



STUDENT INFORMATION DATABASE

2024-2025 OVERVIEW AND DATABASE REPORTING

Florida Association of Management Information Systems

FAMIS Conference June 2024

Presented by: Lisa Millians and Pedro Moureu



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

www.FLDOE.org

AGENDA

- Statutory References for Database Reporting
- Student Database: 2024-2025 Overview of Updates
 - Data Elements
 - Formats
 - Edits/Business Rules
 - Appendices
 - Legislative Changes
- Data Reporting Schedule
- Survey Re-Opening
- Database Reporting Reminders
- Resources



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

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



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

STUDENT DATABASE 2024-2025 OVERVIEW OF UPDATES

UPDATES for 2024-2025 DATA ELEMENTS

Data Element Number	Description of Updates
<p>Career and Professional Academy Identifier (107775) (Format: Federal/State Indicator Status and Industry Certification)</p>	<ul style="list-style-type: none"> ○ Deleted for 2425
<p>(NEW) Career and Professional Academy Participant (TBD) (Format: Federal/State Indicator Status)</p>	<ul style="list-style-type: none"> ○ New Data Element for 2425 Indicates the student’s participation in a career and professional academy that meets the requirements of Section 1003.493(1), F.S. for high school students or the requirements of Section 1003.4935(2) F.S. for middle school students.
<p>Course Flag #(109125) (Format: Student Course Schedule)</p>	<ul style="list-style-type: none"> ○ Revised code 7 Definition to include: “Beginning with 2022-23, the valid substitutions are courses 8417100 or 2000360 in any of the following programs: 8417000, 8417130, 8417140, 8417150, 8417160, 8417170, 8417190, 8417200, 8417210, 8417230, 8417280, 8427100 and 8701000. Beginning with 2024-25, the valid substitutions are courses 8417100 or 2000360 in any of the following programs: 8417000, 8417130, 8417140, 8417150, 8417170, 8417190, 8417200, 8417210, 8417230, 8417280, 8427100 and 8701000.”

UPDATES for 2024-2025 DATA ELEMENTS

Data Element Number	Description of Updates
<p>(NEW) Diploma Florida Seal of Fine Arts Designation (TBD) (Format: Student End of Year Status)</p>	<ul style="list-style-type: none"> ○ New Data Element for 2425 An indicator to designate that a student has earned a standard diploma under Section 1003.4282, F.S. and has satisfied the Florida Seal of Fine Arts requirements per Section 1003.4321, F.S. This seal is signified on the standard diploma.
<p>District Number, Current Instruction/Service (115325) (Format: Majority of All formats)</p>	<ul style="list-style-type: none"> ○ Remove code “00” in reference to Federal State Indicator Status CAPE (first) and (second) ○ Remove from Federal/State Indicator Status format

UPDATES for 2024-2025 DATA ELEMENTS

Data Element Number	Description of Updates
<p>Dual Enrollment Indicator (115835) (Format: Student Course Schedule)</p>	<ul style="list-style-type: none"> ○ Revised code “A” definition - remove the word “community”
<p>English Language Learners: Basis of Exit (144080) (Format: English Language Learners Information)</p>	<ul style="list-style-type: none"> ○ Revised codes I & J to replace FCAT Reading or FSA in English Language Arts (ELA) to the Florida Assessment of Student Thinking (FAST)
<p>Exceptional Student, IDEA Educational Environments (117525) (Format: Exceptional Student)</p>	<ul style="list-style-type: none"> ○ Removal of “kindergarten” in the definition for codes A, J, K, L, M and S

UPDATES for 2024-2025 DATA ELEMENTS

Data Element Number	Description of Updates
Incident, Involvement Type (139425) (Format: <u>School Environment Safety Incident Report</u>)	<ul style="list-style-type: none"> ○ Updates Code Z definition to remove Hope Scholarship Notification (HSN)
Incident, Type (140225) (Format: <u>School Environment Safety Incident Report</u>)	<ul style="list-style-type: none"> ○ Removed U.S.D.O.E reporting instructions ○ Definition/Example updated for codes: <ul style="list-style-type: none"> • DOC - removed “Disorderly Conduct” • FIT - removed “(serious mutual combat or mutual altercation only)” • STL - removed “(750+)” • SXO - added “-Other” and remove “Other” • VAN - added “(\$1000+)” and removed “-Felony Vandalism” • Added and remove asterisks from codes
Industry Certification Identifier (140462) (Format: <u>Industry Certification</u>)	<ul style="list-style-type: none"> ○ Removed references to retired certification code, names and updated a requirement reference.

UPDATES for 2024-2025 DATA ELEMENTS

Data Element Number	Description of Updates
<p>Immunization Status(132025) <u>(Format: Federal/State Indicator Status)</u></p>	<ul style="list-style-type: none"> ○ Added codes: <ul style="list-style-type: none"> • U (For students of military families enrolled in this district up to 30 days or within such time determined by the Interstate Commission to obtain required immunizations per <u>Section 1000.36, F.S.</u>) and • V (Enrolled in this district, temporarily excluded from attendance, due to noncompliance with immunization requirements, in accordance with <u>Section 1003.22(10)(b), F.S.</u>) • Updated definition for clarity but did not change the meaning of the data element

UPDATES for 2024-2025 DATA ELEMENTS

Data Element Number	Description of Updates
<p>Pretest Outcome - Math (161975) (Format: Dropout Prevention Program Data)</p>	<ul style="list-style-type: none"> ○ Updated notes to remove WIN Common Assessment language ○ Added Code “H- The student was not tested”
<p>Pretest Outcome - Reading (162125) (Format: Dropout Prevention Program Data)</p>	<ul style="list-style-type: none"> ○ Updated notes to remove WIN Common Assessment language ○ Added Code “H- The student was not tested”
<p>Progress Level - Reading (163500) (Format: Dropout Prevention Program Data)</p>	<ul style="list-style-type: none"> ○ Updated notes to remove WIN Common Assessment language
<p>Progress Level - Math (163275) (Format: Dropout Prevention Program Data)</p>	<ul style="list-style-type: none"> ○ Updated notes to remove WIN Common Assessment language

UPDATES for 2024-2025 DATA ELEMENTS

Date Element Number	Description of Updates
Virtual Instruction Provider (184325) (<u>Format</u> : Student Course Schedule)	○ Including Data Element on Student End of Year Status format. Accountability Office will need this data collected on this format for Grad Rate purposes

UPDATES for 2024-2025 FORMATS

Format Name	Description of Updates
Federal/State Indicator Status Format	<p>Removed Career and Professional Academy Identifier (First & Second), District Number, Current Instruction/Service - CAPE (and Second) and Added Career and Professional Academy Participant.</p> <p><u>EDITS impacted:</u> Federal/State Indicator Status Edits #22, #23, #24, #28, #29, #30 and #45</p>
Industry Certification Format	<p>Removed Career and Professional Academy Identifier.</p> <p><u>EDITS impacted:</u> Industry Certification Edit #26</p>

UPDATES for 2024-2025 FORMATS

Format Name	Description of Updates
Student Course Transcript Information	SCTI Format - Added an Algebra course number 1200386, "JROTC" to Naval Science 1 course name and Removed Online Course Exempt Data Element.
Student End of Year Status	Added Virtual Instruction Provider Data Element and Removed Online Course Exempt Data Element.

UPDATES for 2024-2025 EDITS (Business Rules)

Format/EDIT Name	Description of Updates
Career and Technical Teacher Course	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ Edit #17, deleted 2425 ○ Edit #18, deleted 2425
Dropout Prevention Program Data	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ Edit #6, updated years in definition and dates in the example ○ Edit #37, added Code H - The student was not tested ○ Edit #38, added Code H - The student was not tested, replaced example code with O instead of H
Federal/State Compensatory Project Evaluation	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ Edit #11 - removed the word “must”

UPDATES for 2024-2025

EDITS (Business Rules)

Format/EDIT Name	Description of Updates
Federal State Indicator Status	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Edit #21, updated with new immunization status codes U & V - <ul style="list-style-type: none"> U (For students of military families enrolled in this district up to 30 days or within such time determined by the Interstate Commission to obtain required immunizations per <u>Section 1000.36, F.S.</u>) and V (Enrolled in this district, temporarily excluded from attendance, due to noncompliance with immunization requirements, in accordance with <u>Section 1003.22(10)(b), F.S.</u>). ○ Edit #22, changes to reference new data element name - Career and Professional Academy Participant, codes and example ○ Edit #23, deleted ○ Edit #24, deleted ○ Edit #27, deleted ○ Edit #28, deleted ○ Edit #29, deleted ○ Edit #30, deleted

UPDATES for 2024-2025 EDITS (Business Rules)

Format/EDIT Name	Description of Updates
Federal State Indicator Status (cont.)	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ Edit #45, deleted 2425 ○ Edit #51, updated with new immunization status codes U & V ○ Edit #52, changes to reference new data element name - Career and Professional Academy Participant, codes and example ○ Edit #61, updated with new immunization status codes U & V
Industry Certification	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ Edit #11, course 2102365 deleting from definition ○ Edit #23, deleted 2425 ○ Edit #26, deleted 2425 ○ Edit #41, course 2102365 deleted from definition

UPDATES for 2024-2025 EDITS (Business Rules)

Format/EDIT Name	Description of Updates
Prior School Status/Student Attendance	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ Edit #12, added new entry codes E10, E11, E12 and E13: <ul style="list-style-type: none"> • E10 - Student enrolling in a public school in this district for the first time, has not attended school anywhere else and does not meet code E05. • E11 - Students who enrolled in the district from a long-term health-related residential facility. Not applicable for DJJ residential programs. • E12 - Students whose last school of enrollment was a Personalized Education Program (PEP) pursuant to Section 1002.395, Florida Statutes Florida Tax Credit (FTC) Scholarship. • E13 - Students who enters the Graduation Alternative to Traditional Education Program (GATE) under Section 1004.933, F.S.

UPDATES for 2024-2025 EDITS (Business Rules)

Format/EDIT Name	Description of Updates
<p>Prior School Status/Student Attendance (cont.)</p>	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ Edit #17, added new withdrawal codes W3F, W28 and WGT: <ul style="list-style-type: none"> • W3F - Any PK-12 student who withdraws to attend a long-term health-related residential facility. Not applicable for DJJ residential programs. • W28 - Any PK-12 student who withdraws from a public high school because they have already earned a high school diploma from an out-of-country school. • WGT - Any PK-12 student who withdraws from a public high school to enroll in the Graduation Alternative to Traditional Education Program (GATE) under Section 1004.933, F.S. ○ Edit #34, added new entry code E12 ○ Edit #35, added new withdrawal code WGT ○ Edit #52, added new entry codes E10, E11, E12 and E13:

UPDATES for 2024-2025 EDITS (Business Rules)

Format/EDIT Name	Description of Updates
Student Course Schedule	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ Edit #2B, included course grade code NNN (Numeric Grade) ○ Edit #12, deleted course #0500980 from the definition ○ Edit #53, deleted course #2102365 from the definition ○ Edit #54, edit code “323” (Optima Ed) grade level to KG-10

UPDATES for 2024-2025 EDITS (Business Rules)

Format/EDIT Name	Description of Updates
Student Course Transcript Information	<ul style="list-style-type: none"> ○ <u>EDITS impacted/New SESIR Edits:</u> ○ Edit #5, edit district numbers ○ Edit #13, deleted subject areas (VO, PA, SS, CE, EX, LA, LM, NC and SV) ○ Edit #18, added Course Grade codes IP (In-Progress) & NNN (Numeric Grade) ○ Edit #29, deleted subject areas (VO, PA, SS, CE, EX, LA, LM, NC and SV) ○ Edit #36, deleted course numbers no longer valid (2200000, 2200050) & edited course number 2200330 ○ Edit #84, added/Deleted course numbers (many) ○ Edit #85, added/Deleted course numbers (many)

UPDATES for 2024-2025 EDITS (Business Rules)

Format/EDIT Name	Description of Updates
School Environmental Safety Incident Report	<ul style="list-style-type: none"> ○ EDITS impacted / New SESIR Edits: ○ Edit #1K related to Incident, Type and Incident, Reported to Law Enforcement ○ Edit #1L related to Incident, Alcohol-Related and Incident, Reported to Law Enforcement ○ Edit #1M related to Incident, Drug-Related and Incident, Reported to Law Enforcement ○ Edit #1N related to Incident, Gang-Related and Incident, Reported to Law Enforcement ○ Edit #1O related to Incident, Hate Crime-Related and Incident, Reported to Law Enforcement ○ Edit #1P related to Incident, Hazing-Related and Incident, Reported to Law Enforcement ○ Edit #1Q related to Incident, Injury-Related and Incident, Reported to Law Enforcement ○ Edit #1R related to Incident, Weapon-Related and Incident, Reported to Law Enforcement ○ Edit #1S related to Incident, Involvement Type

UPDATES for 2024-2025 EDITS (Business Rules)

Format/EDIT Name	Description of Updates
Student Demographic	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ Edit #15, updated birth date range ○ Edit #38, updated birth date range ○ Edit #41, updated birth date range
Student End of Year Status	<ul style="list-style-type: none"> ○ <u>EDITS impacted:</u> ○ New Edit #3Y –Added since Virtual Instruction Provider data element is included to make sure provider name is included ○ New Edit #3Z - Added since Virtual Instruction Provider data element is included to select the correct provider codes

UPDATES for 2024-2025 EDITS (Business Rules)

Format/EDIT Name	Description of Updates
Student End of Year Status (cont.)	<ul style="list-style-type: none"> ○ EDITS impacted: ○ Updated Edit #16 - added new withdrawal codes W3F, W28 and WGT: <ul style="list-style-type: none"> • W3F - Any PK-12 student who withdraws to attend a long-term health-related residential facility. Not applicable for DJJ residential programs. • W28 - Any PK-12 student who withdraws from a public high school because they have already earned a high school diploma from an out of country school. • WGT - Any PK-12 student who withdraws from a public high school to enroll in the Graduation Alternative to Traditional Education Program (GATE) under Section 1004.933, F.S.

UPDATES for 2024-2025 APPENDICES

Appendix	Description of Updates
Appendix A	<ul style="list-style-type: none"> ○ Appendix A - New codes added: <ul style="list-style-type: none"> • E10 - Student enrolling in a public school in this district for the first time, has not attended school anywhere else and does not meet code E05. • E11 - Students who enrolled in the district from a long-term health-related residential facility. Not applicable for DJJ residential programs. • E12 - Students whose last school of enrollment was a Personalized Education Program (PEP) pursuant to Section 1002.395, Florida Statutes Florida Tax Credit (FTC) Scholarship. • E13 - Students who enters the Graduation Alternative to Traditional Education Program (GATE) under Section 1004.933, F.S. • W28 - Students who withdraws from a public high school because they have already earned a high school diploma from an out of country school. • W3F - Students who withdraws to attend a long-term health-related residential facility. Not applicable for DJJ residential programs. • WGT - Students who withdraws from a public high school to enroll in the Graduation Alternative to Traditional Education Program (GATE) under Section 1004.933, F.S.

UPDATES for 2024-2025 APPENDICES

Appendix	Description of Updates
Appendix C	<ul style="list-style-type: none">○ Appendix C - added D#83 - DJJ District
Appendix I	<ul style="list-style-type: none">○ Appendix I - changed test name for PCI - Pre-AICE Cambridge International General Certificate of Secondary Education (IGCSE)

UPDATES for 2024-2025 APPENDICES

Appendix	Description of Updates
Appendix L	<ul style="list-style-type: none"> ○ Appendix L - <p><u>Revised Test Names:</u></p> <ul style="list-style-type: none"> - Alternative Assessment (Amira) - Alternative Assessment (Edmentum Exact Path) <p><u>Revised:</u></p> <ul style="list-style-type: none"> - Florida Assessment of Student Thinking - Star Early Literacy (6H) - Florida Assessment of Student Thinking - Star Reading (6I) - Florida Assessment of Student Thinking - Star Mathematics (6J) - Florida Assessment of Student Thinking - Star Early Literacy (62) - Florida Assessment of Student Thinking - Star Reading (63) - Florida Assessment of Student Thinking - Star Reading (64) <p><u>Revised Test Subject Content:</u></p> <ul style="list-style-type: none"> - Florida End-of-Course Assessment - United States History (H3) - Florida End-of-Course Assessment - Civics (IV) - Florida Statewide Science Assessment (H4)

UPDATES for 2024-2025 APPENDICES

Appendix	Description of Updates
Appendix L (cont.)	<p><u>Added:</u></p> <ul style="list-style-type: none"> - Florida End-of-Course Assessment - United States History (H1) - Florida End-of-Course Assessment - United States History (H2) - Florida End-of-Course Assessment - United States History (H5) - Florida End-of-Course Assessment - Biology 1 (B7) - Florida End-of-Course Assessment - Biology 1 (B8) - Florida End-of-Course Assessment - Biology 1 (B9) - Florida End-of-Course Assessment - Civics (BG) - Florida End-of-Course Assessment - Civics (BH) - Florida End-of-Course Assessment - Civics (BI) - Florida End-of-Course Assessment - Civics (BJ) - Florida Statewide Science Assessment (A8) - Florida Statewide Science Assessment (A9) - Florida Statewide Science Assessment (FY) - Florida Statewide Science Assessment (FX) - Florida Statewide Science Assessment (A8) <p><u>Deleted, Originally Added in Error:</u></p> <ul style="list-style-type: none"> - B.E.S.T. Standards - Writing (W5)

UPDATES for 2024-2025 APPENDICES

Appendix	Description of Updates
Appendix L (cont.)	<p><u>Delete; duplication of content code HM:</u></p> <ul style="list-style-type: none"> - Redesigned SAT: (HJ) <p><u>Revised Note:</u></p> <ul style="list-style-type: none"> - Redesigned SAT: (HI) - Redesigned SAT: (HM) - SAT SUITE OF ASSESSMENTS (HK) <p><u>Added Subject Code:</u></p> <ul style="list-style-type: none"> - International Baccalaureate Program (NA) - International Baccalaureate Program (NB)

UPDATES for 2024-2025 APPENDICES

Appendix	Description of Updates
Appendix P	<ul style="list-style-type: none"> ○ SESIR Appendix P updates: <ul style="list-style-type: none"> • added as asterisk: DRUG SALE/DISTRIBUTION* • second asterisk removed for: FIGHTING* • updated Incident type: OTHER MAJOR OFFENSES*, GRAND THEFT (\$750+)*, SEXUAL OFFENSES—OTHER* & CRIMINAL MISCHIEF (\$1000+)* • hyphen deleted from: UNSUBSTANTIATED HARASSMENT, UNSUBSTANTIATED SEXUAL ASSAULT & UNSUBSTANTIATED SEXUAL BATTERY • updated footnotes
Appendix Y	<ul style="list-style-type: none"> ○ Appendix Y - deleted for 2425
Appendix DD	<ul style="list-style-type: none"> ○ Appendix DD - deleted courses 2102335, 2102345, 2102372 and 2102374 (deleted courses tab)
Appendix GG	<ul style="list-style-type: none"> ○ Appendix GG - added new provider (2Sigma School, Inc.) and updated grade level for Optima ED, LLC from KG-9 to KG-10



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

DATA REPORTING SCHEDULE

DATA REPORTING SCHEDULE OVERVIEW

June

- Survey 4 state processing begins

July

- Survey 4 state processing ends
- Survey 1 state processing begins
- Survey 5 begin state processing

August

- Survey 1 end of state processing
- Survey 4 closes
- Survey 5 end of state processing

September

- Survey 1 closes
- Survey 2 Class Size trial runs

October

- Survey 2 state processing begins
- Survey 5 closes

November

- Survey 2 end of state processing

December

- Survey 2 closes

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 state processing begins

March

- Survey 3 end of state processing

April

- Survey 3 closes
- Survey 3 FTE Claims

May

Why is 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



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

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



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

DATABASE REPORTING REMINDERS

Database Reporting

Data Quality Monitoring Reminders

LUNCH STATUS - Data Element 146025

GEFE (F62801) Report

- Lunch Status Data Quality Report
- Report displays Lunch Status data for all students
- Provides school, district and state membership and lunch status count by lunch status codes

GQUH (F71251) Report

- Title I Public School Eligibility Survey Data
- GQUH Report displays Lunch Status data for students ages 5-17

Both, GEFE and GQUH

- Report only one lunch provision type per school
- Reporting more data under any one program type makes it difficult to correctly gauge poverty percentages

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”

Database Reporting Data Quality

TEACHER COURSE - STATE VALIDATION RULE - 5F

- **Student** Course Records, **Teacher** Course and **Staff** Demographic records should all match
- District staff responsible for **Staff Database** submissions should upload into Preflight Staff Demographic Data for cleanup
- It is recommended that District Staff responsible for **Student** Database upload their data into Preflight (open a month before Survey period opens) to prevent uploading mismatching data to the mainframe



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

RESOURCES

DATA QUALITY RESOURCES

Student Database is to be fully implemented in DQ2 Production by SY-2526. Student DB contacts should get familiarized with DQ2 Preflight in preparation for database integration.

Survey [DQ2 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 [DQ2 Production System](#):

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

DATA QUALITY RESOURCES


PREFLIGHT

- Data Quality (DQ) 2 Preflight system allows districts to submit their survey data using TIBCO®.
- **Preflight** is used to review survey data and to work out any potential issues prior to official survey submission.
- Data residing in the Preflight system will not be used by FDOE for any reporting.
- Available reports in **Preflight**:
 - D Files
 - Edit Status
 - K-12 Error Code
 - Validation/Exceptions
 - WDIS Error Code
- District SSO Admin grants access to DQ2 application.

DATA QUALITY RESOURCES

PREFLIGHT

Batch Records in Error Description

 Save
to
Excel

EditCode	ERROR_DESCRIPTION
16	All alphanumeric Course Numbers must either be on the Course Code Directory or on the Statewide Course Numbering System file unless School Number, Current Instruction/Service equals N999 or P001-P999.
4C	Florida Education Identifier (FLEID) is alphanumeric and must be entered as "FL" in the first 2 positions followed by twelve numeric digits. No blanks, spaces or all zeros for the twelve numeric digits are allowable.
51	If Survey Period = 1-4 and the student's Grade Level is 7-12, Class Minutes, Weekly must be greater than zero. If Period Number is 9800, Class Minutes, Weekly must be equal to zero.

District Error Count

EditCode	Count
16	11
4C	286
51	43

DATABASE MANUAL RESOURCES

[Student and Staff Information Databases](#)

- FDOE reporting requirements
- Provides data elements, formats and edits
- Technical assistance documents
- Survey dates

[Database User Manual](#)

[Data Quality 2 \(DQ2\) User Manual](#)

DATABASE MANUAL RESOURCES

- Changes to staff and student database manuals are posted Fridays on the web on the [Database Manual Update](#) page.
- Districts will **not** receive email notices when changes are made to the database manuals.
- Districts should check for updates weekly or bi-weekly to ensure they are aware of changes made to the Database Manuals.

DATABASE MANUAL RESOURCES (continued)

APPENDIX A - PK-12 Education Information Services (EIS) -
Technical Assistance Staff

APPENDIX R - Student Survey Checklists

- 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

PK-12 EIS CONTACTS

ASKEIAS@fldoe.org

850-245-0400

Bureau Chief, Infrastructure and School Support

Lisa.Millans@fldoe.org

850-245-0985

Education Information Services Manager

Chritopher.Moore@fldoe.org

850-245-0940

Student Database Liaisons

Kristi.Ham@fldoe.org

Keitra.Robinson@fldoe.org

Dalecia.Peterson@fldoe.org

850-245-0982

850-245-9482

850-245-0619

Staff Database Liaison

Pedro.Moureu@fldoe.org

850-245-9078



www.FLDOE.org



www.FLDOE.org