



Florida Association of Management Information Systems (FAMIS)

Summer Database Conference June 2026



Student and Staff Database Collection - Advanced Session

Presented by: Pedro Moureu

Agenda

- Housekeeping
- Introduction
- Key Concepts
- Annual Database Rollover
 - 2026-27 Changes
- Data Quality Topics
- Survey Reopening
- Questions
- Contact Us



Housekeeping



❖ FAMIS Sessions

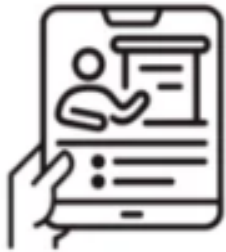
- Handouts are available online.
- Meet us at the Florida Department of Education (FDOE) Lab:
 - FDOE Lab appointment times.
 - Contact List Verifications.
 - Comprehensive Management Information System (CMIS) User Access Information.



❖ Presentation Parameters

We can assist with the following:

- Database Collection
- Database Formats
- Data Quality
- Legislation
- Reporting



❖ FAMIS Survey Feedback

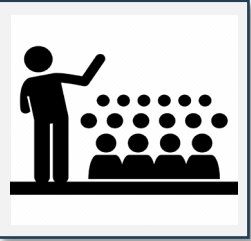
- Provide helpful/constructive feedback.
- Provide the presenter's name in the feedback.
- We would like to hear from all presentation attendees.



❖ Contact List Updates

- Reminder: send contact updates to AskEIAS@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 provide a more advanced overview of Student and Staff data collection, data quality, processing and reporting. This is a great opportunity to discuss advanced topics related to the Student/Staff data collection process. The session can also serve as a refresher course to existing staff.



General Session Information:

CMIS is a statewide, standardized data system managed by the FDOE. It serves as the backbone for collecting, managing and reporting data across Pre-Kindergarten through twelfth grade schools. Today, we will explore processing, legislation, key terminology, helpful tips and data quality considerations to ensure compliance with state reporting requirements.



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 FDOE lab room.

Introductory Cheat Sheet

Student & Staff Data Collection Overview

Florida Statutes: Section 1008.385(1)(a)
CMIS



The Commissioner of Education is responsible for all planning functions for the department, including collection, analysis and interpretation of all data, information, test results, evaluations and other indicators that are used to formulate policy, identify areas of concern and need and serve as the basis for short-range and long-range planning. Such planning shall include assembling data, conducting appropriate studies and surveys and sponsoring research and development activities designed to provide information about educational needs and the effect of alternative educational practices.

<https://www.flhouse.gov/Statutes/2024/1008.385/>



Communication

Student/Staff Database Reporting Inquiries

- Ensure e-mails are sent to AskEIAS@fldoe.org.
- Refrain from sending direct emails to agents.
- The appropriate agent will respond and follow-up.
- Do not send or share Personally Identifiable Information (PII) in emails or phone calls.
- We will request additional information as needed.
- Allow 1-3 business days for request follow-up.

DigitalLearning@fldoe.org

- For questions regarding mainframe access and DB2 account creation and updates.

MSID@fldoe.org

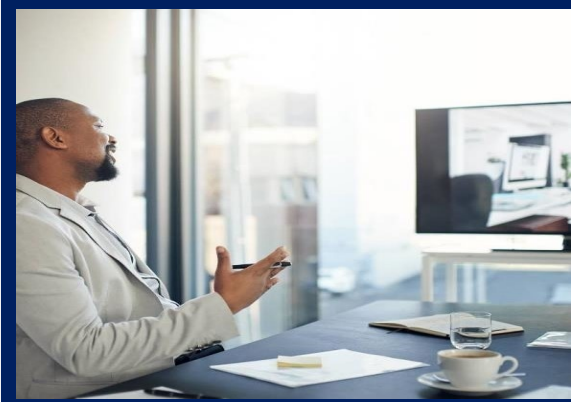
- For questions regarding PK-12 Master School Identification (MSID) application and table.

DQ2@fldoe.org

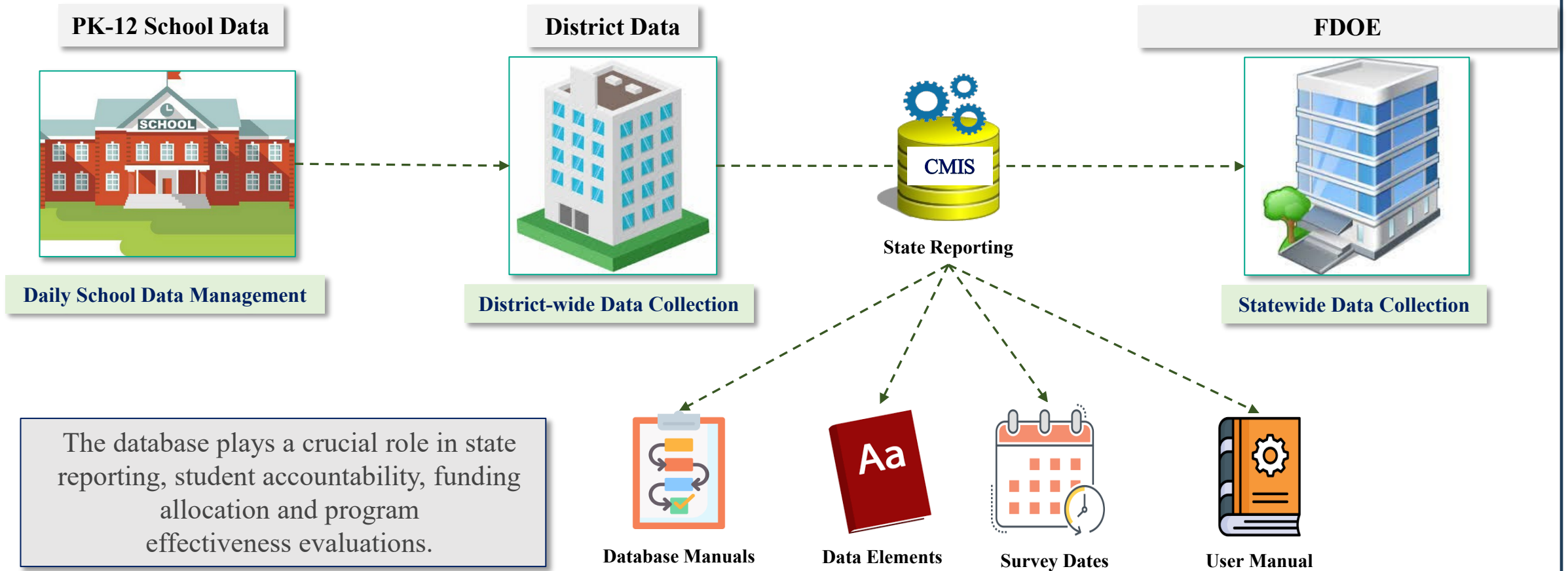
- For questions regarding PK-12 preliminary processing.

StaffData@fldoe.org

- For questions regarding Staff data collection.



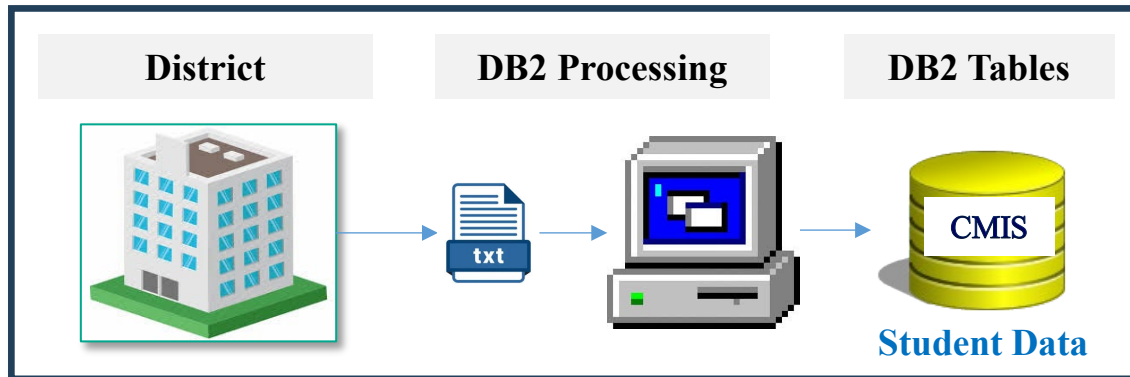
Processing Overview



Database Collection

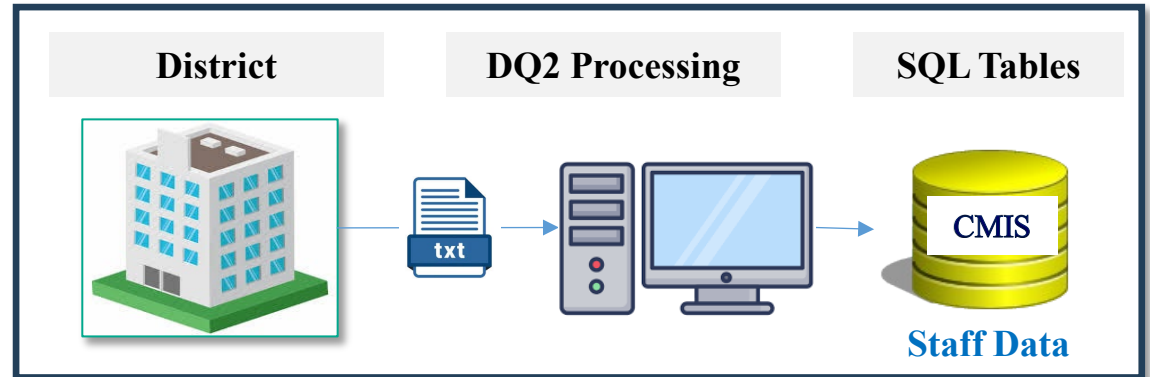
Collection and management of student and staff information in Florida's PK-12 education system for efficient tracking and organization. The system is maintained by FDOE to enforce data integrity and compliance. It facilitates data sharing across school districts, allowing for real-time monitoring and informed decision-making. Student data is collected on the mainframe and staff data via the Data Quality 2 (DQ2) application.

Student Collection (Mainframe)



New: Transitioning from Mainframe to DQ2 Application

Staff Collection (DQ2 Application)



New: Student DQ2 Piloting Upcoming

Student Data (Mainframe)

DigitalLearning@fldoe.org

Requires:

- OKTA Multi-factor authentication (MFA)
- CMIS User Access Form



Login Steps:

- 1) OKTA Verify MFA approval.
- 2) Select Northwest Regional Data Center (NWRDC) z/MFA to proceed.
- 3) Enter NWRDC ID and FDOE password.
- 4) Authenticate via OKTA Verify code or push notification.
- 5) Copy the **Authentication Token** & log into NWRDC.
- 6) Visit Lashanda in the FDOE Lab for more information.

Staff Data (DQ2)

Single Sign-On Support (SSO) 

Requires:

- SSO Access



Login Steps:

- 1) Access to DQ2 User Interface (UI) requires logging in using the SSO portal. Districts should contact their district's SSO administrator for access.
- 2) User access and roles (i.e., User, K-12, Staff, Delete File) for accessing staff data are managed at the district level by the district's SSO administrator.
- 3) Additional roles such as Delete User and Student User are also assigned by the district's SSO administrator as needed.
- 4) Check out the DQ2 Session for more information.

Mainframe (DB2)

Student Information Database is stored at NWRDC.

School districts transfer data to and retrieve data from NWRDC using File Transfer Protocol (FTP).

Data residing at NWRDC is stored in datasets with specific naming conventions.

NWRDC houses supplemental files like the Master School ID File and Course Code Directory, which are used for Reject Rules and Validation/Exception.

DQ2 Application

DQ2 System: A web-based application facilitating data submission, validation and corrections.

DQ2 Preflight (Sand Box): Allows districts to prepare and check *Student and Staff* data quality in advance of official survey processing.

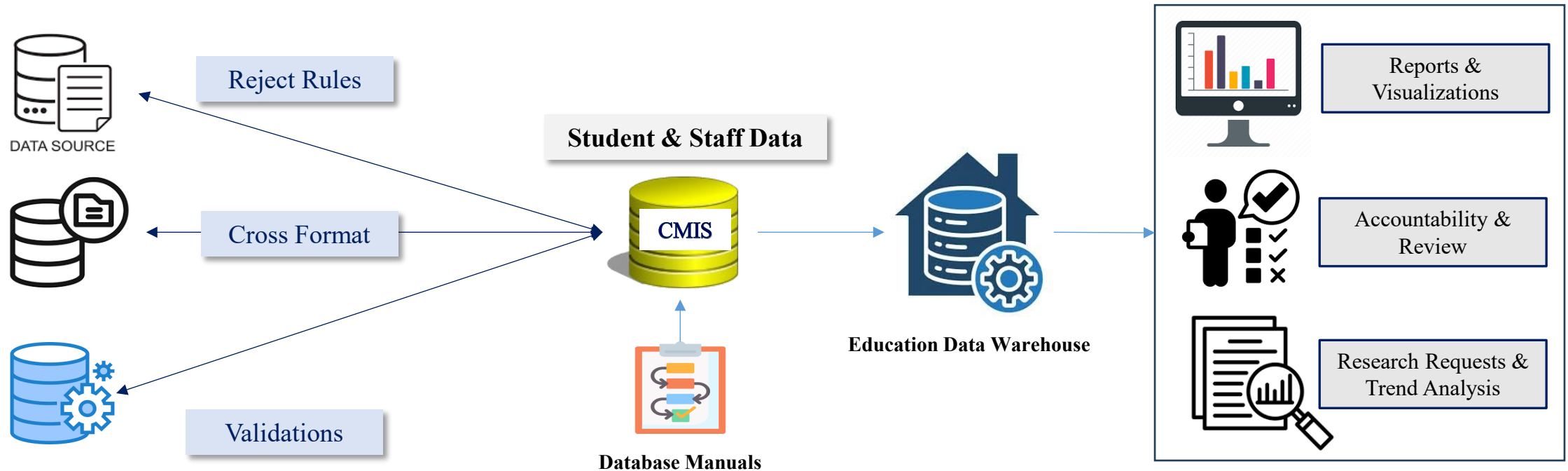
Data residing in Preflight is not used for official reporting.

DQ2 Production System is used during the official survey windows, and its *WDIS & Staff* data is used for official reporting.

Key Concepts

Key processing components:

The accuracy of data elements is critical because after the close of the state processing window, the reported formats are used to fill data requests and create data publications. Historical changes to data elements are documented to track policy updates and modifications to reporting requirements over time.



Database Manuals

PK-12 Database Manuals



General Information/Updates

- Database Manual Updates
- User Manual
- Technical Assistance Documents

Current Year Database Information

- yyyy-YY Student Information
- yyyy-YY Staff Information
- yyyy-YY Survey Dates Information

Prior Year Database Information

- yyyy-YY Student Information
- yyyy-YY Staff Information
- yyyy-YY Survey Dates Information
- Archives

DATA SYSTEMS



[Home](#) | [Accountability](#) | [Data Systems](#) | [PK-12 Database Manuals](#)

Class Size Reduction Amendment

Data Publications & Reports

Database Manuals

EIS Newsletters

Florida Association of MIS Summer Conference

Florida Public Schools File

Moving to Florida

PK-12 Education Information Services

Superintendent and School District Contact Information

PK-12 DATABASE MANUALS

- [Database Manual Update](#)
- [User Manual](#)
- [2025-26 Student Information System](#)
- [2025-26 Staff Information System](#)
- [2025-26 Survey Dates](#) (PDF)
- [2024-25 Student Information System](#)
- [2024-25 Staff Information System](#)
- [2024-25 Survey Dates](#) (PDF)
- [Technical Assistance Documents](#)
- [Archives](#)

Related Links

- [Attendance Recordkeeping Handbook](#) (PDF)
- [Florida Automated System for Transferring Educational Records \(FASTER\)](#)
- [WDIS and Secondary Vocational Database Handbooks](#)



2026-27 Rollover



LET'S REVIEW UPCOMING 2026-27
ACTIVITIES



Reflecting on 2026-27

Reflecting on our accomplishments:

This year our teams worked diligently to complete the following refinements.



**Continued FAMIS &
FDOE Monthly Data
Meetings**

**Piloting of DQ2 for
Student Data Collection**

**Increased Mailbox
Responsiveness**

**Reduced Frequency of
Current Year DB
Changes**

**Increased Program Area
Feedback for District
Inquiries**

**Applied District
Feedback to
Documentation and
Processes**

2026-27 Database Rollover

Database Maintenance

The annual rollover reviews for updates to data elements, formats, business rules and database documentation for the upcoming academic year.

- Changes stem from legislative changes, leadership initiatives, FDOE program area offices, district feedback and data quality reviews.
- Proposed changes to data elements, edits, formats and appendices are submitted officially, reviewed and implemented systematically.
- Districts are provided these updates ahead of time for their feedback. This gives time to review the proposed updates prior to updating their specific reporting systems.
- Online Database Manuals databases are updated to reflect these changes, ensuring that the latest requirements are made available.

Changes & Updates



Disclaimers

Session Reminders:

- Some bills have not been signed by the Governor.
- Bills may have varying effective dates.
- Most are effective July 1, 2026, if signed, but there can be other important dates within the bill that start or stop a provision. This may impact implementation timeframes.
- Data Element, Format and Edit changes are tentative. The information provided is subject to change.

Changes reflected are based on changes to legislative policy, law, rules, bills, language, etc. Program offices may also request text clarifications and updates as required. Changes are reviewed by our Data Governance Counsel.





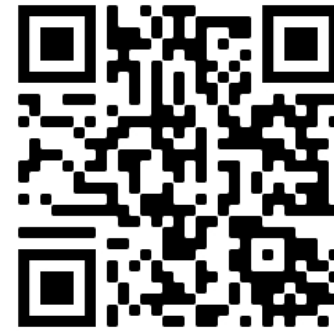
Upcoming Changes



LET'S REVIEW NEW
DATABASE ELEMENTS & UPDATES



Grab your cellphone or reference the handouts available.



**Student Database
Changes**

**Staff Database
Changes**



2026-27 Database Rollover

Data Element Updates

108125 Certificate of Completion, Type	Data Element Deleted	WDIS
108025 Certificate of Completion, Date	Data Element Deleted	WDIS
197288 Adult General Education Online Course Delivery Indicator	Data Element Deleted	WDIS
Adult General Education Course Modality	New Data Element	WDIS Teacher Course
Workplace Safety Badge	New Data Element	Student End of Year Status
Self-Advocacy and Career Planning Badge	New Data Element	Student End of Year Status
Job Attainment Skills Badge	New Data Element	Student End of Year Status
Employability Skills and Resiliency in the Workplace Badge	New Data Element	Student End of Year Status

2026-27 Database Rollover

Data Element Updates

217385 Additional Compensation Type	New code added	Staff Additional Compensation
217415 Additional Compensation Type-Value	New code added	Staff Fiscal Year Salaries
District Number, Current Enrollment	District number range reference update	Student Database
District Number, Current Instruction/Service	District number range reference update	Student Database
District Number, Where Tested	District number range reference update	Local Accountability
District Number, Where Incident Occurred	District number range reference update	Student Discipline/Resultant Action
District Number, Where Credit Earned	District number range reference update	Student Course Transcript Information
District Number, Where Discipline/Resultant Action Occurred	District number range reference update	Local Accountability/FASTER

2026-27 Database Rollover

Data Element Updates

101325 Adult Fee Status	Deleted code 'H' and associated note	WDIS
101742 Adult Test Form	Code deletions	WDIS
101759 Adult Test Level	Code deletions	WDIS
101776 Adult Test Name	Code deletions and note review	WDIS
185125 Program Completer	Definition updates on codes and data element	WDIS
101793 Adult Test Score	Scores removed	WDIS
100125 Additional School Year Student	Definition update	Student Demographic
109625 Course, State Subject Area Requirements	Code definition update; notes update.	Student Course Transcript Information
109675 Course Substituted, State Subject Area Requirements	Code definition update; notes update.	Student Course Transcript Information

2026-27 Database Rollover

Format Updates

Student End of Year Status	Workplace Safety Badge	New data element
Student End of Year Status	Self-Advocacy and Career Planning Badge	New data element
Student End of Year Status	Job Attainment Skills Badge	New data element
Student End of Year Status	Employability Skills and Resiliency in the Workplace Badge	New data element
WDIS Teacher Course Format	Adult General Education Course Modality	New data element
WDIS Adult General Education Student Course	Adult General Education, Online Course Delivery Indicator	Deleted data element

2026-27 Database Rollover

Edit Updates

Student Demographic	Update to edits 15, 38, 41.	Date range update to comply with data element & policy requirements
Student Demographic	Update to edits 68, 69.	Cleanup of Exception matches against the Prior School Status/Student Attendance format
Student Course Schedule	Update to edit 54, 66.	New VIP providers & language updates
Dropout Prevention Program Data	Update to edit 6.	Date range update to comply with data element & policy requirements
Student End of Year Status	Update to edit 3Y.	New VIP providers
Student End of Year Status	New validation 4P, 4R New rejects 2A, 2B, 2C, 2D	New Validation & Reject rules for new Workplace Badges data elements

2026-27 Database Rollover

Edit Updates

Industry Certification	Update to edits 10, 13.	Grade level updates to rules
Prior School Status/Student Attendance	Update to edit 36.	Code updates
Exceptional Student	Update to edit 39.	Age and survey date updates to rule
Student Course Transcript Information	Update to edits 84, 85.	Course number updates
Staff Fiscal Year Salaries	Update to edit 13	Code 8 added
Staff Additional Compensation	Update to edit 5	Code 8 added

There are additional updates to individual edits that reference District Numbers across all business rule documents in both the Student and Staff databases. The edits now reference Staff Appendix B and Student Appendix C.

2026-27 Database Rollover

Appendices

Appendix B – District Name Table	Staff Database	Added new fields and new school districts
Appendix C – District Name Table	Student Database	Added new fields and new school districts
Appendix EE – Vaccine Status and Date	Student Database	Code P Definition update
Appendix I – Test Name Table	Student Database	Code updates
Appendix L – Test Subject Content Codes	Student Database	Code updates
Appendix O – Apprenticeship Sponsor Codes	Student Database	Code updates



Database Edits



UNDERSTANDING COMPLEX DATABASE EDITS

Understanding Database Edits

What is a Business Rule (Edit)?

Edits are automated validation rules applied during state processing to ensure data integrity. They verify that submitted records conform to required business logic. Edits fall into two categories:

- **Reject Rules** — Records that fail are rejected outright and must be corrected and resubmitted.
- **Validation Rules** — Errors are flagged on reports, but records are still loaded to the database.

Every edit document follows a structure. Parsing this structure will allow you to understand rejects and validation:

- **Edit Number** — Unique identifier. Numbers encode the format type.
- **Conditional Logic (IF/THEN)** — The rule: “If [condition], then [expected value].” When condition is true, but value fails → rejection.
- **Example Records** — Pass/fail sample records showing which field values trigger the edit.
- **Corrective Action** — What the district must do: verify data, correct the field(s) and resubmit.
- **Cross-Format References** — Some edits validate across multiple formats (e.g., Student Demographic + Student End of Year Status).

Edit explained: SEOY Validation 4M

1. Edit type

Reject rule

- Record is blocked from loading to the database.
- District must correct the field(s) and resubmit before the record counts in any report.
- Must resolve before survey close.

Validation rule

- Record loads to the database successfully.
- Error is flagged on the DQ/validation report — district should investigate and resubmit.
- Edit 4M is a validation rule — the student record loads but a flag appears until corrected.

2. Conditional logic (IF/THEN): the edit rule structure

IF

- Grade Level = 3
- AND student exists on FDOE's Level 1 FAST PM3 reference table (*matched on District Number + Enrollment + FLEID*)

THEN

- **Grade Promotion Status must be one of:**
 - A - Good cause exemption (or prior 3rd grade retention)
 - N - Not yet promoted / not yet retained
 - R - Retained

Note: The IF condition arms the rule. If the student is NOT on Grade 3 Level 1 table, this edit never appears — regardless of what Grade Promotion Status contains.

Edit explained: SEOY Validation 4M

3. Example records: which values pass or fail?

Result	FLEID	Grade Promotion Status	Outcome / reason
PASS	FL123456780000	= A (good cause exemption)	Student is on Level 1 table; A is an allowed value
PASS	FL423456780000	= R (retained)	Student is on Level 1 table; R is an allowed value
FAIL	FL223456780000	= P (promoted)	Student is on Level 1 table but coded P — not an allowed value

Note: Survey 5 examples. Level 1 table refreshes during summer — initial errors may self-clear after the table update. Refresh the reference table before correcting records.

4. How to clear this edit

1 Verify

Confirm whether the student is on FDOE's Level 1 FAST PM3 reference table for this survey year. Check District Number, Enrollment and FLEID match.

2 Correct

Update Grade Promotion Status to A, N or R per s. 1008.25, F.S. Do not use P for a student on the Level 1 table unless a status change is confirmed.

3 Resubmit

Reload the corrected record. The validation flag clears once the new value passes the IF/THEN check. Verify on the next DQ report run.

Cross-format reference: This edit validates district-submitted SEOY data against a state-held FAST assessment table — the district's record is checked against a reference table, not just internal logic.

Reporting & Analysis



EXAMINING REPORTING & DATA QUALITY

Reporting – Days in Term Collection

WHO REPORTS

- Districts reporting < 180 days on the district school calendar
- Districts previously at 180 days whose count dropped due to closures (hurricane, cold weather)

WHEN (SCOPE)

- Surveys 2 & 3 only (Surveys 1 & 4 / summer terms excluded)
- Submit before Survey 2 opens / DQ2 Preflight (mid-September)
- Deadline for responses: August 28, 2026

WHAT TO SUBMIT

- Sem. 1 (Survey 2) and Sem. 2 (Survey 3) days transported
- Updates required if closures reduce days mid-year
- Districts at ≥ 180 days are NOT listed on F71497

EDIT #22 – REJECT RULE

Edit #22 (Surveys 2 & 3): If a district appears on the F71497 reference table, Days in Term reported in Student Transportation must not exceed the days on that table. Match: Year + District Number + Current Enrollment. Record rejected on mismatch.

Timeline

Late Aug 2025

EIS emails affected districts

First week of September

Follow-up with non-responders

Mid-Sept 2025

DQ2 Preflight opens

Reminders

Student

- Grade Promotion Status
 - Worked with districts to review data
 - Implemented a new Data Quality Report
 - Reviewed and Revised Code Z on the data element for quality reporting

Staff

- Non-Matches Report
- Salary/Payroll Related Data Elements
 - *Updated definition or comments on data elements for further explanation*

Overall Data Quality

- Timeliness Reporting
- Communicating and Sharing Reports with Charter Schools
- Inadvertently swapped codes on submission
- Membership Data



Data Quality



Database Data Quality

Standardized Formats:

Require consistent data structure & elements across districts, enabling automated checks.

Rigorous Automated Edits:

Apply multi-level FDOE business rules (Reject, State Validation, Exception, Aggregate) to detect errors systematically.

Error Reporting & Correction Cycle:

- System generates detailed error reports/files upon submission.
- Districts review reports, correct data locally and resubmit fixes.

District Responsibilities

- Districts are key for accurate local data entry and review.
- Utilize FDOE provided tools (local edits, Preflight system, definitions) for proactive checks.
- Security and Access Control: Restrict data access to authorized users, maintaining integrity and confidentiality.
- Multi-Layered Approach: Combines formats, edits, correction processes, district tools and security.
- Focus: Ensures accurate data crucial for funding, state/federal reporting and analysis.

Upcoming Efforts

Upcoming Initiatives

- Mainframe feasibility study, review of recommendations.
- MSID requirements for a new application (also part of mainframe feasibility study).
- Implement MSID Point of Contact (POC) meetings.
- Additional trend analysis on Data Quality reports.
- Bi-Annual District contact lists review – On-going.
- Continue to provide data quality reports to program areas to assist in their analysis.
- Continued participation on monthly FAMIS Webinars.
- Continued increase of response time for inquiries.
- Introducing data visualizations & dashboards.
- DQ2 Application Piloting in collaboration with DQ Team.



Survey Re-Opening

Formal, written requests 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.

Survey Re-Opening

Reasons for Re-Opening

- ☐ District data quality review.
- ☐ District data reporting accuracy.
- ☐ Technical/system issues with district student information system.
- ☐ Other technical issues.

Hurricane/Disaster Reporting Guidance

If survey processing is impacted due to a hurricane or any other disaster, districts must wait for guidance to be provided by FDOE. Guidance may include a memo sent out to superintendents via email providing the next steps. FDOE leadership teams must assess statewide impact and monitor district feedback as local assessments are completed. Requests for survey extensions or changes related to the survey must be reviewed on a case-by-case basis. Therefore, responses and follow up will be provided as information becomes available. The Bureau of PK-12 Education Information Services (EIS) will also send the memos (provided to superintendents) to local MIS staff.

District MIS Tasks:

- | | |
|--|--|
| 1) Communicate with school staff | – communicate data related requirements and due dates. |
| 2) Communicate with district staff | – communicate data related requirements and due dates. |
| 3) Communicate with Student Information System (SIS) vendors | – communicate required systems changes and due dates. |
| 4) Implement system changes (if applicable) | – modify processes based on changes communicated. |
| 5) Validate changes to systems/processes | – ensure changes to systems are validated. |
| 6) Make data submission decisions | – determine how to handle local reporting scenarios. |

This is general guidance as each hurricane/disaster is handled and assessed independently.



Hurricane/Disaster Reporting Guidance



Survey Processing

Survey Change Requests:

- Survey Week Extensions
- Survey Due Date Extensions
- Survey Deadline Extensions
- Alternate Survey

Database Reporting Assistance:

- Standard Reporting Formats
- Class Size
- Survey R Submission
- School District Calendars
- Less than 180 Days Reference File
- Student Placement Date (Edit)
- English Language Learners (ELL)
Classification Date (Edit)

Funding Impact

Full-Time Equivalent (FTE) Guidance and Impact:

- FTE
- Attendance
- Membership/Enrollment
- Date Certain
- Transportation

FTE Common Inquiries:

- Standard Attendance Window
- Alternative Attendance Window
- Attendance Window Selection
- Date Certain
- Transportation & Ridership Inquiries

Contact Us

EIS Team

AskEIAS@fldoe.org

Division of Technology & Innovation
Bureau of PK-12 Education Information Services (EIS)



FDOE Lab Sessions

Please come meet us in the FDOE Lab Sessions!

We are available to answer questions and provide assistance.





www.FLDOE.org