DOE AUTOMATED DATABASE
REPORTING BASICS

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2012 DATABASE REPORTING BASICS

The purpose of this session is to give you a brief overview of database reporting to the Automated STUDENT and STAFF Information Databases as required by law.

2012 DATABASE REPORTING BASICS

Florida Statutes and State Board of Education Rules require all public school districts to report all data requirements as outlined in the Automated Student and Staff Information Databases to the Department of Education (DOE). All schools under the public school districts' jurisdiction (including charter schools) must be included in the districts' submission.

- Florida Statute 1008.385(2)–(3) Comprehensive Management Information Systems: http://www.flsenate.gov/Laws/Statutes/2011/1008.385

- State Board of Education, Administrative Rules: 6A-1.0014 Comprehensive Management Information Systems: https://www.flrules.org/gateway/ruleNo.asp?ID=6A-1.0014

Automated STUDENT Information Database

- Nineteen (19) Student Reporting Formats
- Thirteen (13) Survey Period Codes:
  - Four (4) FEFP Funded Survey Periods
    - (1 - July, 2 - October, 3 – February, and 4 - June)
  - End of Year Reporting (Survey 5)
  - Beginning Year Student Counts (Survey 6 – Aug/Sept)
  - Comprehensive English Language Learning Assessment (CELLA)
    - Survey 7 (January)
  - Progress Monitoring & Reporting Network (PMRN)
    - Survey 8 (July – September)
  - Neglected & Delinquent / Title I SES (Survey 9 – December)
  - McKay Scholarships Reporting (Surveys A, B , C & D)

Automated STAFF Information Database

- Eleven (11) Staff Reporting Formats

- Four (4) Survey Period Codes:
  - Survey 8 - Progress Monitoring & Reporting Network (PMRN) (July – September)
  - Survey 2 - October
  - Survey 3 – February
  - Survey 5 - End of Year Reporting

2012 DATABASE REPORTING BASICS

Main features of Survey Periods for both the Student & Staff Databases…………

- Survey Week

- Due Date

- State Processing Period

- Final Update/Amendment Date

SURVEY WEEK

Survey Week is data gathering week when district personnel make certain all data have been reviewed and accurately entered in the local database for students and staff according to database requirements for that period.

It is essential that appropriate district program area and school level staff are involved in this data input and review process.

e.g., Survey Week for Survey 2 is October 8-12, 2012, where Date Certain for FTE would be Friday, October 12, 2012.

Survey Week (*cont'd*):

Once data is in the districts' database, it is important to run a check on the data to make sure as many errors as possible are eliminated prior to submitting to the DOE (via the Northwest Regional Data Center [NWRDC]).

The DOE makes available Edit Programs (User Manual – Appendices O & P) for each reporting format for districts to download and run their data against. Any errors should be corrected prior to submitting to the DOE.

DUE DATE

The Due Date is the date by which every district should have <u>all</u> "initial" files for <u>each</u> required Student & Staff reporting format for the survey period transmitted via NWRDC to the DOE.

Districts are certainly allowed to transmit earlier than the Due Date, but definitely "by" that date.

e.g., Due Date for Survey 2 is October 26, 2012

STATE PROCESSING PERIOD

The State Processing Period is the period of time when all data files and reports transmitted or requested via NWRDC are processed <u>on a daily basis</u>. Processing includes initial files, batch files and requested reports.

Error reports and error files are created after file processing. It is the responsibility of districts to download and review error reports; create datasets for batches to add, change or delete records and resubmit for processing.

e.g., State Processing for Survey 2 is October 15 – November 9, 2012

State Processing Period (*cont'd*):

After the State Processing Period **closes** there are different actions for the Student & Staff Databases.

Student Database:
◦ For about 4 weeks the database <u>freezes</u> to further updates.
◦ Allows OFFR time to calculate FTE while the data <u>does not change</u>.
◦ FTE calculations are cumulative over survey periods which is why when one FTE survey period freezes they all freeze.
◦ Although districts can still transmit batch files to NWRDC during the freeze period, they <u>will not </u>be processed.

State Processing Period (*cont'd*):

Student Database *(cont'd)*:

◦ Districts are notified via email when OFFR releases the freeze and updates to Student format records can begin.

◦ Updates can then be made until the Final Update/Amendment Date.

◦ Since the state processing period has ended, batch file processing and report requests are processed on a weekly basis.

◦ Weekly processing takes place on Fridays only:

• Batch files process at 4:00 pm *EST* on Friday.

• Report Requests are generated after 9:00 pm *EST* on Friday.

State Processing Period (*cont'd*):

Staff Database:
- For the Staff database, processing **is not** frozen.

- After the state processing period has ended, batch file processing <u>and</u> report requests are processed on a weekly basis.

- Weekly processing takes place on <u>Fridays</u> only:
  - Batch files process at 4:00 pm *EST* on Friday.
  - Report Requests are generated after 9:00 pm *EST* on Friday.

- Updates can be made until the Final Update/Amendment Date.

State Processing Period (*cont'd*):

◦ After the state processing period closes, data from both the Student & Staff Databases are in high demand from the department, legislature, media, general public, and for state and federal reports.

◦ Files are pulled and reports run for use in FEFP and transportation funding calculations.

◦ Although records can be updated from the close of state processing through the final amendment date, districts are encouraged to have data as accurate as possible by the close of state processing for the above purposes.

◦ That ensures data reports will reflect an accurate picture of districts' student and staff populations.

FINAL UPDATE / AMENDMENT DATE

The Final Update / Amendment Date is the date by which <u>all</u> updates, corrections, deletions, etc. must be made to a record on a Student or Staff format for a survey period.

After the final date and all batch files have been processed for that period for the relevant Student & Staff format records no further updates are allowed. The data are aggregated for the last time and archived.

e.g., Final Update/Amendment Date for Survey 2 is March 31, 2013

2012 DATABASE REPORTING BASICS

Elements of Data File Processing for both the Student & Staff Databases………..

- Transaction Codes

- Edit Specifications

- Edit Status Table
  - Initial/Batch Files
  - Suspended Edit

- Reports for Request

TRANSACTION CODES

The Transaction Code reported in a data file lets the system know how to process a record.

○ "A" - Adding a record to the database
  • Only transaction code that should be in an "Initial" file

○ "C" – Changing/Updating a record already loaded on database

○ "D" – Deleting a record already loaded on database

Transaction Codes (*cont'd*):

◦ Any of the codes A, C or D can be reported in a Batch data file.

◦ Also all of the three codes can be reported in one batch file submission.

  • The order of processing for a batch file……

    ◦ All records with a "D" code are executed first and deleted;

    ◦ Then records with a "C" code to update records;

    ◦ Then the remaining code of "A" to add new records.

EDIT SPECIFICATIONS

Edit Specifications explain what happens to a field on a reporting format when it is flagged, which could include a field on a single format, or between fields on the same or different formats. Edit categories as follows:

◦ Reject Rules – fatal error; record is immediately rejected and not loaded to the database. In order to get record loaded the error must be corrected and the record submitted again with a Transaction Code of "A." [In a batch update, transaction code may be A or C.]

Edit Specifications (*cont'd*):

○ <u>State Validations</u> – these check relationships between different records on the same format or different formats. This edit is performed after records have been loaded to the database, when the district requests validation reports to be run.

- Some of these edits are fatal, meaning the record can be excluded from certain final reports or can be nulled. Such cases are specific to Student database records.
- These are errors that should be corrected as well and should be corrected <u>prior</u> to the database closing.

Edit Specifications (*cont'd*):

◦ <u>Exception Reports</u>– these show records with data that look suspicious; data that do not reflect what is expected.

- These records may not be in error.
- But each should be reviewed for accuracy.
- If in error the record should be corrected.
- If correct as reported nothing needs to be done.

Edit Specifications (*cont'd*):

◦ <u>Aggregate Exception Reports</u> – this report is generated when data from several or many records are aggregated and an aggregate number is generated. As with the Exception report it is checking for reasonable data based on parameters for aggregate numbers. Same procedures…..

- Review all records used for the aggregate.
- If a problem, records should be added, deleted or updated to correct the situation.
- If correct as reported nothing needs to be done.

EDIT STATUS TABLE

The Edit Status Table lets you know how your format files processed. That is, if all records were clean and loaded to the database. And if not the number that were rejected and did not load.

Example

- DISTRICT OF INSTRUCTION:,XX, ,DISTNAME   ,YEAR:,1112, ,SURVEY:,3,
- FILE NUMBER:,61025 , ,STAFF DEMOGRAPHIC

- -------ACTIVITY------- DATE   TIME   RECORDS   RECORDS RECORDS NON-FATAL
- TYPE   SEQ NO (CCYYMMDD)   PROCESSED REJECTED   CLEAN   ERRORS
- **EDIT COMPLETE**   1   20120302 08092244   11,932   0   11,932   0
- **BATCH COMPLETE** 1   20120307 16120090   10   0   10   0

Edit Status Table (*cont'd*):

- <u>Edit Complete</u> – refers to the processing of an <u>Initial</u> format file ["A" Transactions]

- <u>Batch Complete</u> - subsequent additions, changes or deletions to records are processed in a "Batch" file and a reading of how records processed is recorded as well.

- <u>Suspended Edit</u> – refers to an Initial file that had more than 20% errors; meaning more than 20% of the records were rejected. **<u>No</u>** records are loaded!
  - All of the incorrect records must be corrected and <u>the entire file</u> resent as an "**<u>Initial</u>**" file – not as a batch file.
  - The 20% error rule only applies to "Initial" files, **<u>not</u>** batch files!

Edit Status Table (*cont'd*):

DISTRICT OF INSTRUCTION:,XX, ,DISTNAME   ,YEAR:,1112, ,SURVEY:,3,
FILE NUMBER:,60775 , ,STUDENT DEMOGRAPHIC

| -------ACTIVITY------- | | DATE | TIME | RECORDS | RECORDS | RECORDS | NON-FATAL |
TYPE	SEQ NO	(CCYYMMDD)		PROCESSED	REJECTED	CLEAN	ERRORS
SUSPENDED EDIT	1	20120222	08061772	28,170	**14,366**	13,804	0
EDIT COMPLETE	2	20120228	08061715	28,171	525	27,646	0
BATCH COMPLETE	1	20120228	16075200	29	27	2	0

- In the table above, 51% of the records (14,366) had errors and were rejected.
- Although it shows that 13,804 of the records were clean and had no errors, they were not loaded to the database. None were loaded.
- Again a "suspended edit" means no records are loaded. After corrections, the entire file must be resubmitted as an **Initial** file.

REPORTS FOR REQUEST

During the state processing period after records for the various reporting formats have been loaded to the database, districts should run validation and exception reports to review and check their data.
(Refer to Appendices R & S in User Manual for list of reports)

◦ In the table on the next slide you will notice that records processed for the validation report shows all zeros (0). That happens when a validation or exception report is requested <u>prior</u> to a reporting format being processed.   More than likely the district sent the Initial files and requested reports at the same time.

Reports for Request (*cont'd*):

```
DISTRICT OF INSTRUCTION:,XX, ,DISTNAME          ,YEAR:,1112, ,SURVEY:,3,
FILE NUMBER:,61025 , ,STAFF DEMOGRAPHIC
```

-------ACTIVITY------- TYPE	SEQ NO	DATE (CCYYMMDD)	TIME	RECORDS PROCESSED	RECORDS REJECTED	RECORDS CLEAN	NON-FATAL ERRORS
EDIT COMPLETE	1	20120302	08092244	11,932	0	11,932	0
VALID COMPLETE	1	20120301	21481073	0	0	0	0

For Example:

- District transmitted initial files on Thursday afternoon (3-1-12) and submitted requests for validation reports on Thursday afternoon (3-1-12) as well.

- Initial files are processed on an "AM" schedule while reports are processed on a "PM" schedule. Therefore the report was processed late that Thursday evening (3-1-12); however the initial file was not processed until Friday morning (3-2-12). So the report shows 0s because there was no data to review.

PROCESSING SCHEDULE

Initials, Batches, and Reports for Request:

When a survey period is active (meaning in the state processing window) the timing of processing is as such on a daily basis……

File Type	Processing Schedule	Notes
Initial	Processed each morning at 8:00 a.m. *EST*	Initial files must be transmitted by a reasonable time to make that processing schedule.
Batch	Processed each afternoon at 4:00 p.m. *EST*	Batch files must be transmitted by a reasonable time to make that processing schedule.
Report for Request	Processed after 11:00 p.m. *EST* each night	In order for changes from a batch file to show in a newly requested report, the batch file has to be processed during the batch processing schedule on the date of the requested report.

File   Edit   Transfer   Fonts   Options   Tools   View   Window   Help

STATE OF FLORIDA
STUDENT/STAFF/FINANCE
MAIN MENU

```
1-SDCM      Student Component Menu

2-SFCM      Staff Component Menu

3-FNCM      Finance Component Menu

4-WDIS      WDIS Component Menu

5-CCCM      Course Code Component Menu

6-MESS      Broadcast Messages

99-HELP     Help Main Menu
```

Enter Option Number or 4-Character Code
COMMAND ==>

PF1=HELP   PF9=EXIT

File   Edit   Transfer   Fonts   Options   Tools   View   Window   Help

STATE OF FLORIDA
STUDENT COMPONENT MENU

1-DEMO   Student Demographic Data   18-SSCD   Student Schedule
2-SCRS   Student Course Data   19-SFTE   Student FTE Data
3-TCRS   Teacher Course Data   20-TSCD   Teacher Schedule
4-EXCS   Exceptional Student Data   21-CLAS   Class Roster
5-EXCP   Exceptional Program Data   22-DFTE   DIST/SCHL Weight/Unweight
6-FSIS   FED/STATE Indicator Data   23-EDST   Edit Status
7-PRSC   Prior School Status   24-FNLR   Final Reports
8-LENG   Limited English   25-STUL   Student Location
9-SASS   State Assessment   26-RRPT   Reports for Request
10-REIS   Responsible Instructor   27-CCNN   Course Numbers/Names

Please page forward (PF8) for End of Year Formats

COMMAND ==>   Enter Option Number or 4-Character Code

PF1=HELP   PF5=MAIN MENU   PF8=FRWD BROWSE   PF9=EXIT

File   Edit   View   Favorites   Tools   Help

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- 2009-10 Student Information System
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- Archives
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Related Links

- Attendance Recordkeeping Handbook (PDF, 397KB)
- Florida Automated System for Transferring Educational Records (FASTER)

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Please click on the date that has an asterisk to view a PDF version of updates.

May 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DATA USES

Federal/National Reporting
- NCLB –No Child Left Behind
- NCES –CCD: National Center for Education Statistics – Common Core of Data
- CCSSO -Council of Chief State School Officers
- NEA -National Education Association
- EEOC –Equal Employment Opportunity Council
- OCR –Office for Civil Rights
- Federal Funding –(Title I, II, etc.)
- EDEN –Education Data Exchange Network

Data Uses (*cont'd*):

State reporting
- Graduation Rate
- Dropout Rate
- Class Size
- Non-promotions
- School Safety
- School Choice
- Average Daily Attendance
- Supplemental Educational Services
- School Grades

Data Uses (*cont'd*):

State reporting
- FTE and Transportation Funding
- Capital Outlay Funding
- Teacher Salaries
- Teacher Demographics
- District Staff Salaries

CONTACT INFORMATION

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