



Class Size Reporting

Florida Association of Management Information Systems

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Class Size (CS) Agenda Overview

- Formats, Elements and Tables used in CS Processing
- Steps in CS Calculation
- Class Size Scenarios
- CS Resources
- Class Size Compliance Plan
- Contact Information



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Formats, Elements and Tables Used in Class Size Processing

- Student Course Records
- Teacher Course Records
- Florida Inventory of School Houses (FISH)
- Master School Identification (MSID)
- Course Code Directory (CCD)



Student Course Format

- District Number, Current Enrollment
- School Number, Current Enrollment
- District Number, Current Instruction/Service
- School Number, Current Instruction/Service
- Florida Education Identifier (FLEID)
- 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, Alternate Date Certain
- Class Minutes, Weekly

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
- Blended Learning Course

Classroom ID/FISH Number

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

- File format - **DPS.District.Format.Yyyyyy (F70393)**
- FISH contact information:
 - Office of Educational Facilities
<https://www.fldoe.org/finance/edual-facilities/fl-inventory-of-school-houses-fish.shtml>

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Other Important Tables

Master School ID Table

- **Used to accurately identify specific schools and facility types.**
 - Department of Juvenile Justice (DJJ), Charter Schools, Virtual Schools, Magnet Schools, Alternative Schools, Schools of Choice, Innovation Schools of Technology and Schools of Excellence.

Course Code Directory

- **Used to accurately identify core courses.**
 - Mathematics, Language Arts/Reading, Science, Social Studies, Exceptional Student Education and English for Speakers of Other Languages.
- **DPS.DISTRICT.K9.F62806.Yyyyy**



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Steps in Class Size Calculation

- Traditional schools are assessed at the classroom level.
- Charter and choice schools are assessed at the school level for each grade group.

Steps in Class Size Calculations

- Step 1.** Count the number of students in each course within each class (term/period/FISH).
- Step 2.** Determine the main course taught in each class based on the course with the majority of students.
- Step 3.** Determine main grade taught in each class based on the grade with the majority of students in the main course.
- Step 4.** Identify the classroom in which the main course is a “core” course. Use only these classrooms in the remaining steps.
- Step 5.** Count the number of students in each classroom, allowing for adjustments based on scheduling method.
- Step 6.** Calculate the grade group average for charter schools and choice schools.



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Class Size Scenarios

Class Size Scenario #1

The example used will be Mrs. Johnson's 8th grade math class. Since math is typically a class size core course, this course is a good one to use as an example.

For example, Mrs. Jones has 23 students. Mrs. Jones' Teacher Course Record should be reported that the teacher is in room 101, term 1, period 4. That should also apply to all the students' schedules as well. The students' Student Course Records should be reported to the correct section for the correct teacher, i.e., in room 101, term 1, period 4.

The Teacher Course Record should be reported for the same room, term and period as the Student Course Records, so they will be matched and get properly calculated for class size.

In the example, Mrs. Johnson's class is not in compliance with the grade level 4-8 class size maximum of 22 students.

Class Size Scenario #2

Mrs. Johnson's classroom would be reviewed if it has any type of special scheduling.

According to the class size calculation, room 101 in period four equals 21 students, even though there are actually 23 students in the classroom. In this math class example, grade 8, section 1 has a scheduling method of Self-Contained ("S") for 23 students, but there is also section 2, that occurs in the same room at the same time, with a scheduling method for In-class One-on-One ("I") which would be for inclusion. Typically, those Exceptional Student Education (ESE) students might have an ESE teacher come in to provide inclusion instruction. In the example, there are three of those students having that done.

Class Size Scenario #2 (continued)

So, those three students are also being reported in section 1, with scheduling method “S”. There are 20 students, because the students will not be duplicated in the count of the three. The three students in scheduling method “I” will be counted under scheduling method “I” and not in scheduling method “S”. The students will get pulled out of the scheduling method “S”, leaving 20 students with scheduling method “S” and three scheduling method “I”. If a student is enrolled in both an inclusion and a non-inclusion course, they will only count as inclusion students. Adjustments would be made for non-inclusion students, so the students would not be counted twice.

To calculate: $23 \text{ total} - 3 \text{ (I)} = 20$, then $3/2 = 1.5$ (truncated). Total students = 21

How to Calculate Scenario #2

Count all the students in each classroom/period.

- Determine the adjustments for each class. If multiple teachers are teaching a class or if the class alternates each week, then the student count is adjusted for the increased teacher-student ratio. It is important to note that a student only received one type of adjustment. The order of precedence was determined to be the most beneficial to the school districts.
- Count all students with at least one teacher with scheduling method I. Divide by number of non-I teachers + 1.

How to Calculate Scenario #2 (continued)

- Count all the students with at least one teacher with scheduling method C or M that do not also have an I teacher. Divide the count by the number of teachers with scheduling method C or M.
- Count all the students with at least one teacher with scheduling method A and that do not also have an I or C/M teacher. Divide that count by two.
- Count everyone else.
- Numerator for the Class Size Average is the sum of all four counts.



Class Size Resources

- Both Survey 2 and Survey 3 data are used to assess compliance.
- Class Size Maximums (Section 1003.03, Florida Statutes):
 - **18** students in prekindergarten through grade 3.
 - **22** students in grades 4 through 8.
 - **25** students in grades 9 through 12.



Technical Assistance Document

- **Class Size Reduction Database Reporting Guidelines**
<http://fldoe.org/accountability/data-sys/database-manuals-updates/technical-assistance-documents.shtml>
 - Located on the Florida Department of Education (FDOE) website under PK-12 Database Manual.
- Document contains:
 - Details on the class size algorithm
 - Required formats and elements
 - Types of exclusions
 - Scheduling methods
 - Available reports
 - FAQs

Frequently Asked Questions

- **Class Size information**
<https://www.fldoe.org/finance/budget/class-size/>
- **FAQs**
<https://www.fldoe.org/finance/budget/class-size/faq.shtml>

Class Size Reports

Reports available for download from districts' TIBCO® folder

Report	Data File	Summary
F70408	F70587	Provides school-level class averages by school/district. Used to determine compliance for charter and choice.
F71167	F71168	Only lists traditional classroom/periods that have FTE overage. If the report states "NO DATA FOUND," that means your district does not have traditional rooms out of compliance.
F70415	F70615	Summary report that displays the total adjusted student count as well as student and FTE overage per classroom/period. Shows traditional, charter and choice.
F70412	F70424	Detailed report for each grade PK-3 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 grade 4-8 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 grade 9-12 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

Reports available for download from districts' TIBCO® folder

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 = $a - (b * \text{Grade Group Max})$
F70467	F70470	(PK-3 report): Lists just those classrooms/periods whose adjusted student count is CAP+10 or 10 and under. Shows traditional, charter and choice.
F70468	F70471	(4-8 report): Lists just those classrooms/periods whose adjusted student count is CAP+10 or 10 and under. Shows traditional, charter and choice.
F70469	F70472	(9-12 report): Lists just those classrooms/periods whose adjusted student count is CAP+10 or 10 and under. Shows traditional, charter and choice.
F70631	F70632	Counts all classrooms/periods where at least one teacher has Scheduling Method = C.

Class Size Reports

Reports sent by FTE/CS Team

	A	B	C	D	E
1	DistrictInstruction	SchoolInstruction	DistrictName	SchoolnameShort	FISH
2		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
3		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
4		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
5		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
6		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
7		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
8		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
9		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
10		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
11		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
12		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
13		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
14		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
15		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
16		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
17		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
18		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
19		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
20		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
21		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
22		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
23		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
24		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
25		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
26		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
27		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000
28		99 0011	DISTRICT	DISTRICT PUBLIC SCHOOL	00001A000010000

Navigation: All_FISH TradOvercap Charter_Avg Choice_Avg +

Class Size Reports

Reports sent by FTE/CS Team

	A	B	C	D	R	S	T	U		
1	District	Instruction	School	Instruction	DistrictName	SchoolnameShort	Total_ADJ_Students	OverCap_Students	AvgFTE	OvercapFTE
2	99	0011	DISTRICT	ELEMENTARY SCHOOL	20	2	0.1	0.2		
3	99	0011	DISTRICT	ELEMENTARY SCHOOL	20	2	0.1	0.2		
4	99	0011	DISTRICT	ELEMENTARY SCHOOL	20	2	0.1	0.2		
5	99	0021	DISTRICT	MIDDLE SCHOOL	28	6	0.2	1.2		
6	99	0021	DISTRICT	MIDDLE SCHOOL	25	3	0.2	0.6		
7	99	0021	DISTRICT	MIDDLE SCHOOL	24	2	0.2	0.4		
8	99	0021	DISTRICT	MIDDLE SCHOOL	23	1	0.2	0.2		
9	99	0021	DISTRICT	MIDDLE SCHOOL	25	3	0.2	0.6		
10	99	0021	DISTRICT	MIDDLE SCHOOL	24	2	0.2	0.4		
11	99	0021	DISTRICT	MIDDLE SCHOOL	25	3	0.2	0.6		
12	99	0021	DISTRICT	MIDDLE SCHOOL	25	3	0.2	0.6		
13	99	0111	DISTRICT	HIGH SCHOOL	27	2	0.1	0.2		
14	99	0111	DISTRICT	HIGH SCHOOL	27	2	0.1	0.2		
15	99	0111	DISTRICT	HIGH SCHOOL	27	2	0.1	0.2		
16	99	0111	DISTRICT	HIGH SCHOOL	27	2	0.1	0.2		
17	99	0111	DISTRICT	HIGH SCHOOL	27	2	0.1	0.2		
18	99	0111	DISTRICT	HIGH SCHOOL	27	2	0.1	0.2		
19	99	0131	DISTRICT	ACADEMY	27	2	0.1	0.2		
20	99	0131	DISTRICT	ACADEMY	27	2	0.1	0.2		
21	99	0131	DISTRICT	ACADEMY	27	2	0.1	0.2		
22	99	0131	DISTRICT	ACADEMY	27	2	0.1	0.2		
23	99	0131	DISTRICT	ACADEMY	27	2	0.1	0.2		
24	99	0131	DISTRICT	ACADEMY	27	2	0.1	0.2		
25	99	0131	DISTRICT	ACADEMY	27	2	0.1	0.2		

Class Size Reports

Reports sent by FTE/CS Team

	A	B	C	D	E	F	G	H
1	district	school	AVG-PK-3 _(18 max)	AVG_PK3_COMPLIANT	AVG-4-8 _(22 max)	AVG_4_8_COMPLIANT	AVG-9-12 _(25 max)	AVG_9_12_COMPLIANT
2	99	9901	11.48		10.36		0	
3	99	9902	0		20.9		14	
4	99	9903	19.23	NO	23.59	NO	16.75	
5	99	9904	17.87		19.42		0	
6	99	9906	0		0		22.95	
7	99	9907	0		0		21.86	
8	99	9909	0		0		19.32	
9	99	9910	15.92		22.08	NO	0	
10	99	9912	17.03		21.88		21.57	
11	99	9914	0		19.87		15.75	
12	99	9915	17.82		22		0	
13	99	9920	17.62		21.91		23.5	
14	99	9921	17.75		17.88		0	
15	99	9922	0		20.13		18	
16	99	9923	25.23	NO	23.82	NO	20.62	
17	99	9924	17.61		20.31		0	
18	99	9928	0		0		20.7	
19	99	9929	14.6		0		0	
20	99	9930	17.77		21.1		0	
21	99	9931	16.88		19.66		0	
22	99	9937	17.55		19.9		0	
23	99	9938	17.69		17.71		17	
24	99	9941	18		20.69		15	
25	99	9944	17.2		21.2		21	
26	99	9946	17.37		21.69		0	
27	99	9948	17.86		21.74		22.6	
28	99	9949	15.88		20.35		19.4	



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Class Size Compliance Plan

Class Size Compliance Plan

- FTE/CS Team provides Office of Funding and Financial Reporting (OFFR) final class size reports and OFFR manages the compliance plans.
- CS Compliance Plan Template:
 - Posted on FDOE Class Size Reduction - Memorandums website
 - <https://www.fldoe.org/finance/budget/class-size/class-size-reduction-memorums.stml>
- CS Compliance Plan Template
- CS Compliance Plan - submission is required for all districts' schools found in noncompliance.
 - District Compliance Plan should be submitted to K12Verify@fldoe.org by **February 1**.



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Contact Information

Class Size Reporting

FTE-CS@fldoe.org



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