



Florida Association of Management Information Systems (FAMIS)

Summer Database Conference June 2026



Student and Staff Database Collection – Introductory Session

Presented by: Pedro Moureu

Agenda

- Housekeeping
- Introduction
- Process Overview
 - Database Collection
 - Reporting
 - Data Quality
- Survey Reopening
- Contact Us
- Questions



Housekeeping



❖ FAMIS Sessions

- There is an advanced session.
- Handouts are available online.
- Meet us at the Florida Department of Education (FDOE) Lab:
 - FDOE Lab appointment times
 - Contact List Verifications
 - User Access Information



❖ Presentation Parameters

We can assist with the following:

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



❖ FAMIS Survey Feedback

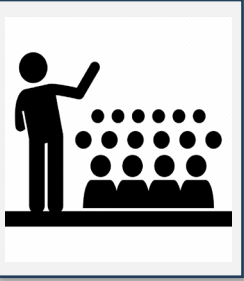
- Provide helpful/constructive feedback.
- Provide the presenter's name in the feedback.
- We would like to hear from all presentation attendees.



❖ Contact List Updates

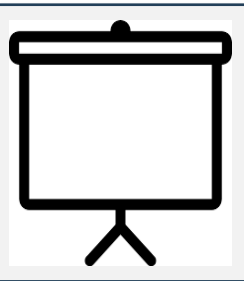
- Reminder: send contact updates to AskEIAS@fldoe.org.
- The current contact lists are available in the FDOE lab room to validate your contact information.

Introduction



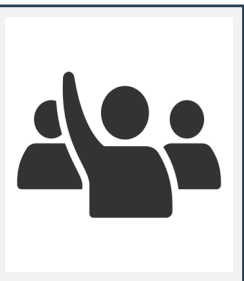
Session Audience:

This session is intended to introduce attendees to Student and Staff data collection, data quality, processing and reporting. This is a great opportunity for new users to review basic and introductory information related to the Student/Staff data collection process. The session can also serve as a refresher course to existing staff. We will not discuss advanced topics in this session. Join us in the advanced session to discuss changes, complex scenarios and legislative updates.



General Session Information:

Florida's Comprehensive Management Information System (CMIS) is a statewide, standardized data system managed by the FDOE. It serves as the backbone for collecting, managing and reporting data across PK-12 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)

Comprehensive Management Information System



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/>

Introductory Cheat Sheet

State Board Rule: 6A-1.0014 Florida Administrative Code (F.A.C) Comprehensive Management Information System

- (1) Each school district and the department shall develop and implement an automated information system component which shall be part of, and compatible with, the statewide comprehensive management information system. Each information system component shall contain automated student, staff and finance information systems and shall include procedures for the security, privacy, and retention of automated records. <https://www.flrules.org/gateway/ruleNo.asp?ID=6A-1.0014>



Outlines the rule parameters & guidelines.



Includes security & privacy expectations.



Provides references to documentation.



Clarifies process, procedures and timelines.



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

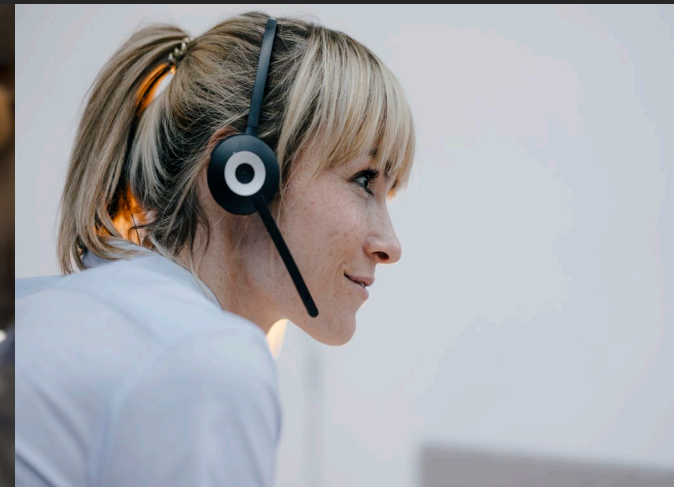
- For questions regarding PK-12 Master School Identification (MSID) application and table.

FTE-CS@fldoe.org

- For questions regarding Full-Time Equivalent (FTE) and Class Size.

DQ2@fldoe.org

- For questions regarding PK-12 preliminary processing.





Student/Staff Processing

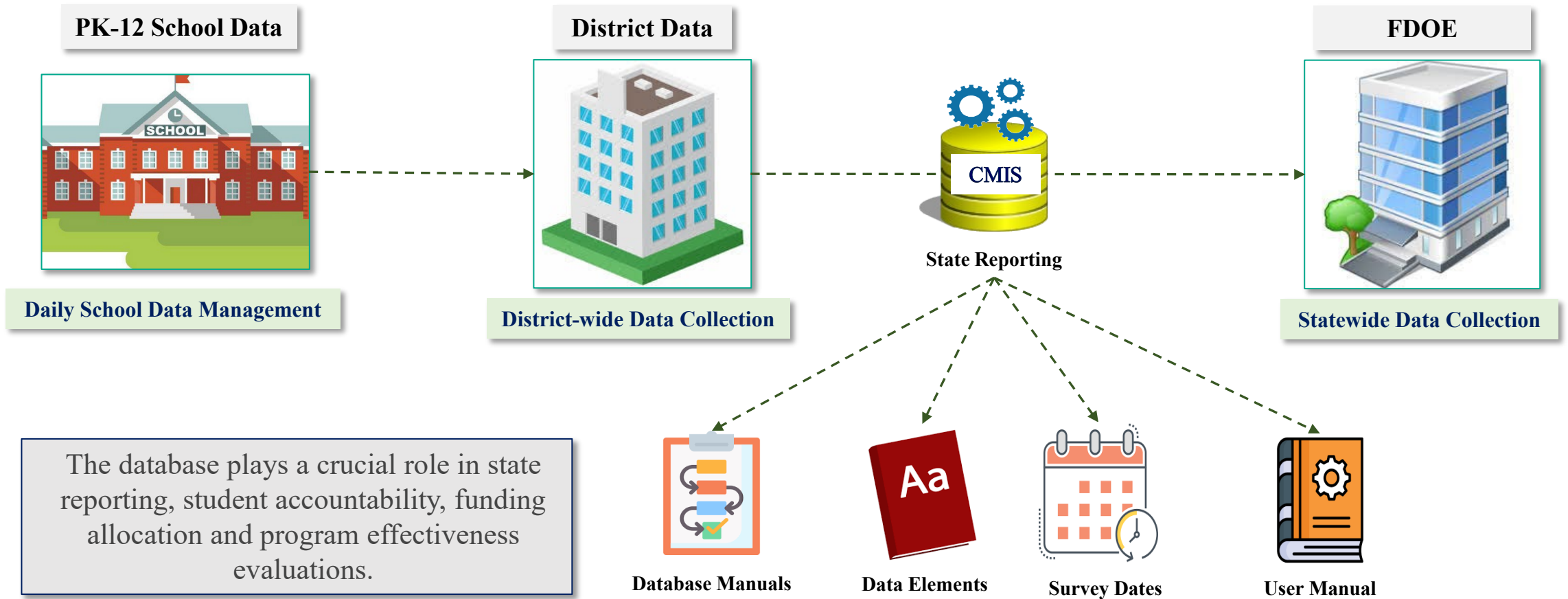


**LET'S WALK THROUGH THE
PROCESS**

Terminology

PROCESSING	CMIS	Survey Period Code	School Year	Data Element	Format	Record
DATA QUALITY	Business Rules/Edits	Preflight	Data Quality Reports	“O” Files	“D” Files	DQ2
REPORTING	Appendices	Validation Reports	Exception Reports	User Manual	Checklists	Membership & Attendance

Processing Overview

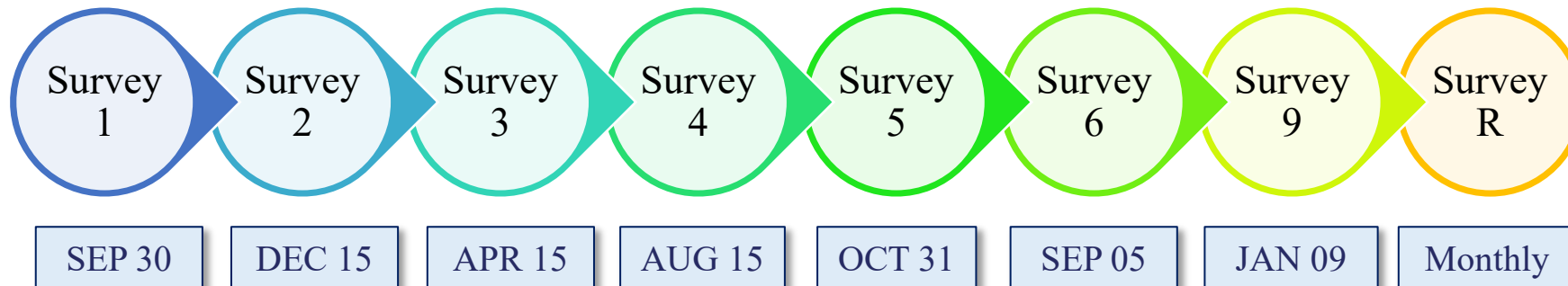


Survey Dates

Survey

The survey collection is made up of one or more reporting formats transmitted to FDOE at specified time periods throughout the year. Each reporting format consists of several data elements defined in the database manuals.

Student & Staff Survey (Month/Year Final Due Date)



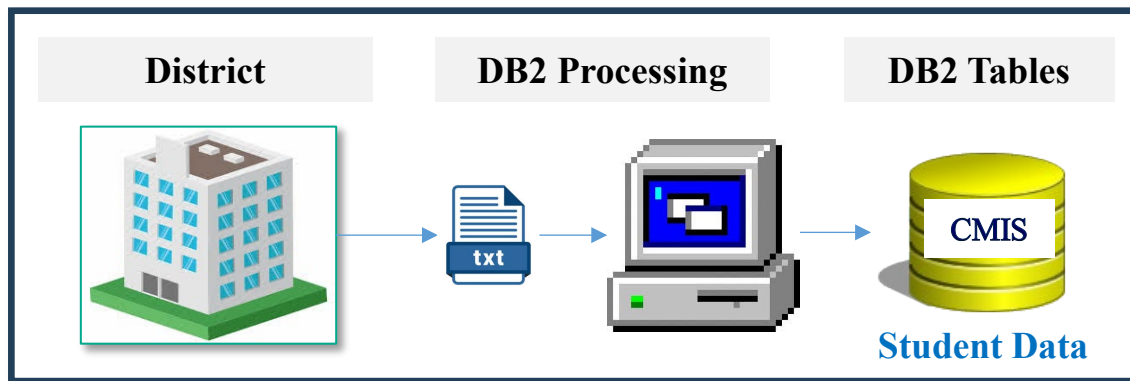
[PK-12 Database Manuals](#) – Survey Dates

Database Collection

Database Collection

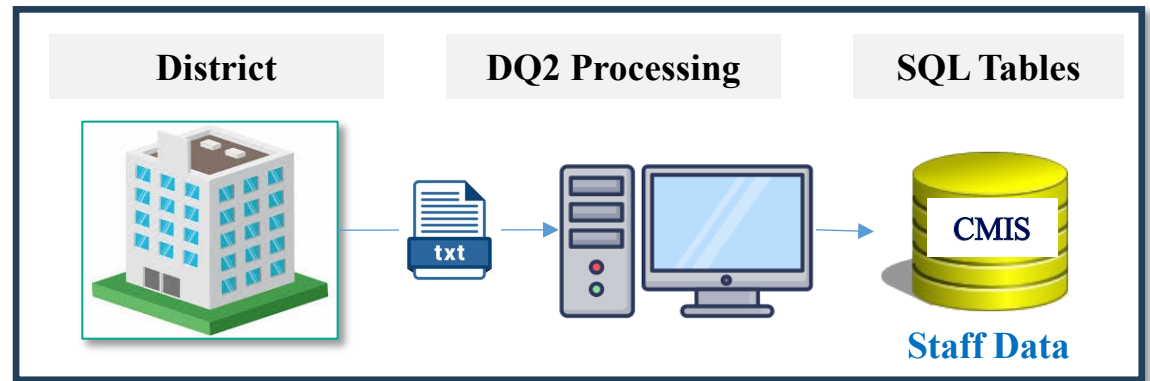
Collection and management of student and staff information in Florida's PK-12 education system, for efficient tracking and organization. The system is maintained by the FDOE to enforce data integrity and compliance. It facilitates data sharing across school districts, allowing for real-time monitoring 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

Database Collection

Mainframe (DB2)

Student Information Database is stored at Northwest Regional Data Center (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 MSID 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.

Database Access

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 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.

Processing Files

Mainframe “O” Files



O-Files contain all the district data that has been loaded to the database so far for a particular year, survey and format.



Any record loaded to the database passed all reject errors. The layout of an O-File is identical to the layout of the format files the district send to FDOE for loading to the database.



The files will be found on the mainframe located at the NWRDC and begin with DPS##.GQ where ## is a placeholder for the District Number.



O-Files are available the next day after the district requests the file if day of request is a processing day. Otherwise, the files are generated over the weekend and available that Monday.

DQ2 “D” Files



D-Files are a batch of clean data that has been loaded into the database. Clean data means the records did not have any reject errors.



Any record loaded to the database passed all reject errors. The layout of the D-File is identical to the layout of the format files the district sent to FDOE for loading to the database.



The files will be found in the district's DQ2\OUT folder. Examples of the file naming convention below:
1) DPSdd.JU.FxxxxxD.Yyyys.txt.YYYYmmdd.HHmss
2) DPSdd.GU.FxxxxxD.Yyyys.txt.YYYYmmdd.HHmss
3) DPSdd.GQ.FxxxxxD.Yyyys.txt.YYYYmmdd.HHmss



D-Files for Student and Staff are generated the day after the district requests the file.

Database Access & Support

Access to the Student and Staff databases are restricted to authorized users only.

School districts can only access their own local data.

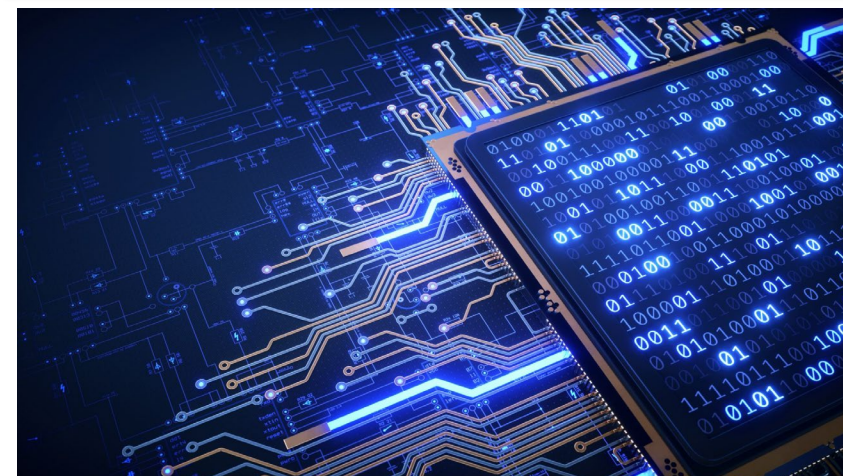
User access reviews are required annually to ensure existing access is up to date for each district.

Refrain from sharing passwords and reusing accounts after staff leave.

Student mainframe accounts expire after 90 days of inactivity and users are subsequently suspended.

For DQ2 system technical support, contact your district's helpdesk and refer to the SSO administrator.

For mainframe technical support, contact DigitalLearning@fldoe.org.



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](#)

Database Formats

Database Formats

Each format functions as a template for specific fields so that relevant data is captured in a standardized manner.

What are database formats?

- Predefined structures for reporting.
- Defines specific data elements and row/column layout.
- Categorized by data type.
- Typically mapped 1:1 to database tables.

How are and why are formats used?

- **Standardization:**
Ensures consistent reporting across districts.
- **Organization:**
Logically groups data elements and data structure.
- **Survey Alignment:**
Links data collected to specific survey needs.
- **Data Quality:**
Enables error checking & validation.



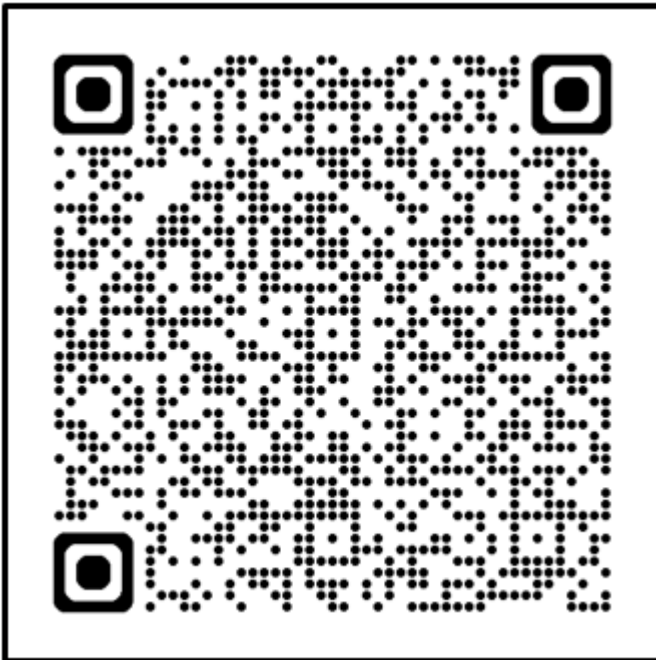
FORMAT

Database Formats

Database Formats

Each format functions as a template for specific fields so that relevant data is captured in a standardized manner. **See the example below for Student Demographic Information.**

01010987 32425 LAST NAME FIRST MIDDLE 000000M 01999XXXXX ZZ306ZAEN ENUS0820201610102010 00000000C ZZZ0000000001YNNNNY



Scan to access the
**Student Demographic
Format**



Database Formats

Format Reporting Schedule | Student Database

Each format is collected in a specified survey, see below for the information collected in each survey.

Student Reporting Formats	Survey 1	Survey 2	Survey 3	Survey 4	Survey 5	Survey 6	Survey 9	Survey R
Career and Technical Education Student Course	-	-	-	-	Y	-	-	-
Career and Technical Education Teacher Course	-	-	-	-	Y	-	-	-
Dropout Prevention Program Data	-	-	-	-	Y	-	-	-
English Language Learners	-	Y	Y	-	Y	-	-	-
Exceptional Student	Y	Y	Y	Y	Y	-	-	-
Federal/State Compensatory Project Evaluation	-	-	-	-	Y	-	-	-
Federal/State Indicator Status	-	Y	Y	-	Y	-	-	-
Industry Certification	-	-	-	-	Y	-	-	-
Prior School Status/Student Attendance	-	Y	Y	-	Y	-	-	-
School Environmental Safety Incident Report	-	Y	Y	-	Y	-	-	Y
Student Additional Funding	-	-	-	-	Y	-	-	-
Student Assessment	-	-	-	-	Y	-	-	-
Student Course Schedule	Y	Y	Y	Y	-	-	-	-
Student Course Transcript Information	-	-	-	-	Y	-	-	-
Student Demographic	Y	Y	Y	Y	Y	Y	Y	Y
Student Discipline/ Resultant Action	-	Y	Y	-	Y	-	-	Y
Student End of Year Status	-	-	-	-	Y	-	-	-
Teacher Course	Y	Y	Y	Y	-	-	-	-
Transportation	Y	Y	Y	Y	-	-	-	-



Database Formats

Format Reporting Schedule | Staff Database

Each format is collected in a specified survey, see below for the information collected in each survey.

Staff Reporting Formats	Survey 2	Survey 3	Survey 5	Survey M
Fiscal Year Benefits	-	-	Y	-
Fiscal Year Salaries	-	-	Y	-
Professional Development	-	-	Y	-
Staff Additional Compensation	Y	Y	-	-
Staff Additional Job Assignments	Y	Y	-	-
Staff Benefits	Y	Y	-	-
Staff Demographic	Y	Y	Y	-
Staff Emails	-	-	-	Y
Staff Experience	Y	Y	-	-
Staff Multidistrict Employee	Y	-	-	-
Staff Payroll Information	Y	Y	-	-



Business Rules (Edits)

Business Rules – Known as edits, guide school districts in the submission of their data to the FDOE. These rules ensure data is submitted correctly and logically.

Reporting Format

Each rule corresponds to a reporting format and describes potential errors that districts might encounter when submitting data that is incorrect or doesn't follow logical patterns.

Reject Rules

Type of business rule that immediately reject records if they contain invalid codes or violate certain relationships between Data Elements within the same record.

State Validation Rules

Checked after records are loaded and verify relationships between different records within the same format or across different formats.

Revisions

Changes to Data Elements within the database system often necessitate corresponding updates or changes to the existing business rules to maintain data integrity.

Business Rules (Edits)

How do business rules work?

- Automated FDOE checks applying predefined rules to submitted data.
- Validating individual fields, relationships both within or between records and aggregates.
- **Key Types:** Reject | State Validation | Exception | Aggregate

How do business rules impact data?

- **Validate:** Reject invalid data pre-load; validate critical relationships post-load.
- **Identify:** Flag suspicious or inconsistent data for review.
- **Correct:** Generate error reports to guide district fixes.
- **Result:** Maintain data integrity & accuracy for funding, reporting, etc.

ENGLISH LANGUAGE LEARNERS INFORMATION

REJECT RULES

1.

District Number, Current Instruction/Service must be numeric, in the range 01-68 or 71-75 or 80-83 and must be correct for the district submitting the data.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	Florida Education Identifier
01	FL123456789100
01	FL123456789200
*00	FL123456789300
*02	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the records.

Submission & Reports

Submission

1)

First submission of a reporting format is considered an initial submission.

2)

If the error rate of an initial submission is 20% or higher, no records are loaded and a new initial submission with all corrected records is required.

3)

If the error rate is less than 20%, the non-rejected records are loaded.

4)

Subsequent batch updates can be made to add (A), change (C) or delete (D) records.

Reports

1)

FLDOE automatically generates Processing Reports after each initial or batch submission, including:

*

Edit Listing: Explanation of reject rules and rejected records.

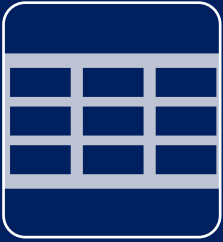
*

Records in Error: A copy of the records that failed the reject rules.

*

Duplicate Report (Initial Only): Lists records duplicated based on key fields.

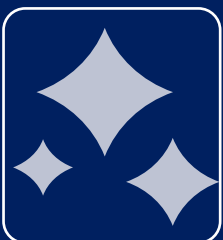
Appendices



Appendices are tables and reference files containing supplementary information.



Appendices are subject to annual updates to reflect changes in Data Elements, formats, business rules and state or federal reporting mandates.



Districts should regularly review the updated appendices to ensure they are using the most current information for data preparation and submission.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2024-25 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX L: TEST SUBJECT CONTENT CODES

Year	Test Code/Type	Test Name	Content Code	Test Subject Content	LISTEN-ING	SPEAK-ING	READ-ING	WRIT-ING	STAT	8 Character Subject Code	Grade/Note	Change	Date of Change
2425	AAE	Alternate ACCESS for	QT	Comprehension Proficiency Level	L		R			AAE CPLE	Grades: 1-12 students with disabilities	Valid for reporting	10.1.2024
2425	AAE	Alternate ACCESS for	QU	Overall Proficiency Level	L	S	R	W		AAE OPLE	Grades: 1-12 students with disabilities	Valid for reporting	10.1.2024
2425	AAE	Alternate ACCESS for	QV	Oral Language Scale Score	L	S				AAE OLSS	Grades: 1-12 students with disabilities	Valid for reporting	10.1.2024
2425	AAE	Alternate ACCESS for	QW	Literacy Scale Score			R	W		AAE LISS	Grades: 1-12 students with disabilities	Valid for reporting	10.1.2024

FLORIDA DEPARTMENT OF EDUCATION
Appendix FF: CAPE Act Career-Themed Courses and Industry Certifications
Registered with FLDOE for the 2024-25 School Year, as of March 10, 2025

Year	District Number	District Name	School Number	School Name	Course Number	Course Title	Dual Enrollment Course	Certification1
2425	01	ALACHUA	0121	HOWARD W. BISHOP MIDDLE SCHOOL	9009120	Information & Communications Technology ICT Essentials 2		ADOBE024
2425	01	ALACHUA	0121	HOWARD W. BISHOP MIDDLE SCHOOL	9009130	Information & Communications Technology ICT Essentials 3		ADOBE024
2425	01	ALACHUA	0151	GAINESVILLE HIGH SCHOOL	2001341	Environmental Science Honors		DUCKS001
2425	01	ALACHUA	0151	GAINESVILLE HIGH SCHOOL	8201210	Digital Media Multimedia Foundations 1		ADESK032



Reporting



**LET'S DIVE INTO REPORTING
AND DATA QUALITY**

Validation Reports

Validations Reports

- Checks relationships within or between different reporting formats after data loading. These reports are available on the mainframe and in DQ2.
- Edits may exclude data from final reports or cause fatal errors impacting Florida Education Finance Program (FEFP) funding if issues are not corrected before the state processing window closes.
- Some validations will "null" data after the state processing window closes, requiring timely correction.
- Validation Reports are detailed in Appendix R and Appendix S of the User Manual.



Exception Reports

Exception Reports

- Exception reports flag records with suspicious or unexpected data. These reports are available on the mainframe and in DQ2.
- These records might not be errors due to “exceptions to the general rule.”
- Exception reports require district review and correction if errors exist.
- Exception reports are detailed in Appendix R and Appendix S.



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 & review.
- Utilize FDOE provided tools (local edits, Preflight system, definitions) for proactive checks.
- Security & 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.

Checklists

Database User Manual:

Appendices R (Student Surveys) and S (Staff Surveys) provide detailed checklists for FDOE Information Database surveys.

Districts are encouraged to use and customize these checklists.

Required data formats and data elements prone to errors are listed.

Identifies specific dataset file numbers and lists reports for error identification and correction.

Provides a structured approach to data reporting.



Checklists

Student Survey Checklist

APPENDIX R
Survey 1



Survey 1

Timeline: See Appendix B.

Record Formats:

- Student Demographic Information
- Student Course Schedule
- Teacher Course
- Exceptional Student
- Student Transportation

NOTE: Please review record format cover pages to determine the universe of students for the survey.

POTENTIALLY PROBLEMATIC DATA ELEMENTS BY RECORD FORMAT:

Student Demographic Information

- Lunch Status

Student Course Schedule

- Term

Teacher Course

- Term

Datasets Loaded to Database:

- F60775 – Student Demographic Information
- F60776 – Student Course Schedule
- F60777 – Teacher Course
- F61096 – Exceptional Student
- F70496 – Student Transportation

Staff Survey Checklist

APPENDIX S
Survey 2



Survey 2

Timeline: See Appendix B.

Record Formats:

- Staff Demographic Information
- Staff Experience
- Staff Multidistrict Employee
- Staff Payroll Information
- Staff Additional Job Assignments
- Staff Additional Compensation
- Staff Benefits

Note: Please review record format cover pages to determine the data to be reported for this survey.

Selected Data Elements by Record Format:

Staff Demographic Information

Job Code, Primary – Assign this code based on the job duties performed the majority of time by the employee. This code is used to categorize employees for aggregate reporting.

Staff Experience

Experience Type – Report for all instructional personnel including, instructional administrators.

Experience Length – Report a length of “00” for an employee in the first year of the experience type.

Staff Payroll Information

Job Code, Primary – Assign this code based on the job duties performed the majority of time by the employee. This code is used to categorize employees for aggregate reporting.

Salary Schedule Pay Type – The employee’s salary pay schedule determines this code.

Survey Re-Opening

Formal, written requests must:

- ✓ Be 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.

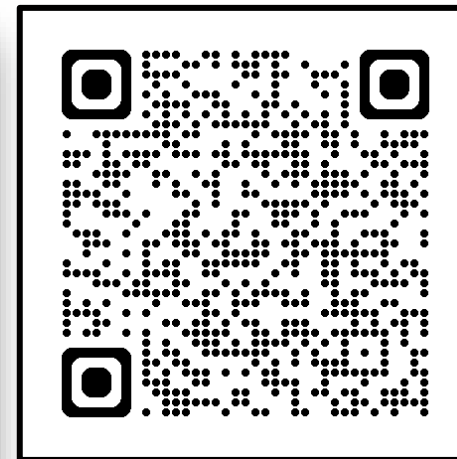
Survey Re-Opening

Reasons for Re-Opening

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

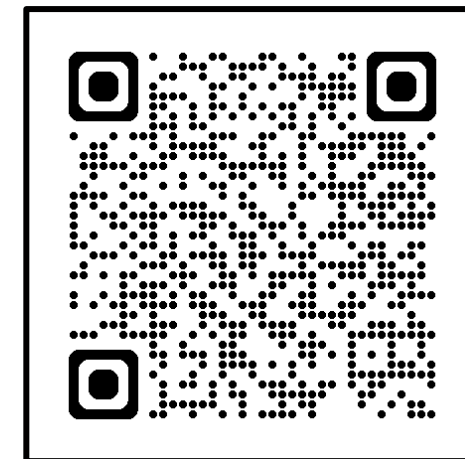
Quiz Time

PROCESSING	CMIS	Survey Period Code	School Year	Data Element	Format	Record
DATA QUALITY	Business Rules/Edits	Preflight	Data Quality Reports	“O” Files	“D” Files	DQ2
REPORTING	Appendices	Validation Reports	Exception Reports	User Manual	Checklists	Membership & Attendance



**Student Database
Changes**

**Staff Database
Changes**



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