State Reporting Via External HUG Package "Help the User Group"

Surveys 2 & 3
(Rev 9/21/2022)

State Reporting Team

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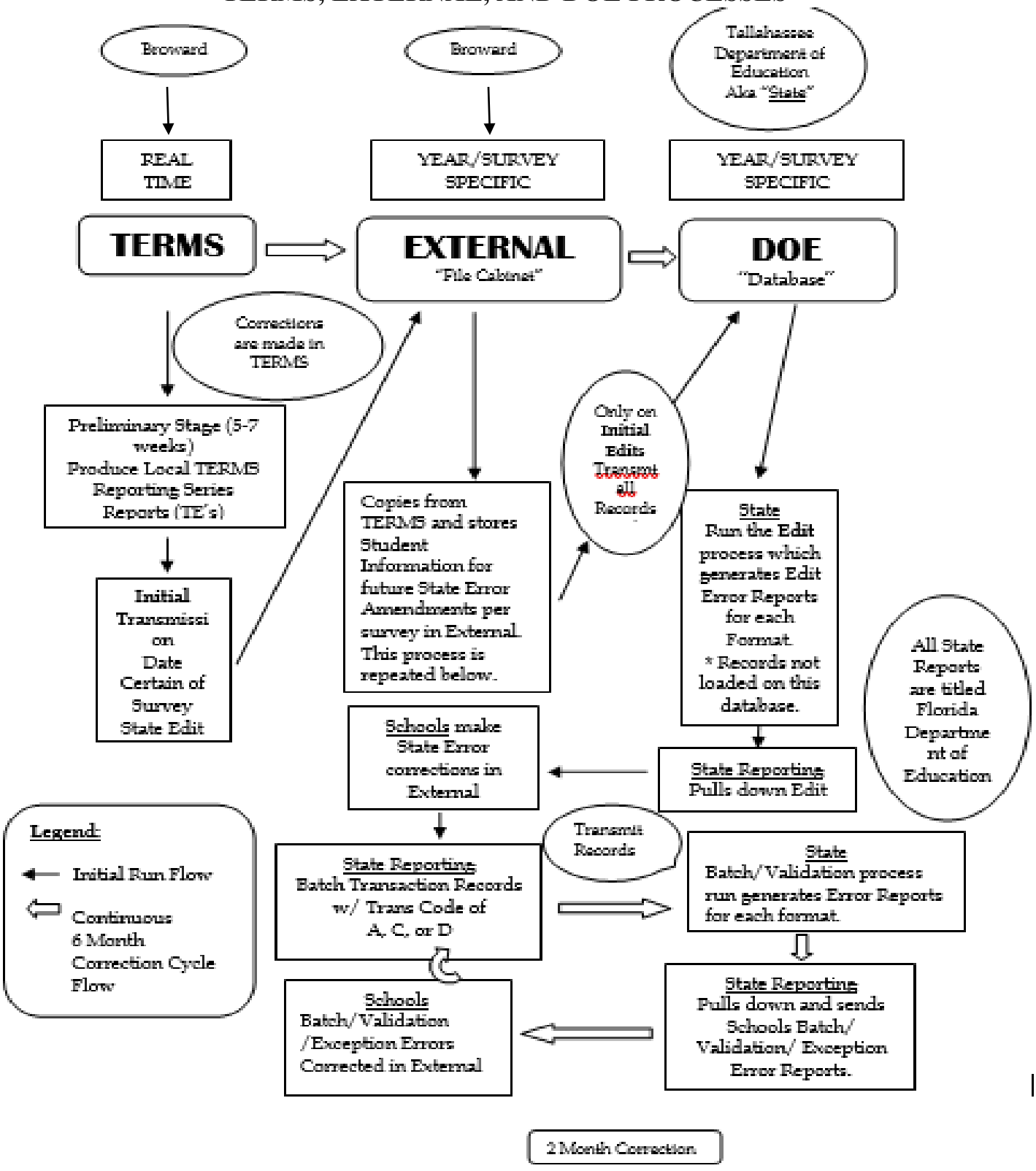
I. FTE GENERAL INFORMATION

State Reporting Survey Cycle Flowchart

TERMS, EXTERNAL, AND DOE PROCESSES



TERMS Website

http://terms.browardschools.com/ links to the TERMS website, where you will find useful information and resources, such as:

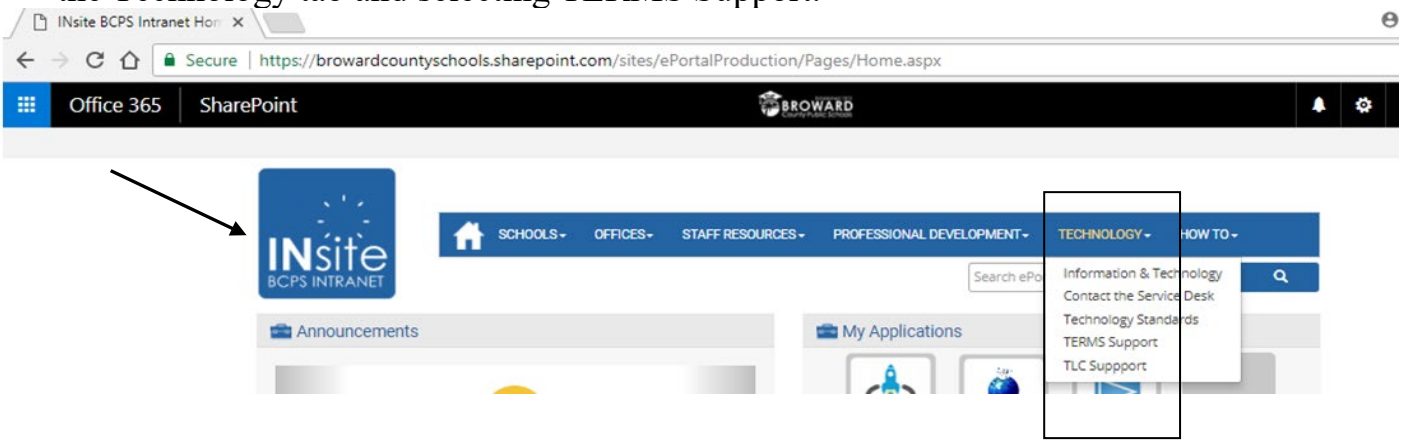
- Data Intelligence/State Reporting latest bulletins
- TERMS training and manuals
- Scheduling manuals and guides
- ***Link to Data Intelligence/State Reporting website***
    - ***Survey Dates***
    - ***FTE Tips***
    - ***Data Intelligence Request Forms***

- ***DOE and Budget Office's FTE documentation***
- Update Codes and Course Code Directories
- Web resources, such as:
    - Data Warehouse (DWH) http://web/dwh/ or http://www.broward.k12.fl.us/dwh/
    - Opti Spool, web/Optispool or https://webapp.browardschools.com/optispool/
    - Office of Academics (Guidance) https://www.browardschools.com/academics
    - Student Demographics & Reassignments http://www.broward.k12.fl.us/dsa/index.shtml
- Contacts: Christine Lenora-Flores, Class Size
  Diana Marten– Budget Office
  Martha Villa – ELL
  Nancy Bourbeau – ESE
  Kathy Keith – DMS System

Share point's TERMS Support Website

https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS/SitePages/Welcome.aspx

You may also access the TERMS Support in SharePoint via InSite by clicking on the Technology tab and selecting TERMS Support.



LAB (Learning Across Broward) Registration Tutorial

The following link will take you to the new LAB (Learning Across Broward) website .https://browardschools.instructure.com/courses/624818

Clicking on the Courses Tab icon (to the right on the center of the page) accesses a tutorial on how to register for LAB courses.

Data Intelligence Bulletins

I&T Bulletins are posted online on the **TERMS Support SharePoint** as well as on the **TERMS Support website**. Bulletins for Charter Schools are posted to the **Charter Schools Hub SharePoint** and emailed to the administrators. Please check for I&T Bulletins daily as pertinent information on surveys is posted there. Included with all surveys is a "How to Make Corrections" document crafted from errors found on the State Reporting Error Report.

Please Note: Suggested fixes for a given error may not work with every scenario; therefore, please review your data first.

Batch Transmission Sample Bulletin

Title	Bulletin 2022 155
Subject	Survey 3 2122 Batch Transmission
Body	

SAMPLE ONLY

Survey 3 2122 Batch
February 18, 2022
TO ALL SCHOOLS

Survey 3 2122 Initial Transmission has been processed at the State. All-State Edit Error reports and all Local reports have been placed in Opti spool, dated February 18th. During the Initial transmission, schools WILL NOT receive any local TE reports, ONLY State Edit Reports. Although this was the Initial Transmission, the Edit reports are now Batch reports, due to processing corrections that had to be made at State.

State Edit/Batch Report Names and Numbers are listed below

Student Demo - 60.780 Student Course - 60.781 Prior School - 70.217

Teacher Course - 60.782 Exceptional Student - 61.034

Federal State Indicator - 61.372 School Environmental Safety - 62.949

English Language Learner - 62.234 Student Discipline - 60.987

Please refer to the attached document to assist you with making corrections to your State error reports in TERMS ONLY. Schools must email someone on the State Reporting Team to have corrections made in External; please allow a 24-hour turnaround. External will remain closed to schools for the remainder of this survey.

Please Ignore All-State Edit errors that refer to FLEID numbers. They have been corrected by the IT/School Applications Dept. If you received any ESE Edit errors, please ignore them at this time; they will be programmatically corrected**.**
Audit Note: Schools must run the Survey 3 2122 11-Day Count (January 28th thru Feb 11th, 2022) Principal 11-Day Attendance Report; school can run in Basis under School Reports 2.0, click attendance, then attendance summary, enter the date range and click submit. The principal must sign this report, and it should be placed in the Schools Audit Box, immediately. If schools ever need to refer to the report, you will already have it. Please find the attachment FTE Documentation Manuel; this will assist schools in what is needed in the Audit Box

Schools must file ALL FTE reports that are placed in Opti spool during the Lifespan of Survey 3 2122, which are all the State Error reports (Edit) for Survey 3 2122, including all the Local reports, including **BS7006, TS7006, ZSDBD098, ZSDBD461**, in your audit trail box, for audit purposes.
Please remember that ONLY State Error Reports are errors, that need to be corrected. The Local reports (BS7006, TS7006, ZSDBD098, ZSDBD461) are information only, and no corrections are needed. Please file in your Audit Box.

FTE-1 by Class (TS7006) --This report shows all the students enrolled in your school with their schedules. All schools should receive this report if they have active students scheduled on the A10 panel. If your location DOES NOT receive this report, please contact us immediately.

FTE GENERAL INFORMATION

FTE-1 by Class/Assign (BS7006)--This report shows all the students enrolled at your school with a schedule and courses at another location.
ZSDBD385 - TERMS Room/State FISH Number Match
Please use this report to make corrections to the TERMS C01 Room Resource panel and correct FISH number errors.
ZSDBD461 - Reading Intervention Component-- The District has updated the A10 Reading Intervention Component (RIC) for students scheduled in tier 2 and tier 3 courses. Corrections ARE NOT needed for this report.
ZSDBD098 FTE Eligibility -- Schools will only receive this report if a student was identified as NOT meeting Attendance or Membership requirements. A code "N" was placed on the A08 panel in TERMS under the FTE-3 field. Schools will not receive funding for these students.

We would like to congratulate everyone for all their hard work! Survey 3 2122 is looking good. The next Batch transmission for Survey 3 2122 will take place today, Friday, February 18, 2022. If you have any questions, please contact Angela Davis, Traci Butler, Latoya Thompson, or Theresa Underwood in I&T/State Reporting via email.

- **State Edit Error Reports Sample Bulletin**

Bulletin 2022108

Survey 2 2122 Batch Transmission SAMPLE ONLY

October 28, 2021

TO ALL SCHOOLS:

I&T State Reporting has completed the process of Survey 2 2122 Batch Transmission. All Local and State Reports have been placed in the Opti spool today, October 28. Please retrieve these reports, and once you have made your corrections in TERMS, please email someone on the State Reporting team with your corrections for External. Below is a list of all the Batch and Validation reports, Names, and Numbers to assist you.

**Please retrieve and work from these reports that were placed in the Opti spool with today's date. State error reports from Monday; please place them in your audit box.

Student Demo Batch (60.780), Validation (60.802)
Student Course Batch (60.781), Validation (60.857)
Teacher Course Batch (60.782), Validation (60.858)
ESE Student Batch (61.034), Validation (61.108)
Federal State Indicator Initial (61.372), Validation (61.377)
English Language Learners Batch (62.234), Validation (62.238)
Environmental Safety Initial (62.949), Validation (62.945)
Student Discipline (60.987), Validation (61.419)
Prior School Batch (70.217), Validation (70.233)

Please ignore ALL EXCEPTION Errors on every state error report.

60.858 Teacher Course Validation ignore error *5F

Student Courses Validation Report 60.857 must be corrected by Friday, November 5th, to prevent loss of FTE Funding.
Please ignore for now Error *20 on the Environmental Safety report. This does not affect school funding but will be corrected as soon as possible.

FTE Hint: Making corrections to your Batch reports first will correct a lot of your validation errors.

The next scheduled transmission for Survey 2 2122 will take place Friday, October 29, 2021. Schools will receive the new reports from State on Monday, November 1st. All corrections should be emailed to one of the State Reporting Team members by 2 pm on Friday, October 29th, to be captured in this Batch Transmission.

If you have any concerns, please contact Angela Davis, Traci Butler, Latoya Thompson, or Theresa Underwood in School Applications/State Reporting via email or TEAMS.

FTE Requirements and Documentation

The purpose of this section is to provide guidance on requirements and documentation necessary to support the number of Full Time Equivalent (FTE) students that have been reported during the State's survey periods.

1. **Membership**

To receive funding for a student, the student must be **enrolled** in the school during the FTE survey week. Students withdrawn at any time prior to survey wee*k* cannot be considered for funding, even though they might have been in attendance prior to the survey week. The appropriate withdrawal code is shown on the day following the last day of membership. *Registration and withdrawal forms serve as documentation of whether a student is enrolled or withdrawn from your school.*

2. **Attendance**

In addition to meeting membership requirements for FTE funding, a student must be **physically present** one of the days during survey week OR one of the six scheduled school days prior to survey week. Holidays and Teacher Workdays are excluded when counting back the six days.

3. **Attendance Documentation**

Attendance data must be entered on the TERMS student database. The Principal's Attendance Register for the FTE survey period must be signed by the principal and filed with other FTE documentation. To verify the accuracy of the database attendance, auditors will check the attendance documentation source, such as: Pinnacle, attendance cards, teacher grade books, student sign-in sheets, and OJT timecards signed by the employer.

NOTE: FTE Eligibility (ZSDBD098) * will determine which students do not meet the above requirements and place a Code of "N" on the A08 Terms panel under FTE. FTE-2, FTE-3.

*This program runs for Surveys 2 and 3 only starting on survey week of the reporting survey.

The FTE Survey "Audit Box"

The term "box" refers to any means used to organize the materials from each FTE survey. Most reports can be converted to PDF and saved to a CD or flash drive. Examples:

- ☐ All printouts, such as the FTE-1 report (TS7006) listing students by course and the FTE reported for each survey, should be filed in such a way that individual student records can be traced and cross-referenced when errors are reported by the State and corrections are needed.
- ☐ All State and Local FTE reports, such as Fundable/Non-Fundable FTE, error reports (Edit, Validation, Exception and Batch update), TERMS External Reporting Series, FTE Summaries, etc., should be filed in chronological order thus keeping each survey separate from each other. New reports should be cross-referenced to the corrections that were made from previous reports to aid in making additional corrections. ***A chronological trail of all corrections should be maintained.***
- ☐ Master Teacher Schedule in place during the FTE survey week.
- ☐ Class lists for each teacher reflecting the students in that class as of the last day of the FTE survey week (date certain).
- ☐ Schedules and entry and withdrawal records for Hospital/Homebound students.
- ☐ Student sign-in sheets.
- ☐ Special Program eligibility data reports and rosters for ESE and ELL students.
- ☐ FTE Eligibility ZSDBD098
- ☐ DWH School Reports ATT1004 – Average Daily Attendance for the 11-day count down period, signed by Principal.

Chapter 6A-1.04513 of the Florida Administrative Code states that these records shall be maintained in auditable condition, shall be made available to the Department of Education for auditing, and shall be kept for a period of three (3) years or until the completion of an audit by the state audit agency, whichever period is longer.

Helpful Hint: Wait until the final collection of FTE data from TERMS before generating school reports. The final pull from TERMS represents the data that will be submitted to the state for FTE purposes.

Survey Dates 2022-2023

Students PK-12

Survey 1:
Survey Week: July 11-15, 2022
Due Date: July 29, 2022
State Processing: July 25-September 9, 2022
Final Update/Amendment Date: September 30, 2022

Survey 8:
State Processing: July 18 – September 22, 2022

Survey 6:
Survey Dates: August 19 and September 2, 2022
Due Dates: August 19 and September 2, 2022
State Processing: August 19- September 9, 2022

Survey 2:
Survey Week: October 10-14, 2022 (Date Certain is October 14) Sept 29th Begins 11-Day Count
Due Date: October 21, 2022
State Processing: October 14-November 4, 2022 (FTE Nulled)
Final Update/Amendment Date: December 15, 2022

Survey 3:
Survey Week: February 6-10, 2023 (Date Certain is February 10)
Due Date: February 17, 2023
State Processing: February 13-March 3, 2023 (FTE Nulled)
Final Update/Amendment Date: April 15, 2023

Survey 4:
Survey Week: June 12-16, 2023
Due Date: June 30, 2023
State Processing: June 19-July 7, 2023
Final Update/Amendment Date: August 15, 2023

Survey 5:
Due date: July 21, 2023
State Processing: June 17 – August 18, 2023
Final Update/Amendment date: October 31, 2023

Survey 9:
Due date: December 9, 2019
State Processing: November 25, 2019 – January 10, 2020

Survey R – Run every month send Discipline and Environmental Safety

2022-23 Survey Reporting Formats in External

Survey 1 **(July) First Survey of the new school year reports summer programs and the beginning of the school year for Year-Round and DJJ sites.**

***External Panels that belong to this Survey are*:**

A03 - Student Demographic
A10 - Student Course Schedule
A23- Student Exceptional
C17 - Teacher Course
L02- Student Transportation

Survey 8 **(July – September) Survey only reports students participating in the PMRN Program.**

***External Panels that belong to this Survey are*:**

A03 - Student Demographic

Survey 6 **(September) Survey reports the number of students enrolled in our district.**

***External Panels that belong to this Survey are*:**

A03 - Student Demographic

Survey 2 **(October) Survey reports every PK-12th grade student that is enrolled in active course(s) on date certain in TERMS to generate FTE funding.**

External Panels that belong to this Survey are:

A03 - Student Demographic
A10 - Student Course Schedule
A23 - Student Exceptional
DMS - Student Discipline
A03/A08 - Student Federal/State Indicator
A23 Type=E/A21/A03/A10- English Language Learners
A07 - Prior School Status/Attendance
C17 - Teacher Course
DMS - School Environmental Safety Incident Repo
L02 - Student Transportation

Survey 9 **(December) Survey reports <u>Neglected/Delinquent students</u> ONLY.**

***<u>External Panels that belong to this Survey are</u>*:**

A03- Student Demographic

Survey 3 **(February) Survey reports every PK-12th grade student enrolled in active course(s) on date certain in TERMS to generate FTE funding.**

***<u>External Panels that belong to this Survey are</u>*:**

A03 - Student Demographic
A10 - Student Course Schedule
A23 - Student Exceptional
DMS - Student Discipline
A03/A08 - Student Federal/State Indicator
A23 type=E /A21/A03- English Language Learners
A07- Prior School Status/Attendance
C17- Teacher Course
DMS - School Environmental Safety Incident
L02 - Student Transportation

Survey 4 **(June) Last Survey of current school year that reports summer programs that ends on June 30th of reporting school year. Broward Virtual receives their FTE funding in this Survey <u>only.</u>**

External Panels that belong to this Survey are:

A03 - Student Demographic
A10 - Student Course Schedule
A23 - Student Exceptional
C17 - Teacher Course
L02 - Student Transportation

Survey 5 **(August) Survey reports data from the entire school year; also generate funding for the AP, IB, AICE Test. *<u>External Panels that belong to this Survey are</u>*:**

A03- Student Demographic
E04 - Career / Tech Ed Student Course
A23 - Student Exceptional
E21 - Career / Tech Ed Teacher Course
E08 - Student End of the Year
DMS - Student Disciplinary Action
E13 – Federal/State Indicator
E12 - Federal/State Compensatory
A23 Type=E - English Language Learners
E16 - Dropout Prevention Program
A13 - Student Course Transcript
A07 - Prior School Status/Attendance
E14 - Student Assessment
DMS – School Environmental Safety
E27 - Student Additional Funding
E05 – Industry Certification

Survey R **(Discipline and Environmental Formats reported to state every month) DMS/C26**

Chart for Entry/Re-Entry Codes

Chart for using Entry/Re-Entry Codes with Prior School Location Data Elements (PK-12) TERMS Panel A03 & A07 --External Panel E18

Prior School Location and Type	Entry/Re-Entry Code	District	State/Territory/ Commonwealth	Country
School District. Any PK-12 student whose last school of enrollment was a public school in this school district.	E01	06 (Default Code)	FL (Default Code)	US (Default Code)
Public School Outside Broward District. Any PK-12 student whose last school of enrollment was a public school in another district in the state.	E02	01-69, 71-75, (Cannot be 06)	See Appendix H or Appendix Q	US (Default Code)
Public School in another State. Any PK-12 student whose last school of enrollment was a public school in another state or United States Commonwealth/Territory.	E2A	Outside Florida use 99.	See Appendix H or Appendix Q	US (Default Code)
Private School (McKay 3515) N999. Any PK-12 student whose last school of enrollment was a private school in Florida.	E03	01-69, 71-75 See Appendix C (Can be 06)	FL	US (Default Code)
Private School (McKay 3515) N999. Any PK-12 student whose last school of enrollment was a private school in another state, or a United States Commonwealth/Territory.	E3A	Outside Florida use 99.	See Appendix H or Appendix Q	US (Default Code)
Home Education in State of Florida. Any PK-12 student who is enrolling in a public school in this district after having been in home education in any Florida school district.	E04	01-69, 71-75 or See Appendix C	See Appendix H or Appendix Q	US (Default Code)
Home Education Outside of State of Florida. Any PK-12 student who is enrolling in a public school in this district after having been in home education in another state or United States Commonwealth/Territory.	E4A	Outside the State of Florida use 99.	See Appendix H or Appendix Q	US (Default Code)
Newly Enrolled *PK or KG Only. Any student entering PK or KG for the first time.	E05 *See note at bottom	01-69, 71-75,	See Appendix H or Appendix Q	US (Default Code)
Out of Country (Outside the US). Any PK-12 who enters a Florida School from a foreign country other than the United States or a United States Commonwealth/Territory.	E09	99 (This code will automatically default).	ZZ (This code will automatically default).	See Appendix G

*Entry into Florida Public Schools this School Year

Notes:

- **The Entry code (E01) will automatically default the District (06), State (FL), and Country (US) on the A03 TERMS panel.**
- ***A PK student entering your school from location E001, E002, E003, E004, or E007 should be considered as a first time entry into the district.**

Entry/Re-Entry Codes (Cont'd)

Prior School Location and Type	Entry/Re-Entry Code	District	State/Territory/ Commonwealth	Country
School District Any PK-12 student already enrolled this school year that was received from another attendance reporting unit in the same school/same district.	R01	06 (Default Code)	FL (Defaul.t Code)	US (Default Code)
Other School District Any PK-12 student already enrolled this school year that was received from another school in the same district.	R02	06 (Default Code)	FL (Default Code)	US (Default Code)
School District Re-Entry Any PK-12 student already enrolled this school year that unexpectedly reenters a school in the same district after withdrawing or being discharged.	R03	06 (Default Code)	FL (Default Code)	US (Default Code)

*Re-Entry into Florida Public Schools Year

The Re-Entry codes (R01, R02, & R03) will automatically default to District (06), State (FL), and Country (US) on the A03 TERMS panel. Please see Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12 Students located on the Florida Department of Education DOE website for further clarification of all Entry, Re-Entry, and Withdrawal Codes.

Changing Course Information for C17 Panel

(MASTER SCHEDULE)

Making Corrections on C19 Panel Class Utility – To Change Course information:

1: Open the C19 Class Utility TERMS panel.
2: Go to field **SCHOOL** and input your school location number.
3: Go to field **FROM**: Under element "Course" input the Course Number.
4: Go to field **SELECT**: Under element "Status" input "A" for Active.
5: Under the same **SELECT** field, under element **ACTION** and input "C" for Change.
6: Go to field **CHANGE** and input the correct data under the element that needs to be corrected. **Press enter.**
7: Once the enter key has been pressed, a message at the bottom of screen appears. Input "Y" code in **POST** field and press enter. Screen print for your records.
8: Then go to C17 panel and verify data has changed. Screen print for your records.

C19 Class Utility Panel

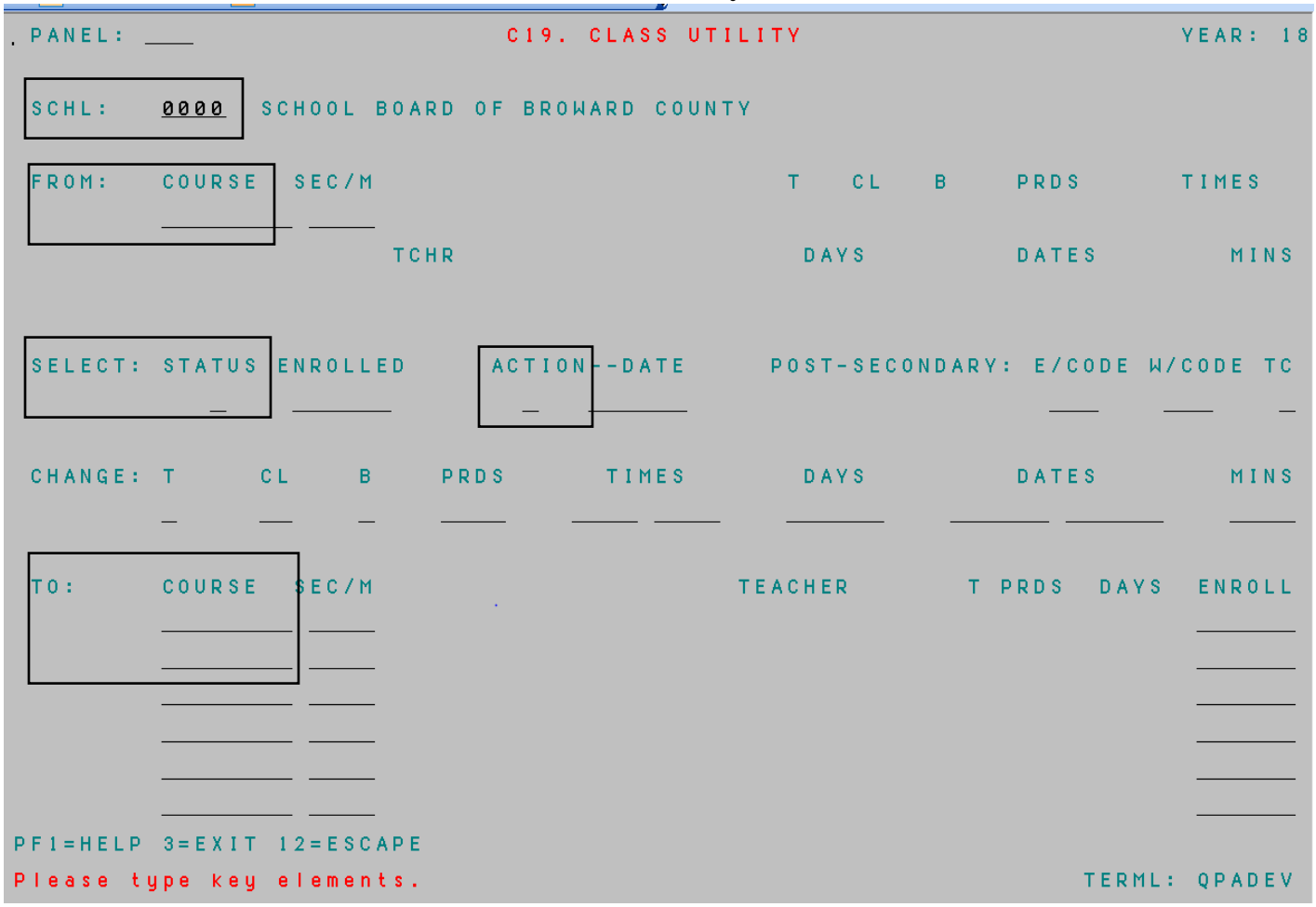
Deleting an Invalid Course Number for C17 Panel

(MASTER SCHEDULE)

Making corrections on C19 Panel Class Utility - To Delete an Invalid Course Number

1: Open the C19 Class Utility TERMS panel.
2: Enter your school location number.
3: Go to field **FROM**: Under element "Course" input the invalid course number.
4: Go to field **SELECT**: Under element "Status" input "A" for Active.
5: Under the same **SELECT** field, go to element **ACTION** and input "C" for Change.
6: Go to field **TO**: Under element "Course" and input the valid course.
Press enter.
7: Once enter has been pressed, a message at the bottom of screen appears stating how many students were added to the new valid course. Screen print for your records.
8: Then go to C17 panel and verify data has changed. Screen print for your records.

C19 Class Utility Panel



II. PRELIMINARY PROCESSING STAGE

Local process that is run months, prior to sending to state. Corrections are made in TERMS only.

Appendix HH: C13 F.T.E. Earnings

Document Name: untitled

PANEL: C13. F.T.E. EARNINGS YEAR: 19

SCHL: 0031 OAKLAND PARK ELEMENTARY GRADE: YEAR: 19

FTE amounts do not include reductions due to FTE in error and FLVS courses

PGM	PRD 1	PRD 2	PRD 3	PRD 4
101	.00	91.02	93.58	.00
102	.00	45.80	45.18	.00
130	.00	92.66	97.73	.00
251	.00	25.05	24.10	.00
252	.00	4.00	5.52	.00
253	.00	18.00	20.93	.00
254	.00	1.00	.50	.00
261	.00	3.50	3.00	.00
TOT	.00	281.03	290.54	.00

AS OF: 12/14/18 01/29/19

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE

No additional pages...Next? TERML: QPADEV

Information is taken from the A10 panel during preliminary and E03 in external after survey is sent to state.

Appendix II: L03 Enrollment Counts

Document Name: untitled

PANEL: L03. ENROLLMENT COUNTS YEAR: 19

SCHL/TYP 0031 OAKLAND PARK ELEMENTARY AREA: Curr/Next: C 01/29/19

GRADE	WHITE	BLACK	PACIF	INDIAN	ASIAN	MULTI	MALE	FEMALE	TOTAL	HISP
KG	52	35	0	0	1	3	35	56	91	46
PK	35	32	0	0	0	4	46	25	71	28
01	44	37	0	0	0	4	45	40	85	38
02	58	38	0	0	0	5	52	49	101	50
03	54	31	0	0	0	4	46	43	89	54
04	49	40	2	0	2	3	51	45	96	43
05	54	30	1	0	2	3	52	38	90	48
TOTAL	346	243	3	0	5	26	327	296	623	307

PF1=HELP 3=EXIT 5=REFRESH 6=PREVIOUS PANEL 7=BKWD 8=FWD 9=NEXT PANEL 12=ESCAPE
No additional pages...Next? TERML: QPADEV

Information is taken from the A03 panel in TERMS

Appendix JJ: Sample Report TE2013--Student Demographics

External Reporting Series

```
RPRT- TE2013   REQUEST- 01                    TERMS - EXTERNAL REPORTING SERIES                    DATE- 01/28/19  PG-  44
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY            STUDENT DEMOGRAPHICS                             TIME- 10:08
FY-SURV- 1819 3
SCHL -   0581 MARGATE MIDDLE

                          DIST SCHL  ZONE   G CRGRD DATE        LANG              G MIGR                  A T          L RS
----NAME---- DOE  NUMBER  INEN ENRL DS SCHL N HSLVL BIRTH   ELL STPG CN   ALIAS    O CD LG SRVY  TERMS STDT S R QAD DATE S CY
                          RSPINS-RD DLQ1 DLQ2 DLQ3 RACE:EWBAIP  DEUSS   FLEID

DIA[redacted]  06191[redacted]  0606 0581 06 0581 M Z3 07 11292005 LY SPSP CL 061[redacted]29 Z  Z 01222019 06191[redacted] Z A 00000000 F 06
                                                                --
                          000000000 0000 0000 0000      YYNNNN 20190122 FL0[redacted]647834
MEJ[redacted]  06191[redacted]  0606 0581 06 0581 F Z3 06 05302007 LY SPSP ES 061[redacted]05 Z  Z 01232019 06191[redacted] Z A 00000000 0 06
                                                                --
                          000000000 0000 0000 0000      YYNNNN 20190123 FL0[redacted]653098

                                                                                  SCHL EN 0581   1,234 RECORDS  *
```

Appendix KK: Sample Report ZSDBD350—Prior School Status

External Reporting Series

```
RPRT- TE2013   REQUEST- 01                    TERMS - EXTERNAL REPORTING SERIES                    DATE- 01/28/19  PG-  44
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY              STUDENT DEMOGRAPHICS                           TIME- 10:08
FY-SURV- 1819 3
SCHL -   0581 MARGATE MIDDLE

                          DIST SCHL  ZONE   G CRGRD DATE        LANG              G MIGR                    A T          L RS
----NAME---- DOE  NUMBER  INEN ENRL DS SCHL N HSLVL BIRTH    ELL STPG CN   ALIAS    O CD LG SRVY  TERMS STDT S R QAD DATE S CY
                          RSPINS-RD DLQ1 DLQ2 DLQ3 RACE:EWBAIP  DEUSS   FLEID

DIAZ            061       0606 0581 06 0581 M Z3 07 11292005 LY SPSP CL 061        Z  Z 01222019 061         Z A 00000000 F 06
                                                              --
                          000000000 0000 0000 0000      YYNNNN 20190122 FL0       7834
MEJI            061       0606 0581 06 0581 F Z3 06 05302007 LY SPSP ES 061        Z  Z 01232019 061         Z A 00000000 0 06
                                                              --
                          000000000 0000 0000 0000      YYNNNN 20190123 FL0       3098

                                                                                SCHL EN 0581   1,234 RECORDS  *
```

Appendix LL: Sample Report TE2014--Student Course Schedule

External Reporting Series

```
RPRT- TE2014   REQUEST- 01                          TERMS - EXTERNAL REPORTING SERIES                          DATE- 01/28/19  PG-  98
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY                  STUDENT COURSE SCHEDULE                               TIME- 10:11
FY-SURV- 1819 3
EN SCHL- 0951 FORT LAUDERDALE HIGH

                                                          ENROLLED
DOE NUMBER ---------------------NAME-------------------- DS  SCHL GRD  TERMS STDT
                              ---------CLASS--------                          D  MINS      FTE  D R  VA      I  Y       L CRS A
                              DS  SCHL COURSE  SEC/M                  T  PRDS Y  WEEK PGM UNWGT E C  PGM     M  R  VIP  S GRD C
589972443X NAZAIRE                CH  STINA                 06  0951  12  060511  90
589972443X ----CONT----           CH  STINA                 06  0951  12  060511  90
                              06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                              06  C9   STA2023E 202  INTRO TO STATIS 2  1010 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                                                                                  TAL      .3000
060                NOB            LA  A                     06  0951  12  060703  42
                              06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                                                                                  TAL      .1500
060                NOE            RO  N         ALEXANDER   06  0951  12  060705  99
                              06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                                                                                  TAL      .1500
060                PLA            KA  ICIA      ANNE        06  0951  12  060607  10
                              06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                              06  C9   STA2023E 202  INTRO TO STATIS 2  1010 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                                                                                  TAL      .3000
060                ROB            CH  STEN      NAOMI       06  0951  12  060614  77
                              06  C9   ACG2001E 201  PRIN OF ACCOUNT 2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                              06  C9   ENC1102E 202  COMPOSITION II  2  1010 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                                                                                  TAL      .3000
060                SAB            HI  AM                    06  0951  12  060702  06
                              06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                                                                                  TAL      .1500
060                SAI            JA          A             06  0951  12  060814  64
                              06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                              06  C9   STA2023E 202  INTRO TO STATIS 2  1010 5  450 103 .1500 E N 0000000  Z  Z  ZZZ  Z   Z A
                                                                                                -
                                                                                 TOTAL     .3000
060                SAI            KIM           FARRAN      06  0951  12  0609011762
----CONT----
```

Appendix MM: Sample Report TE2015—Teacher Course Records

External Reporting Series

```
RPRT- TE2015   REQUEST- 01                    TERMS - EXTERNAL REPORTING SERIES                    DATE- 01/28/19  PG- 218
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY            TEACHER COURSE RECORDS                          TIME- 10:09
FY-SURV- 1819 3
SCHOOL   1741 BOYD H. ANDERSON HIGH

FEC NUMBER --------NAME-------- SCHL COURSE  SEC/M TITLE--------------- PRDS FAC DAY ISCHL  SSN------- TCH T C P TRM  TSI
                                     FISH-----------------                   SM  TTT FS BLC FLEID

0000 [redacted] TBA ENV SCI          1741 20013400 201  ENV SCI             0505 00  090  1741  000000000  016 A N Y  2    Y
                                                                                                ----------
                                     00114A0011500006606                      S    Z  N   N  FL000000000000
0000 [redacted] TBA ENV SCI          1741 20013400 202  ENV SCI             0707 00  090  1741  000000000  016 A N Y  2    Y
                                                                                                ----------
                                     00114A0011500006606                      S    Z  N   N  FL000000000000
0000 [redacted] TBA ENV SCI          1741 20013400 203  ENV SCI             0101 00  090  1741  000000000  016 A N Y  2    Y
                                                                                                ----------
                                     00114A0011500006606                      S    Z  N   N  FL000000000000
0000 [redacted] TBA ENV SCI          1741 20013400 209  ENV SCI             0202 00  090  1741  000000000  016 A N Y  2    Y
                                                                                                ----------
                                     00114A0011500006606                      S    Z  N   N  FL000000000000
0000 [redacted] TBA ENV SCI          1741 20013400 211  ENV SCI             0303 00  090  1741  000000000  016 A N Y  2    Y
                                                                                                ----------
                                     00114A0011500006606                      S    Z  N   N  FL000000000000

                                                                                                SCHOOL  1741      82 TEACHERS *
                                                                                                SCHOOL  1741     545 RECORDS  *
SCHL -   1741 # RECORDS PROCESSED:    545       # ERRORS:     5
```

Appendix NN: Sample Report TE2035—Student Limited English Proficiency

External Reporting Series

```
RPRT- TE2035   REQ- 01                          TERMS - EXTERNAL REPORTING SERIES                    DATE- 01/28/19  PG-  30
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY          STUDENT LIMITED ENGLISH PROFICIENCY                  TIME- 10:10
FY-SURV- 1819 3
SCHL -   0403 HALLANDALE HIGH

                                ENROLL                ENTRY      PLAN      CLASS      EXIT      REEVAL    RECLASS   EEEE ---------TEST---------- TFE
DOE NUMBER -----NAME------      DS SCHL TERMS STDT    DATE       DATE      DATE       DATE      DATE      DATE      E12I   DATE     ID SA TP SCOR RSP
0619[ ]  LAI[ ]LIN  06 0403 061[ ]  08242016 01182019 08242016 00000000 00000000 00000000 AZZZ 00000000 ZZZ ZZ ZZ 0000 AEE
                                                                                                                  -
                                                                                                                  ---
                                                                                TIER =Z    EXIT - 00000000        00000000 ZZZ ZZ ZZ 0000
                                                                                                                  ---
0613[ ]  RIV[ ]Z, K 06 0403 061[ ]  01302013 12112018 01302013 TIER =Z    EXIT - 00000000 AZZZ 00000000 ZZZ ZZ ZZ 0000 AEE
                                    EDIT #94
0619[ ]  SAN[ ]ERTO 06 0403 061[ ]  02012017 01072019 02012017 00000000 00000000 00000000 AZZZ 00000000 ZZZ ZZ ZZ 0000 AEE
                                                                                                                  -
                                                                                                                  ---
                                                                                TIER =Z    EXIT - 00000000        00000000 ZZZ ZZ ZZ 0000
                                                                                                                  ---
0619[ ]  SAN[ ]NA M 06 0403 061[ ]  02012017 01072019 02012017 00000000 00000000 00000000 AZZZ 00000000 ZZZ ZZ ZZ 0000 AEE
                                                                                                                  -
                                                                                                                  ---
                                                                                TIER =Z    EXIT - 00000000        00000000 ZZZ ZZ ZZ 0000
                                                                                                                  ---
                                                                                   SCHL EN   0403       7 ERRORS          160 RECORDS  *
```

Appendix OO: Sample Report TE2020—Student Exceptional Records

External Reporting Series

RPRT- TE2020 REQUEST- 01 TERMS - EXTERNAL REPORTING SERIES DATE- 01/28/19 PG- 19
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY STUDENT EXCEPTIONAL RECORDS TIME- 10:09
FY-SURV- 1819 3
SCHL - 0231 COLBERT ELEMENTARY

IDE NBR	NAME	ENROLLD DS	SCHL	GR	TERMS	STDT	IEP DATE	P ID A DISMISSD EXCEPTION E LA A --DATE-- --OTHER--	G CONSENT- --DATE--	--EVAL-- --DATE--	ELIG/INELIG --DATE--	-PLACED- --DATE--	P R 6 T S R O C	TTSW	ENDP	FLEID
0612	BRI N	JASAHN	06	0231	05	06	05222015	L Z 7 00000000 ZZZZZZZZ	B 04192015	05122015	05222015	05222015	P Z N A	0000	0000	FL0000041
0613	SOT S		06	0231	KG	06	09102015	H Z Y 00000000 TZZZZZZZZ	Z 09042015	09042015	09042015	09102015	P Z N A	0000	0000	FL0000076

SCHL IN 0231 137 RECORDS *

SCHL - 0231 PROCESSED: 137 VALID: 135 ERRORS: 2

Local and State FTE Reports

1. ZSDBD385 -- TERMS Room/State Fish Number Match Report

LOCAL REPORT - SAMPLE

: ZSDBD385 09/13/13 17:46:07 THE SCHOOL BOARD OF BROWARD COUNTY
PAGE: 1 :
: TERMS ROOM/STATE FISH NUMBER MATCH REPORT
:
: School # and Location Name Here
:
: SCHOOL YEAR: 14
:

TERMS BUILDING	TERMS ROOM	TERMS FISH	DESIGN USAGE FROM DOE FILE
60	BSOJ	600	***\ NO MATCH OF TERMS FISH /***
60	CO01	601	***\ NO MATCH OF TERMS FISH /***
60	CO02	602	***\ NO MATCH OF TERMS FISH /***
60	CO03	603	***\ NO MATCH OF TERMS FISH /***
60	CO04	604	***\ NO MATCH OF TERMS FISH /***
60	CO05	605	***\ NO MATCH OF TERMS FISH /***
60	CO06	606	***\ NO MATCH OF TERMS FISH /***
60	CO07	607	***\ NO MATCH OF TERMS FISH /***
60	CTE	608	***\ NO MATCH OF TERMS FISH /***
60	DOCC	609	***\ NO MATCH OF TERMS FISH /***
60	GEDO	610	***\ NO MATCH OF TERMS FISH /***
60	MJ01	611	***\ NO MATCH OF TERMS FISH /***
60	MJ02	612	***\ NO MATCH OF TERMS FISH /***
60	MJ03	613	***\ NO MATCH OF TERMS FISH /***
60	MJ04	634	***\ NO MATCH OF TERMS FISH /***
60	NBDC	614	***\ NO MATCH OF TERMS FISH /***

LOCATION TOTAL 16
ROOMS FOUND
ROOMS NOT FOUND 16 100 %

The TERMS Room/State FISH Number Match Report is a printed version of the C01 Room Resources panel in TERMS. All FTE generated by courses scheduled in a room with the message of "No Match of TERMS FISH" will be invalid because the FISH room number created on the teacher course record will not match the State FISH file. This will cause the teacher course record to be rejected by the State, which in turn causes the FTE being generated by the students scheduled in the course to be invalid.

Schools should contact the I&T Service Desk at 754-321-0411 whenever there is a room with a "No Match" message on this report or a description of "Not on State Fish File" for a room on the C01 Room Resources panel in TERMS.

2. TS7006 - FTE-1 by Class for Survey

LOCAL REPORT - SAMPLE

RPRT- TS7006 REQ- 01 TERMS - STUDENT INFORMATION SERIES DATE- 09/20/14
PG- 1
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY FTE-1 BY CLASS FOR SURVEY 1314-2 TIME- 19:56
SY- 15
EARN- 0000 SCHOOL NAME HERE

UNWGTD STDT NBR	NAME	E L	GR	COURSE	SEC	ASGN SCHL	PGM-S	TIMES FROM	TO	DAYS # CODES	CLASS MINS	MEMBRSHP	S R	FTE
0123456789	SMITH, SMITH	Y	05	501311005	03	102		1300-1330		90 MTWRF	50	.8333	O	.0152
				502107005	03	130	S	1300-1400		90 MTWRF	150	2.5000	O	.0454
				500106005	03	102		1330-1400		90 MTWRF	50	.8333		.0155
											1650			.5000 *
0123456789	SMITH, SMITH	Y	05	502006000	503	102		0800-0830		90 MTWRF	150	2.5000		.0454
				502006005	03	102		0830-0900		90 MTWRF	150	2.5000		.0454
				501207005	03	102		0900-0930		90 MTWRF	150	2.5000		.0454
				501207000	503	102		0930-1000		90 MTWRF	150	2.5000		.0454
				501507005	03	102		1000-1030		90 MTWRF	50	.8333		.0152
				5015070M0	503	102		1030-1100		90 MTWRF	150	2.5000		.0454
				501004605	03	102		1100-1130		90 MTWRF	150	2.5000		.0454
				5010046R0	503	102		1200-1330		90 MTWRF	450	7.5000		.1363
				501311005	03	102		1300-1330		90 MTWRF	50	.8333		.0152
				502107005	03	102		1330-1400		90 MTWRF	150	2.5000		.0454
				500106005	03	102		1330-1400		90 MTWRF	50	.8333		.0155
											1650			.5000
*														
0123456789	SMITH, SMITH	Y	05	501207005	01	102		0800-0830		90 MTWRF	150	2.5000		.0454
				501207000	501	102		0830-0900		90 MTWRF	150	2.5000		.0454
				5010045R0	501	102		0930-1100		90 MTWRF	450	7.5000		.1363
				501507005	01	102		1100-1130		90 MTWRF	50	.8333		.0152
				502006005	01	102		1200-1230		90 MTWRF	150	2.5000		.0454
				502006000	501	102		1230-1300		90 MTWRF	150	2.5000		.0454
				501004605	01	102		1300-1330		90 MTWRF	150	2.5000		.0454
				501311005	01	102		1300-1330		90 MTWRF	50	.8333		.0152
				5015070M5	01	102		1330-1400		90 MTWRF	150	2.5000		.0454
				502107005	01	102		1330-1400		90 MTWRF	150	2.5000		.0454
				500106005	01	102		1330-1400		90 MTWRF	50	.8333		.0155
											1650			.5000
	*													

GRADE 05 TOTAL 3
STUDENTS *

SCHOOL 0000 TOTAL 3
STUDENTS *

** This report will identify any student course records that are scheduled at the same time. It will also allow schools to address any other scheduling problems that may have occurred.

** School doesn't have to pullout ESE minutes, but the report will flag courses with zeroes to bring it to school's attention. It is not an error, as long, as you have .5000.

3. TS7006 -- Reading the FTE-1 by Class Report

FIELD: **EXPLANATION:**

EL A "Y" in this field indicates that the student has met membership and attendance requirements and is eligible for FTE funding. If the student does not meet the membership requirement, the code should be "X", if the student is in membership but does not meet attendance criteria, the code should be "N". Unweighted FTE will be .0000 for all classes if an "X" or "N" appears in this column. Incorrect codes are to be changed on the A08 Local Data Elements panel in TERMS.

GR Grade of the student as this report is generated by grade level.

COURSE/SEC Should represent every course in which the student is enrolled on date certain of the survey week (date certain is the last day of the survey week).

ASGN SCHL If a location number other than your school's number appears in this column, that location will be the school of enrollment on all FTE reporting formats. FTE funding will go to the school that owns the student course.

PGM The funding program under which the student course is being reported.

101	K-3 Basic	251	K-12 Level I ESE	***"Programs 111, 112, and 113"***
102	4-8 Basic	252	K-12 Level II ES	
103	9-12 Basic	253	K-12 Level III ES	
130	K-12 ESOL	254	K-12 Level IV ESE	
300	9-12 Vocational	255	K-12 Level V ESE	

S Indicates changes that caused an override to the program number.

- **M** The program on the C17 Master Schedule panel has been changed from the program on the C15 Course Record panel.
- **G** The program number has been changed based on the grade level of the student.
- **H** The program number has been changed based on the hours (High).
- **L** The program number has been changed based on the hours (Low).
- **X** The program number has been changed and a new course/section and schedule record generated due to DOE calculation requirements that create an excess.
- **S** The program number on the course record on the A10 Student Schedule panel has been changed from the program number on the C17 Master Schedule panel.
- **Blank** No changes have been made to the program number.

TIMES There should be no unintended overlaps of time (speech would be an intended overlap of time).

DAYS #: The number of days the course meets during the survey period (will not exceed 90).
Codes: The days of the week on which the course occurs.

CLASS MINS The actual number of weekly instructional minutes (no blanks should appear).

MEMBRSHP Actual weekly instructional minutes converted to hours.

SR Indicates discrepancies in class meeting times or recalculations of class minutes by the program creating this report.

- **S** The class meeting times on the course record on the A10 Student Schedule panel are less than the times indicated on the C17 Master Schedule.
- **O** The program creating this report has recalculated the Class Minutes to compensate for pullouts or scheduling errors.
- **Blank** There are no changes from the times indicated on the C17 Master Schedule.

UNWGTD FTE The total unweighted FTE should be .5000 for all students with class minutes of 1500 or more.

4. BS7006 - FTE-1 by Class for Survey

LOCAL REPORT - PRELIMINARY --SAMPLE

Preliminary Sample (BS7006)

RPRT- BS7006 REQ- 01 SBBC - STUDENT INFORMATION SERIES DATE- 09/20/13 PG- 1
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY FTE-1 BY CLASS FOR SURVEY 1314-2 TIME- 19:50 SY- 14
ASGN- 1234 Unknown School FTE SENDING REPORT

STDT NBR NAME	EL	GR	COURSE	SEC	INST SCHL	PGM-S	TIMES FROM	TIMES TO	# DAYS	CODES	CLASS MINS	MBRSHIP	S R	UNWGTD FTE
0123456789 SAMPLE, SAMPLE	Y	11	87250100	460A	4321	300	0700	1000	45	MTWRF	900	15.0000		.1111
			87250200	470B	4321	300	0700	1000	45	MTWRF	900	15.0000		.1111
			1302320B	101		103	1030	1125	90	MTWRF	275	4.5833		.0679
			10013800	107		103	1130	1225	90	MTWRF	275	4.5833		.0679
			21003200	102		103	1230	1325	90	MTWRF	275	4.5833		.0679
			12003300	106		103	1330	1430	90	MTWRF	300	5.0000		.0741
											2925			.5000 *
0123456789 SAMPLE, SAMPLE	Y	11	87300100	460A	4321	300	0700	1000	45	MTWRF	900	15.0000		.1111
			EEV0010B	471B	4321	103	0700	0830	45	MTWRF	450	7.5000		.0555
			EEV0100C	472C	4321	103	0830	1000	45	MTWRF	450	7.5000		.0555
			10013800	106		103	1030	1125	90	MTWRF	275	4.5833		.0680
			12023400	103		103	1130	1225	90	MTWRF	275	4.5833		.0679
			20033900	104		103	1230	1325	90	MTWRF	275	4.5833		.0679
			21003200	103		103	1330	1430	90	MTWRF	300	5.0000		.0741
											2925			.5000 *

GRADE 11 TOTAL 2 STUDENTS *

**NOTE: This report is a local report to assist school with identifying students that are taking courses at another location.

How to Make Corrections in TERMS During Survey 2 &3
Preliminary Stage

---

1. TE2013 Student Demographic Reporting Series (A03 Panel)

LG SRVY – Home Language Survey Date This date can be found at the bottom of the student registration form. It is required for every student that enters the school. This date is the date the student is registered. **This date CAN NOT be blank or zero filled**. Contact Martha Villa to get this date change, if needed.

Invalid LEP Code
Schools has received an **error of (LY)** in this field, there are several steps that schools need to do prior to making any corrections in TERMS.

A. First this error means that this is an active ELL student that is missing their A23-E, A21 panels in TERMS.
B. Schools must see their ELL contact person at their school to confirm the correct status of the student.
C. If the student is an LY student, them the ELL contact person needs to provide the IMS/IMT the information that goes on the A23-E panel and A21 Test information panel to enter TERMS.

DT US SCHL – Date Enter US School: This date should be the date the student enters a U.S. school for the first time.

---

2. TE2014 Student Course Schedule Reporting Series (A10 Panel)

Note: 111=251, 112=252, 113=253
PGM –Program Code When program codes (111, 112, 113) underline, it means that you are missing an ESE A23 panel for student. Please see your ESE specialist for the information to create your A23 panel.

Please Note: Program Code 300 is not valid for grades Pk-12 but is valid for a technical course for a high school student. School must change the program code to a valid code (basic code) that is associated with the student grade level

MINS WEEK – Class Weekly Minutes When field is underline and minutes are zeroes, then you could possibly have two courses scheduled at the same time. Proceed to the C02 panel to verify the (To and from) Time is not overlapping. If

they are corrections need to be made on the panel. Please refer to the C19 Handout displayed earlier in the manual.

---

3. TE2015 Teacher Course Schedule Reporting Series (C17 Panel)

SM – Scheduling Method This element is located on the C17 panel. Go to the field on the panel and hit F1 to get value codes and definition of the values.

C – Co-teaching meaning there are two teachers in the same room. When using this code, you will have to create C17 panel for both teachers and split the student between the two teachers

.

M – Multiple Use one classroom occupied by two different teachers, teaching different subjects, separated by a divider. When using this method schools will create two different C17 screens for each teacher, but they must have the same building and fish number.

Please Note: If the Team-Teaching Training code is not Z and Scheduling Method = C, on the C17 panel in TERMS, then Primary Instructor Indicator code on the C17, must equal "Y".

FLEID Number If school has FLEID error, For Charter Schools only, please verify that staff member is in Charter Security, and information is in TERMS on the C05. If both steps are yes, and you still have FLEID error, contact State Reporting via email.

NOTE: All school except Charter, please ignore when this field is underlining code of 77777777 or 88888888 when teacher is a type that is mentioned in the definition. This will programmatically default from ERP.

SSN – Social Security Number Data Intelligence department runs a program nightly to populate teachers' social security number. Schools must enter the Teacher or Substitute and personnel number on the C05 panel for district schools only. If this field is underlined with zeroes, please verify with your office manager that you have the correct legal name on the C05 panel. Schools must use the name that SAP has for the program to update the C05 panel.

NOTE: Schools can enter substitute teacher's information on the C05 panel until teacher is hired. Charter Schools must enter all teacher's information as usual, unfortunately program will not update this information for Charter Schools**.**
Substitute teacher can be reported to state during Survey 2 or 3.

4. TE2020 Exceptional Teacher Reporting Series (A23- Type S)

IEP DATE – This date must be in the date range of for Survey 2 (7/1/21) thru (10/14/22) and for Survey 3 (7/1/21) thru (2/10/23). When in error, IMT/IMS must see the ESE Specialist for a valid date to enter on panel.

NOTE: ESE Courses that start with a '7" must have a valid IEP based reporting survey. Also, by the end of process window of that survey.

PE – Primary Exceptionality – When creating an ESE A23 panel IMT/IMS must enter a valid code other than Z. Please get a valid primary code from ESE Specialist located at your school. Primary code of 'T" is now up to 9 years old on date certain of the reporting survey.

IDEA – This field is also located on the ESE A23 panel. School must see the ESE Specialist to get valid code to enter on the panel, and Help Screen

Alternative Assessment (AA) This element can be found on the A08 panel in TERMS. When coded other than Z, must have at least one Access Course on the A10 panel. Schools are to contact their ESE Specialist for valid codes.

NOTE: TTSW / TNDP fields cannot be zero-filled for Survey 2. Schools must see their ESE Specialist for this information and enter it on the A23 Type-S panel.

5. **TE2035 English Language Learners Reporting Series (A23 Type E)**

TIER Error - Schools that receive a TIER error, you will need to give this report to your ESOL contact person, so they can give you the correct code. If the ESOL contact person is unsure what code to use, they need to contact Martha Villa in the Multicultural Department. Once they receive the correct code, they will need to give that information to you, to enter it on the A23 Type-E panel.

Schools who ELL: BASIS OF ENTRY IS CODE **(A)**, AND IF ELL: EXIT DATE IS 00000000, THEN THE TEST NAME: **LISTENING** AND TEST NAME: **SPEAKING** MUST BE **OTHER THAN** ZZZ**.**

Schools who ELL: BASIS OF ENTRY IS CODE **R,** AND IF ELL: EXIT DATE IS 00000000, THEN THE TEST NAME: **READING** AND TEST NAME: **WRITING** MUST BE **OTHER THAN** ZZZ.

Test ID - This field is located on the A21panel in TERMS. IMS/IMT **must contact** the ESOL Contact person at their school for any TEST information pertaining to an ELL student.

Corrections should be made on the A23 Type-E panel.

Entry Exit (EE) Field – If this filed is underline, and the student has a valid Exit date on A23-E panel, and code LF or LZ in the LEP field on the A03 panel, then **school must enter a valid code In the Basis of Exit code field (E1) on the A23-E panel.**

Per Marth Vilal student must be coded as follows:

Entry (EE) Code

PK – T only K-12 = A or L 3-12 = R

Basic of Exit 1 (This is when a student LEP = LF or LZ and a valid Exit date)

PK – L only K-2= H 3-9= I 10-12 = J

NOTE: Martha Villa has mentioned that Broward no longer report Basis of Exit 2 code. If you received and underline under this field, schools are to ignore this error.

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6. **TE2050 Environmental Safety Incident Reporting Series (DMS System)**

NOTE: When in error schools must see the appropriate administrator at your school to correct this report on the DMS system.

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7. **TE2021 Student Discipline Actions Reporting Series (DMS System)**

NOTE: When in error schools must see the appropriate administrator at your school to correct this report on the DMS system.

NOTE: Charters only can make corrections on C26 panel in TERMS.

If you are encountering problem with entering the correct code in the DMS system, please email Kathy Keith.

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8. **TE2024 Student Federal State Indicator Reporting Series (*A06 Panel*)**

HIS – Immunization Status – This field is located on the A06 panel in TERMS. Schools must contact school nurse, or Student Immunization record located in student cum folder, and place the correct code in the field.

PE Waiver – School must enter a valid code in this field, if student parent fills out a form for the student to be exempted from PE for religious exemption. This field is located on the A08 panel in terms, under the PE field.

---

9. **ZSDBD350 Prior School Status Reporting Series (*A07 Panel*)**

EC- Entry Code A03/A07 entry code mean student last school of enrollment was a public school outside the district, another State, or United States Commonwealth/territory; therefore, the Prior District (PD) field on the A03 must be 99, or other valid District number. It must be a valid district number.

NOTE: If you are the first school that the student entered for the 2022-23 school year then school must enter a valid "E" code for the student**. R01, R02, R03 is invalid for this scenario.**

WC – Withdrawal Code – W02 code indicates that student transferred to another school within the same district. If another school has not picked up the student

within at least three days, then school should enter correct withdrawn code on the A03 and A07 panel.
If a student was withdrawn with a W02 code and enter another school in Broward district, the receiving school must use R02 as their entry code.

Any Questions?

If you have and questions or concern, regarding this document please contact Angela Davis, Traci Butler, Theresa Underwood, or Latoya Thompson, in Data Intelligence/State Reporting via email.

III. EXTERNAL PROCESSING STAGE

Start after Date Certain of the reporting survey. Every report that we placed in Opti spool goes into the Audit Box

EXTERNAL REPORTING PANELS		TERMS PANELS
E01	Student Query Panel	A01
E02	Student Dempgraphics	A03
E03	Student Course Schedule	A10
E04	Career/Tech Student Course	A10
E06	Student Exceptional	A23 (S) Panel
E08	Student End of Year	A04, A07
E10	Student Disciplinary Action	C26, DMS System
E11	Title-I	Title I
E12	Student Fed/State Comp Project	A23 (F) PANEL
E13	Student Fed/State Indicator	A06, A08, A23 (H) PANEL
E14	Statewide Assessment	A21
E15	English Language Learners	A23 (E) PANEL
E16	Dropout Prevention Evaluation	A23 (D) PANEL
E17	Student Course Transcript	A13
E18	Student Atten/Prior School	A07
E19	Teacher Query Panel	C04
E20	Teacher Course	C17
E21	Career/Tech Teacher Course	C17
E23	Environ Safety Incident Query	C26, DMS System
E24	Environ Safety Incident	C26 (Hit F9)
E25	Student Transportation	L02 - Transportation
E27	Student Additional Funding	New Element as of 1314 School Year

Note: Reported data is pulled from various panels this is only a guide.

IV. HOW TO READ STATE ERROR REPORTS

HOW TO READ STATE ERROR REPORTS

1. SAMPLE REPORT 60.781 -- Student Course Batch Update Report

1/30/2019 OptiSpool Print

FILE: 60.781 F L O R I D A D E P A R T M E N T O F E D U C A T I O N PAGE 1
COMPILE DATE: 10/18/18 P U B L I C S C H O O L S D A T A B A S E RUN DATE: 10/19/18
COMPILE TIME: 17.10.21 STUDENT COURSE BATCH UPDATE REPORT RUN TIME: 16:25:13

DISTRICT: 06 BROWARD YEAR: 18-19 SURVEY: 2 SCHOOL: 5037 FRANKLIN ACADEMY COOPER CITY

ERRORS CAUSING A TRANSACTION TO BE REJECTED ...
*01 - DISTRICT OF ENROLLMENT MUST BE 01-68, 71-75.
*02 - SCHOOL OF ENROLLMENT MUST BE 0001-9899, EXCLUDING 9001, OR IT MUST BE N998 OR N999.
REPORT SCHOOL NUMBER, CURRENT ENROLLMENT FOR STUDENTS PARTICIPATING IN THE OPPORTUNITY SCHOLARSHIP.
SCHOOL 3518 IS USED FOR THOSE PARTICIPATING IN THE SCHOLARSHIP PROGRAM FOR STUDENTS WITH DISABILITIES.
*03 - THE FIRST 9 POSITIONS OF STUDENT ID MUST BE NUMERIC, THE TENTH EITHER NUMERIC OR AN X. IF THE TENTH POSITION IS NUMERIC,
THE FIRST 2 MUST BE IN THE RANGE 01-68, 71-75 OR 78-79. IF THE TENTH POSITON IS X, THE FIRST 3 POSITIONS CANNOT BE 000.
*04 - SURVEY PERIOD MUST BE 2.
*05 - FISCAL YEAR MUST BE 1819.
*06 - DISTRICT OF INSTRUCTION MUST BE 06.
*07 - FOR SURVEYS 1-4 SCHOOL INSTRUCTION MUST BE NUMERIC AND IN THE RANGE 0001-9899 OR 9996 (EXCLUDING 9001) OR IT MUST BE
C901-C928, U970-U981, OR P001-P999. FOR SURVEY 1 ALSO EXCLUDE 7001, 7004, 7006, 7023 AND (SCHOOL FUNCTION SETTING = V
AND CHARTER SCHOOL STATUS NOT = Z). FOR SURVEY 2, 3 IT MAY BE A PRIVATE SCHOOL NUMBER.
*08 - DIST ENRL MUST BE 06 WHEN SCHL INST IS C901-C928, U970-U981, P001-P999, 9996, OR N999, OR IF SURVEY = 2 OR 3 AND SCHL
INST IS A PRIVATE SCHOOL NUMBER.
*09 - COURSE NUMBER MUST NOT BE BLANK OR HAVE EMBEDDED BLANKS.
*10 - SECTION CODE MUST NOT BE ALL BLANKS. ALLOWABLE CHARACTERS ARE 0-9, A-Z, SPACE, HYPHEN (-), DOLLAR SIGN ($),
POUND SIGN (#), AMPERSAND (&), PERCENT (%), FORWARD SLASH (/) AND COLON (:).
*11 - PERIOD NUMBER MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
*12 - IF SCHL INST DOES NOT BEGIN WITH P THE COURSE NUMBER MUST NOT BE A "LOCAL USE ONLY TRANSFER" COURSE, UNLESS IT IS 0500980.
IF SCHL INST DOES NOT BEGIN WITH P THE COURSE NUMBER MUST NOT BEGIN WITH 00.
*13 - TRANSACTION CODE MUST BE A, C, OR D. ADD REJECTED - RECORD ALREADY ON DATABASE. CHANGE/DELETE REJECTED - RECORD NOT FOUND.
*15 - DUAL ENROLLMENT INDICATOR MUST BE A, B, C, E, OR Z.
*16 - ALL ALPHANUMERIC COURSE NUMBERS MUST BE EITHER ON THE COURSE CODE DIRECTORY FILE OR THE STATEWIDE COURSE NUMBERING
SYSTEM FILE UNLESS THE SCHL INST EQUALS N999 OR P001-P999.
*17 - IF COURSE NUMBER IS A COURSE NUMBER FROM THE COURSES THAT DO NOT GENERATE FTE FILE (F71424), THEN FTE REPORTED, COURSE
MUST BE 0000 AND FEFP PROGRAM NUMBER MUST BE 999.
*18 - IF COURSE EQUALS 0800300 OR 8502000 THEN FEFP NUMBER MUST EQUAL 102, 103, 112, 113, 254, 255, OR 999.
*19 - IF COURSE NUMBER EQUALS 2222222, THEN SCHL INST MUST BE A PRIVATE SCHOOL NUMBER AND VICE VERSA.
*20 - FEFP PROGRAM NUMBER MUST BE 102, 103, 112, OR 113 IF DUAL ENROLLMENT INDICATOR CODE EQUALS A, B, C, OR E.
*21 - IF DUAL ENROLLMENT INDICATOR IS A, SCHL INST MUST BE C901-C928, U970-U981, OR P001-P999.
*22 - CLASS MINUTES, WEEKLY MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
*23 - FEFP PROGRAM NUMBER MUST BE 101-103, 111-113, 130, 254-255, 300, OR 999.
*24 - FTE REPORTED, COURSE MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
IF PERIOD IS 9800, FTE REPORTED MUST BE GREATER THAN ZERO AND LESS THAN OR EQUAL TO .1667.
*25 - IF GRADE LEVEL IS PK, READING INTERVENTION COMPONENT MUST BE Z. IF SURVEY = 2 OR 3 AND GRADE = KG - 12, IT MUST BE Y OR N.
*26 - IF SURVEY = 2 OR 3 READING INTERVENTION CODE MUST BE Y, N, OR Z. IF SURVEY = 1 OR 4 IT MUST BE Z.
*27 - IF COURSE NUMBER IS 5100520, 5100530, 5100560, 5100570, 5100580, OR 5100590, GRADE LEVEL MUST BE PK.
*28 - IF SCHL INST = 9996, SCHL ENRL MUST BE N999.
*29 - GRADE LEVEL MUST BE PK, KG, OR 01-12.
*2A - IF DUAL ENROLLMENT IND IS "A" AND IF SCHL INST IS NOT P001-P999 THEN COURSE MUST START WITH AN ALPHABETIC CHARACTER.
*2B - COURSE GRADE MUST BE A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, IP, N, U, P, S, E, WP, FL, NG, W, WF, OR Z
AND MUST BE RIGHT JUSTIFIED WITH LEADING BLANKS.
*2C - IF DUAL ENROLLMENT INDICATOR = Z AND SCHL INST = 7001, 7004, 7006, 7023; OR DIST INST = 71; OR SCHL INST HAS CHARTER SCHL
STATUS NOT = Z AND SCHL FUNCTION SETTING = V ON MSID; OR LOCATION OF STUDENT IS T, DIST INST = 01-68 OR 72-75;
AND SCHL INST NOT = 7001, 7004, 7006 OR 7023; THEN COURSE GRADE MUST NOT EQUAL Z. ALL OTHER SCHOOLS MUST EQUAL Z.
*2D - IF SURVEY IS 1,2,3 OR 4; AND COURSE NUMBER IS: 8601210,8601220,8601230,8709410,8709420,8709430,8709440,8709450,8709460,
8709470,8709480,8709490,8709491,8709492,8709493,9504110,9504120,9504130,9504140,9504150,9504160; AND DIST INST
AND SCHL INST EXIST ON THE NON-FUNDABLE AUTO SERVICE TECH FILE (F71340); THEN FTE REPORTED, COURSE MUST BE .0000.
*2E - IF SCHL INST HAS A SCHOOL FUNCTION SETTING OF V AND CHARTER SCHOOL STATUS NOT EQUAL TO Z ON THE MSID FILE, THEN THE
VIRTUAL INSTRUCTION PROVIDER CODE MUST BE A VALID ASSIGNED CODE AS SPECIFIED IN APPENDIX CC.
*2F - IF DUAL ENROLLMENT INDICATOR = Z AND COURSE NUMBER DOES NOT EQUAL 2222222 AND SCHL INST = 7001, 7004, 7006, 7023;
OR DIST INST = 71; OR SCHL INST HAS CHARTER SCHOOL STAT NOT = Z AND SCHOOL FUNCTION SETTING = V; OR LOC OF STUD = T AND
DIST INST 01-68, 72-75 AND SCHL INST NOT = 7001, 7004, 7006, 7023; AND COURSE GRADE IS F, I, IP, N, U, WP, FL, NG, W, OR
WF; - THEN FTE REPORTED COURSE MUST BE .0000.
*2G - IF SCHL INST IS 7006, THEN THE ONLINE COURSE PROVIDER CODE MUST BE A VALID CODE IN APPENDIX GG.
IF SCHL INST IS NOT 7006, THEN THE ONLINE COURSE PROVIDER CODE MUST BE ZZZ.

1/30/2019 OptiSpool Print

FILE: 60.781 F L O R I D A D E P A R T M E N T O F E D U C A T I O N PAGE 1
COMPILE DATE: 10/18/18 P U B L I C S C H O O L S D A T A B A S E RUN DATE: 10/19/18
COMPILE TIME: 17.10.21 STUDENT COURSE BATCH UPDATE REPORT RUN TIME: 16:25:13

DISTRICT: 06 BROWARD YEAR: 18-19 SURVEY: 2 SCHOOL: 5037 FRANKLIN ACADEMY COOPER CITY

HOW TO READ STATE ERROR REPORTS

FILE: 68.781 FLORIDA DEPARTMENT OF EDUCATION PAGE 3
COMPILE DATE: 10/18/18 PUBLIC SCHOOLS DATA BASE RUN DATE: 10/19/18
COMPILE TIME: 17.18.21 STUDENT COURSE BATCH UPDATE REPORT RUN TIME: 16:25:13

DISTRICT: 06 BROWARD YEAR: 18-19 SURVEY: 2 SCHOOL: 5037 FRANKLIN ACADEMY COOPER CITY

ERRORS CAUSING A TRANSACTION TO BE REJECTED (CONTINUED) ...

*4G - IF PERIOD IS 9800, DAY OF WEEK SCHEDULED, DATE CERTAIN MUST BE Z.
*4H - IF SCHL INST = 7001, 7004, 7006, 7023; OR DIST INST = 71; OR DIST INST = 50 AND SCHL INST = 7079; OR SCHL INST HAS CHARTER STATUS NOT = Z AND FUNCTION SETTING = V ON MSID, THEN LOCATION OF STUDENT MUST BE N OR S. ALL OTHER SCHOOLS MUST BE T OR Z
*50 - IF COURSE NUMBER IS 2400200 (M/J HOMEROOM), THEN FEFP MUST EQUAL 999 AND FTE REPORTED, COURSE MUST BE 0000.
*51 - IF SURVEY = 1-4 AND GRADE LEVEL IS 07-12, CLASS MINUTES, WEEKLY MUST BE GREATER THAN ZERO.
IF PERIOD IS 9800, CLASS MINUTES, WEEKLY MUST BE EQUAL TO ZERO.
*52 - IF SCHL ENRL IS N998 (HOME EDUCATION) OR N999 (PRIVATE/OUT-OF-STATE), THEN DUAL ENROLLMENT INDICATOR MUST BE Z.
*53 - IF COURSE NUMBER BEGINS WITH A NUMBER OR BEGINS WITH THREE ALPHABETIC CHARACTERS AND IS A COURSE NUMBER FROM THE CAREER AND TECHNICAL/ADULT GENERAL EDUCATION PROGRAM EDIT FILE (F61730) AND IS NOT 1006300, 2001310, 2001340, 2003310, 2102360, 2102365, 2102370, 3027010, 3027020, 2000350, OR 2000360 WITH AN FEFP PROGRAM NUMBER OTHER THAN 300, THEN THE CAREER AND TECHNICAL/ADULT GENERAL EDUCATION PROGRAM CODE MUST BE A VALID PROGRAM NUMBER FOR THE COURSE NUMBER SUBMITTED AS LISTED IN F61730.
IF COURSE NUMBER BEGINS WITH A SINGLE ALPHABETIC CHARACTER AND IS A COURSE NUMBER FROM THE CAREER AND TECHNICAL/ADULT GENERAL PROGRAM FILE (F61730), THEN THE CAREER AND TECHNICAL/ADULT GEN PROGRAM CODE MUST EQUAL THE COURSE NUMBER.
*54 - IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 071, THEN GRADE MUST BE KG - 12.
- IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 302, THEN GRADE MUST BE KG - 12.
- IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 308, THEN GRADE MUST BE 06 - 12.
- IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 309, THEN GRADE MUST BE 06 - 12.
- IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 311, THEN GRADE MUST BE 06 - 12.
- IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 313, THEN GRADE MUST BE KG - 12.
*55 - IF DIST INST IS 01-68 OR 72-75 AND SCHL INST IS NOT 7001, 7004, 7006, OR 7023 AND IF TERM IS 4, 5, OR S THEN SURVEY PERIOD MUST BE 1 OR 4.
- IF DIST INST IS 71 AND SCHL INST IS 0500, 0600, OR 0700 AND TERM IS 4, 5, OR S THEN SURVEY PERIOD MUST BE 1, 2, 3, OR 4.
- IF DIST INST IS 71 AND SCHL INST IS 0300 OR 0400 OR IF DIST INST IS 01-68 OR 72-75 AND SCHL INST IS 7001, 7004, OR 7006 OR 7023 AND TERM EQUALS 4, 5, OR S THEN SURVEY PERIOD MUST BE 4.
*56 - IF GRADE IS PK AND THE FEFP IS NOT 111, 254, OR 255, THEN FEFP MUST BE 101 OR 999.
*57 - IF SCHL INST IS 7001, THEN THE VIRTUAL INSTRUCTION PROVIDER CODE MUST BE A VALID CODE IN APPENDIX CC. ALL OTHER SCHOOLS EXCEPT VIRTUAL CHARTER SCHOOLS (SCHOOL FUNCTION SETTING = V AND CHARTER SCHOOL STATUS NOT = Z ON MSID) MUST BE ZZZ.
*59 - IF YEAR-ROUND/EXTENDED SCHOOL YEAR FTE INDICATOR IS "A" THEN THE YEAR ROUND SCHOOL CODE ON THE MASTER SCHOOL ID FILE MUST BE "S" OR "M" FOR THE REPORTED SCHOOL NUMBER, CURRENT INSTRUCTION.
*5B - IF GRADE IS 6-12 AND COURSE CONTAINS AN ALPHA IN THE 1ST POSITION, DUAL ENROLLMENT MUST BE OTHER THAN Z.
*5C - IF FEFP IS 130, ELL: INSTRUCTIONAL MODEL MUST BE E, S, I, C, O, OR T UNLESS SCHL ENRL IS 3518.
*5D - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, MONDAY MUST BE Y OR N.
*5E - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, TUESDAY MUST BE Y OR N.
*5F - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, WEDNESDAY MUST BE Y OR N.
*5G - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, THURSDAY MUST BE Y OR N.
*5H - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, FRIDAY MUST BE Y OR N.
*5I - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, SATURDAY MUST BE Y OR N.
*5K - IF SURVEY IS 2 OR 3, AND SCHL ENRL DOES NOT = 3518; OR SCHL INST IS NOT 7001, 7004, 7006, OR 7023; OR SCHL INST HAS A SCHOOL FUNCTION/SETTING OF V AND A CHARTER SCHOOL STATUS NOT = Z ON THE MSID FILE, THEN AT LEAST ONE OF THE FOLLOWING MUST BE Y: DAY OF WEEK SCHEDULED, MONDAY; DAY OF WEEK SCHEDULED, TUESDAY; DAY OF WEEK SCHEDULED, WEDNESDAY; DAY OF WEEK SCHEDULED, THURSDAY; DAY OF WEEK SCHEDULED, FRIDAY; OR DAY OF WEEK SCHEDULED, SATURDAY.
*5L - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, DATE CERTAIN MUST BE Y, N, OR Z.
*5M - IF SURVEY IS 2 OR 3 AND DAY OF WEEK SCHEDULED, FRIDAY IS Y, THEN DAY OF WEEK SCHEDULED, DATE CERTAIN MUST BE N OR Z.
*5O - IF COURSE NUMBER EQUALS 2222222, THEN SCHL ENRL MUST BE 3518.
*5P - IF DIST INST IS 71 AND SCHL INST IS 0500, 0600, OR 0700 THEN FEFP MUST BE 101, 102, 103, 111, 112, 113 OR 300.
*5Q - IF SCHL INST IS 7004 AND SCHL ENRL IS NOT 7004, THEN FEFP MUST BE 101, 102, 103, 111, 112, 113, OR 300.
*5S - IF COURSE NUMBER IS 5100580 OR 5100590, THEN FEFP MUST BE 999; FTE REPORTED, COURSE MUST BE 0000; AND GRADE MUST BE PK.
*5U - IF SURVEY IS 2 OR 3 AND SCHOOL ENROLLMENT IS NOT 3518 AND FEFP IS 130 THEN COURSE MUST BE A COURSE IN APPENDIX DD.
*5V - IF ELL: INSTRUCTIONAL MODEL IS S OR C, COURSE NUM MUST BE A MATH, SCIENCE, SOCIAL STUDIES OR COMP ED COURSE IN APPENDIX DD
*** SURVEY 1 WILL ALSO LOOK IN PRIOR YEAR IF THERE IS NO MATCH IN CURRENT YEAR.
*5W - IF ELL: INSTRUCTIONAL MODEL IS E OR I, COURSE NUMBER MUST BE A LANGUAGE ARTS COURSE NUMBER IN APPENDIX DD.
*** SURVEY 1 WILL ALSO LOOK IN PRIOR YEAR IF THERE IS NO MATCH IN CURRENT YEAR.
*5Y - IF SCHL ENRL IS NOT 7001 OR 7023 AND SCHL INST IS 7001 OR 7023, THEN FEFP MUST BE 101, 102, 103, 111, 112, 113 OR 300.
*5Z - IF SCHL INST IS C901-C928, U970-U981, OR P001-P999, THEN DUAL ENROLLMENT INDICATOR MUST BE OTHER THAN Z.

NOTE: PARENTHESES "( )" SURROUNDING A STUDENT ID OR ALIAS ID INDICATE A LOCAL ID. E.G., (LOCAL ID).

HOW TO READ STATE ERROR REPORTS

1/30/2019 OptiSpool Print

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FILE: 60.781                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE   4
COMPILE DATE: 10/18/18                P U B L I C   S C H O O L S   D A T A   B A S E                    RUN DATE: 10/19/18
COMPILE TIME: 17.10.21                      STUDENT COURSE BATCH UPDATE REPORT                                RUN TIME: 16:25:13

DISTRICT: 06 BROWARD      YEAR: 18-19   SURVEY: 2  SCHOOL: 5037 FRANKLIN ACADEMY COOPER CITY

ENROLL     STU. ID/    INSTR.   YEAR SUR  COURSE  SEC-  PER  DYS TERM MIN  FEFP  FTE  CTE-ADULT  GRD ELL  YR-RND DUAL  READ VRT TRN
DIST SCHL (LOCAL ID) DIST SCHL      VEY          TION       WK       WEEK            GEN-ED-PRG     MODL  SCHL  ENRL  INTR INS
                          /- DAY OF WEEK SCHEDULED -/                                          CRS-GR                        /ONLINE
         /FLEID            M   T   W   T   F   S   C   /LOC-STU                                STATUS                          PROV

 06  5037  0618032886  06 5037  1819  2  1200390  M2301 0101  5   1   0270 102  0900   0000000   08    Z     Z     Z      N  ZZZ  C
         FL000006492045    Y   Y   Y   Y   Y   N   N     Z                                          Z                            ZZZ
                                                                                                                                *13


                    TOTALS FOR SCHOOL 5037  FRANKLIN ACADEMY COOPER CITY

                         RECORDS ADDED TO DATABASE:                                    0
                         RECORDS CHANGED ON DATABASE:                                  0
                         RECORDS DELETED FROM DATABASE:                                0

                         RECORDS REJECTED DUE TO ERRORS:                               1

                         TOTAL RECORDS READ:                                           1
```

1/30/2019 OptiSpool Print

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FILE: 60.781                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE   1
COMPILE DATE: 10/18/18                P U B L I C   S C H O O L S   D A T A   B A S E                    RUN DATE: 11/16/18
COMPILE TIME: 17.10.21                      STUDENT COURSE BATCH UPDATE REPORT                                RUN TIME: 16:22:45

DISTRICT: 06 BROWARD      YEAR: 18-19   SURVEY: 2  SCHOOL: 0251 SUNRISE MIDDLE SCHOOL


                    TOTALS FOR SCHOOL 0251  SUNRISE MIDDLE SCHOOL

                         RECORDS ADDED TO DATABASE:                                    0
                         RECORDS CHANGED ON DATABASE:                                  8
                         RECORDS DELETED FROM DATABASE:                                0

                         RECORDS REJECTED DUE TO ERRORS:                               0

                         TOTAL RECORDS READ:                                           8
```

1/30/2019 OptiSpool Print

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FILE: 60.781                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE   1
COMPILE DATE: 10/18/18                P U B L I C   S C H O O L S   D A T A   B A S E                    RUN DATE: 11/16/18
COMPILE TIME: 17.10.21                      STUDENT COURSE BATCH UPDATE REPORT                                RUN TIME: 16:22:45

DISTRICT: 06 BROWARD      YEAR: 18-19   SURVEY: 2  SCHOOL: 1151 CORAL SPRINGS HIGH SCHOOL


                    TOTALS FOR SCHOOL 1151  CORAL SPRINGS HIGH SCHOOL

                         RECORDS ADDED TO DATABASE:                                    0
                         RECORDS CHANGED ON DATABASE:                                  0
                         RECORDS DELETED FROM DATABASE:                                7

                         RECORDS REJECTED DUE TO ERRORS:                               0

                         TOTAL RECORDS READ:                                           7
```

2. SAMPLE REPORT 60.857 --_Student Course Validation Errors

```
FILE: 60.857                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE   1
COMPILE DATE: 07/26/17                P U B L I C   S C H O O L S   D A T A   B A S E                 RUN DATE: 10/23/17
COMPILE TIME: 17.01.07                     STUDENT COURSE VALIDATION ERRORS                           RUN TIME: 21:26:58

DISTRICT: 06 BROWARD            YEAR: 17-18   SURVEY: 2   SCHOOL:  0343 ATTUCKS MIDDLE SCHOOL

         ERROR CODES

   *60 - GRADE LEVEL (STUDENT COURSE) MUST AGREE WITH GRADE ON STUDENT DEMO SUBMITTED BY DIST INST UNLESS YEAR-ROUND/EXTENDED
         SCHOOL YEAR INDICATOR ON STUDENT COURSE = "A" OR IF SURVEY = 1 OR 4.
         *** FTE REPORTED, COURSE ON ALL STUDENT COURSE RECORDS SET TO NULL AFTER CLOSE OF STATE PROCESSING CYCLE.
   *61 - DURING SURVEYS 1-4, IF FTE REPORTED IS GREATER THAN ZERO AND THE STUDENT IS LESS THAN 3 YEARS OLD, THEN GRADE LEVEL MUST
         BE PK AND FEFP MUST BE 101, 111, OR 254-255.
         *** FTE REPORTED, COURSE SET TO NULL AFTER CLOSE OF STATE RECORDS PROCESSING CYCLE.
   *62 - IF SURVEY EQUALS 2 OR 3 AND COURSE EQUALS 2222222 AND SCHOOL ENROLLMENT EQUALS 3518,THEN FTE REPORTED MUST BE < OR = 5000.
   *66 - EACH STUDENT COURSE RECORD MUST HAVE A MATCHING TEACHER COURSE RECORD BASED ON DIST INST, SCHL INST, SURVEY, YEAR, COURSE,
         SECTION, PERIOD, AND TERM IF PERIOD IS NOT 9800 OR SCHL INST IS NOT A PRIVATE SCHOOL FOR SURVEYS 2 OR 3.
         *** FTE REPORTED, COURSE SET TO NULL VALUE AFTER CLOSE OF STATE RECORDS PROCESSING CYCLE.
   *67 - EACH STUDENT COURSE RECORD MUST HAVE A MATCHING STUDENT DEMO RECORD BASED ON DIST ENRL, SCHL ENRL, STUDENT ID, SURVEY,
         YEAR, AND DIST INST.
         *** FTE REPORTED, COURSE SET TO NULL FOR ALL STUDENT COURSE RECORDS FOR THIS STUDENT.
   *69   IF SURVEY = 1-4, EACH STUDENT COURSE RECORD WITH FEFP PROGRAM NUMBER EQUAL TO 111-113 OR 254-255 MUST HAVE A MATCHING
         EXCEPTIONAL STUDENT RECORD BASED ON DIST ENRL, SCHL ENRL, STUDENT ID, SURVEY, AND YEAR UNLESS SURVEY = 2 OR 3 AND
         SCHL INST IS A PRIVATE SCHOOL NUMBER.
         *** FTE REPORTED, COURSE SET TO NULL FOR ALL STUDENT COURSE RECORDS FOR THIS STUDENT AFTER END OF STATE PROCESSING CYCLE.
   *72 - IF FEFP PROGRAM = 130, THEN ELL, PK-12 ON THE STUDENT DEMO RECORD (MATCHED ON DIST ENRL, SCHL ENRL, STUDENT ID, SURVEY,
         YEAR, AND DIST INST) MUST BE LY OR LP.
         *** FTE REPORTED, COURSE SET TO NULL AFTER THE CLOSE OF THE EDIT PROCESSING CYCLE.
   *73 - IF SURVEY = 2, 3; SCHL ENRL IS NOT 3518, N998, OR N999; SCHL INST IS NOT 0500 OR 0600 OR 0700 WITHIN DIST INST 71;
         FTE REPORTED IS GREATER THAN ZERO; AND STUDENT HAS A DNE WITHDRAWAL CODE ON PRIOR SCHOOL OR NO MATCHING PRIOR SCHOOL
         RECORD, THEN FTE REPORTED, COURSE, IS SET TO NULL AFTER THE CLOSE OF THE STATE RECORDS PROCESSING CYCLE. MATCH ON YEAR,
         SURVEY, DIST ENRL, AND STUDENT ID. IF MORE THAN ONE PRIOR SCHOOL RECORD, MATCH ON THE MOST RECENT ENTRY (RE-ENTRY) DATE.
         *** FTE REPORTED, COURSE SET TO NULL VALUE AFTER THE CLOSE OF STATE EDIT PROCESSING CYCLE.
   *75 - IF COURSE NUMBER IS 7650030 (PRE-K DISABILITIES: AGE 0-2) THEN THE STUDENT MUST BE 0-2 YEARS OLD. AGE IS DETERMINED USING
         BIRTH DATE ON THE STUDENT DEMO RECORD (MATCHED ON DIST INST, STUDENT ID, SURVEY, AND YEAR) AND THE FRIDAY OF SURVEY WEEK.

         ? - INDICATES THAT THE FIELD CONTAINS NULL VALUES

             NOTE:  PARENTHESES "( )" SURROUNDING A STUDENT ID INDICATES A LOCAL ID. E.G., (LOCAL ID)
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HOW TO READ STATE ERROR REPORTS

FILE: 60.857 F L O R I D A D E P A R T M E N T O F E D U C A T I O N PAGE 2
COMPILE DATE: 07/26/17 P U B L I C S C H O O L S D A T A B A S E RUN DATE: 10/23/17
COMPILE TIME: 17.01.07 STUDENT COURSE VALIDATION ERRORS RUN TIME: 21:26:58

DISTRICT: 06 BROWARD YEAR: 17-18 SURVEY: 2 SCHOOL: 034

	STUDENT COURSE DATA												STUDENT DEMOGRAPHIC			
STU/(LOC ID)	TERM	COURSE	SEC-TION	PE-RIOD	DIST ENRL	SCHL ENRL	MIN/ WEEK	FEFP	FTE-REPORTED	GR	ELL MOD	STUD LOCT	BIRTH-DATE	GR-ADE	ELL	ERROR CODES
06	7	3	1000010	6362	0202	06	0343	0265	112	0.0884	06	Z	Z	07	5	06 ZZ	69
06	7	3	1001010	0366A	0606	06	0343	0280	112	0.0934	06	Z	Z	07	5	06 ZZ	69
06	7	3	1007000	0395	0505	06	0343	0216	112	0.0720	06	Z	Z	07	5	06 ZZ	69
06	7	3	1205010	0363	0303	06	0343	0440	112	0.1467	06	Z	Z	07	5	06 ZZ	69
06	7	3	2001010	0361B	0101	06	0343	0325	112	0.1084	06	Z	Z	07	5	06 ZZ	69
06	7	3	2109010	0364A	0404	06	0343	0270	112	0.0900	06	Z	Z	07	5	06 ZZ	69
06	7	3	7866040	0395	0505	06	0343	0060	112	0.0200	06	Z	Z	07	5	06 ZZ	69
06	0	3	1000010	8382	0202	06	0343	0265	255	0.0884	08	Z	Z	07	4	08 ZZ	69
06	0	3	1001070	0381A	0101	06	0343	0325	255	0.1084	08	Z	Z	07	4	08 ZZ	69
06	0	3	1205070	0383A	0303	06	0343	0440	255	0.1467	08	Z	Z	07	4	08 ZZ	69
06	0	3	2003010	0385	0505	06	0343	0270	255	0.0900	08	Z	Z	07	4	08 ZZ	69
06	0	3	2100015	0384	0404	06	0343	0270	255	0.0900	08	Z	Z	07	4	08 ZZ	69
06	0	3	8600042	0396	0606	06	0343	0280	255	0.0934	08	Z	Z	07	4	08 ZZ	69
06	7	3	1000010	6362A	0202	06	0343	0265	102	0.0884	06	Z	Z	04	6	06 ZZ	73
06	7	3	1001010	0363A	0303	06	0343	0440	102	0.1467	06	Z	Z	04	6	06 ZZ	73
06	7	3	1205010	0364A	0404	06	0343	0270	102	0.0900	06	Z	Z	04	6	06 ZZ	73

HOW TO READ STATE ERROR REPORTS

FILE: 60.857 F L O R I D A D E P A R T M E N T O F E D U C A T I O N PAGE 2
COMPILE DATE: 07/26/17 P U B L I C S C H O O L S D A T A B A S E RUN DATE: 12/20/17
COMPILE TIME: 17.01.07 STUDENT COURSE VALIDATION ERRORS RUN TIME: 21:19:56

DISTRICT: 06 BROWARD YEAR: 17-18 SURVEY: 2 SCHOOL: 5[redacted]

	STUDENT COURSE DATA											STUDENT DEMOGRAPHIC			
STU/(LOC ID)	TERM	COURSE	SEC-TION	PE-RIOD	DIST ENRL	SCHL ENRL	MIN/ WEEK	FEFP	FTE-REPORTED	GR	ELL MOD	STUD LOCT	BIRTH-DATE	GR-ADE	ELL	ERROR CODES
06[redacted]0	3	2106016	07603	0606	06	5204	0220	102	0.0734	07	Z	Z	0[redacted]6	07	LF	66
06[redacted]9	3	2106026	0702D	0303	06	5204	0220	102	0.0734	07	Z	Z	0[redacted]6	07	ZZ	66

TOTALS FOR SCHOOL 5[redacted]

ROWS PROCESSED FROM THE STUDENT COURSE TABLE 1,759

ROWS WITH VALIDATION ERRORS 2
COUNT OF ERRORS BY TYPE

60	0
61	0
62	0
66	2
67	0
69	0
72	0
73	0
75	0

3. SAMPLE REPORT 60.782 -- Teacher Course Edit Errors

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FILE: 60.782                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE   1
COMPILE DATE: 07/26/17                P U B L I C   S C H O O L S   D A T A   B A S E                 RUN DATE: 09/29/17
COMPILE TIME: 17.02.14                          TEACHER COURSE EDIT ERRORS                            RUN TIME: 08:24:16

DISTRICT: 06 BROWARD      YEAR: 17-18   SURVEY: 2  SCHOOL: C902 BROWARD COLLEGE

            *01 - DISTRICT OF INSTRUCTION MUST BE 06.
            *02 - SCHOOL NUMBER, CURRENT INSTRUCTION/SERVICE MUST BE NUMERIC IN THE RANGE 0001 TO 9899
                  (EXCLUDING 9001), 9996 OR IT MUST BE C901 TO C928, U970 TO U981, P001-P999 OR N999.
            *03 - SURVEY PERIOD MUST BE 2.
            *04 - FISCAL YEAR MUST BE 1718.
            *05 - COURSE NUMBER MUST NOT CONTAIN BLANKS.
            *06 - SECTION CODE MUST NOT BE ALL BLANKS. ALLOWABLE CHARACTERS ARE 0-9, A-Z, SPACE, HYPHEN (-), DOLLAR SIGN ($),
                  POUND SIGN (#), AMPERSAND (&), PERCENT (%), FORWARD SLASH (/) AND COLON (:).
            *07 - PERIOD MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
            *08 - TEACHER CERTIFICATE NUMBER MUST BE NUMERIC WITH NO EMBEDDED BLANKS.
            *09 - TRANSACTION CODE MUST BE A (THE LETTER).
            *11 - SSN MUST BE NUMERIC AND GREATER THAN ZERO (EXCLUDING 999999999), UNLESS IT IS A STAFF NUMBER ID AND
                  THE FIRST TWO POSITIONS ARE "CS" AND THE LAST SEVEN POSITIONS ARE NUMERIC. NINE CHARACTER SSN'S MUST BE
                  LEFT JUSTIFIED WITH A TRAILING BLANK.
            *12 - IF SCHOOL INSTRUCTION = 7001, THE FLORIDA EDUCATORS CERT NUMBER MUST BE NUMBERS IN THE RANGE OF:
                  0000000001 - 0000999998  AND 0001000000 - 0009999999 AND MAY NOT CONTAIN BLANKS.
            *14 - IF SURVEY IS 1-4, THE TERM/SURVEY INDICATOR MUST BE Y OR N.
            *15 - IF SURVEY IS 1-4 AND TERM IS 3, THE TERM/SURVEY INDICATOR MUST BE Y.
            *16 - IF SURVEY IS 2 AND TERM IS 1, THE TERM/SURVEY INDICATOR MUST BE Y.
            *17 - IF SURVEY IS 3 AND TERM IS 2, THE TERM/SURVEY INDICATOR MUST BE Y.
            *18 - IF COURSE NUMBER IS 5100580 OR 5100590, THEN CERTIFICATE/LICENSURE/QUALIFICATION STATUS MUST BE V.
            *19 - IF COURSE NUMBER IS NOT 5100580 OR 5100590, THEN CERTIFICATE/LICENSURE/QUALIFICATION STATUS MUST NOT BE V.
            *20 - FACILITY TYPE CODE MUST BE 00 TO 20.
            *21 - DAYS IN TERM MUST BE NUMERIC AND GREATER THAN ZERO AND LESS THAN 300.
            *23 - CERTIFICATION/LICENSURE/QUALIFICATION STATUS CODE MUST BE A, B, H, I, O, M, S, N, V, OR P.
            *26 - IF SURVEY PERIOD CODE IS 2 OR 3,
                  THE FIRST FIVE POSITIONS AND POSITIONS 7-16 OF CLASSROOM IDENTIFICATION (FISH) NUMBER MUST BE NUMERIC.
                  POSITIONS 17-21 MUST BE ALPHABETIC/NUMERIC, LEFT JUSTIFIED WITH NO EMBEDDED SPACES AND MAY NOT BE ALL BLANKS.
                  IF POSITION 6 = "O", THEN POSITIONS 17-21 MAY INCLUDE SYMBOLS.
                  IF SURVEY PERIOD CODE IS 1 OR 4, THEN EACH POSITION OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER MUST CONTAIN
                  ONE OF THE FOLLOWING: BLANK (SPACE), Z, OR ZERO.
            *27 - IF SURVEY = 2 OR 3, POSITION 6 OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER MUST BE A, B, C, F, O, OR S.
            *28 - IF SURVEY PERIOD CODE IS 2 OR 3, SCHEDULING METHOD MUST BE A, B, C, G, I, M, S, OR W.
                  IF SURVEY IS 1 OR 4, THEN SCHEDULING METHOD MUST BE Z.
            *29 - IF SURVEY PERIOD CODE IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER IS O, THEN
                  FACILITY TYPE MUST NOT BE 00. IF SURVEY PERIOD CODE IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM IDENTIFICATION
                  (FISH) NUMBER IS C, THEN FACILITY TYPE MUST BE 19.
            *2A - IF SURVEY PERIOD IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM ID (FISH) = A, B, C, F, OR S, THE NUMBER
                  MUST BE VALID ON FLDOE FISH DATABASE.
            *31 - THE STAFF NUMBER IDENTIFIER, LOCAL MAY BE ANY COMBINATION OF LETTERS, NUMBERS, AND BLANKS.
                  (ALL BLANKS ARE NOT ALLOWABLE).  IT MUST BE LEFT-JUSTIFIED WITH TRAILING BLANKS.
            *33 - IF COURSE NUMBER CLASS SIZE CORE COURSE INDICATOR ON THE COURSE CODE DIRECTORY = Y, THE LAST 2 DIGITS OF THE
                  PERIOD ARE NOT 88, THE SURVEY IS 2 OR 3 AND SCHED METHOD IS C OR I, THEN TEAM TEACHER TRAINING CODE MUST BE A-D.
            *34 - IF SURVEY = 2 OR 3, TEAM TEACHER TRAINING MUST BE A-D OR Z. IF SURVEY = 1 OR 4, IT MUST BE Z.
```

HOW TO READ STATE ERROR REPORTS

```
FILE: 60.782                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE   2
COMPILE DATE: 07/26/17                P U B L I C   S C H O O L S   D A T A   B A S E                  RUN DATE: 09/29/17
COMPILE TIME: 17.02.14                          TEACHER COURSE EDIT ERRORS                             RUN TIME: 08:24:16

DISTRICT: 06 BROWARD      YEAR: 17-18   SURVEY: 2  SCHOOL: C902 BROWARD COLLEGE

            *35 - IF DISTRICT NUMBER, CURRENT INSTRUCTION/SERVICE IS IN THE RANGE 01 - 68 OR 72 - 75 AND:
                ..IF SCHOOL INSTR/SERVICE IS NOT 7001, 7004, 7006 OR 7023 AND
                ..IF SCHOOL INSTR/SERVICE IS NOT 7079 IN DISTRICT INSTR/SERVICE 50 AND
                ..IF SCHOOL INSTR/SERVICE IS NOT ONE THAT HAS A SCHL FUNCTION OF V AND CHARTER SCHL STAT NOT EQUAL TO Z ON MSID.
                  -- THEN FACILITY TYPE MUST NOT EQUAL 20.
            *36 - IF DISTRICT INSTR/SERVICE IS 71 OR IF THE SCHOOL INSTR/SERVICE IS ONE FOR WHICH THE SCHOOL FUNCTION SETTING = V
                  AND CHARTER SCHOOL STATUS DOES NOT EQUAL Z ON THE MSID,  THEN FACILITY TYPE MUST EQUAL 20.
            *37 - IF SURVEY PERIOD CODE IS 2 OR 3, THEN FUND SOURCE: NCLB TITLE III MUST BE Y OR N.
                  IF SURVEY PERIOD CODE IS 1 OR 4, THEN FUND SOURCE: NCLB TITLE III MUST BE Z.
            *38 - FLORIDA EDUCATION IDENTIFIER (FLEID) IS ALPHANUMERIC AND MUST BE ENTERED AS "FL" IN THE FIRST TWO POSITIONS
            *40 - SCHOOL OF INSTRUCTION MUST BE VALID AND ACTIVE ON THE MASTER SCHOOL ID FILE OR MUST BE C901-C928,
                  U970-U981, P001-P999, 9996, OR N999.
            *41 - ALL NUMERIC COURSE CODES MUST BE ON THE COURSE CODE DIRECTORY UNLESS SCHOOL OF INSTRUCTION EQUALS P001-P999.
            *42 - THE FIRST TWO DIGITS OF PERIOD NUMBER MUST BE 00 TO 80.  THE LAST TWO DIGITS MUST BE 00 TO 80 OR 88 AND GREATER
                  THAN OR EQUAL TO THE FIRST TWO DIGITS.
            *46 - ALL ALPHANUMERIC COURSE NUMBERS MUST BE EITHER ON THE COURSE CODE DIRECTORY FILE OR ON THE STATEWIDE COURSE
                  NUMBERING SYSTEM UNLESS THE SCHOOL OF INSTRUCTION EQUALS N999 OR P001-P999.
            *48 - PRIMARY INSTRUCTOR INDICATOR MUST BE Y OR N.
            *49 - TERM MUST BE EITHER 1-9, B-O, OR S-X.
            *4A - BLENDED LEARNING COURSE MUST BE Y OR N.
            *4B - IF SCHOOL INSTR/SERVICE IS 7001, 7004, 7006, OR 7023; OR DISTRICT INSTR/SERVICE IS 71;
                  OR DISTRICT INSTR/SERVICE IS 50 AND SCHOOL INSTR/SERVICE IS 7079; OR CHARTER SCHOOL STATUS IS
                  NOT Z AND SCHOOL FUNCTION SETTING IS V ON MSID, THEN BLENDED LEARNING COURSE MUST EQUAL N.

            NOTE:  PARENTHESES "( )" SURROUNDING A STUDENT ID INDICATES A LOCAL ID. E.G., (LOCAL ID)
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HOW TO READ STATE ERROR REPORTS

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FILE: 60.782                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE  63
COMPILE DATE: 07/26/17                P U B L I C   S C H O O L S   D A T A   B A S E                  RUN DATE: 09/29/17
COMPILE TIME: 17.02.14                          TEACHER COURSE EDIT ERRORS                                RUN TIME: 08:24:16

DISTRICT: 06 BROWARD       YEAR: 17-18   SURVEY: 2  SCHOOL: C[redacted]


DIST SCHL SRVY YEAR/ COURSE  SECTN TERM-SRVY PER TERM  SSN OR(LOCAL) FAC  DAYS  PRI  CERT-NUM/  CERT-LIC  FUND  TEAM  BLEND   TRN
INST INST             ......FISH NUMBER........       / FLEID       TYPE TERM INSTR SCHD-METHD  STATUS  SOURCE TRAIN CRSE    CDE

 06  C902  2   1718  ZOOL010 L103      Y     1111  1    (B[redacted])  09   090   Y   0000240073    I       N      Z    N       A

    (REC CONT)         00000 O 00000 00060 BCC                                          S                        =REC NOT LOADED=
                                                          *38

 06  C902  2   1718  ZOOL010 L104      Y     1212  1    (B[redacted])  09   090   Y   0000240073    I       N      Z    N       A

    (REC CONT)         00000 O 00000 00060 BCC                                          S                        =REC NOT LOADED=
                                                          *38

 06  C902  2   1718  ZOO2010 1102      Y     1010  1    (B[redacted])  09   090   Y   0000240073    I       N      Z    N       A

    (REC CONT)         00000 O 00000 00060 BCC                                          S                        =REC NOT LOADED=
                                                          *38

 06  C902  2   1718  ZOO2010 1104      Y     1212  1    (B[redacted])  09   090   Y   0000240073    I       N      Z    N       A

    (REC CONT)         00000 O 00000 00060 BCC                                          S                        =REC NOT LOADED=
                                                          *38

 06  C902  2   1718  ZOO2010 1105      Y     1313  1    (B[redacted])  09   090   Y   0000240073    I       N      Z    N       A

    (REC CONT)         00000 O 00000 00060 BCC                                          S                        =REC NOT LOADED=
                                                          *38


                      TOTALS FOR SCHOOL C902  BROWARD COLLEGE
                                RECORDS WRITTEN TO LOAD FILE WITHOUT ERRORS:        102
                                 DUPLICATE RECORDS NOT WRITTEN TO LOAD FILE:          0
                                 ALL OTHER RECORDS NOT WRITTEN TO LOAD FILE:        665
                                                       TOTAL RECORDS READ:        767
```

4. SAMPLE REPORT 60.782 – Teacher Course Batch Update Report

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FILE: 60.782                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE   1
COMPILE DATE: 07/26/17                P U B L I C   S C H O O L S   D A T A   B A S E                  RUN DATE: 12/01/17
COMPILE TIME: 17.02.29                     TEACHER COURSE BATCH UPDATE REPORT                          RUN TIME: 16:21:56

DISTRICT: 06 BROWARD      YEAR: 17-18   SURVEY: 2  SCHOOL: 0161 WEST HOLLYWOOD ELEMENTARY SCHO

            *01 - DISTRICT OF INSTRUCTION MUST BE 06.
            *02 - SCHOOL NUMBER, CURRENT INSTRUCTION/SERVICE MUST BE NUMERIC IN THE RANGE 0001 TO 9899
                  (EXCLUDING 9001), 9996 OR IT MUST BE C901 TO C928, U970 TO U981, P001-P999 OR N999.
            *03 - SURVEY PERIOD MUST BE 2.
            *04 - FISCAL YEAR MUST BE 1718.
            *05 - COURSE NUMBER MUST NOT CONTAIN BLANKS.
            *06 - SECTION CODE MUST NOT BE ALL BLANKS. ALLOWABLE CHARACTERS ARE 0-9, A-Z, SPACE, HYPHEN (-), DOLLAR SIGN ($),
                  POUND SIGN (#), AMPERSAND (&), PERCENT (%), FORWARD SLASH (/) AND COLON (:).
            *07 - PERIOD MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
            *08 - TEACHER CERTIFICATE NUMBER MUST BE NUMERIC WITH NO EMBEDDED BLANKS.
            *09 - TRANSACTION CODE MUST BE A, C, OR D.
                 - ADD REJECTED -- RECORD ALREADY ON DATABASE.
                 - CHANGE REJECTED -- RECORD NOT FOUND.
                 - DELETE REJECTED -- RECORD NOT FOUND.
            *11 - SSN MUST BE NUMERIC AND GREATER THAN ZERO (EXCLUDING 999999999), UNLESS IT IS A STAFF NUMBER ID AND
                  THE FIRST TWO POSITIONS ARE "CS" AND THE LAST SEVEN POSITIONS ARE NUMERIC. NINE CHARACTER SSN'S MUST BE
                  LEFT JUSTIFIED WITH A TRAILING BLANK.
            *12 - IF SCHOOL INSTRUCTION = 7001, THE FLORIDA EDUCATORS CERT NUMBER MUST BE NUMBERS IN THE RANGE OF:
                  0000000001 - 0000999998  AND 0001000000 - 0009999999 AND MAY NOT CONTAIN BLANKS.
            *14 - IF SURVEY IS 1-4, THE TERM/SURVEY INDICATOR MUST BE Y OR N.
            *15 - IF SURVEY IS 1-4 AND TERM IS 3, THE TERM/SURVEY INDICATOR MUST BE Y.
            *16 - IF SURVEY IS 2 AND TERM IS 1, THE TERM/SURVEY INDICATOR MUST BE Y.
            *17 - IF SURVEY IS 3 AND TERM IS 2, THE TERM/SURVEY INDICATOR MUST BE Y.
            *18 - IF COURSE NUMBER IS 5100580 OR 5100590, THEN CERTIFICATE/LICENSURE/QUALIFICATION STATUS MUST BE V.
            *19 - IF COURSE NUMBER IS NOT 5100580 OR 5100590, THEN CERTIFICATE/LICENSURE/QUALIFICATION STATUS MUST NOT BE V.
            *20 - FACILITY TYPE CODE MUST BE 00 TO 20.
            *21 - DAYS IN TERM MUST BE NUMERIC AND GREATER THAN ZERO AND LESS THAN 300.
            *23 - CERTIFICATION/LICENSURE/QUALIFICATION STATUS CODE MUST BE A, B, H, I, O, M, S, N, V, OR P.
            *26 - IF SURVEY PERIOD CODE IS 2 OR 3,
                  THE FIRST FIVE POSITIONS AND POSITIONS 7-16 OF CLASSROOM IDENTIFICATION (FISH) NUMBER MUST BE NUMERIC.
                  POSITIONS 17-21 MUST BE ALPHABETIC/NUMERIC, LEFT JUSTIFIED WITH NO EMBEDDED SPACES AND MAY NOT BE ALL BLANKS.
                  IF POSITION 6 = "O", THEN POSITIONS 17-21 MAY INCLUDE SYMBOLS.
                  IF SURVEY PERIOD CODE IS 1 OR 4, THEN EACH POSITION OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER MUST CONTAIN
                  ONE OF THE FOLLOWING: BLANK (SPACE), Z, OR ZERO.
            *27 - IF SURVEY = 2 OR 3, POSITION 6 OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER MUST BE A, B, C, F, O, OR S.
            *28 - IF SURVEY PERIOD CODE IS 2 OR 3, SCHEDULING METHOD MUST BE A, B, C, G, I, M, S, OR W.
                  IF SURVEY IS 1 OR 4, THEN SCHEDULING METHOD MUST BE Z.
            *29 - IF SURVEY PERIOD CODE IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER IS O, THEN
                  FACILITY TYPE MUST NOT BE 00. IF SURVEY PERIOD CODE IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM IDENTIFICATION
                  (FISH) NUMBER IS C, THEN FACILITY TYPE MUST BE 19.
            *2A - IF SURVEY PERIOD IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM ID (FISH) = A, B, C, F, OR S, THE NUMBER
                  MUST BE VALID ON FLDOE FISH DATABASE.
            *31 - THE STAFF NUMBER IDENTIFIER, LOCAL MAY BE ANY COMBINATION OF LETTERS, NUMBERS, AND BLANKS.
                  (ALL BLANKS ARE NOT ALLOWABLE).  IT MUST BE LEFT-JUSTIFIED WITH TRAILING BLANKS.
            *33 - IF COURSE NUMBER CLASS SIZE CORE COURSE INDICATOR ON THE COURSE CODE DIRECTORY = Y, THE LAST 2 DIGITS OF THE
                  PERIOD ARE NOT 88, THE SURVEY IS 2 OR 3 AND SCHED METHOD IS C OR I, THEN TEAM TEACHER TRAINING CODE MUST BE A-D.
            *34 - IF SURVEY = 2 OR 3, TEAM TEACHER TRAINING MUST BE A-D OR Z. IF SURVEY = 1 OR 4, IT MUST BE Z.
```

HOW TO READ STATE ERROR REPORTS

```
FILE: 60.782                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE   2
COMPILE DATE: 07/26/17                P U B L I C   S C H O O L S   D A T A   B A S E                  RUN DATE: 12/01/17
COMPILE TIME: 17.02.29                     TEACHER COURSE BATCH UPDATE REPORT                          RUN TIME: 16:21:56

DISTRICT: 06 BROWARD      YEAR: 17-18   SURVEY: 2  SCHOOL: 0161 WEST HOLLYWOOD ELEMENTARY SCHO
             *35 - IF DISTRICT NUMBER, CURRENT INSTRUCTION/SERVICE IS IN THE RANGE 01 - 68 OR 72 - 75 AND:
                 ..IF SCHOOL INSTR/SERVICE IS NOT 7001, 7004, 7006 OR 7023 AND
                 ..IF SCHOOL INSTR/SERVICE IS NOT 7079 IN DISTRICT INSTR/SERVICE 50 AND
                 ..IF SCHOOL INSTR/SERVICE IS NOT ONE THAT HAS A SCHL FUNCTION OF V AND CHARTER SCHL STAT NOT EQUAL TO Z ON MSID.
                   -- THEN FACILITY TYPE MUST NOT EQUAL 20.
             *36 - IF DISTRICT INSTR/SERVICE IS 71 OR IF THE SCHOOL INSTR/SERVICE IS ONE FOR WHICH THE SCHOOL FUNCTION SETTING = V
                   AND CHARTER SCHOOL STATUS DOES NOT EQUAL Z ON THE MSID,  THEN FACILITY TYPE MUST EQUAL 20.
             *37 - IF SURVEY PERIOD CODE IS 2 OR 3, THEN FUND SOURCE: NCLB TITLE III MUST BE Y OR N.
                   IF SURVEY PERIOD CODE IS 1 OR 4, THEN FUND SOURCE: NCLB TITLE III MUST BE Z.
             *38 - FLORIDA EDUCATION IDENTIFIER (FLEID) IS ALPHANUMERIC AND MUST BE ENTERED AS "FL" IN THE FIRST TWO POSITIONS
                   FOLLOWED BY TWELVE NUMERIC DIGITS.  NO BLANKS OR SPACES ARE ALLOWABLE.
             *40 - SCHOOL OF INSTRUCTION MUST BE VALID AND ACTIVE ON THE MASTER SCHOOL ID FILE OR MUST BE C901-C928,
                   U970-U981, P001-P999, 9996, OR N999.
             *41 - ALL NUMERIC COURSE CODES MUST BE ON THE COURSE CODE DIRECTORY UNLESS SCHOOL OF INSTRUCTION EQUALS P001-P999.
             *42 - THE FIRST TWO DIGITS OF PERIOD NUMBER MUST BE 00 TO 80.  THE LAST TWO DIGITS MUST BE 00 TO 80 OR 88 AND GREATER
                   THAN OR EQUAL TO THE FIRST TWO DIGITS.
             *46 - ALL ALPHANUMERIC COURSE NUMBERS MUST BE EITHER ON THE COURSE CODE DIRECTORY FILE OR ON THE STATEWIDE COURSE
                   NUMBERING SYSTEM UNLESS THE SCHOOL OF INSTRUCTION EQUALS N999 OR P001-P999.
             *48 - PRIMARY INSTRUCTOR INDICATOR MUST BE Y OR N.
             *49 - TERM MUST BE EITHER 1-9, B-O, OR S-X.
             *4A - BLENDED LEARNING COURSE MUST BE Y OR N.
             *4B - IF SCHOOL INSTR/SERVICE IS 7001, 7004, 7006, OR 7023; OR DISTRICT INSTR/SERVICE IS 71;
                   OR DISTRICT INSTR/SERVICE IS 50 AND SCHOOL INSTR/SERVICE IS 7079; OR CHARTER SCHOOL STATUS IS
                   NOT Z AND SCHOOL FUNCTION SETTING IS V ON MSID, THEN BLENDED LEARNING COURSE MUST EQUAL N.

             NOTE:  PARENTHESES "( )" SURROUNDING A STUDENT ID INDICATES A LOCAL ID. E.G., (LOCAL ID)
```

HOW TO READ STATE ERROR REPORTS

FILE: 60.782 F L O R I D A D E P A R T M E N T O F E D U C A T I O N PAGE 3
COMPILE DATE: 07/26/17 P U B L I C S C H O O L S D A T A B A S E RUN DATE: 12/01/17
COMPILE TIME: 17.02.29 TEACHER COURSE BATCH UPDATE REPORT RUN TIME: 16:21:56

DISTRICT: 06 BROWARD YEAR: 17-18 SURVEY: 2 SCHOOL: [redacted]

DIST INST	SCHL INST	SRVY	YEAR/ COURSE	SECTN NUMBER	TERM-SRVY PER	TERM	SSN OR(LOCAL) / FLEID	FAC TYPE	DAYS TERM	PRI INSTR	CERT-NUM/ SCHD-METHD	CERT-LIC STATUS	FUND SOURCE	TEAM TRAIN	BLEND CRSE	TRN CDE
06	0161	2	1718 5010043	0R203	Y 0101	3	(B[redacted])	00	090	Y	0001221670	H	Z *37	Z	N	A
(REC CONT)			00010 A 00011	00001	212		FL00[redacted]1				S					
06	0161	2	1718 5010043	0R203	Y 0202	3	(B[redacted])	00	090	Y	0001221670	H	Z *37	Z	N	A
(REC CONT)			00010 A 00011	00001	212		FL00[redacted]4				S					
06	0161	2	1718 5012040	00203	Y 0303	3	(B[redacted])	00	090	Y	0001221670	H	Z *37	Z	N	A
(REC CONT)			00010 A 00011	00001	212		FL00[redacted]1				S					
06	0161	2	1718 5012040	00203	Y 0404	3	(B[redacted])	00	090	Y	0001221670	H	Z *37	Z	N	A
(REC CONT)			00010 A 00011	00001	212		FL00[redacted]1				S					
06	0161	2	1718 5020030	00203	Y 0505	3	(B[redacted])	00	090	Y	0001221670	H	Z *37	Z	N	A
(REC CONT)			00010 A 00011	00001	212		FL00[redacted]1				S					

TOTALS FOR SCHOOL [redacted]

RECORDS ADDED TO DATABASE:	0
RECORDS CHANGED ON DATABASE:	0
RECORDS DELETED FROM DATABASE:	0
RECORDS REJECTED DUE TO ERRORS:	5
TOTAL RECORDS READ:	5

V. MAKING CORRECTIONS IN EXTERNAL FOR SURVEYS 2 & 3

I&T SCHOOL APPLICATIONS/ STATE REPORTING AREA
HOW TO MAKE CORRECTIONS IN EXTERNAL
FOR SURVEYS 2 & 3

**Note: Please use the F1 key to access the Help Text which will assist with further instructions, codes, and examples for entering into fields.

Student Demographic Edit Error Report (60.780)

TERMS Panel A03

Error *48

This error indicates that the Home Language Survey Date field on the **E02** panel in External and the **A03** panel in TERMS is incorrect. When correcting this error, schools must do the following:

1. Go to the **A03 panel** in External and input a valid date in Home Language Survey Date (LG SRVY) field, and press Enter. Date **must be** less than or equal to the date certain of the survey week
2. Schools must email **Martha Villa in the Multicultural Department** (include student number and name) if in need of changing an already existing date. This element is on the **A03** panel in **TERMS** – correct to prevent this error in the future.
3. Then email someone on the State Reporting team with the valid date, student number, location number to correct it in external

NOTE: This field cannot be left blank or zero filled. Schools can get this date from the ESOL coordinator at their school location.

Exceptional Student Edit Error Report (61.034)

TERMS Panel A23 Type-S Detail

Error *09 Invalid Plan Date
(7/1/21 - 10/14/22) for Survey 2 and (7/1/21 - 2/10/23) for Survey 3)

This error indicates that the IEP Plan Date for the student ESE record is invalid. If the student is an active ESE student, *and Primary Code (P) field* **is not** *'L'*, then schools must input a valid date within the current (2223) or previous school year (1819).

OR

Error *09 Invalid Plan Date (Continued)

For Surveys 1, 2, 3, or 4, when Primary Exceptionality (P) field **equals** L then the IEP Plan Date must be a valid date within the current (2223) or four previous school years (2122), (2021), (1920), (1819).

1. Schools must proceed to the **A23** panel in TERMS and correct the IEP Plan Date (IEP Plan DT) field, then press Enter.
2. Then email someone on the State Reporting team with the valid date, student number, location number to correct it in external.

NOTE: To prevent errors in the future, schools should consult the ESE Specialist or appropriate personnel at their location for the valid date.

Student Course Edit Error Report (60.781)

TERMS Panel A10 Detail

Error *31

This error indicates that the program code is not in association with the grade level. Schools must correct the grade level **or** the program code. Please refer to the chart list below:

FEFP Program Numbers	Grade Levels
101	PK - 03
102	04 - 08
103	09 - 12
111	PK - 03
112	04 - 08
113	09 - 12
130	KG -12
254-255	PK -12

Teacher Course Edit Error Report (60.781)

TERMS Panel C17/C05

Error *11

This error indicates that the Teacher's Social Security Number is invalid **or** zero filled, which is incorrect. School must input a valid Social Security Number on the **C05** panel in TERMS.

1. Then email someone on the State Reporting team with the valid date, student number, location number to correct it in external

Error *41 Invalid Teacher Course Number

This error indicates that the teacher course number that were used have been dropped at the State; therefore, the course is invalid. To correct this error, you must do the following:

1. Schools must use the C19 panel to drop and add course to make corrections in TERMS.

2. Then email someone on the State Reporting team with the invalid/valid course number, student number that are affected by this change, location number to correct it in external.

English Language Learners Edit Error (62.234)

TERMS Panel A23 Type E or A21

Error *2H

If Basis of Entry code is **'A' and the Exit Date is 00000000**, then Tests Name for Listening and Speaking **CANNOT be 'ZZZ'.**

1. Access **A21** panel in TERMS
2. Input the following information under the Tests Listening and Speaking fields:
   - **DATE:** Should be inputted in the format **MMDDYYYY**
   - **ID:** Test Name **will always be "IPT"**
   - **SA:** **For Listening** input code **"19"**
     For Speaking input code **"17"**
   - **TP:** **Can only be "NP" (**for **National Percentile)**
   - **SCORE**: Can be left with zeroes 0000 (if you have a score, then place the score; (example: 0010)
3. Once completed in TERMS, then screen print the information and email someone on the State Reporting team requesting the corrections be mad ein external.

Missing Test Name *2I

If basis of entry code is **'R' and the Exit Date is 00000000**, then Tests Name for Reading and Writing **CANNOT be 'ZZZ'**.

1. Access the A21 panel in TERMS
2. Input the following information under the Tests Reading and Writing fields:
   - **DATE:** Should be inputted in the format of **MMDDYY**
   - **ID:** Test name **will always be"KEA"**
   - **SA:** For Reading input code **"10"**
     For Writing input code **"30"**
   - **TP:** **Can only be** "**NP"** (for **National Percentile**)
   - **SCORE:** Four digits (Ex. 0051 or 0000)

3. Once completed in TERMS, then screen print the information and email someone on the State Reporting team requesting the corrections be mad in external.

Note: Schools must input their IPT and KEA information on the **A21** TERMS Test panel. This test must have been given **Prior to 10/14/22. Please see your ELL person at your school location for this information.**

Error *09 Classification is Invalid or Zero-filled

For Survey 2 (10/14/22) or 3 (2/10/23), the English Language Learners Classification Date must be numeric and a valid date less than or equal to date certain of the reporting survey.

1. Access the A23 panel in TERMS.
2. Input a valid Date: Classification Date (Class) field.

Once completed in TERMS, then screen print the information and email someone on the State Reporting team requesting the corrections be made in external.

Error *10 Exit Date is invalid or Zero-filled

For Survey 2 (10/14/22) or 3(2/10/23) English Language Learners Exit Date must be numeric and a valid date less than or equal to date certain of the reporting survey.

1. Access A23 E-type panel in TERMS
2. Input a valid Dates: Exit Date (Exit) field.

Once completed in TERMS, then screen print the information and email someone on the State Reporting team requesting the corrections be made in external.

Batch Error Reports

If the batch update report you received shows an error in the transaction code, it is because of one of these reasons:

----If your "A" transaction code has rejected in any format on a batch report, it is because this record already exists at the State. Please do not re-add the record. If there is a correction to be made to this record, use a "C" transaction code. If no corrections are needed, just remove the "A" transaction code, press Enter.

----If your "C" transaction code has rejected in any format on a batch report, it is because this record does not exist at the State. If there is a correction to be made to this record, make it then use an "A" transaction code and press Enter.

----If your "D" transaction code has rejected in any format on a batch report, it is because you are deleting a record that does not exist at the State.

Schools must ignore these errors they will be made by the State Reporting team.

Student Course Batch Update Report (60.781)

TERMS Panel A10

Error *43 Invalid Course Number

This error is telling school that the course numbers used are invalid. You must change the Teacher Course record and Student Course record to a valid course number.

1. Schools must use the C19 panel to drop and add course to make corrections in TERMS.

Then email someone on the State Reporting team with the invalid/valid course number, student number that are affected by this change, location number to correct it in external

Student Demographic Validation Report (60.802)

TERMS Panel A03/A23/A21

Error *53

This error is telling school that if the student is coded a LY or LF on the Demographic A03 panel, then there must be a valid English Language Learners record in External and TERMS.

1. If the ELL field on **A03** panel in TERMS is a LY. Then there must be a active A23 and A21 panels in TERMS.

2. If the student has a code of LF or LZ, then there must be a Exit date and Basis of Exit code on the A23 E-type pane in TERMS.

3. Then email someone on the State Reporting team with a screen print of the all the panels that school corrected, student number that are affected by this change, location number to correct it in external

Error *5A

This error is telling school that if the school is reporting ELL/Student Course records for an **LY or LF student, then the Classification Date cannot equal all zeroes**.

1. See your ELL person at your school for a valid Classification date. It must not exceed 10/14/22 for Survey 2 or 2/10/23 for Survey 3.
2. Then email someone on the State Reporting team to make corrections in external. You must email the student's name, number, and school location along with a valid classification date.

Student Course Validation Error Report (60.857)

Terms Panel A10

State Reporting Hint: Schools must make all their corrections to this report and Student Course Edit to prevent FTE being null for Survey 2 to prevent possible loss of FTE funding.

Error *66

This error indicates that you have students in this course but that the Teacher Course record is missing at State. To correct this error, you must:

1. Retrieve Teacher Course Validation. Enter a valid Social Security number on the **C05** panel in TERMS.
2.

Then email someone on the State Reporting team informing them that correction has been made in TERMS. Email the team the teacher number, name, and school location only. Please do not send social security number through email.

Error *67

This error indicates that the student's Demographic record is missing at State. To correct this error, you must:

1. Retrieve the Demographic Validation Report to determine the error that caused the Demographic record to be rejected at State.
2. Access the **A03** panel in TERMS, correct the field in error.

Then email someone on the State Reporting team the student's name, number and school location along with the information that need to be corrected in External.

Error *69

This error indicates that the student's Exceptional record (**A23 S-type**) is missing at State. To correct this error, you must:

1. Retrieve the Exceptional Student Validation report to determine the error that caused the ESE record to be rejected at State.
2. Access the **A23** panel in TERMS, correct the error.

Then email someone on the State Reporting team the student's name, number and school location along with the information that need to be corrected in External

NOTE: School must see their ESE person at their school location for updated information to go on the A23 S-type panel in TERMs. If your ESE Specialist need assistance, please email Nancy Bourbeau at the ESE department.

Error *72

This error indicates that if you have courses coded on the **A10** panel with 130 program code, then the ELL field on the Demo **A03** panel **must be coded LY, please see your ELL person at your school location for updated information.**

1. School must retrieve the English Language Validation to know what error to correct in TERMS.
2. Make correction on one of the panels (A03, A21, A23, or A10) panels.

Then email someone on the State Reporting team the student's name, number and school location along with the information that need to be corrected in External

Error *73 DNE Record on E18

This error indicates that you are reporting a course for FTE Funding, but Prior School Attendance record on the **A07** TERMS panel has a withdrawal code of DNE. Schools must do the following to correct this error in TERMS:

1. School should verify that the student was not active in school on Date Certain of the survey week **for Survey 2 (10/14/22) or Survey 3 (2/10/23).**
2. If the student is a NO SHOW (Entry and Withdrawal date) at you location, then school must purge the student courses in TERMS.

Then email someone on the State Reporting team the student's name, number and school location, informing them that the student was not eligible for funding and to delete all panels in external.

NOTE: When making corrections to the **Student Course Validation report**, schools are automatically making corrections to their **Invalid Student Course Report (60.871, 60.984, 62.643, 62.644, 62.645).** Not making corrections to the Student Course Validation report properly could cause loss of FTE.

Teacher Course Validation Error Report (60.858)

External Panel E20 TERMS Panel C05

Error *5F

Schools are to ignore this error, unless otherwise directed by Angela Davis, State Reporting

Error *51

This error indicates that you reported a Teacher Course record with no students enrolled in the class.

1. Please *verify if there should be any students in these courses or not*. Verify by contact your scheduling administrator at your school location.
2. *If there are no students on the above report for that particular course*, place delete the C17 panel in TERMS.
3.

Then email someone on the State Reporting team, give them the course number, section, period, school location, to delete in external.

Error *64 –

School must refer to the Educator Certification Lookup website to verify the teacher's certification number:. http://www.fldoe.org/accountability/data-sys/database-manuals-updates

Once the certificate number is verified, make corrections on the **C05** TERMS. Then email someone on the State Reporting team and give them the teacher number, name, school location to make corrections in external.

NOTE: This is an exception error. *If the certificate is correct, please ignore this error*. The Department of Education has not yet updated their table; therefore, it is possible that you have entered the correct number**.** *This will not cause loss of FTE Funding.*

Exceptional Student Validation/Exception Error (61.108)

TERMS Panel A23 S-type

Error *30

This error indicates that the Student Demographic record is missing at State. Please take the following steps to make this correction:

1. Retrieve the Student Demographic Validation report from Opti Spool – ***school's most recent copy only.***
2. Proceed to the Student Demographic (**A03**) panel. Make correction to the student error, press Enter.

Then email someone on the State Reporting team the student's name, number and school location along with the information that need to be corrected in External

Error *31

This error indicates that an active ESE student must have a valid IDEA code in the IDEA field on the A23 panel. Schools must hit F1-Help Screen to get the valid code.

1. School must enter the code on the A23 S-type in TERMS.

Then email someone on the State Reporting team the student's name, number and school location along with the information that need to be corrected in External

Error *39

This error indicates that when using Primary Exceptionality code of a 'T' the student cannot be older than 9 years old on **Survey 2 Oct 14th or Survey 3 Feb 10th (Date Certain).** IDEA age criteria are as follows and schools must do the following to make corrections to this error in External:

1. School must see their ESE Specialist is the student age exceed 9 years of age for updated information to out on the A23 panel.

Then email someone on the State Reporting team the student's name, number, and school location along with the information that need to be corrected in External

English Language Learners Validation/Exception Error Report (62.238)

TERMS Panel A23 Type E Detail

Error *82

This error indicates that the **Classification Date on A23** *must be greater than or equal to* the **Home Language Survey Date on A03 panel**.

1. School must see their ELL person at their school location for correct information to enter on the A23 E-type panel.

Then email someone on the State Reporting team the student's name, number, and school location along with the information that need to be corrected in External

Error *86

If Basis of Entry code is an **A, R, or T** then test name for **Listening** and **Speaking CANNOT be ZZZ**. When making corrections in the A21 in TERMs, schools must do the following: **For LY students only**

1. Access the **A21**panel in TERMS.
2. Input the following information under the **Listening** and **Speaking** fields:
   DATE: Should be entered in the format of **MMDDYY**
   ID: Test name *will always be* IPT
   SA: For **Listening** input code 19
   For **Speaking** input code 17

TP: Can *only be* NP (National Percentile)
SCORE: Can be left with zeroes (0000) (If you have a score, then place the score, i.e., 0010)

Then email someone on the State Reporting team the student's name, number, and school location along with the information that need to be corrected in External

If Basis of Entry code is **R**, then test name for **Reading** and **Writing CANNOT be ZZZ.**

1. Access the **A21** panel in TERMS.
2. Input the following information under the **Reading** and **Writing** fields:

DATE: Should be entered in the format of **MMDDYY**
ID: Test name *will always be* KEA
SA: For **Reading** input code 10
For **Writing** input code 30
TP: Can *only be* NP (National Percentile)
SCORE: Can be left with zeroes (0000) (If you have a score, then place the score, i.e. 0010)

Then email someone on the State Reporting team the student's name, number and school location along with the information that need to be corrected in External

Error *91 Please ignore this error

NOTE: When you are not sure or your ELL person at your school, please go to the SharePoint and retrieve the Multicultural Handbook for more detail information or email Martha Villa.

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Prior School Status Validation/Exception Errors (70.223)

TERMS Panel A07

Error *52

This error indicates that the first Entry code for the reporting school year (Angela to provide year -year=23) must be an "E" entry code. Not an "R" entry code and the Withdrawal date is less than or equal to the Entry (Re-entry) date.

1. The first Entry Code for this reporting school year 23 must be a code of E01, E02, E2A, E03, E3A, E04, E4A, E05, or E09 on the E18 panel in External.
2. Refer to the "Entry/Re-Entry Code Chart" document on the http://terms.browardschools.com/Update-Codes website for the appropriate entry/withdrawal codes.
3. School should also make these corrections in TERMS to prevent errors on the next survey.

NOTE: Students coming from E001, E002, E003, etc. – your entry will be an "E" code. Students coming from Home Education, or Hospital Homebound your entry code should be an "E" code.

Then email someone on the State Reporting team the student's name, number and school location along with the information that need to be corrected in External

NOTE: Please keep in mind when making correction to the Prior School Status Validation/Exception Errors report that schools need to refer to the **A07** panel in TERMS school year only, to make the corrections on the A panel in External.

Disciplinary Action Validation/Exception Errors (61.419)

External Panel E10 TERMS Panel C26

Error *33

This error is telling schools, when reporting a drug related incident (Use of Drugs code "**Y**") in the DR field you must report the drug description code on the Environmental Safety Incident record **DMS system**. Schools must do the following to correct these errors:

1. Assigned administrator must Access the Environmental Safety Incident **in DMS system** and input a valid code of M, N, or O in the Drug Description (DD) field.

Then email someone on the State Reporting team the student's name, number and school location along with the information that need to be corrected in External

School Environmental Safety Incident Validation/Exception Error Report (62.954)

/DMS System

Error *60

This error indicates that when an incident is being reported to State, there must be a Discipline record **DMS system** reported for the student involved in the incident. Schools must do the following to make corrections to these errors:

1. Assigned administrator must create the Disciplinary Action record in the DMS system.

Then email someone on the State Reporting team the student's name, number and school location along with the information that need to be corrected in External.

NOTE: Charter Schools only can make correction in the C26 panel in TERMS.

Please keep in mind this document only lists most errors within each format. If you have any questions or concerns, regarding this document please contact Data Intelligence/State Reporting Team (Angela Davis, Traci Butler, or Latoya Thompson) via email.

VI. APPENDICES

Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2022-23 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX A: ATTENDANCE RECORDKEEPING REQUIRED CODES FOR GRADE PK-12 STUDENTS

Category	Code	Definition	Note	Change	Date of Change
Entry into Florida Public Schools this School Year	E01	Any PK-12 student whose last school of enrollment was a **public school** in this school district.			
Entry into Florida Public Schools this School Year	E02	Any PK-12 student whose last school of enrollment was a **public school** in another district in the state.[1]			
Entry into Florida Public Schools this School Year	E2A	Any PK-12 student whose last school of enrollment was a **public school** in another state or United States commonwealth/territory.[1]			
Entry into Florida Public Schools this School Year	E03	Any PK-12 student whose last school of enrollment was a **private school** in Florida.[2]			
Entry into Florida Public Schools this School Year	E3A	Any PK-12 student whose last school of enrollment was a **private school** in another state, or a United States commonwealth/territory.[2]			
Entry into Florida Public Schools this School Year	E04	Any PK-12 student who is enrolling in a public school in this district after having been in **home education** in any Florida school district. [3]			
Entry into Florida Public Schools this School Year	E4A	Any PK-12 student who is enrolling in a public school in this district after having been in **home education** in another state or United States commonwealth/territory.[3]			
Entry into Florida Public Schools this School Year	E05	Any student entering PK or KG for the first time.			

Entry into Florida Public Schools this School Year	E09	Any PK-12 student who enters a Florida school from a country other than the United States or a United States Commonwealth/Territory.			
Re-entry into Florida Public Schools	R01	Any PK-12 student who was received from another attendance reporting unit in the same school.			
Re-entry into Florida Public Schools	R02	Any PK-12 student who was received from another school in the same district.			
Re-entry into Florida Public Schools	R03	Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged.			
Withdrawal from Florida Public Schools	DNE	Any KG-12 student who was expected to attend a school but did not enter as expected for unknown reasons and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.	Dropout code.		
Withdrawal from Florida Public Schools	W01	Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school.			
Withdrawal from Florida Public Schools	W02	Any PK-12 student promoted, retained or transferred to another school in the same district.			
Withdrawal from Florida Public Schools	W3A	Any PK-12 student who withdraws to attend a public school in another district in Florida.			
Withdrawal from Florida Public Schools	W3B	Any PK-12 student who withdraws to attend another public school out-of-state or out-of-country.			
Withdrawal from Florida Public Schools	W3D	Any PK-12 student who withdraws to attend a DJJ school in another district in Florida.			

Withdrawal from Florida Public Schools	W3E	Any PK-12 student who withdraws to attend a DJJ school in the same district.			
Withdrawal from Florida Public Schools	W04	Any PK-12 student who withdraws to attend a nonpublic school in- or out-of-state or out-of-country. This code would not be used for a student who transfers to a private school with which the district has a contractual relationship (code WPC).			
Withdrawal from Florida Public Schools	W05	Any student age 16 or older who leaves school voluntarily with no intention of returning and has filed a formal declaration of intent to terminate school enrollment per s. 1003.21, Florida Statutes.	Dropout code.		
Withdrawal from Florida Public Schools	W06	Any student who graduated from school and met all of the requirements to receive a standard diploma.	Diploma Code.		
Withdrawal from Florida Public Schools	W07	Any student who graduated from school with a special diploma based on option one - as referenced in State Board of Education Rule 6A-1.09961.	Diploma Code. This code will not be valid after the 2022-23 school year.		
Withdrawal from Florida Public Schools	W08	Any student who received a (24-credit option) certificate of completion. The student met all of the requirements to receive a standard diploma (24-credit option), but fails to achieve the required GPA per s. 1003.4282 F.S.	Certificate of Completion Code. 24-credit option		

Withdrawal from Florida Public Schools	W8A	Any student who received a (24-credit option) certificate of completion. The student met all of the requirements to receive a standard diploma (24-credit option) but fails to pass the assessments required under s. 1008.22(3) F.S. (per s.1003.4282 F.S.)or a concordant and/or comparative score. Upon receipt of the certificate of completion this student must be allowed the opportunity to take the common placement test and be admitted to developmental education or credit courses at a Florida College System institution, as appropriate per s. 1003.433 F.S.	Certificate of Completion Code. 24-credit option		
Withdrawal from Florida Public Schools	W8B	Any student who received a (18-credit ACCEL option) certificate of completion. The student who met all of the requirements to receive a standard diploma (18-credit ACCEL option) but fails to pass the assessments required under s. 1008.22(3) F.S or a concordant and/or comparative score or achieve the required GPA per s. 1003.4282 F.S.	Certificate of Completion Code. 18-credit option		
Withdrawal from Florida Public Schools	W09	Any student who received a special certificate of completion, is properly classified as an eligible exceptional education student, met applicable local requirements, and was unable to meet appropriate special state minimum requirements.	Certificate of Completion Code. This code will not be valid after the 2022-23 school year.		

Withdrawal from Florida Public Schools	W10	Any student who completed the Performance-Based Exit Option Model Program requirements, passed the high school equivalency subject area examinations and the statewide standard assessments, and was awarded a State of Florida High School Performance-Based Diploma.	Performance -Based Diploma Code.	Changed Performance -Based Exit Option Tests to high school equivalency subject area examinations and changed state-approved graduation test to statewide standard assessments.	7/1/2022
Withdrawal from Florida Public Schools	W12	Any PK-12 student withdrawn from school due to death.			
Withdrawal from Florida Public Schools	W13	Any KG-12 student withdrawn from school due to court action. (This code does not apply to DJJ placement.)	Dropout code.		
Withdrawal from Florida Public Schools	W15	Any KG-12 student who is withdrawn from school due to nonattendance after all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes, have been followed.	Dropout code.		
Withdrawal from Florida Public Schools	W18	Any KG-12 student who withdraws from school due to medical reasons and the student is unable to receive educational services, such as those provided through the hospital/homebound program.	Dropout code.		
Withdrawal from Florida Public Schools	W21	Any KG-12 student who is withdrawn from school due to being expelled with no educational services.	Dropout code.		
Withdrawal from Florida Public Schools	W22	Any KG-12 student whose whereabouts is unknown and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.	Dropout code.		
Withdrawal from Florida Public Schools	W23	Any KG-12 student who withdraws from school for any reason other than those already defined by a	Dropout code.	-	-

		withdrawal code.			
Withdrawal from Florida Public Schools	W24	Any KG-12 student who withdraws from school to attend a Home Education program.			
Withdrawal from Florida Public Schools	W25	Any student under the age of 6 as of February 1 of the current school year who withdraws from school.			
Withdrawal from Florida Public Schools	W26	Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements. (This code **would apply** to DJJ students who withdraw from K-12 to take the GED without enrolling in adult education and who did not participate in the performance-based exit option.)			
Withdrawal from Florida Public Schools	W27	Any student who graduated from school with a special diploma based on option two-mastery of employment and community competencies.	Diploma Code. This code will not be valid after the 2022-23 school year.		
Withdrawal from Florida Public Schools	WD1	Any student with disabilities who met all of the requirements to receive a standard diploma who deferred receipt of the diploma to remain eligible for FAPE, per section 1003.4282(10)(c), F.S.	Diploma Code		
Withdrawal from Florida Public Schools	WEL	Any English Language Learners who has been enrolled in an ESOL program for less than two years who graduated from school with a standard diploma and a formative assessment in lieu of the Statewide Standardized Assessment.	Diploma Code	Added per Senate Bill 1108 (2021)	7/1/2022

Withdrawal from Florida Public Schools	WFT	Any student who graduated from school with a standard diploma and satisfied the state approved graduation test requirement through a concordant and/or comparative score.	Diploma Code.		
Withdrawal from Florida Public Schools	WFW	Any student with disabilities who graduated from school with a standard diploma and an FCAT Waiver.	Diploma Code. This code is valid for students who entered 9th grade prior to the 2013-14 school year.		
Withdrawal from Florida Public Schools	WGA	Any student who completed the Performance-Based Exit Option Model Program requirements, passed the high school equivalency subject area examinations, satisfied the statewide standard assessment requirement through a concordant and/or comparative score, and was awarded a State of Florida High School Performance-Based Diploma.	Performance -Based Diploma Code.	Changed Performance -Based Exit Option Tests to high school equivalency subject area examinations and changed state-approved graduation test to statewide standard assessment.	7/1/2022
Withdrawal from Florida Public Schools	WGD	Any student who completed the Performance-Based Exit Option Model Program requirements and passed the high school equivalency subject area examinations but did not pass the statewide standard assessments and was awarded a State of Florida diploma.	State of Florida Diploma Code.	Changed Performance -Based Exit Option Tests to high school equivalency subject area examinations and changed state approved graduation test to statewide standard assessments.	7/1/2022

Withdrawal from Florida Public Schools	WHP	Any student who withdraws from school to attend another public school or private school under the Hope Scholarship program per s. 1002.40, F.S.		-	-
Withdrawal from Florida Public Schools	WPC	Any student who transfers from a high school to a private school with which the school district has a contractual relationship as referenced in s. 1008.34(3)(d)3., F.S.			
Withdrawal from Florida Public Schools	WPO	Any student who is withdrawn from school without receiving a standard diploma and subsequent to receiving a W07, W08, W8A, W8B, W09, or W27 during the student's year of high school completion.			
Withdrawal from Florida Public Schools	WWE	Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11).	Diploma Code	-	-
Withdrawal from Florida Public Schools	WWT	Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score.	Diploma Code	-	-
Withdrawal from Florida Public Schools	**WWW**	Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and	Diploma Code	-	-

		satisfied the state graduation test requirement with an approved statewide standardized assessment results waiver.			
Withdrawal from Florida Public Schools	WRW	Any student with disabilities who graduated from school with a standard diploma and a Statewide Standardized Assessment Results Waiver.	Diploma Code.		
Withdrawal from Florida Public Schools	WXL	Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5).	Diploma Code.		
Withdrawal from Florida Public Schools	WXT	Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score.	Diploma Code.		
Withdrawal from Florida Public Schools	**WXW**	Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement with an approved statewide assessment waiver.	Diploma Code.		

Listed below is a summary of the Diploma, Certificate and Dropout Codes.

Diploma Codes: W06, W07, W10, W27, WD1, WEL, WFT, WFW, WGA,WGD, WRW, WWE, WWT, WWW, WXL, WXT, WXW

Standard diploma codes for the federal graduation rate: *W06, WD1, WEL, WFT, WFW, WRW, WWE, WWT, WWW, WXL, WXT, WXW and adult diplomas W43, W52, W54, W55, W58, W59, W61, W62, W63.*

Certificate of Completion Codes: W08, W8A, W09, W8B

Dropout Codes: DNE, W05, W13, W15, W18, W21, W22, W23

Note: For the purpose of PK-12 reporting, charter schools and Department of Juvenile Justice (DJJ) education programs are considered **public schools**.

[1] Entry Codes E02 and E2A should be added together in order to obtain historical comparisons to Entry Code E02 prior to 2013-14.
[2] Entry Codes E03 and E3A should be added together in order to obtain historical comparisons to Entry Code E03 prior to 2013-14.
[3] Entry Codes E04 and E4A should be added together in order to obtain historical comparisons to Entry Code E04 prior to 2013-14.

Last Updated 7/

Appendix G: Country Codes

"FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2022-23 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX G: COUNTRY CODES"

Code	Country	Change	Date of Change
AA	Aruba		
AB	Albania		
AC	Antigua and Barbuda		
AD	Armenia		
AE	Argentina		
AF	Afghanistan		
AG	Algeria		
AI	Azores		
AJ	Azerbaijan		
AM	St. Martin (Sint Maarten)		
AN	Andorra		
AO	Angola		
AS	Australia		
AU	Austria		
AV	Anguilla		
AX	Antilles		
AY	Antarctica		
BA	Bahrain		
BB	Barbados		
BC	Botswana		
BD	Bermuda		
BE	Belgium		
BF	Bahamas		
BG	Bangladesh		
BH	Bhutan		
BI	Bassas Da India		
BJ	Bonaire Island		
BL	Bolivia		
BM	Burma (Myanmar)		
BN	Benin		
BP	Bosnia-Herzegovina		
BQ	Brunei Darussalam		
BR	Brazil		

BS	Baltic States		
BT	British Virgin Islands		
BU	Bulgaria		
BV	Bouvet Island		
BW	British West Indies		
BX	Burkina		
BY	Burundi		
BZ	Belize		
CB	Cambodia		
CC	Canada		
CD	Chad		
CE	Sri Lanka		
CF	Congo (Brazzaville)		
CG	Zaire		
CH	China		
CI	Chile		
CJ	Cayman Island		
CL	Colombia		
CM	Cameroon		
CN	Clipperton Island		
CP	Central African Republic		
CQ	Comoros		
CR	Coral Sea Island		
CS	Costa Rica		
CU	Cuba		
CV	Cape Verde		
CY	Cyprus		
DA	Denmark		
DB	Belarus		
DF	Croatia		
DH	Curacao		
DJ	Djibouti		
DK	Kampuchea, Democratic		
DO	Dominica		
DR	Dominican Republic		
DT	Czech Republic		
EA	Equatorial Africa		
EC	Ecuador		
EE	Estonia		
EG	Egypt		
EI	Ireland		
EJ	Timor-Leste		
EN	England		

EQ	Equatorial Guinea		
ER	Eritrea		
ES	El Salvador		
ET	Ethiopia		
EU	Europa Island		
FA	Falkland Islands (Malvinas)		
FG	Guiana		
FI	Finland		
FJ	Fiji		
FM	France, Metropolitan		
FN	French Guiana		
FO	Faroe Islands		
FP	French Polynesia		
FR	France		
FS	French Southern and Antarctic Lands		
FW	French West Africa		
GB	Gabon		
GD	Georgia		
GE	Germany, Federal Republic of		
GF	Guernsey		
GH	Ghana		
GI	Gibraltar		
GJ	Grenada		
GL	Greenland		
GM	Gambia, The		
GO	Glorioso Islands		
GP	Guadeloupe		
GR	Greece		
GS	Guinea-Bissau		
GT	Guatemala		
GV	Guinea		
GY	Guyana		
GZ	Gaza Strip		
HA	Haiti		
HK	Hong Kong		
HM	Heard Island and McDonald Islands		
HO	Honduras		
HU	Hungary		
IC	Iceland		
II	India		
IM	Maderia Island		
IO	Indonesia		

IR	Iran		
IS	Israel		
IT	Italy		
IV	Ivory Coast		
IX	British Indian Ocean Territory		
IZ	Iraq		
JA	Japan		
JB	Byelorussia SSR (Byelarus)		
JC	French Southern Territories		
JD	Juan De Nova Island		
JE	Slovenia		
JF	South Georgia and the South Sandwich Islands		
JH	Saint Vincent and the Grenadines		
JJ	Syrian Arab Republic		
JK	Svalbard and Jan Mayen Islands		
JM	Jamaica		
JO	Jordan		
JS	St. Pierre and Miquelon		
KA	Kazakhstan		
KB	Kiribati		
KC	Kyrgyzstan		
KE	Kenya		
KG	Cocos (Keeling) Islands		
KI	Christmas Islands		
KN	Korea, Peoples Republic of (North)		
KR	Korea, Republic of (South)		
KU	Kuwait		
KV	Kosovo		
LB	Libyan Arab Jamahiriya		
LC	Macedonia, North		
LD	Scotland		
LE	Lebanon		
LH	Lithuania		
LI	Liberia		
LO	Lao, Peoples Democratic Republic of		
LP	Lapland		
LS	Liechtenstein		
LT	Lesotho		
LU	Luxembourg		
LV	Latvia		

LY	Libya		
MB	Martinique		
MC	Macau		
MF	Madagascar		
MG	Mongolia		
MH	Montserrat		
MJ	Monaco		
MK	Malawi		
ML	Mali		
MP	Mauritius		
MR	Mauritania		
MU	Oman		
MV	Maldives		
MW	Morocco		
MX	Mexico		
MY	Malaysia		
MZ	Mozambique		
NA	Netherlands Antilles		
NB	Melanesia		
NF	Norfolk Island		
NG	Niger		
NI	Nigeria		
NK	Namibia		
NL	Netherlands		
NN	Neutral Zone		
NO	Norway		
NP	Nepal		
NQ	Papua New Guinea		
NR	Nauru		
NT	New Hibrides		
NU	Nicaragua		
NW	New Caledonia		
NX	North Africa		
NZ	New Zealand		
OC	Oceania		
OE	Moldova		
OJ	Moorea		
OT	Montenegro		
PC	Pitcairn Island		
PD	Paracel Islands		
PE	Peru		
PG	Persian Gulf States		
PI	Pacific Islands		

PK	Pakistan		
PL	Poland		
PN	Panama		
PO	Portugal		
PS	Palestine		
PX	Paraguay		
PY	Polynesia		
QA	Qatar		
QD	Samoa		
QE	Niue		
QH	Slovakia		
QI	North Ireland		
RB	Serbia		
RE	Reunion		
RH	Rhodesia		
RO	Romania		
RP	Philippines		
RU	Russia		
RW	Rwanda		
SA	Saudi Arabia		
SB	St. Barthelemy		
SE	Seychelles		
SF	South Africa		
SG	Senegal		
SH	St. Helena		
SI	Solomon Islands		
SJ	Saint Lucia		
SK	Sikkim		
SL	Sierra Leone		
SM	San Marino		
SN	Singapore		
SO	Somalia		
SP	Spain		
SQ	Sao Tome and Principe		
SR	Spratley Islands		
SS	Spanish Sahara		
ST	St. LVC Vincentucia		
SU	Sudan		
SV	St. Kitts-Nevis		
SW	Sweden		
SX	Suriname		
SY	Syria		
SZ	Switzerland		

TA	Tahiti		
TW	Taiwan		
TC	United Arab Emirates		
TD	Trinidad and Tobago		
TF	Turkmenistan		
TH	Thailand		
TJ	Tajikistan		
TK	Turks and Caicos Islands		
TL	Tokelau		
TO	Togo		
TQ	Trust Territory of Pacific		
TR	Tromelin Island		
TS	Tunisia		
TU	Turkey		
TV	Vatican City		
TY	Tuvalu		
TZ	Tanzania, United Republic of		
UA	Ukraine		
UB	Union of Soviet Socialist Republic		
UD	Uzbekistan		
UG	Uganda		
UK	United Kingdom		
UR	Soviet Union		
US	United States		
UV	Upper Volta		
UY	Uruguay		
VE	Venezuela		
VM	Viet Nam		
VN	Vanuatu		
WB	Western Sahara		
WC	Wallis and Futuna Islands		
WL	Wales		
WN	West Indies		
WS	Western Samoa		
WZ	Swaziland		
XA	Malta		
XT	Tonga		
YE	Yemen, Arab Republic		
YO	Yugoslavia		
YS	Yemen, Peoples Democratic Republic of		
YT	Mayotte		
ZA	Zambia		

ZB	Zimbabwe		
ZZ	Not Applicable		

Appendix H: State Codes

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2022-23 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX H: STATE CODES

State	Code	Change	Date of Change
Alabama	AL		
Alaska	AK		
Arizona	AZ		
Arkansas	AR		
California	CA		
Colorado	CO		
Connecticut	CT		
Delaware	DE		
District of Columbia	DC		
Florida	FL		
Georgia	GA		
Hawaii	HI		
Idaho	ID		
Illinois	IL		
Indiana	IN		
Iowa	IA		
Kansas	KS		
Kentucky	KY		
Louisiana	LA		
Maine	ME		
Maryland	MD		
Massachusetts	MA		
Michigan	MI		
Minnesota	MN		
Mississippi	MS		
Missouri	MO		
Montana	MT		
Nebraska	NE		
Nevada	NV		
New Hampshire	NH		
New Jersey	NJ		
New Mexico	NM		
New York	NY		
North Carolina	NC		
North Dakota	ND		
Ohio	OH		
Oklahoma	OK		
Oregon	OR		

Pennsylvania	PA		
Rhode Island	RI		
South Carolina	SC		
South Dakota	SD		
Tennessee	TN		
Texas	TX		
Utah	UT		
Vermont	VT		
Virginia	VA		
Washington	WA		
West Virginia	WV		
Wisconsin	WI		
Wyoming	WY		
Not Applicable	ZZ		

See Appendix Q for U.S. Commonwealth and Territories codes.

Last Updated 7/1/2022

Appendix Q: United States Commonwealth and Territories

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2022-23 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX Q: UNITED STATES COMMONWEALTH AND TERRITORIES

Code	United States Commonwealth and Territories	Change	Date of Change
AQ	American Samoa		
BK	Baker Island		
CZ	Canal Zone (Panama)		
CW	Cook Islands		
FB	Federated States of Micronesia		
GU	Guam		
HW	Howland Island		
JI	Jarvis Island		
JQ	Johnston Atoll		
KF	Kingman Reef		
RS	Marshall Islands		
MQ	Midway Islands		
NS	Navassa Islands		
QO	Northern Mariana Islands		
PB	Palau, Belau		
PM	Palmyra Atoll		
PR	Puerto Rico		
UM	United States Minor Outlying Islands		
VI	U.S. Virgin Islands		
WQ	Wake Island		

Appendix BB: Canadian, Mexican, and South American State Codes

"FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2022-23 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX BB: Canadian, Mexican and South American State Codes
NOTE: See Appendix H for United States state codes and Appendix Q for United States Commonwealths and Territories. "

Country	State Name	State Postal/ FIPS Code	Change	Date of Change
Argentina (AE)	Buenos Aires Province	B		
Argentina (AE)	Capital Federal	C		
Argentina (AE)	Catamarca	K		
Argentina (AE)	Chaco	H		
Argentina (AE)	Chubut	U		
Argentina (AE)	Córdoba	X		
Argentina (AE)	Corrientes	W		
Argentina (AE)	Entre Ríos	E		
Argentina (AE)	Formosa	P		
Argentina (AE)	Jujuy	Y		
Argentina (AE)	La Pampa	L		
Argentina (AE)	La Rioja	F		
Argentina (AE)	Mendoza	M		
Argentina (AE)	Misiones	N		
Argentina (AE)	Neuquén	Q		
Argentina (AE)	Río Negro	R		
Argentina (AE)	Salta	A		
Argentina (AE)	San Juan	J		
Argentina (AE)	San Luis	D		
Argentina (AE)	Santa Cruz	Z		
Argentina (AE)	Santa Fe	S		
Argentina (AE)	Santiago del Estero	G		
Argentina (AE)	Tierra del Fuego	V		
Argentina (AE)	Tucumán	T		
Belize (BZ)	Belize	BZ		
Belize (BZ)	Cayo	CY		
Belize (BZ)	Corozal	CZ		
Belize (BZ)	Orange Walk	OW		
Belize (BZ)	Stann Creek	SC		
Belize (BZ)	Toledo	TO		
Bolivia (BL)	Chuquisaca Department	H		
Bolivia (BL)	Cochabamba Department	C		
Bolivia (BL)	El Beni Department	B		

Bolivia (BL)	La Paz Department	L		
Bolivia (BL)	Oruro Department	O		
Bolivia (BL)	Pando Department	N		
Bolivia (BL)	Potosí Department	P		
Bolivia (BL)	Santa Cruz Department	S		
Bolivia (BL)	Tarija Department	T		
Brazil (BR)	Acre	AC		
Brazil (BR)	Alagoas	AL		
Brazil (BR)	Amapá	AP		
Brazil (BR)	Amazonas	AM		
Brazil (BR)	Bahia	BA		
Brazil (BR)	Ceará	CE		
Brazil (BR)	Distrito Federal	DF		
Brazil (BR)	Espírito Santo	ES		
Brazil (BR)	Goiás	GO		
Brazil (BR)	Maranhão	MA		
Brazil (BR)	Mato Grosso	MT		
Brazil (BR)	Mato Grosso do Sul	MS		
Brazil (BR)	Minas Gerais	MG		
Brazil (BR)	Pará	PA		
Brazil (BR)	Paraíba	PB		
Brazil (BR)	Paraná	PR		
Brazil (BR)	Pernambuco	PE		
Brazil (BR)	Piauí	PI		
Brazil (BR)	Rio de Janeiro	RJ		
Brazil (BR)	Rio Grande do Norte	RN		
Brazil (BR)	Rio Grande do Sul	RS		
Brazil (BR)	Rondônia	RO		
Brazil (BR)	Roraima	RR		
Brazil (BR)	Santa Catarina	SC		
Brazil (BR)	São Paulo	SP		
Brazil (BR)	Sergipe	SE		
Brazil (BR)	Tocantins	TO		
Canada (CC)	Alberta	01		
Canada (CC)	British Columbia	02		
Canada (CC)	Manitoba	03		
Canada (CC)	New Brunswick	04		
Canada (CC)	Newfoundland and Labrador	05		
Canada (CC)	Northwest Territories	06		
Canada (CC)	Northwest Territories	13		
Canada (CC)	Nova Scotia	07		
Canada (CC)	Nunavut	14		
Canada (CC)	Ontario	08		
Canada (CC)	Prince Edward Island	09		
Canada (CC)	Quebec	10		
Canada (CC)	Saskatchewan	11		

Canada (CC)	Yukon Territory	12		
Chile (CI)	Aisén del General Carlos Ibañez	AI		
Chile (CI)	Antofagasta	AN		
Chile (CI)	Araucanía	AR		
Chile (CI)	Atacama	AT		
Chile (CI)	Bío-Bío	BI		
Chile (CI)	Coquimbo	CO		
Chile (CI)	Los Lagos	LL		
Chile (CI)	Magallanes y la Antártica Chilena	MA		
Chile (CI)	Maule	ML		
Chile (CI)	O'Higgins	LI		
Chile (CI)	Santiago Metropolitan Region	RM		
Chile (CI)	Tarapacá	TA		
Chile (CI)	Valparaíso	VS		
Colombia (CL)	Amazonas	MA		
Colombia (CL)	Antioquia	NT		
Colombia (CL)	Arauca	RA		
Colombia (CL)	Atlántico	TL		
Colombia (CL)	Bogotá D.C.	DC		
Colombia (CL)	Bolívar	BO		
Colombia (CL)	Boyacá	BY		
Colombia (CL)	Caldas	CA		
Colombia (CL)	Caquetá	CQ		
Colombia (CL)	Casanare	CS		
Colombia (CL)	Cauca	CU		
Colombia (CL)	Cesar	CE		
Colombia (CL)	Chocó	CH		
Colombia (CL)	Córdoba	CO		
Colombia (CL)	Cundinamarca	CD		
Colombia (CL)	Guainía	GU		
Colombia (CL)	Guaviare	GV		
Colombia (CL)	Huila	HU		
Colombia (CL)	La Guajira	LA		
Colombia (CL)	Magdalena	MC		
Colombia (CL)	Meta	ME		
Colombia (CL)	Nariño	NA		
Colombia (CL)	Norte de Santander	NS		
Colombia (CL)	Putumayo	PU		
Colombia (CL)	Quindío	QU		
Colombia (CL)	Risaralda	RI		
Colombia (CL)	San Andrés and Providencia	SA		
Colombia (CL)	Santander	SN		
Colombia (CL)	Sucre	SU		
Colombia (CL)	Tolima	TO		
Colombia (CL)	Valle del Cauca	VA		
Colombia (CL)	Vaupés	VU		

Colombia (CL)	Vichada	VI		
Costa Rica (CS)	Alajuela	AL		
Costa Rica (CS)	Cartago	CA		
Costa Rica (CS)	Guanacaste	GU		
Costa Rica (CS)	Heredia	HE		
Costa Rica (CS)	Limón	LI		
Costa Rica (CS)	Puntarenas	PU		
Costa Rica (CS)	San José	SJ		
Ecuador (EC)	Azuay	A		
Ecuador (EC)	Bolívar	B		
Ecuador (EC)	Cañar	F		
Ecuador (EC)	Carchi	C		
Ecuador (EC)	Chimborazo	H		
Ecuador (EC)	Cotopaxi	X		
Ecuador (EC)	El Oro	O		
Ecuador (EC)	Esmeraldas	E		
Ecuador (EC)	Galápagos	W		
Ecuador (EC)	Guayas	G		
Ecuador (EC)	Imbabura	I		
Ecuador (EC)	Loja	L		
Ecuador (EC)	Los Ríos	R		
Ecuador (EC)	Manabí	M		
Ecuador (EC)	Morona-Santiago	S		
Ecuador (EC)	Napo	N		
Ecuador (EC)	Orellana	D		
Ecuador (EC)	Pastaza	Y		
Ecuador (EC)	Pichincha	P		
Ecuador (EC)	Sucumbíos	U		
Ecuador (EC)	Tungurahua	T		
Ecuador (EC)	Zamora-Chinchipe	Z		
El Salvador (ES)	Ahuachapán	AH		
El Salvador (ES)	Cabañas	CA		
El Salvador (ES)	Chalatenango	CH		
El Salvador (ES)	Cuscatlán	CU		
El Salvador (ES)	La Libertad	LI		
El Salvador (ES)	La Paz	PA		
El Salvador (ES)	La Unión	UN		
El Salvador (ES)	Morazán	MO		
El Salvador (ES)	San Miguel	SM		
El Salvador (ES)	San Salvador	SS		
El Salvador (ES)	San Vicente	SV		
El Salvador (ES)	Santa Ana	SA		
El Salvador (ES)	Sonsonate	SO		
El Salvador (ES)	Usulután	US		
Guatemala (GT)	Alta Verapaz	AV		
Guatemala (GT)	Baja Verapaz	BV		

Guatemala (GT)	Chimaltenango	CM		
Guatemala (GT)	Chiquimula	CQ		
Guatemala (GT)	El Petén	PE		
Guatemala (GT)	El Progreso	PR		
Guatemala (GT)	El Quiché	QC		
Guatemala (GT)	Escuintla	ES		
Guatemala (GT)	Guatemala	GU		
Guatemala (GT)	Huehuetenango	HU		
Guatemala (GT)	Izabal	IZ		
Guatemala (GT)	Jalapa	JA		
Guatemala (GT)	Jutiapa	JU		
Guatemala (GT)	Quetzaltenango	QZ		
Guatemala (GT)	Retalhuleu	RE		
Guatemala (GT)	Sacatepéquez	SA		
Guatemala (GT)	San Marcos	SM		
Guatemala (GT)	Santa Rosa	SR		
Guatemala (GT)	Sololá	SO		
Guatemala (GT)	Suchitepéquez	SU		
Guatemala (GT)	Totonicapán	TO		
Guatemala (GT)	Zacapa	ZA		
Guyana (GY)	Barima-Waini	BA		
Guyana (GY)	Cuyuni-Mazaruni	CU		
Guyana (GY)	Demerara-Mahaica	DE		
Guyana (GY)	Essequibo Islands-West Demerara	ES		
Guyana (GY)	Mahaica-Berbice	MA		
Guyana (GY)	Pomeroon-Supenaam	PM		
Guyana (GY)	Potaro-Siparuni	PT		
Guyana (GY)	Upper Demerara-Berbice	UD		
Guyana (GY)	Upper Takutu-Upper Essequibo	UT		
Honduras (HO)	Atlántida	AT		
Honduras (HO)	Choluteca	CH		
Honduras (HO)	Colón	CL		
Honduras (HO)	Comayagua	CM		
Honduras (HO)	Copán	CP		
Honduras (HO)	Cortés	CR		
Honduras (HO)	El Paraíso	EP		
Honduras (HO)	Francisco Morazán	FM		
Honduras (HO)	Gracias a Dios	GD		
Honduras (HO)	Intibucá	IN		
Honduras (HO)	Islas de la Bahía	IB		
Honduras (HO)	La Paz	LP		
Honduras (HO)	Lempira	LE		
Honduras (HO)	Ocotepeque	OC		
Honduras (HO)	Olancho	OL		
Honduras (HO)	Santa Bárbara	SB		
Honduras (HO)	Valle	VA		

Honduras (HO)	Yoro	YO		
Mexico (MX)	Aguascalientes	01		
Mexico (MX)	Baja California	02		
Mexico (MX)	Baja California Sur.	03		
Mexico (MX)	Campeche	04		
Mexico (MX)	Chiapas	05		
Mexico (MX)	Chihuahua	06		
Mexico (MX)	Coahuila de Zaragoza	07		
Mexico (MX)	Colima	08		
Mexico (MX)	Distrito Federal	09		
Mexico (MX)	Durango	10		
Mexico (MX)	Guanajuato	11		
Mexico (MX)	Guerrero	12		
Mexico (MX)	Hidalgo	13		
Mexico (MX)	Jalisco	14		
Mexico (MX)	Mexico	15		
Mexico (MX)	Michoacan de Ocampo	16		
Mexico (MX)	Morelos	17		
Mexico (MX)	Nayarit	18		
Mexico (MX)	Nuevo Leon	19		
Mexico (MX)	Oaxaca	20		
Mexico (MX)	Puebla	21		
Mexico (MX)	Queretaro de Arteaga	22		
Mexico (MX)	Quintana Roo	23		
Mexico (MX)	San Luis Potosi	24		
Mexico (MX)	Sinaloa	25		
Mexico (MX)	Sonora	26		
Mexico (MX)	Tabasco	27		
Mexico (MX)	Tamaulipas	28		
Mexico (MX)	Tlaxcala	29		
Mexico (MX)	Veracruz-Llave	30		
Mexico (MX)	Yucatan	31		
Mexico (MX)	Zacatecas	32		
Nicaragua (NU)	Atlántico Norte	AN		
Nicaragua (NU)	Atlántico Sur	AS		
Nicaragua (NU)	Boaco	BO		
Nicaragua (NU)	Carazo	CA		
Nicaragua (NU)	Chinandega	CI		
Nicaragua (NU)	Chontales	CO		
Nicaragua (NU)	Estelí	ES		
Nicaragua (NU)	Granada	GR		
Nicaragua (NU)	Jinotega	JI		
Nicaragua (NU)	León	LE		
Nicaragua (NU)	Madriz	MD		
Nicaragua (NU)	Managua	MN		
Nicaragua (NU)	Masaya	MS		

Nicaragua (NU)	Matagalpa	MT		
Nicaragua (NU)	Nueva Segovia Department	NS		
Nicaragua (NU)	Río San Juan	SJ		
Nicaragua (NU)	Rivas	RI		
Panama (PN)	Bocas del Toro	BC		
Panama (PN)	Chiriquí	CH		
Panama (PN)	Coclé	CC		
Panama (PN)	Colón	CL		
Panama (PN)	Darién	DR		
Panama (PN)	Emberá	EM		
Panama (PN)	Herrera	HE		
Panama (PN)	Kuna de Madungandí	KM		
Panama (PN)	Kuna de Wargandi	KW		
Panama (PN)	Kuna Yala	SB		
Panama (PN)	Los Santos	LS		
Panama (PN)	Ngöbe Buglé	NB		
Panama (PN)	Panamá	PN		
Panama (PN)	Veraguas	VR		
Paraguay (PX)	Alto Paraguay	AG		
Paraguay (PX)	Alto Paraná	AA		
Paraguay (PX)	Amambay	AM		
Paraguay (PX)	Asunción	AS		
Paraguay (PX)	Boquerón	BQ		
Paraguay (PX)	Caaguazú	CG		
Paraguay (PX)	Caazapá	CZ		
Paraguay (PX)	Canindeyú	CY		
Paraguay (PX)	Central	CE		
Paraguay (PX)	Concepción	CN		
Paraguay (PX)	Cordillera	CR		
Paraguay (PX)	Guairá	GU		
Paraguay (PX)	Itapúa	IT		
Paraguay (PX)	Misiones	MI		
Paraguay (PX)	Ñeembucú	NE		
Paraguay (PX)	Paraguarí	PG		
Paraguay (PX)	Presidente Hayes	PH		
Paraguay (PX)	San Pedro	SP		
Peru (PE)	Amazonas	AM		
Peru (PE)	Ancash	AN		
Peru (PE)	Apurímac	AP		
Peru (PE)	Arequipa	AR		
Peru (PE)	Ayacucho	AY		
Peru (PE)	Cajamarca	CA		
Peru (PE)	Callao	CL		
Peru (PE)	Cusco	CU		
Peru (PE)	Huancavelica	HU		
Peru (PE)	Huánuco	HC		

Peru (PE)	Ica	IC		
Peru (PE)	Júnin	JU		
Peru (PE)	La Libertad	LA		
Peru (PE)	Lambayeque	LM		
Peru (PE)	Lima Region and Lima	LI		
Peru (PE)	Loreto	LO		
Peru (PE)	Madre de Dios	MD		
Peru (PE)	Moquegua	MO		
Peru (PE)	Pasco	PA		
Peru (PE)	Piura	PI		
Peru (PE)	Puno	PU		
Peru (PE)	San Martín	SA		
Peru (PE)	Tacna	TA		
Peru (PE)	Tumbes	TU		
Peru (PE)	Ucayali	UC		
Suriname (SX)	Brokopondo	BR		
Suriname (SX)	Commewijne	CM		
Suriname (SX)	Coronie	CR		
Suriname (SX)	Marowijne	MA		
Suriname (SX)	Nickerie	NI		
Suriname (SX)	Para	PR		
Suriname (SX)	Paramaribo	PM		
Suriname (SX)	Saramacca	SA		
Suriname (SX)	Sipaliwini	SI		
Suriname (SX)	Wanica	WA		
Uruguay (UY)	Artigas	AR		
Uruguay (UY)	Canelones	CA		
Uruguay (UY)	Cerro Largo	CL		
Uruguay (UY)	Colonia	CO		
Uruguay (UY)	Durazno	DU		
Uruguay (UY)	Flores	FS		
Uruguay (UY)	Florida	FD		
Uruguay (UY)	Lavalleja	LA		
Uruguay (UY)	Maldonado	MA		
Uruguay (UY)	Montevideo	MO		
Uruguay (UY)	Paysandú	PA		
Uruguay (UY)	Río Negro	RN		
Uruguay (UY)	Rivera	RV		
Uruguay (UY)	Rocha	RO		
Uruguay (UY)	Salto	SA		
Uruguay (UY)	San José	SJ		
Uruguay (UY)	Soriano	SO		
Uruguay (UY)	Tacuarembó	TA		
Uruguay (UY)	Treinta y Tres	TT		
Venezuela (VE)	Amazonas	Z		
Venezuela (VE)	Anzoategui	B		

Venezuela (VE)	Apure	C		
Venezuela (VE)	Aragua	D		
Venezuela (VE)	Barinas	E		
Venezuela (VE)	Bolivar	F		
Venezuela (VE)	Carabobo	G		
Venezuela (VE)	Cojedes	H		
Venezuela (VE)	Delta Amacuro	Y		
Venezuela (VE)	Falcon	I		
Venezuela (VE)	Federal Dependency	W		
Venezuela (VE)	Federal District	A		
Venezuela (VE)	Guarico	J		
Venezuela (VE)	Lara	K		
Venezuela (VE)	Merida	L		
Venezuela (VE)	Miranda	M		
Venezuela (VE)	Monagas	N		
Venezuela (VE)	Nueva Esparta	O		
Venezuela (VE)	Portuguesa	P		
Venezuela (VE)	Sucre	R		
Venezuela (VE)	Tachira	S		
Venezuela (VE)	Trujillo	T		
Venezuela (VE)	Vargas	X		
Venezuela (VE)	Yaracuy	U		
Venezuela (VE)	Zulia	V		

Appendix CC: Virtual Instruction Providers

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2022-23 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX CC: VIRTUAL INSTRUCTION PROVIDERS

This number is applicable to District Virtual Instruction Programs where the School Number, Current Instruction/Service is 7001 or for Virtual Charter Schools where School Number, Current Instruction/Service has a School Function/Setting of V and Charter School Status not equal to Z on the Master School Identification file. This code does not apply when School Number, Current Instruction/Service is 7004, 7006 or 7023.

Active Providers

Identifier	Provider	Notes	Date
071	Florida Virtual School – Grades KG-12		
302	K12 Florida, LLC – Grades KG-12		
308	Somerset Academy, Inc. – Grades KG-12		
309	Edgenuity – Grades KG-12		
310	Edmentum - Grades 06-12		
311	Mater Virtual Academy – Grades KG-12		
313	District VIP - Connections Education of Florida, LLC – Grades KG-12		
320	Graduation Alliance - Grades 09-12		
322	Accel Online East - Grades KG-12	Added	7/1/2022
323	Optima Domi - Grades KG-8	Added	7/1/2022

Inactive Providers

Identifier	Provider	Notes	Date
002	Baker County School District		
004	Bradford County School District		
012	Columbia County School District		
015	Dixie County School District		
016	Duval County School District		
021	Gilchrist County School District		
022	Glades County School District		
024	Hamilton County School District		
025	Hardee County School District		
028	Highlands County School District		
029	Hillsborough County School District		
034	Lafayette County School District		
036	Lee County School District		
044	Monroe County School District		
052	Pinellas County School District		
054	Putnam County School District		
058	Sarasota County School District		
063	Union County School District		
064	Volusia County School District		
301	Connections Education of Florida, LLC – Grades KG-05 (Partnered with Florida Virtual School prior to 2019)		

306	Kaplan		
307	National Network of Digital Schools		
Last Updated 7/1/2022			

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Implementation Date:
Fiscal Year 2011-12
July 1, 2011

APPENDIX EE
VACCINE STATUS AND DATE

Vaccine Status, Date is a ten-character field which presents information about each of the vaccines required for children. For most cases, the first character tells the vaccine type, the second denotes the dose in the series and the remaining eight characters represent the date the dose in a series was administered. (Also see Immunization Status.)

Special Cases

There are also two special cases which will indicate that dates are not required for some individuals because:

1) they have a medical or religious exemption, or
2) they entered school prior to the time when individual vaccination dates were required - these students have been immunized.

Ten Character Code	Meaning
8099999999	The student has been immunized, but dates are not available for the individual doses. (The student's proof of immunization was an eligible form which did not require dates.)
90EXEMPT_ _	The student has either 1) a permanent medical exemption for all required vaccinations or 2) a religious exemption. (Positions 9 and 10 will be blank.)

All other vaccination information should be coded as follows:

First Character

Diphtheria, Tetanus and Pertussis (DTP/DTaP/DT/Td/Tdap)

A	**DTP vaccine/DTap** (4-5 doses) If the fourth primary dose of DTP is administered on or after the fourth birthday, a fifth dose is not required.
B	**DT (Pediatric)** vaccine - 3 to 5 doses total depending on the age of the child and the type of vaccine given. DT is acceptable for youngsters under the age of seven years (a series of four doses). DT is an acceptable substitute for DTP/DTaP if pertussis vaccine cannot be given for medical reasons.
C	**Td Adult vaccine – (Refer to codes P and Q when reporting Td Adult Vaccine)**
P	**Tdap (Tetanus-Diphtheria-Pertussis) vaccine** One dose is required for entry to seventh grade.
Q	**Td (Tetanus-Diphtheria) vaccine** (1-3 doses) Students who started their immunizations after age 7 should receive three doses of adult Tetanus-Diphtheria (Td) vaccine. One Tdap vaccine (code P) should be used to replace one dose of the Td for ages 11-18 in order to meet the seventh grade requirement. Effective with the 2009-10 school year, Tetanus-Diphtheria-Pertussis (Tdap) replaces the Tetanus-Diphtheria (Td) requirement for students entering seventh grade.

Polio

D	**Polio vaccine** (3-4 doses) If the third primary dose is administered on or after the fourth birthday, a fourth dose is not required. If the fourth dose is administered prior to the fourth birthday, a fifth dose is required. Polio vaccine is omitted from the required immunizations of children 18 years of age or older.

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APPENDIX EE
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Measles, Mumps and Rubella (MMR)

F	**MMR (Measles, Mumps and Rubella) vaccine** (2 doses)
G	**Measles (Rubeola) vaccine** (1-2 doses) One dose at age 12 months or older a second dose may be administered at least one month after the first dose.
H	**Mumps vaccine** (1-2 doses) One dose at age 12 months or older and the second dose may be administered at least one month after the first dose.
I	**Rubella vaccine** (1-2 doses) One dose at age 12 months or older and the second dose may be administered at least one month after the first dose.
Note: If two MMRs have been administered at least one month (28 days) apart; separate measles, mumps, and rubella shots are not required.	

Hepatitis B

J	**Hepatitis B vaccine** (3 doses) Required for entry into kindergarten effective with the 1998-99 school year. Required for public preschool effective with the 2001-02 school year.
Example: A student presenting a valid 680A Certificate of Immunization which indicates that he/she was immunized for hepatitis B (first dose on 01/11/98, second dose on 02/11/98 and third dose on 05/11/98) would have three vaccine status dates entered for the hepatitis B series: J119980111, J219980211, J319980511.	

Varicella

K	**VZV (Varicella) vaccine** (1-2 doses)
L	**Varicella disease** (year)
Note: Effective with the 2001-02 school year, students entering or attending preschool or kindergarten will be required to show proof of varicella vaccination.	
Note: Effective with the 2016-17 school year, students entering grades KG-8 are required to receive two doses of varicella vaccine. For each subsequent year, the next highest grade will be included in the two-dose varicella requirement.	
Examples: A student presenting a valid 680A Certificate of Immunization which indicates that he/she was immunized for varicella (first dose on 08/15/99) would have the vaccine status date entered for varicella vaccine: K119990815. A student presents a 680A Certificate of Immunization which indicates that he/she had varicella disease in 1997 (month and day are not required) would have the vaccine status date entered for varicella: L119970000.	

Haemophilus Influenzae Type B (Hib)

E	**Hib Haemophilus Influenza Type B vaccine** (1-4 doses) Required for public preschool, but not required for KG-12 school.

Pneumococcal Conjugate

N	**Pneumococcal Conjugate vaccine** (1 dose) Required for child care entry effective January 2008 for children 2 months through 24 months of age. School districts opting to include this vaccine in their data bases should use code N.

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Second Character

Dose in series

Note: 0 should be used in special cases, including exempt status, to indicate no doses required. Special cases may include a physician's note documenting measles disease or laboratory evidence of measles immunity. This does not exempt the child from mumps and rubella immunization.

Third - Tenth Characters

YYYYMMDD Year, month, day of dose.

EXEMPT_ _ If the specific requirement has been exempted, enter 'Exempt' in the third-eighth positions and leave positions 9 and 10 blank.

See Section 1003.22, F.S., Compulsory Immunization Guidelines from Department of Health for instructions on how to handle incomplete date information.

Examples and conversion procedures:

1. For students in the district's automated system prior to 7/1/91:

For students with an Immunization Status of 1 (permanent immunization certificate), the date of the immunization would default to the last dose in the series, i.e., DTP 2031573 would be A519730315, except the first dose of MMR, MR or Measles should be coded as the first dose in the series.

Students with an Immunization Status of 2 (temporary medical certificate requiring follow-up), presenting a 680A (Permanent Immunization Certificate), should be treated as new enrollees and all dates entered in the system.

For students with an Immunization Status of 3 (permanent medical exemption), for one vaccine only, the date of the other immunizations would default to the last dose in the series, i.e., polio 4041076 would be D419760410.

Students with an Immunization Status of 0 presenting evidence of immunizations should be treated as new enrollees.

2. Examples:

A student presents a valid HRS 680C Permanent Medical Exemption Certificate which indicates that he must not be vaccinated for medical reasons.

This student would be coded with an Immunization Status of 3 and Vaccine Status, Date would be **90EXEMPT_ _**.

A student presented a valid PD 137 form at the time of initial entry into a Florida school. No vaccination dates were required.

This student would be coded with an Immunization Status of 1 and Vaccine Status, Date would be **8099999999**

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A student presents a valid DH or HRS 680A which indicates that he was immunized for MR and mumps on 04/30/91 and MMR given on 05/30/91.

The student would be coded with an Immunization Status of 1 and would have four vaccine status dates entered: **G119910430, I119910430, H119910430 and F219910530.**

A student presents a valid DH or HRS 680A which indicates that he was immunized for MMR on 01/01/89.

The student would be coded as **F119890101**.

A student with a valid DH or HRS 680A form submits a valid physician's note explaining that he had measles on 01/01/90.

The student would be coded with an immunization status of 1 and would have a vaccine status (for the measles dose) of **G1EXEMPT**.

3. New seventh grade requirements – 1997-98

Effective with the 1997-98 school year students entering or attending 7th grade are required to show proof of completing the hepatitis B vaccination series, a second MMR and a tetanus-diphtheria booster.

A student presenting a valid 680A Certificate of Immunization which indicates that he/she was immunized for hepatitis B, first dose on 11/23/96, second dose on 12/23/96 and third dose on 3/23/97, or students 11-15 years of age presenting a valid 680A-2 which indicates that he/she was immunized with a two dose series, first dose on 11/23/96 and second dose on 3/23/97, a second MMR administered on 11/23/96 and a tetanus-diphtheria booster administered on 11/23/96 would be coded with an immunization status of 8 and would have five vaccine status dates entered: J119961123, J219961223, J31997323, F219961123 and C119961123

NOTES: