



Florida Association of Management Information Systems (FAMIS)

Summer Database Conference June 2025



Exploring Florida's Education Identifier (FLEID) – Introductory Session

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Agenda

- Housekeeping
- Introduction
- Milestones
- Communication
- Process Overview
- Data Quality
- Statistics
- Questions
- Contact Us



Housekeeping



❖ FAMIS Sessions

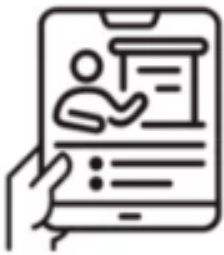
- There is an advanced session.
- Handouts are available online.
- Meet us at the FDOE Lab.
 - FDOE Lab appointment times.
 - Celebrate 10 years of FLEID!



❖ Presentation Parameters

We can assist with the following:

- FLEID Assignment
- FLEID Data Quality
- FLEID Daily Operations
- FLEID Resources/Training
- FLEID Edits/Validations
- FLEID Overall Processing



❖ FAMIS Survey Feedback

- Provide helpful/constructive feedback.
- Provide the presenter's name in the feedback.
- We would like to hear from all presentation attendees.



❖ Contact List Updates

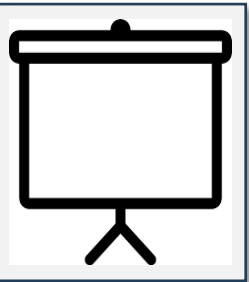
- Reminder: send contact updates to FLEIDProject@fldoe.org.
- The current contact lists are available in the FDOE lab room to validate your contact information.

Introduction



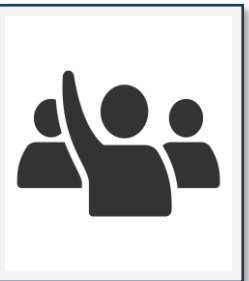
Session Audience:

This session is intended to introduce attendees to the Florida Education Identifier (FLEID) assignment and data quality processes. This is a great opportunity for new users to review basic and introductory topics related to the FLEID process. The session can also serve as a refresher course to existing FLEID users. We will not discuss advanced topics in this session. Join us in the FLEID Advanced session for enhancements, changes, complex scenarios and upcoming implementation.



General Session Information:

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.** The FLEID was mandated by 2014 legislation (Section 1008.386, Florida Statutes (F.S.)) and implemented in 2015. The FLEID is used as the primary identifier for PK12 students and can also be used for staff. Today we will dive into daily processing, helpful tips, terminology, statistics, scenarios, and data quality.



Presentation Questions:

We ask that questions are held until the end of the session. We can clarify content covered during the session but will reserve questions until the end of the presentation to ensure that we are able to cover all the content. We will also be available to take additional questions in the Florida Department of Education (FDOE) lab room.

Introductory Cheat Sheet

- The FLEID is a 14-character alphanumeric unique identifier.
- Mandated by 2014 legislation (Section 1008.386, F.S.).
- Used to uniquely identify both students and staff within the educational system.
- Stored in a secure database known as the FLEID Vault.
- As of July 1, 2020, the FLEID is the primary identifier accepted on district data submissions.
- The FLEID is also assigned for Florida colleges and students taking assessments in a district.
- When students enroll in a district for the first time, they must submit the student record for FLEID assignment.
- Reduces the usage and transferring of the Social Security Number (SSN) within educational systems.
- Identifier quality and accuracy is managed within the 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 5-10 p.m. to allow for maintenance and patching as needed.
- The FLEID training website is available to local agents and is highly recommended for first time users.
- The FLEID Technical Guide, which outlines the FLEID process, is available on request and in the application.
- Refer to the FLEID Application “Resources” tab for general information.



Key Information

1. FLEID assignment is available in real-time Monday-Sunday.
2. Files are processed every 10 minutes in the order received.
3. Files retrieved from the FLEID process should be secured locally based on standard cybersecurity guidelines.
4. Files generated by the FDOE will be available for seven (7) days.
5. FLEID and demographic information is considered personally identifiable information (PII).
6. In addition to the Florida Statute, there is an administrative rule (Rule 6A-1.00141, Florida Administrative Code (F.A.C.)) that outlines FLEID usage.
7. It is recommended that all new users complete training before accessing the FLEID application for the first time.
8. FLEIDs can be assigned to staff, however, it is not currently required and there are no dates around fully implementing.



FLEID Milestones

2013-14 FLEID PILOTING

FLEID system testing completed and piloting began.

2014-15 FLEID IMPLEMENTED

Implemented FLEID Process.

2015-16 FLEID ONBOARDING

District and college training and onboarding. Process refinements and automation initiated.

2017-18 DATA QUALITY ANALYSIS

Data quality analysis and feedback. Infrastructure upgrades and application enhancements.

2018-19 PREPROCESSING EDITS

Implemented detailed pre-processing data quality validation checks.

2019-20 DATA VERIFICATIONS

Extensive data verifications and data quality processes established.

2020-21 ADMINISTRATIVE RULE

Implemented the administrative rule, effective July 1, 2020.

2021-22 CORRECTIONS

Correction process phase 1 began and testing simulations available.

2022-23 AUTOMATED

Automated corrections and legal changes process and reports.

2023-24 MERGES

Automated merge process and reports development.

2024-25 REPORTS

Vault extract file, data quality reports and refining the merge communication process.

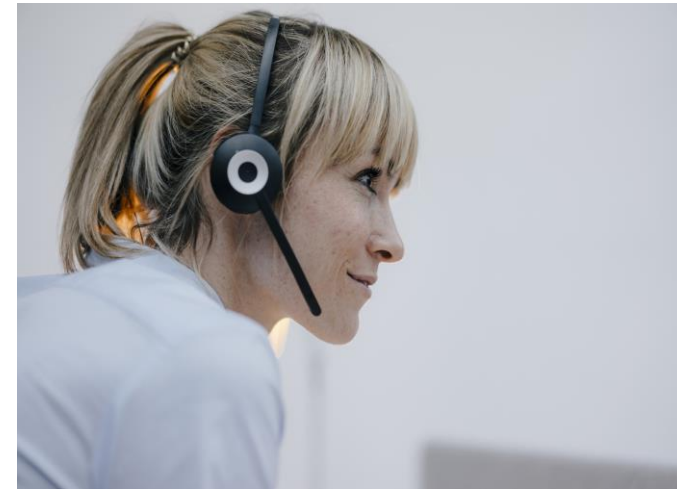
2025-26 SOURCE VERIFY

Source data verification development began.



Communication

- Ensure all e-mails are sent to FLEIDProject@fldoe.org.
 - Refrain from sending direct emails to agents.
 - The appropriate agent will respond and follow-up.
 - Do not send or share PII in emails or phone calls.
 - We will request additional information as needed.
 - Allow 1-3 business days for request follow-up.
 - Verify FLEIDs in the FLEID application lookup.
- 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 PII after being previously notified.
 - Ensure subject lines in the email reflects the following: FLEID [Request Type].
 - Ensure that you review your request in detail before submitting to the FLEID team.





FLEID Processing



LET'S WALK THROUGH THE
ASSIGNMENT PROCESS

FLEID Terminology

ASSIGNMENT	TIBCO® Transfers	Pre-Processing Edits	Assignment	Near Matches	Merge Errors	Auto Merge Process
PROCESSING	FLEID Vault	Contributors	Consensus	Golden/Best Record	PII	LEA
DATA QUALITY	Corrections	Legal Changes	Verifications	Retirements	Splits	Merges

FLEID Technologies & Processing



File Submissions

Submissions Accepted
Monday - Sunday

Daily Maintenance Window
5 - 10 p.m.

Notifications Sent

- File Received
- Preprocessing Errors
- File Processed



Pre-Processing Edits

1) File checks are completed to ensure the data aligns with the required values and formatting.

2) Files are rejected and codes are added to the file to assist users with pinpointing the errors found.



Secure Vault

File Matching & Assignment

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



Master Data Management



FLEID Assignment

1) The files submitted for assignment are matched. Records are outputted with the assigned FLEID.

2) The files generated are available for 7 days.



ASP.NET

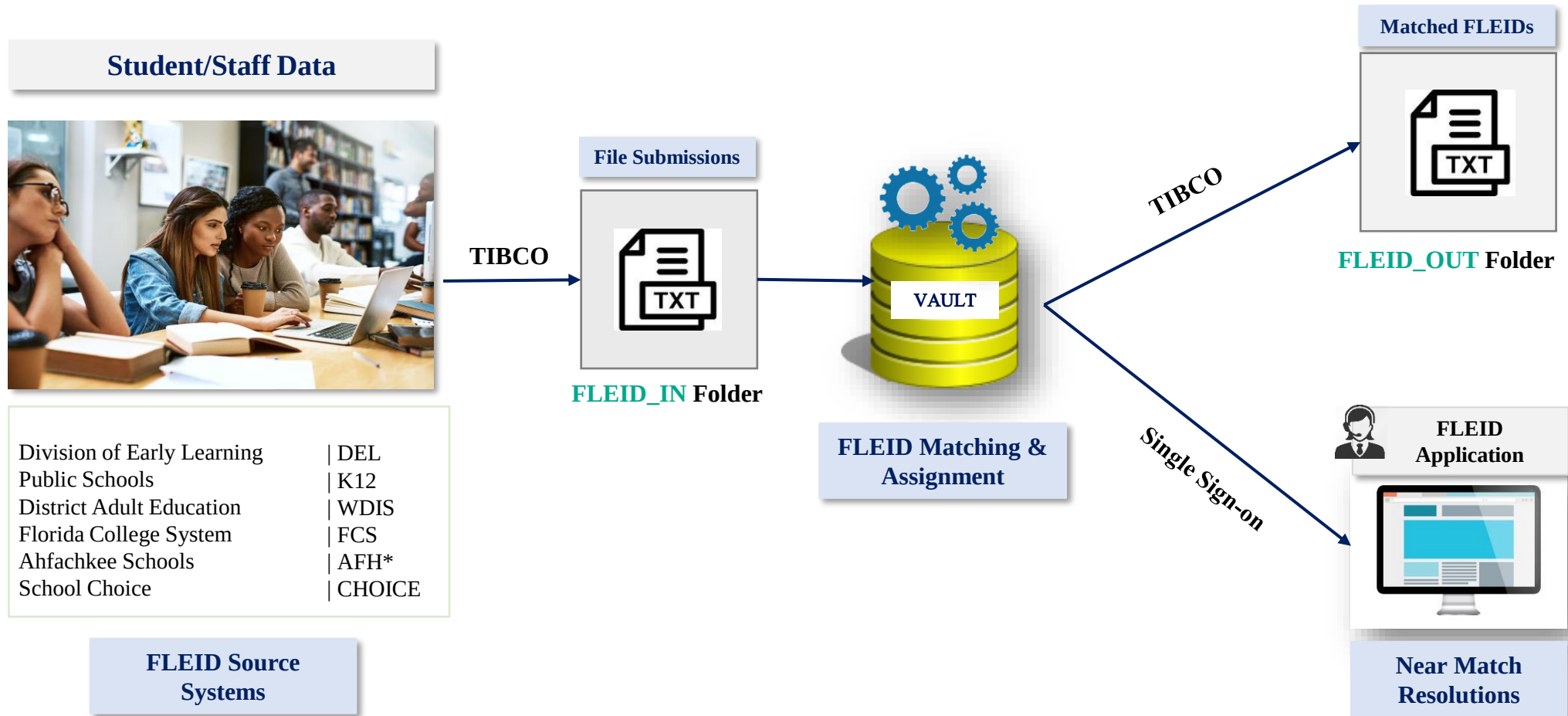


FLEID Application

FLEID Application

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

FLEID Processing Overview



Accessing FLEID Application

The FLEID application is accessible via FDOE's Single Sign-On (SSO), www.fldoe.org/sso.



Contact your district's SSO Administrator to obtain access to FLEID and they will determine your user roles.

Role Name	User Type	Description
User	All	The User role is required for all users to access FLEID User Interface (UI).
Administrator	Internal FDOE	The Administrators role (FDOE personnel) is authorized to manage the application.
K12	External District	The Public School (K12) user's role can view all student data within their district.
WDIS	External District	The District Adult (WDIS) user's role can view all student data within their district.

Once authorized by the district SSO Administrator, users can access the FLEID UI by logging into the SSO portal.

- Select the “EDUCATORS” tile as shown above.
- Users can then select the “FLEID” tile.
- Users can also access the UI directly at <https://mdm.fldoe.org/FLEID/FLEID/home>.

Near Match Resolutions

Creating a New FLEID

Source Record

New FLEID

Near Match Id	First	Middle	Last	Sex	Date of Birth	Type	SSN	OPEID	Local ID	District Number	School Number	Person Number	Alias Number
3675643													

Source Record vs. Near Matches

The Source Record shows data submitted by the district to be assigned.

The Near Matches shows data submitted by the latest contributor in the vault.

Near Match Resolution Files

- Near match resolution files that are generated within the application should be retrieved immediately.
- The files are available in TIBCO® for seven (7) days.
- The near match resolution files are only generated once.

Near Matches

Select	Assigned FLEID	Processed	First	Middle	Last	Sex	Date of Birth	Type	SSN	OPEID	Local Id	District Number	School Number	Person Number	Alias Number	Add'l Info
☒																

Processing Tips

Home Near Match Resolution Look-up Near Match Directory File Management Resources Log Out

Input Files

Input Files
Output Files
Generate Resolution File

Filter range (days): 30

File	Date Received	Date Processed	Records Received	Preprocessing Errors	FLEIDs Found	FLEIDs Created	Error Count	Merge Error Count	Near Matches	Status
DPS.FLEIDMaster.00675000.Y2526.txt	3/3/2025 11:01:33 AM	3/3/2025 11:20:56 AM	669	0	202	176	0	0	291	✓
DPS.FLEIDMaster.00675000.Y2526.txt	2/24/2025 8:48:11 PM	2/24/2025 10:20:31 PM	899	0	530	160	0	1	208	✓

File Status

- Please ensure that you check your emails and the FLEID application for the processing status.
- If you are not receiving emails, send a request to have your email address added.
Contact FLEIDProject@fldoe.org if (a) the input file is still not showing within four (4) hours or (b) a Merged Error occurs and is shown in the application.

It is recommended that you allow a minimum of one hour from the time the file is loaded before attempting to view the results in the FLEID File Management section.

Common Processing Issues

Date Processed	Records Received	Preprocessing Errors	FLEIDs Found	FLEIDs Created	Error Count	Merge Error Count	Near Matches	Status
Duplicate File	15	0	-	0	-	-	-	
2/20/2025 12:47:45 PM	15	0	5	7	0	0	3	

Invalid Filenames

- Filename Convention: “DPS.FLEIDMaster.[SourceIndicator]D[2 digit District#].Y[4 digit school year].txt”
- Invalid Filename: EXAMPLE: DPS.FLEIDMaster.K12D99.Y2025.txt

Unicode Characters

- Only special characters allowed are dot/period [.] , Dash/Hyphen [-] or apostrophe ['] .

Duplicate Files

- We do not process identical file submissions.
- After the file has been sent and processed, identical submissions will be rejected.

Helpful Information

FLEID Management Application



[Home](#) [Near Match Resolution](#) [Look-up](#) [Near Match Directory](#) [File Management](#) ▼ [Resources](#) [Log Out](#)

Welcome to Florida Education Identifier (FLEID) Application!

The FLEID application is available to districts, colleges and internal FDOE staff in order to provide FLEID information and status details. Within this application users have access to the Local Education Agency (LEA) file submission status, near matches, record searches (lookup), reports, resources and contact information. For application questions, please contact FLEIDProject@fldoe.org.

FLEID Application Access

- Adding or removing users must be done via your local SSO Administrator.
- As users leave the district, it is your responsibility to request removal of those users.
- To locate your local SSO administrator, you can contact your district Help Desk or search using the SSO Support page.

FLEID Training Tools

- FLEID Technical Guide: <https://mdm.fldoe.org/FLEID/FLEID/FLEIDTechnicalGuide>
- FLEID Training Site: <https://mdm.fldoe.org/FLEID/FLEID/FLEIDTrainingSite>
- FLEID Resources: <https://mdm.fldoe.org/FLEID/FLEID/Resources>



FLEID Data Quality



UNDERSTANDING COMMON DATA QUALITY SCENARIOS

Data Quality Requests

Mailbox Data Quality Requests

- Each mailbox communication must be limited to no more than 10 requests (e.g., retirements, merges, splits, corrections, legal changes, etc.).
- More than 10 requests per communication is considered bulk and we will ask for you to submit via TIBCO®.
- Please do not exceed more than 20 requests per day via email.
- These limits are in place to avoid delays, we process files in the order received and want to ensure everyone's requests are being processed in a timely manner.

Bulk Data Quality Requests

- Bulk data quality requests can be completed for corrections, legal changes and merges.
- These requests must be sent via TIBCO® in the file naming conventions and formats outlined in the documentation.
- For staff who do not have TIBCO® access readily available, ShareFile transfers can be completed as needed but require prior communication with the team so it can be setup.

Merge Request

Occurs when one individual's records have been assigned multiple FLEIDs and after review by the Local Education Agency (LEA) are deemed the same.



Send

To

FLEIDProject@fldoe.org

Cc

Copy all contributors associated with the FLEIDs.

Subject

FLEID Merge Request

- ☐ Include both FLEIDs to be merged.
- ☐ The e-mail must show consensus from all parties (colleges/districts) tied to the FLEIDs.
- ☐ If a correction is needed, please indicate what needs to be updated and which FLEID has the correct information.

Please keep in mind:

- The earliest FLEID will remain active and the duplicate FLEID will be retired.

KEEP FLEID

FL0000012345

D01 John Doe
01/01/2001



RETIRE FLEID

FL0000054321

D02 John~~ny~~ Doe Jr.
01/~~10~~/2001



**Correction Required
Before Merging? Yes**

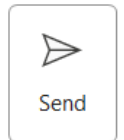
FL0000012345

D01 John Doe 01/01/2001
D02 John~~ny~~ Doe Jr. 01/~~10~~/2001



Split Request

Occurs when two individuals have been assigned one FLEID and after review by the LEA are deemed different people.



To

FLEIDProject@fldoe.org

Cc

Copy all contributors associated with the FLEIDs.

Subject

FLEID Split Request

- ☐ Include the FLEID with records requiring a split.
- ☐ Indicate the identifier that differentiates the students or staff.

Please keep in mind:

- The first individual assigned the FLEID will keep the FLEID.
- The second individual assigned will be removed from the FLEID.
- Once removed, the second district must re-submit the record.
- A new FLEID will be generated for the second individual.
- Impact must be determined locally before submitting a split request.

FL0000012345

D13 Blake Smith 03/03/2016

D42 Blake Smith 03/03/2016



KEEP FLEID

FL0000012345

D13 Blake Smith

03/03/2016



NEW FLEID

FL0000024680

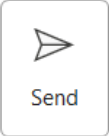
D42 Blake Smith

03/03/2016



Retirement Request

Occurs when FLEIDs are created in error or records have been found with substantial issues and must be subsequently removed.



To

Cc

FLEIDProject@fldoe.org

Subject

FLEID Retirement Request

- ☐ Include the FLEID(s) to be retired.
- ☐ Indicate if retiring the FLEID - District created new FLEID in error.
- ☐ Indicate if retiring the Record - District's record assigned to another FLEID in error.

Please keep in mind:

- The FLEID will be permanently removed from the vault and will no longer be active.
- The FLEID will not be retired if multiple contributors are assigned to that FLEID.
- Impact must be determined locally before submitting a retirement request.

RETIRE FLEID

FL000000224456

D17 **Test Record**

02/01/**1901**



NO LONGER ACTIVE

FL00000224456

D17 **Test Record**

02/01/**1901**



Corrections Request

Occurs when a district, college or source submits a record and determines there is an error in the identifiers, first name, last name, middle name/initial, appendage, date of birth, birthplace or demographics and would like it updated in the vault.



To

FLEIDProject@fldoe.org

Cc

Subject

FLEID Correction Request (#)

- ☐ Email Request #1: Include the FLEID number.
- ☐ Email Request #2: Include only the information that needs to be corrected.
- ☐ Send the information in separate email requests as the information together is considered PII.

FL0000032325

D15 **Cris** Lawson
03/18/2010



Correction Required?
Yes

FL0000032325

D01 Cris Lawson 05/25/2005
D01 Chrissy **Lawson** 05/25/2005



Legal Change Request

Occurs when a district or college has received legal changes for students or staff. Examples include adoption, marriage, etc.



Send

To

FLEIDProject@fldoe.org

Cc

Subject

FLEID Legal Change Request (#)

- ☐ Email Request #1: Include the FLEID number.
- ☐ Email Request #2: Include only the information that needs to be corrected.
- ☐ Send the information in separate email requests as the information together is considered PII.

FL0000032325

D01 Jane Dean
05/25/2005



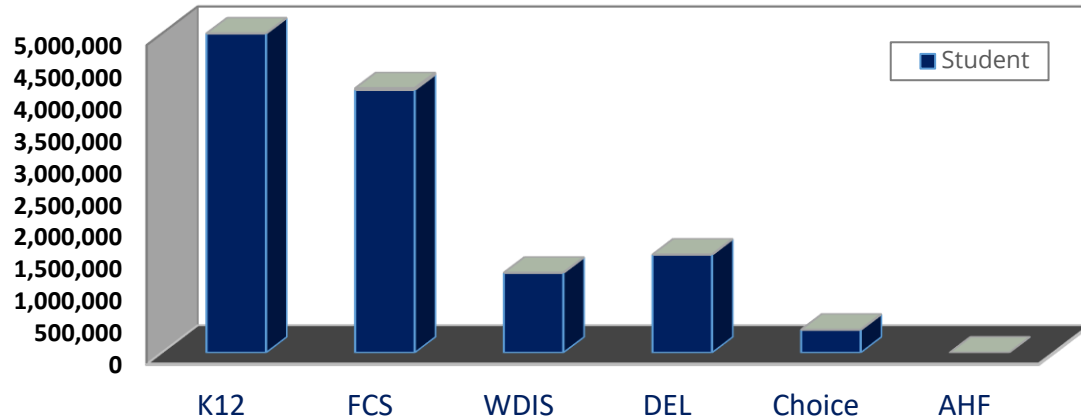
**Legal Change
Required? Yes**

FL0000032325

D01 Jane Dean 05/25/2005
D01 Jane **Cruise** 05/25/2005

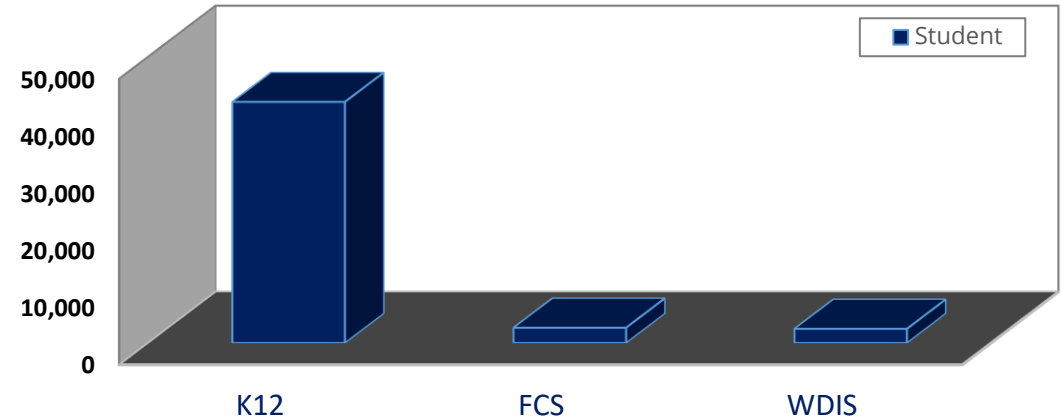


Assignment



Source	Total FLEID's	Student %	Staff %
District Public Schools	7,319,524	95%	5%
Florida College System	4,143,900	99%	1%
Workforce Development Info System	1,251,726	100%	0%
Division of Early Learning	1,536,923	100%	0%
School Choice Office	359,496	100%	0%
Ahfachkee Schools	416	100%	0%
Total Count of FLEID's Statewide	14,611,985		

Data Quality



Source	Total Participants	Files Processed			
		Total	Corrections	Legal Changes	Records Processed
District Public Schools	32	1,338	791	547	42,610
Florida College System	10	47	35	12	3,045
Workforce Development Info System	6	34	20	14	2,467
Total Count of FLEID's Statewide	48	1,374	846	573	48,122

Celebrating 10 Years of FLEID!!!

As we hit 10 years since implementation of the FLEID, we would like to hear from you.



FDOE Lab Session

Come meet the FLEID team and check out future implementation plans and add your ideas, feedback or cleanup requests. Grab a balloon sticky and provide the following information:

- Name:
- District:
- Email Address:
- Idea:
- Issue:
- Feedback:

We will compile the information and will plan a future webinar dedicated to discussing the items provided.



FLEID Quiz Time

ASSIGNMENT	TIBCO® Transfers	Pre-Processing Edits	Assignment	Near Matches	Merge Errors	Auto Merge Process
PROCESSING	FLEID Vault	Contributors	Consensus	Golden/Best Record	PII	LEA
DATA QUALITY	Corrections	Legal Changes	Verifications	Retirements	Splits	Merges



Contact Us

FLEID Team
FLEIDProject@fldoe.org

Division of Technology & Innovation
Bureau of Technology, Planning & Management



FDOE Lab Sessions

Please come meet us in the FDOE Lab Sessions!

We are available to answer questions and provide assistance.





www.FLDOE.org