recommended that districts check for updates weekly or bi-weekly to ensure they are aware of changes made to the Staff and Student database manuals.

APPENDIX A – PK-12 Education Information Services (EIS) – Technical Assistance Staff – [Appendix K](#).

APPENDIX R – Student Survey Checklists – [Appendix R](#)

- Reports helpful for reviewing data submitted.
- Potentially problematic data elements by record format.
- Datasets loaded to database.
- Validation/Exception reports.
- Reports listing records with certain errors that will cause FTE to be Nulled.

DATA QUALITY RESOURCES

The Data Quality 2 (DQ2) solution is a state reporting tool that allows school districts to submit survey data electronically to FDOE via user-friendly technology in a web-based environment.

Survey Preflight System (Sand Box):

- STUDENT and STAFF systems can utilize the DQ2 Preflight system to prepare quality data in advance of production survey file processing.
- **Data residing in Preflight is NOT used by FDOE in official reporting.**

Survey Production System:

- STAFF system utilizes the DQ2 Production during the official survey windows.
- PK-12 STUDENT system utilizes the Northwest Regional Data Center (NWRDC) for reporting production data.
- **Production data is used by FDOE for data quality and reporting.**

PK-12 EIS CONTACTS

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