



FLORIDA DEPARTMENT OF
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FLORIDA EDUCATION IDENTIFIER (FLEID)

Florida **A**ssociation of **M**anagement Information **S**ervices

FAMIS Summer Conference 2023

Presenter: Shawna Reid & Qian Liu

Agenda

- Housekeeping
- Introduction
- Milestones
- Resources
- New Processes
- Technical Tips
- Questions
- Contact Us





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Housekeeping

FLEID Housekeeping



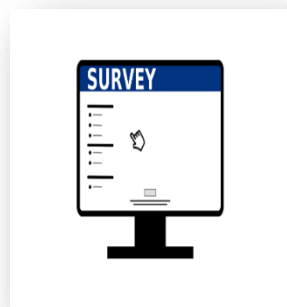
❖ FLEID FAMIS Sessions

- Info/Updates Session
- Meet us at the FDOE Lab



❖ FLEID Acceptance Parameters

- District/School Enrollments
- **2014-2015 through 2023-2024**



❖ FAMIS Survey Feedback

- Provide helpful/constructive feedback
- Provide the presenter name in the feedback



❖ FLEID Contact List Updates

- Reminder: Send an email to FLEIDProject@fldoe.org in order to update local contact information as needed.

FLEID Communication



- Ensure all emails are sent to FLEIDProject@fldoe.org.
- Refrain from sending direct emails to agents.
- The appropriate agent will respond and follow-up.
- Do not send Personally Identifiable Information (PII).
- If we provide instructions and they are not followed after multiple requests, we will suspend email communication and supervisors must contact us to address thereafter.
Ex. Sending SSN's in emails after previously notified of PII.



- Ensure the subject line of the email reflects FLEID [Request Type]. (We will review request types in the introductory presentation.)
- Allow 2-3 business days for request follow-up.
- You will receive immediate acknowledgement of requests.
- Please contact us in advance in order to make deadlines.
- We will request additional information, if needed.
- Ensure that you review your request in detail before submitting to the FLEID team. Verify FLEIDs in the FLEID application lookup.



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Introduction

Introductory Cheat Sheet

- The FLEID is a 14 character alphanumeric unique identifier with the first two characters starting with “FL” followed by a series of 12 digits. **Example: FL000123456789.**
- Used to uniquely identify both students and staff within the educational system.
- Florida Education Identifier, mandated by 2014 legislation (Florida Statute 1008.386).
- The FLEIDs are currently stored in a secure database known as the FLEID Vault.
- As of July 1, 2020 the FLEID is the only identifier accepted on district data submissions.
- Reduces the usage/transferring of the Social Security Number (SSN) within educational systems.
- Identifier quality and accuracy is managed within the Florida Department of Education (FDOE).
- Identifier verifications ensure local sources are providing consistent data.
- District and college files can be submitted for processing daily, Monday – Sunday.
- Processing is halted daily from 5:00 – 10:00 p.m. to allow for maintenance and patching as needed.
- The FLEID training website is available to local agents.
- The FLEID Technical Guide, which outlines the FLEID process is available on request.
- Refer to the FLEID Application “Resources” tab for general information (requires SSO access).

FLEID Processing Layers



File Submissions

- Submissions accepted Monday – Sunday
- Daily Maintenance Window 5:00 – 10:00 p.m.



File Pre-Processing Validations

- File checks are completed to ensure the data aligns with the required values and formatting.
- Files are rejected and codes are added to the file to assist users with pinpointing the errors found.



File Matching & Assignment

- **Exact Matches** | **Near Matches** | **Newly Assigned**



File Results

- Files are matched and the results are output with the FLEIDs found. New FLEIDs are generated.



FLEID Application

- Users can view, resources, processing statistics and complete outstanding near match resolutions.

FLEID Milestones

- Start – 2014: FLEID piloting began.
- 2014 – 2015: Implemented FLEID Process.
- 2015 – 2016: District and College training and onboarding.
- Summer 2016: Process refinements and automation initiated.
FLEID required on all State Assessments in 2016.
- Early 2017: Administrative rule draft creation in early 2017.
- 2017 – 2018: Data quality analysis and feedback.
Infrastructure upgrades and application enhancements.
- 2018 – 2019: Implemented detailed pre-processing data quality validation checks.
- 2019 – 2020: Extensive data verifications and data quality processes established.
- 2020 – 2021: Implemented the administrative rule, effective July 1, 2020.
- 2021 – 2022: Correction process phase 1 began and testing simulations available.
- 2022 – 2023: Automated corrections and legal changes process and reports.
- **2023 – 2024: Automated merge process and reports development.**





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Tips

FLEID Tips

➤ Technical Tips

- ❖ Pre-processing error codes are attached to email notifications and sent via TIBCO®.
- ❖ Adding or removing users must be done by your local SSO admin.
- ❖ The FLEID team can only update contact information for users for notification purposes.
- ❖ Use the FLEID Technical guide and training site as a resource for standard FLEID processing steps.



➤ Data Quality Tips

- ❖ Bulk data requests can now be completed for specified data quality processes.
- ❖ For bulk corrections, legal changes and merges, files must be transmitted via TIBCO.
- ❖ ShareFile can be used as an alternate transfer method for those with limited access to TIBCO.
- ❖ Mailbox requests are limited to 20 requests per day to avoid delays.

➤ General Resources/Tips

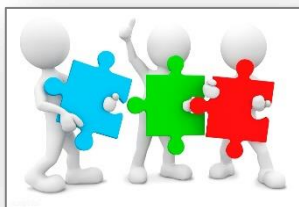
- ❖ We do not process identical file submissions.
- ❖ Please ensure that you check your emails and the FLEID application for the processing status.
- ❖ Files are available in TIBCO for 7 days.



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New Processes

FLEID New Developments



FLEID Team



Corrections



Legal Changes



Merges



Communication



Vault Cleanup



Reports



Application Updates

FLEID Team

Technical Team



The **Technical Team** can assist users with processing issues related to file submissions, contact updates, application issues, Help Desk inquiries and provide updates on outages. Inquiries must be submitted to FLEIDProject@fldoe.org.

Data Quality Team



The **Data Quality Team** can assist users with FLEID requests including but not limited to: merges, splits, retirements, corrections, legal changes, source communication coordination and general processing inquiries. Inquiries must be submitted to FLEIDProject@fldoe.org.

Management Team



The **Management Team** can assist users with FLEID escalations, policy questions or processing procedures. Inquiries must be submitted to FLEIDProject@fldoe.org.

FLEID Deep Dive

Workshop Exercise:

We will go through all documentation for each process and give local FLEID agents an opportunity to ask questions and walk through the processes step by step. Please review the printed documentation or open the documents made available electronically so we can go over each in detail.



Corrections



Legal Changes

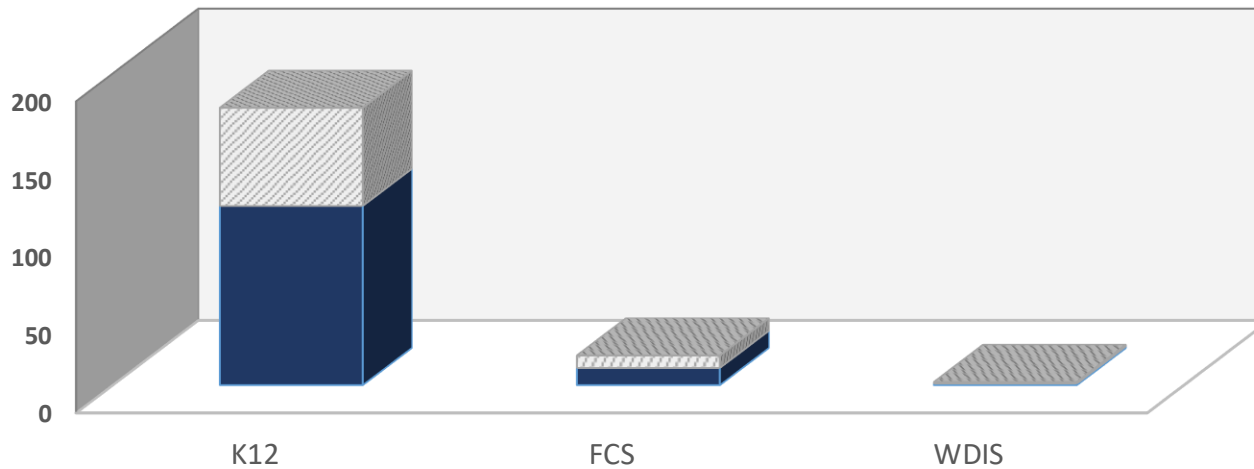
- **Corrections Process Review**
 - Process One Pager
 - Process Flow
 - File Requirements
 - Business Rules
 - Report Review
- **Legal Change Process Review**
 - Process One Pager
 - Process Flow
 - File Requirements
 - Business Rules
 - Report Review



Pilot Overview

FLEID Corrections & Legal Changes Piloting Statistics

■ Corrections ■ Legal Changes



Number of Pilot Participants	Source	Total Participants	Files Processed			Records Processed
			Total	Corrections	Legal Changes	
District Public Schools	K12	10	178	115	63	14,132
Florida College System	FCS	9	19	11	8	1,616
Workforce Development Info System	WDIS	1	2	1	1	18
Total Pilot Participants	STATE	20	199	127	72	15,766

One Pager

Corrections One Pager



Florida Education Identifier (FLEID) Process Information
Corrections Process
File Submission & Processing Parameters

Process Overview

This guide outlines the procedure for submitting FLEID corrections. The purpose of this process is to allow local education agencies (LEA) an opportunity to correct inconsistencies in previously submitted vault records in order to update typos or cleanup errors. This process will update the information in the vault for the source record provided. It will update records based on the FLEID and district or college submitted only. The process will also flag records that are indicated as potential anomalies for review before correcting the record.
Note: Do not include legal changes as they should be sent via the legal change process.



(1) Prepare File for Submission

- ✓ Files must meet the file formatting standards outlined in the Appendix C.
- ✓ **File Naming Convention:**
 - K12: DPS.FLEIDCorrections.K12D##.Y[yyYY].txt
 - WDIS: DPS.FLEIDCorrections.WDISD##.Y[yyYY].txt
 - FCS: DPS.FLEIDCorrections.#####.Y[yyYY].txt
- ✓ **File Format:** Text File, Fixed Width, 575 Record Length, No Headers
- ✓ **File Values:** Refer to Appendix C of the guide for acceptable values.
- ✓ **File Requirements:** Updates submitted will only be applied for records from the source who submitted the file and will not impact other sources information.
- ✓ **Corrections Key:** FLEID and DistrictNumber (District) or OPEID (College)

Corrections Processing Window:
Mon-Sun | Notification on Completion

(2) Submit Correction File


- ✓ Once the file meets the submission parameters above, it is ready to be transferred to the FDOE.
- ✓ The files should be transmitted via the TIBCO process using a secure file transfer protocol (FTP).
- ✓ Files can be sent throughout the day however, you will be notified on completion.
- ✓ **STEP 1:** Submit the file via the secure TIBCO FTP to the FDOE for processing.
- ✓ **STEP 2:** Files will be programmatically validated to ensure it meets file formatting standards.
- ✓ **STEP 3:** The file will be compared to the vault to identify corrections: "Added", "Removed", or "Changed".
- ✓ **STEP 4:** Reports will be generated for your subsequent review.
 - 1) Summary Report – Displays a summary of the corrections submitted compared to the vault.
 - 2) Review Report – Displays a summary of records for secondary review **prior to correcting**.

Note: Specified records will be flagged for *local* review based on the business rules in Appendix C (#7).

(3) Review the Results

- ✓ If the file or records within the file do not meet the file formatting standards, a **reject file** will be generated and the user will be notified of the file issues encountered.
- ✓ Once the reports have been generated and records in the file have been corrected, an e-mail will be sent out notifying the current contacts on completion.


Legal Changes One Pager



Florida Education Identifier (FLEID) Process Information
Legal Changes Process
File Submission & Processing Parameters

Process Overview

This guide outlines the procedure for submitting FLEID legal changes. The purpose of this process is to allow local education agencies (LEA) an opportunity to update previously submitted vault records due to legal changes to name and/or demographics. This process will update the information in the vault for the source record provided. It will update records based on the FLEID and district or college submitted only. The process will also flag records that are indicated as potential anomalies for review before updating the record.
Note: Do not include corrections as they should be sent via the corrections process.



(1) Prepare File for Submission

- ✓ Files must meet the file formatting standards outlined in the Appendix D.
- ✓ **File Naming Convention:**
 - K12: DPS.FLEIDLegalChanges.K12D##.Y[yyYY].txt
 - WDIS: DPS.FLEIDLegalChanges.WDISD##.Y[yyYY].txt
 - FCS: DPS.FLEIDLegalChanges.#####.Y[yyYY].txt
- ✓ **File Format:** Text File, Fixed Width, 575 Record Length, No Headers
- ✓ **File Values:** Refer to Appendix D of the guide for acceptable values.
- ✓ **File Requirements:** Updates submitted will only be applied for records from the source who submitted the file and will not impact other sources information.
- ✓ **Corrections Key:** FLEID and DistrictNumber (District) or OPEID (College)

Legal Change Processing Window:
Mon-Sun | Notification on Completion

(2) Submit Legal Changes File

- ✓ Once the file meets the submission parameters above, it is ready to be transferred to the FDOE.
- ✓ The files should be transmitted via the TIBCO process using a secure file transfer protocol (FTP).
- ✓ Files can be sent throughout the day however, you will be notified on completion.
- ✓ **STEP 1:** Submit the file via the secure TIBCO FTP to the FDOE for processing.
- ✓ **STEP 2:** Files will be programmatically validated to ensure it meets file formatting standards.
- ✓ **STEP 3:** The file will be compared to the vault to identify changes: "Added", "Removed", or "Changed".
- ✓ **STEP 4:** Reports will be generated for your subsequent review.
 - 1) Summary Report – Displays a summary of the changes submitted compared to the vault.
 - 2) Review Report – Displays a summary of records for secondary review **prior to updating**.

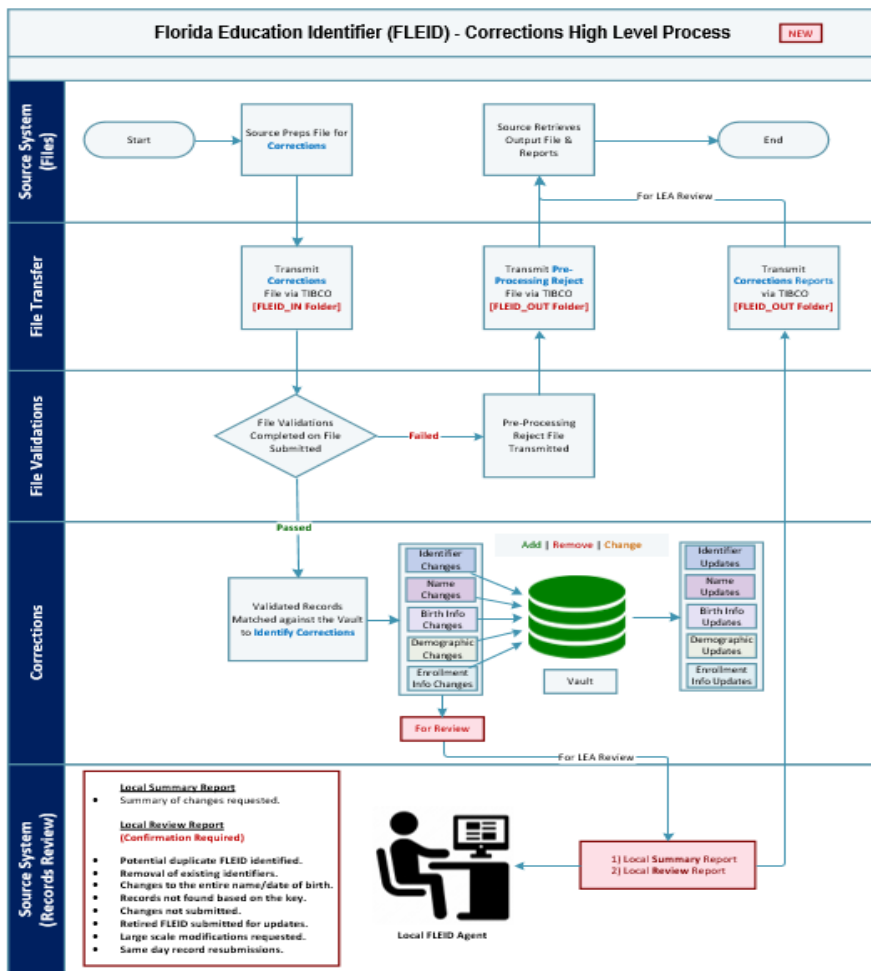
Note: Specified records will be flagged for *local* review based on the business rules in Appendix D (#7).

(3) Review the Results

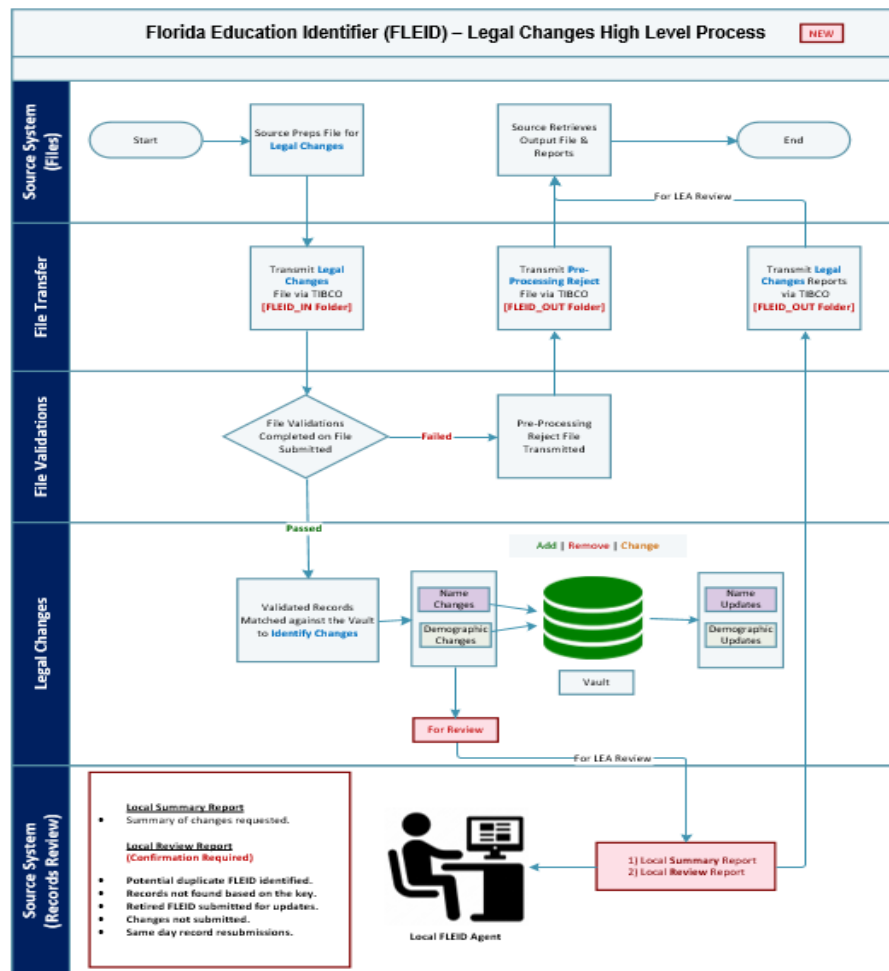
- ✓ If the file or records within the file do not meet the file formatting standards, a **reject file** will be generated and the user will be notified of the file issues encountered.
- ✓ Once the reports have been generated and records in the file have been updated, an e-mail will be sent out notifying the current contacts on completion.

Process Flows

Corrections High Level Process Flow



Legal Changes Process Flow




Process Reference


Appendix C: Corrections Reference Document


Appendix D: Legal Changes Reference Document


Appendix C: FLEID Corrections Reference





Appendix C: FLEID Corrections Reference


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(1) Input File Naming Conventions (by Source)
File naming conventions for each source who participates in FLEID processing.
- 

(2) Input File Format
Expected file format, including file length, positions, names and acceptable values.
- 


(3) Process Business Rules
Process parameters and business rules descriptions.
- 

(4) Local Summary Report Format & Description
Detailed local summary report format information for user navigation and clarity.
- 


(5) Local Review Report Format & Description
Detailed local review report format information for user navigation and clarity.
- 


(6) FLEID Contact Information & Additional Questions
For expedited assistance use the outlined resource information.


Appendix D: FLEID Legal Changes Reference





Appendix D: FLEID Legal Changes Reference


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(1) Input File Naming Conventions (by Source)
File naming conventions for each source who participates in FLEID processing.
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(2) Input File Format
Expected file format, including file length, positions, names and acceptable values.
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(4) Local Summary Report Format & Description
Detailed local summary report format information for user navigation and clarity.
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(5) Local Review Report Format & Description
Detailed local review report format information for user navigation and clarity.
- 

(6) FLEID Contact Information & Additional Questions
For expedited assistance use the outlined resource information.

File Naming Conventions

Corrections File Naming Convention

Legal Changes File Naming Convention

Appendix C: FLEID Corrections Reference



(1) Input File Naming Conventions

Source	Source Abbreviation	Record Type	File Naming Convention
School Choice Office	CHOICE	Scholarship Participants	DPS.FLEIDCorrections.K12D[96].Y[yyYY].txt
Division of Early Learning	DEL	1-3 yrs. old	DPS.FLEIDCorrections.K12D[97].Y[yyYY].txt
Ahfachkee Schools	AHF	3-18 yrs. old	DPS.FLEIDCorrections.K12D[98].Y[yyYY].txt
District Public Schools	PK12	3-18 yrs. old	DPS.FLEIDCorrections.K12D[##].Y[yyYY].txt
District Adult Education	WDIS	Varying Ages	DPS.FLEIDCorrections.WDIS[##].Y[yyYY].txt
Florida College System	FCS	Varying Ages	DPS.FLEIDCorrections.[#####].Y[yyYY].txt

Note: The year in the naming convention must be in the following format:

Field Name	Field Description	Required Format/Example
Year	School Year	Format: [yyYY] Example: 2223

Appendix D: FLEID Legal Changes Reference



(1) Input File Naming Conventions

Source	Source Abbreviation	Record Type	File Naming Convention
School Choice Office	CHOICE	Scholarship Participants	DPS.FLEIDLegalChanges.K12D[96].Y[yyYY].txt
Division of Early Learning	DEL	1-3 yrs. old	DPS.FLEIDLegalChanges.K12D[97].Y[yyYY].txt
Ahfachkee Schools	AHF	3-18 yrs. old	DPS.FLEIDLegalChanges.K12D[98].Y[yyYY].txt
District Public Schools	PK12	3-18 yrs. old	DPS.FLEIDLegalChanges.K12D[##].Y[yyYY].txt
District Adult Education	WDIS	Varying Ages	DPS.FLEIDLegalChanges.WDIS[##].Y[yyYY].txt
Florida College System	FCS	Varying Ages	DPS.FLEIDLegalChanges.[#####].Y[yyYY].txt

Note: The year in the naming convention must be in the following format:

Field Name	Field Description	Required Format/Example
Year	School Year	Format: [yyYY] Example: 2223

File Requirements

Corrections File Naming Convention

Legal Changes File Naming Convention

Appendix C: FLEID Corrections Reference



(2) Input File Format

The required file format for submission is provided below as a reference. Files submitted that do not comply with this format will be rejected based on the formatting requirements shown and the validation rules.

Item No.	Begin - End Point	Field Length	Field Type	Field Name	Field Description	Required Format/Example
1	1-4	4	Char	Year	School Year	Format: YYYY Example: 2223
2	5-6	2	Char	DistrictNumber	PK-12 District Number	Format: ## Example: 13 (Dade)
3	7-10	4	Char	SchoolNumber	PK-12 School Identification Number	Format: #### Example: 2501 (Holmes Elem)
4	11-18	8	Char	OPEID	Post-Secondary School Identification Number	Format: ##### Example: 00148900 (FSU) 00150600 (MDC)
5	19-28	10	Char	PersonNumber	District Student/Staff Identifier, Florida College Student/Staff Identifier, Florida	PK12 Student Identifier Florida FCS Person Identifier Florida
6	29-38	10	Char	AliasNumber	District Student/Staff Identifier, Florida College Student/Staff Identifier, Florida	PK12 Alias Identifier Florida FCS Person Identifier Florida
7	39-48	10	Char	LocalNumber	District Local Student/Staff Identifier, Local College Local Student/Staff Identifier, Local	PK12 Local Identifier Florida FCS Person Identifier Florida
8	49-57	9	Char	SSN	Student/Staff Social Security Number	Format: ##### Example: 012345678
9	58-67	10	Char	CertificationNumber	PK12 Florida Educators Certificate Number	Format: ##### Example: 0123456789
10	68-167	100	Char	FirstName	First Name	Example: John
11	168-267	100	Char	LastName	Last Name	Example: Smith
12	268-367	100	Char	Former/MaidenName	Maiden Name	Example: Doe
13	368-397	30	Char	Appendage	Suffix	Example: Jr., Sr.
14	398-447	50	Char	MiddleName	Middle Name	Example: Malcom
15	448-448	1	Char	MiddleInitial	Middle Initial	Example: M
16	449-456	8	Char	DateofBirth	Date of birth	Format: MMDDYYYY Example: 01301996
17	457-460	4	Char	DOBYear	Year of birth	Format: YYYY Example: 19## 20##
18	461-462	2	Char	DOBMonth	Month of birth	Format: MM Example: 01-12
19	463-464	2	Char	DOBDay	Day of birth	Format: DD Example: 01-31
20	465-465	1	Char	Gender	Gender Code	F = Female M = Male X = Not Provided O = Other

Appendix D: FLEID Legal Changes Reference



(2) Input File Format

The required file format for submission is provided below as a reference. Files submitted that do not comply with this format will be rejected based on the formatting requirements shown and the validation rules.

Item No.	Begin - End Point	Field Length	Field Type	Field Name	Field Description	Required Format/Example
1	1-4	4	Char	Year	School Year	Format: yyyy Example: 2223
2	5-6	2	Char	DistrictNumber	PK-12 District Number	Format: ## Example: 13 (Dade)
3	7-10	4	Char	SchoolNumber	PK-12 School Identification Number	Format: #### Example: 2501 (Holmes Elem)
4	11-18	8	Char	OPEID	Post-Secondary School Identification Number	Format: ##### Example: 00148900 (FSU) 00150600 (MDC)
5	19-28	10	Char	PersonNumber	District Student/Staff Identifier, Florida College Student/Staff Identifier, Florida	PK12 Student Identifier Florida FCS Person Identifier Florida
6	29-38	10	Char	AliasNumber	District Student/Staff Identifier, Florida College Student/Staff Identifier, Florida	PK12 Alias Identifier Florida FCS Person Identifier Florida
7	39-48	10	Char	LocalNumber	District Local Student/Staff Identifier, Local College Local Student/Staff Identifier, Local	PK12 Local Identifier Florida FCS Person Identifier Florida
8	49-57	9	Char	SSN	Student/Staff Social Security Number	Format: ##### Example: 012345678
9	58-67	10	Char	CertificationNumber	PK12 Florida Educators Certificate Number	Format: ##### Example: 0123456789
10	68-167	100	Char	FirstName	First Name	Example: John
11	168-267	100	Char	LastName	Last Name	Example: Smith
12	268-367	100	Char	Former/MaidenName	Maiden Name	Example: Doe
13	368-397	30	Char	Appendage	Suffix	Example: Jr., Sr.
14	398-447	50	Char	MiddleName	Middle Name	Example: Malcom
15	448-448	1	Char	MiddleInitial	Middle Initial	Example: M
16	449-456	8	Char	DateofBirth	Date of birth	Format: MMDDYYYY Example: 01301996
17	457-460	4	Char	DOBYear	Year of birth	Format: YYYY Example: 19## 20##
18	461-462	2	Char	DOBMonth	Month of birth	Format: MM Example: 01-12
19	463-464	2	Char	DOBDay	Day of birth	Format: DD Example: 01-31
20	465-465	1	Char	Gender	Gender Code	F = Female M = Male X = Not Provided O = Other



Business Rules

Corrections Business Rules

Legal Changes Business Rules

Appendix C: FLEID Corrections Reference



(3) Process Business Rules

Business Rule Description

- All participating entities in the FLEID process can submit a corrections request for their records only.

DEL	Division of Early Learning
K12	District Public Schools
WDIS	Workforce Development Information Systems
FCS	Florida College System
AHF	Ahfachkee Schools
CHOICE	School Choice Office (Office of Independent Education)
- This process allows local education agencies an opportunity to correct inconsistencies in previously submitted vault records.

Parameters	Currently accepting 2021-22 and 2022-23 records.
------------	--
- Records will be corrected in the vault based on the following key: FLEID, District or OPEID.

Key (1):	FLEID
Key (2a):	DistrictNumber (for District Records)
Key (2b):	OPEID (for College Records)
- When an identified issue has been found for an existing vault record, a modification may be completed on:

Identifiers	Person Number, Alias Number, Local Number, SSN or Certificate Number
Name	First Name, Last Name, Former/Maiden Name, Middle Name/Initial or Appendage
Birth Info	Date of Birth, DOB Year, DOB Month, DOB Day, Multi-Birth Indicator or Birth Place
Demographic	Gender, Race, RaceW, RaceA, RaceB, RaceP or RaceI
Enrollment Info	First Time Entered Florida Institution, First Time Entered U.S. or Prior School of Enrollment
- The identified issues can include:

Typos/Mis-keying	When a local FLEID agent identifies a typo or keying error in the vault.
Truncation of Info	When a local FLEID agent identifies part of a value that has been cut-off in the vault.
Erroneous Values	When a local FLEID agent identifies a value that needs to be removed from the vault.
Missing Values	When a local FLEID agent identifies a missing value to be populated in the vault.
- Preliminary review of changes requested will be assessed programmatically.

Add	Adding a new value when it was previously blank.
Remove	Removing an existing value when it was previously populated.
Change	Changing an existing value to a new value.
- The following will be flagged for local review and the correction will not be processed until the review has been completed/returned.

Duplicate FLEIDs	Flagged when potential duplicates have been identified based on submitted information.
Removing Identifiers	Flagged when requesting removal of an existing identifier.
Changing Entire Name	Flagged when requesting changes to the First and Last Names or First, Middle Name/Initial and Last Names.
Changing Entire DOB	Flagged when changing the Date of Birth or DOB Month, DOB Day and DOB Year.
Record Not Found	Flagged when records are not found based on the key.
Changes Not Identified	Flagged when corrections are not identified when compared to vault.
Retired FLEIDs	Flagged when the FLEID submitted has been retired.
Retired FLEID/Active Found	Flagged when the FLEID submitted has been retired, however another active FLEID has been found.
Large Scale Modifications	Flagged when requesting changes to identifiers, Name, Birth Info and Demographics.
Same Day Resubmission	Flagged when the record has been submitted more than once within the day.

Appendix D: FLEID Legal Changes Reference



(3) Process Business Rules

Business Rule Description

- All participating entities in the FLEID process can submit a legal change request for their records only.

DEL	Division of Early Learning
K12	District Public Schools
WDIS	Workforce Development Information Systems
FCS	Florida College System
AHF	Ahfachkee Schools
CHOICE	School Choice Office (Office of Independent Education)
- This process allows local education agencies an opportunity to update previously submitted vault records due to legal changes.

Parameters	Currently accepting 2021-22 and 2022-23 records.
------------	--
- Records will be updated in the vault based on the following key: FLEID, District or OPEID.

Key (1):	FLEID
Key (2a):	DistrictNumber (for District Records)
Key (2b):	OPEID (for College Records)
- When an update to an existing vault record is identified, a modification may be completed on:

Name	First Name, Last Name, Former/Maiden Name, Middle Name/Initial or Appendage
Demographics	Gender, Race, RaceW, RaceA, RaceB, RaceP or RaceI
- The identified updates can include:

Name Change	When a name has been legally changed (ex. adoption, marriage, etc.).
Demographic Change	When demographics have been legally changed (ex. birth certificate amendment).
- Preliminary review of changes requested will be assessed programmatically.

Add	Adding a new value when it was previously blank.
Remove	Removing an existing value when it was previously populated.
Change	Changing an existing value to a new value.
- The following will be flagged for local review and the legal change will not be processed until the review has been completed/returned.

Duplicate FLEIDs	Flagged when potential duplicates have been identified based on submitted information.
Record Not Found	Flagged when records are not found based on the key.
Retired FLEID	Flagged when the FLEID submitted has been retired.
Retired FLEID/Active Found	Flagged when the FLEID submitted has been retired, however another active FLEID has been found.
Changes Not Identified	Flagged when changes to name or demographics not identified when compared to vault.
Corrections Candidate	Flagged when changes are sent to columns aside from the name or demographics.
Same Day Resubmission	Flagged when the record has been submitted more than once within the day.

Reports

(4) Local Summary Report Format & Description

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
FILE_ID	RECORD_ID	RECORD_DESC	RESOLUTION_TYPE	CORRECTION_DESC	YEAR	SOURCE_IND	RECORD_TYPE	DISTRICT	SCHOOL_OPEID	FLEID_IN	PERSON_NUMBER	ALIAS_STUDENT_ID	LOCAL_STUDENT_ID	SSN	CERTIFICATION_NBR	FIRST_NAME	MIDDLE_NAME	MIDDLE_INITI	
113003	33741631	CORRECTION_SUBMITTED	Review FDOE Report	SSN, Middle Initial	2122	K12	S	##	####	FL000001234567		1111111111	1111111111	242424242		QIAN	NEVAEH	N	
113003	33741631	VAULT_RECORDS			2122	K12	S	##	####	FL000001234567		1111111111	1111111111			QIAN	NEVAEH		
113003	33741632	CORRECTION_SUBMITTED			2122	K12	S	##	####	FL000001234568		2222222222	2222222222	353535353		SHAWNA	I'LIYAH	I	
113003	33741632	VAULT_RECORDS	Correction	SSN	2021	K12	S	##	####	FL000001234568		2222222222	2222222222			SHAWNA	I'LIYAH	I	
113003	33741633	CORRECTION_SUBMITTED			2122	K12	S	##	####	FL000001234569		3333333333	3333333333	414141414		SEAN			
113003	33741633	VAULT_RECORDS	Correction	Birth Place, First Time in U	2122	K12	S	##	####	FL000001234569		3333333333	3333333333	414141414		SEAN			
113003	33741634	CORRECTION_SUBMITTED			2122	K12	S	##	####	FL000001234570		4444444444	4444444444	525252525		STEPHANIE	LASEAN	L	
113003	33741634	VAULT_RECORDS	Correction	SSN	1516	K12	S	##	####	FL000001234570		4444444444	4444444444			STEPHANIE	LASEAN	L	
113003	33742631	CORRECTION_SUBMITTED			2122	K12	S	##	####	FL000001234571		5555555555	5555555555	363636363		BENJAMIN	KING	K	
113003	33742631	VAULT_RECORDS	Review Local Report	No correction(s) identifier	2122	K12	S	##	####	FL000001234571		5555555555	5555555555	363636363		BENJAMIN	KING	K	
113003	33742632	CORRECTION_SUBMITTED			2122	K12	S	##	####	FL000001234572		6666666666	9999999999	787878787		BRIAN	LEE	L	
113003	33742632	VAULT_RECORDS	Correction	Local Number, SSN	1516	K12	S	##	####	FL000001234572		6666666666	6666666666			BRIAN	LEE	L	
113003	33742633	CORRECTION_SUBMITTED			2122	K12	S	##	####	FL000001234573		7777777777	7777777777	969696969		TONY	JADE	J	
113003	33742633	VAULT_RECORDS	Correction	SSN, Birth Place	2122	K12	S	##	####	FL000001234573		7777777777	7777777777			TONY	JADE	J	
113003	33742634	CORRECTION_SUBMITTED			2122	K12	S	##	####	FL000001234574		888888888X	448888899X	888888888		KARTHIK	TUCKER	T	
113003	33742634	VAULT_RECORDS	Correction	Local Number	1617	K12	S	##	####	FL000001234574		888888888X	888888888X	888888888		KARTHIK	TUCKER	T	

(5) Local Review Report Format & Description

A	B	C	D	E	F	G	H
FILE_ID	RECORD_ID	YEAR	FLEID_SUBMITTED	DISTRICT	REVIEW_COLUMN	CONFIRM_CORRECTION	LOCAL_AGENT
113003	33742631	2122	FL000001234571	##	Corrections to identifiers, name, demographics, birth and/or enrollment information for FLEID: FL000001234571 were not submitted.	N/A	N/A

FLEID Discussion

Discussion Time

We will discuss our FLEID merge process and the anticipated requirements and guidelines. We will outline the details around submission and the expectations. As part of the discussion, we want to pinpoint existing issues with merge consensus so we can close the gaps with the introduction of this new process.



Merges

- **Merge Process Discussion** 

- Process One Pager
- Process Flow
- File Requirements
- Business Rules
- Report Review
- Pilot



Consensus

- **Merge Consensus Discussion**

- Consensus Process
- Requirements
- Timeframe
- Escalation
- Feedback



FLEID Communication Standards

New Communication Standards

We will discuss the new communication standards established by the team to ensure that everyone is clear on the expectations moving forward.

- **Email Communication**
 - Please refrain from sending images of record information.
 - We ask that local FLEID agents type in the information sent in emails in order to expedite request completion.
 - For daily requests for multiple records, agents should now compile all information in the template provided and transmit via TIBCO® or SharePoint.
 - We are now limiting data exchange via email unless needed for immediate resolution or containing 10 requests per communication (max of 20 requests daily). One example includes assessment verifications.
 - Do not resend requests that haven't been processed, instead reach out to the FLEIDProject@fldoe.org to follow-up on previous request status.

Vault Cleanup

New Vault Cleanup Activities

We will start Identifying the following across the vault and determining cleanup steps:

- Records older than 2014-2015
- Duplicate records across submissions
- Duplicate records across sources (potential merges)
- Merge errors identified in the application (In Progress)
- Records not aligning with the survey
- Records that do not meet pre-processing standards
(Submitted prior to validation checks being implemented.)
 - Invalid DOB
 - Invalid Names ex. TEST RECORD, DUMMY, etc.
- If you have encountered other vault errors that require cleanup, please let us know and we will add it to the list for review.



FLEID Reports

Discussion Time

- **New Report Development**
 - Survey & Vault Verification Report
 - Potential Merge Report
 - Merge Error Report
 - Vault Data Dump by Source
 - DOB/SSN Discrepancies Report



Application Updates

Near Match Directory

Entity Type	Entity Name	Contact Name	Phone	Email
FLDOE	FLDOE FLEID Team	FLDOE FLEID Team	850-245-0428	fleidproject@fldoe.org
K12 District	(01) Alachua County School District	Bain, Terri	352-955-7575	baintm@gm.sbac.edu
K12 District	(01) Alachua County School District	Neal, Kim	352-955-7712	nealkm@gm.sbac.edu
K12 District	(02) Baker County School District	Windham, Marybeth	904-259-0421	mary.windham@bakerk12.org
K12 District	(03) Bay County School District	Thomas, Ashley	850-767-4269	thomaa@bay.k12.fl.us
K12 District	(04) Bradford County School District	Witt, Robbin	904-966-6740	witt.robbin@mybradford.us
K12 District	(05) Brevard County School District	Layfield, Elizabeth (Liz)	321-633-1000 Ext. 11737	Layfield.elizabeth@brevardschools.org
K12 District	(06) Broward County School District	Bonaparte, Jessica	754-321-0357	jessica.bonaparte@browardschools.com

Resources

FLEID Resources

- [FLEID Technical Guide](#)
- [FLEID Training Site](#)
- [FLEID Business Rules](#)
- [FLEID Pre-Processing Error Codes](#)
- [FLEID Administrative Rule](#)
- [FLEID Testing for New Systems](#)
- [FLEID Corrections Process](#)
- [FLEID Near Match Purge Process](#)

For a complete guide to FLEID assignment, including file layouts and the naming conventions.

User training site to navigate FLEID application.

Comprehensive list of business rules for FLEID (**DRAFT**).

FLEID pre-processing error codes and descriptions.

Administrative rules governing FLEID.

Procedures to test file submissions.

Procedures to submit FLEID records for corrections (**DRAFT**).

Details on "Near Match" purge maintenance.



Contact Us

FLEID Team

FLEIDProject@fldoe.org

Division of Technology & Innovation

Bureau of Technology, Planning &
Management (TPM)



FDOE Lab Sessions

Please come meet us in the FDOE
Lab Sessions!

We are available to answer
questions and provide assistance.



Thank you for attending our session!





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