Florida Department of Education
Office of Funding and Financial Reporting and
Bureau of Education Information and Accountability Services

FTE General Instructions
2013-14

Florida Department of Education

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Introduction

The "FTE General Instructions 2013-14" includes new items and items that have been revised for clarification.

Significant Changes

Page 5 – Removed references to Short Courses.

Page 5 – Added that specific virtual and instruction programs and virtual charter schools may report FTE beyond the 180-day window for course completion and credit recovery.

Page 6 – Added a section describing the importance and funding implications of using a common student identifier.

Page 8 – Added a section describing the recalibration of reported FTE to 1.0.

Pages 16 – Removed the FTE reporting limit of 0.5 FTE per survey.

Page 22 – Updated Unpaid High School Credit reporting for 2013-14.

Page 26 – Added blended learning and reporting requirements for FLVS courses taught on a public school campus.

Overview

The 2013-14 Florida Education Finance Program (FEFP) provides funding for a 180-day regular school year or the hourly equivalent of 180 days, with the following exceptions:

- Department of Juvenile Justice (DJJ) programs
- Juveniles Incompetent to Proceed (JITP) programs
- The Florida Virtual School
- Virtual instruction programs and virtual charter schools for the purpose of course completion and credit recovery pursuant to Sections 1002.45 and 1003.498, Florida Statutes (F.S.)

However, PK-12 courses offered beyond the regular 180-day school year, including intersessions, may be funded through the Supplemental Academic Instruction (SAI) Allocation and the Reading Allocation. Even if no associated funding is provided, districts are required to report summer school FTE, including the FTE associated with extended school year programs and summer reading programs, for use by the Department of Education in preparing statistical reports, reviewing participation in selected summer programs, and planning for student growth.

Courses offered by the Florida Virtual School, franchises of the Florida Virtual School, district virtual instruction programs, district virtual course offerings, virtual learning lab courses, and virtual charter schools will be funded on the basis of successful completion. Details on the reporting of FTE for students in these virtual education programs can be found in Appendix D of these instructions.

Section 1003.57, F.S., prohibits non-Florida-resident exceptional students with disabilities who reside in a residential facility and receive special education or services from being reported for FTE funding through the FEFP. It further provides that the cost of instruction, facilities, and services for non-Florida-resident students with disabilities be provided by the placing authority in the student's home state of residence (e.g., public school entity, parent, other placing authority). It also provides that the Florida residential facility where the student is placed is responsible for billing and collecting payments from the placing authority.

Please refer to Appendix B for FEFP programs that are eligible for FTE reporting and funding for the current school year.

"Date certain" is always the Friday of survey week.

Adult postsecondary career and technical education and adult general education programs have been funded through Workforce Development since 1997-1998. All adult postsecondary career and technical education and adult general

education program information is reported through the Workforce Development Information System (WDIS), with the exception of the portion of career postsecondary dual enrollment for which the district of enrollment is eligible to earn funding under the FEFP.

These instructions provide a detailed explanation of the standard methodology for reporting eligible prekindergarten through grade 12 FTE by student by course. The instructions are organized as follows:

1. The first section outlines general guidelines for reporting, including information concerning general procedures, survey periods, eligibility criteria, definitions, and information regarding FTE reporting for unique scheduling approaches such as year-round schools and extended school year.

2. The second section provides specific procedures for reporting common student identifiers and the funding implications resulting from non-matching student identifications.

3. The third section describes the recalibration of FTE to 1.0 and the reporting guidelines.

4. The fourth section provides specific procedures, including records reporting, FTE reporting prioritization by FEFP program, calculation of FTE, the edit process, and procedures specific to PK-12 education.

5. The fifth section provides special instructions for reporting Advanced Placement courses, International Baccalaureate courses, Advanced International Certificate of Education courses, Industry-Certified Career Education courses, Online Course Requirements, Unpaid High School Credits, dual enrollment courses, Blended Learning courses, Virtual Learning Lab courses, Dropout Prevention Programs, and students enrolled in certain specific program areas. Instructions are also provided for students enrolled in nonpublic schools or home education programs who receive instructional services at public institutions and for hospital/homebound students.

6. The sixth section provides information on local record-keeping procedures.

7. Appendix A provides a table of FEFP membership minutes and the equivalent value of *FTE Earned, Course.*

8. Appendix B provides a list of FEFP programs eligible for FTE funding for the current school year.

9. Appendix C provides information on reporting requirements for students participating in the John M. McKay Scholarships for Students with Disabilities Program.

10. Appendix D provides Virtual School reporting instructions.

11. Appendix E provides Student Data Element Reporting Requirements.

General Guidelines for Reporting

Regular School Year

A separate Student Course Schedule format record must be reported for each class in which a PK-12 student is in membership during each of the Survey Periods, **regardless** of the funding eligibility of that student, to participate in the Florida Education Finance Program. This requirement includes students not eligible because of attendance and students funded through the Supplemental Academic Instruction (SAI) Allocation or the Reading Allocation.

The survey periods for record determination are set annually by the Commissioner of Education. For FTE reporting purposes, the survey periods cover the following time frames:

1. **Survey Period 1 (July)** covers the time period from the beginning of the fiscal year (July 1) to the beginning of the defined 180-day school year.

2. **Survey Period 2 (October)** covers the first 90 days of the 180-day school year.

3. **Survey Period 3 (February)** covers the second 90 days of the 180-day school year.

4. **Survey Period 4 (June)** covers the period from the end of the 180-day school program to the end of the fiscal year (June 30).

An additional Survey Period, **Survey Period 5**, covers reporting of prior school year data such as the Advanced Placement, Advanced International Certificate of Education, and International Baccalaureate programs. Supplemental FTE for successful completion of a career-themed course pursuant to Sections 1003.491, 1003.492, 1003.493, and 1003.4935, F.S., and issuance of the highest level of industry certification is also reported in Survey 5. Unpaid high school credits for students who graduate early during the 2013-14 fiscal year under Section 1011.62(1)(p), F.S., will also be reported in Survey 5. The data for this survey period covers the entire school year and is due at the beginning of August. **It is critical that districts correctly report the FTE associated with these programs during the survey period processing time frame.**

Hourly Equivalent to 180-Day School Year

Each school district that participates in the state appropriations for the Florida Education Finance Program must operate all schools for a term of 180 actual teaching days as prescribed by Section 1011.60(2), F.S., or the hourly equivalent of 180 actual teaching days, as prescribed in Rule 6A-1.045111, Florida Administrative Code (FAC). The hourly equivalent for kindergarten through grade 3 is 720 instructional hours and 900 instructional hours for students in grades 4 through grade 12.

For a school operating on a double-session calendar, the hourly equivalent for kindergarten through grade 3 is 630 instructional hours and 810 instructional hours for students in grades 4 through grade 12.

End-of-Course Assessment

For each full-time student who passes a statewide standardized end-of-course assessment without ever being enrolled in the corresponding course, the district may report 1/6 of an FTE per course as prescribed in Section 1011.61(1)(c)(VIII), F.S. These students should be reported in Survey Period 4 on the Student Course Schedule format. These students should be reported under FEFP program numbers 103 or 102 in period number 9800. Funding for these students will be calculated in the Final FEFP calculation.

Extended School Year Survey Periods

An extended school year program is separate and distinct from year-round school programs and summer school programs. Extended school year programs are a true extension of courses provided during the second semester of the regular 180-day school year with no break in instruction. Supplemental Academic Instruction allocation funds may be used for extended school year programs.

The records for students attending the extended days of the school year must contain a Year-Round/Extended School Year FTE Indicator code of "B" to indicate that the FTE being reported is for extended school year instruction. The records for the first 180 days are reported as any other 180-day school year records.

Extended school year survey periods for record determination and FTE reporting are reported in Survey 4 (June) and Survey 1 (July).

Year-Round School Program Survey Periods

Survey periods for the Year-Round School Program are the same as for the regular fiscal year. The following descriptions specify how the count weeks are determined and how they are used in determining attendance and membership for FTE eligibility.

Regular School Year Reporting

Year-round schools should report the first 90 days of their regular 180-day school year in Survey 2 and the second 90 days of their regular 180-day school year in Survey 3, regardless of when the tracks are in session.

Tracks Not in Session

If it is survey week and the year-round school student track is not in session, then the last five days that the track was in session prior to survey week for both the October and February survey periods becomes the established survey period. Use the final five days for survey week and the preceding six scheduled class days for determining eligibility, and conduct the count in the normal manner. All current procedures for date certain and other related count issues apply.

Intersession

If the student is participating in instruction beyond 180 days during an off-track period, the *FTE Earned, Course* for that student shall be reported in the survey period when the instruction occurs. For example, if the instruction occurs during the time frame covered by Survey Period 2, the FTE by student by course should be reported for that period either during the normal processing time for Survey Period 2 or as an amendment to Survey Period 2.

Intersession survey week should be established by using the middle day/middle week of the period. Determine attendance and membership for eligibility in the normal manner. **The records submitted for state processing must contain a Year-Round/Extended School Year FTE Indicator code of "A" to indicate that the FTE being reported is for "beyond 180-day" instruction.**

Alternate Survey Period

Rule 6A-1.0451(2), FAC:

"The Commissioner shall have the authority to establish for any school district or school an alternate date for a full-time equivalent membership survey or transported student membership survey within nine (9) weeks of

the regular statewide survey if evidence is submitted by the school district which indicates an abnormal fluctuation in student membership has occurred at the time of the statewide survey. The alternate date shall be established by the Commissioner prior to conducting the survey. In determining what constitutes an abnormal fluctuation, the Commissioner shall examine the historical trends in student membership and limit consideration to changes in which there is a variation in excess of twenty-five (25) percent in any school, or five (5) percent in the district between the membership count at the time of the statewide membership count and the alternate membership count due to factors such as major student boycotts; civil disturbances; in-migration or out-migration in agricultural, industrial, and federal installations or contractors; or providential causes beyond the control of the district school board."

Section 1003.52(12)(c), F.S., states that district school boards are required to request an alternative FTE survey for Department of Juvenile Justice programs experiencing fluctuations in student enrollment.

The alternate survey date must be established by the Commissioner prior to conducting the scheduled statewide survey. If the Commissioner of Education approves an alternate survey period, the alternate survey data shall be used in place of the regular survey FTE and associated data, provided the FTE meets the percentage requirements specified in the rule.

When the district requests an alternate survey, the letter of response from the Department of Education will include specific directions for confirmation of alternate survey results. If an alternate survey is approved, the district must still complete the originally scheduled survey and report the data for both the scheduled survey and the alternate survey.

Courses Eligible for Funding During Regular 180-Day School Year

During Survey Periods 2 and 3, PK-12 students are eligible to earn FTE if the class meets or is scheduled to meet during the survey week and the student meets both program membership and attendance requirements. In addition, Student Course Schedule records should be transmitted for students in PK-12 programs/classes that operate outside of survey week during the time frame covered by the Survey Period.

Courses Reported Beyond Regular 180-Day School Year (Summer School and Year-Round School Intersessions)

PK-12 courses offered beyond the regular 180-day school year, including intersessions, except Department of Juvenile Justice programs, Juveniles Incompetent to Proceed (JITP) programs, and Florida Virtual School courses, are funded through the Supplemental Academic Instruction allocation. The FTE for intersession and summer school courses is reported even though the FTE does not earn FEFP funds.

For the purpose of course completion and credit recovery pursuant to Sections 1002.45 and 1003.498, F.S., virtual instruction programs and virtual charter schools may operate beyond the regular 180-day school year, in accordance with Section 1011.61(1)(c)2., F.S., and may report FTE for funding through the FEFP. Please refer to Appendix D for more detailed reporting instructions.

The following summer school criteria/guidelines must be followed:

1. Report the FTE for courses offered beyond the 180-day school year as described in the section "Reporting *FTE Earned, Course* for Summer Sessions."

2. A student in cooperative education or other programs incorporating on-the-job training, including apprenticeship, shall not be counted for more than 25 hours per week **in all programs**.

3. Do not report the FTE for enrichment or recreation courses.

Common Student Identifier

Student Number Identifier, Florida

The Florida Education Finance Program funding calculations, including the calculations authorized in Sections 1011.62, 1011.67, 1011.68, and 1011.685, F.S., shall include funding for a student **only when all of the student's records are reported to the Department of Education under a common student identifier**.

Student records submitted without a common student identifier (identified by the Department as the *Student Number Identifier, Florida or Student Number Identifier – Alias, Florida*) will result in Null FTE for all records submitted by **each** school district and the Florida Virtual School for the student and will not generate FEFP funding.

Each district school board shall request that each student enrolled in a public school in this state provide his or her social security number, pursuant to Section 1008.386, F.S. Each school district shall use social security numbers as student identification numbers in the management information system maintained by the school district. A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card. The school district shall include the social security number in the student's permanent records and shall indicate if the student identification number is not a social security number. The Department of Education will provide assistance to school districts to assure that the assignment of student identification numbers other than social security numbers is kept to a minimum and to avoid duplication of any student identification number.

Student Number Identifiers should **never** be **reassigned** to another student, even if the student graduates or leaves the school district. The *Student Number Identifier, Florida* and *Student Number Identifier-Alias, Florida* assigned by the initial district of entry **should remain with the student throughout the student's enrollment** in Florida's PK-12 public schools, adult general education programs, and career and technical education programs.

New Students

The *Student Number Identifier, Florida* equals the social security number followed by an "X." If a student does not provide a social security number, the initial school district of entry should assign the *Student Number Identifier, Florida* using the method prescribed by the Department of Education (DOE). The first two digits of the identifier issued must represent the **district of initial entry** into the Florida public school system. The last

eight digits of the student identifier issued are district-defined to represent a <u>unique student number</u> within the district of original assignment.

Upon a student's initial enrollment, the district copies the student's *Student Number Identifier, Florida* to the *Student Number Identifier - Alias, Florida* field, and this number **must never change***.*

Students who Move within the Florida Public School System

The *Student Number Identifier, Florida* should remain the same as the number initially created by the <u>first</u> district of enrollment. This requires school districts to provide the *Student Number Identifier, Florida* within a reasonable timeframe to the student's new district.

This identifier must **never** change from the number assigned by the first district of enrollment, with the following **exceptions**:
- Student provides his or her social security number at a later date, or
- Student's social security number is incorrect as entered.

In both of these exceptions the district must update the student's existing Student Number Identifier, Florida. However, the Student Number Identifier - Alias, Florida, **must remain the constant**.

Students Shared Between School Districts

Students shared between districts or with FLVS within the same reporting survey (different districts of instruction) must be reported using the same *Student Number Identifier, Florida.* This requires the district of enrollment to cooperate in providing the *Student Number Identifier, Florida* within a reasonable timeframe to other districts providing instruction to the student. Student records submitted without a common *Student Number Identifier, Florida* will result in **Null FTE** for all records submitted by ALL school districts and the Florida Virtual School for the student and will not generate funding.

Recalibration of FTE to 1.0

All student FTE enrollment shall be capped at 1.0 FTE, except for FTE earned by Department of Juvenile Justice (DJJ) students beyond the 180-day school year. School districts should report all FTE enrollment regardless of the 1.0 FTE cap. The Department will combine all FTE enrollment reported for the student by all districts, including the FLVS Part-time Program, using a common student identifier. The Department will then recalibrate all reported FTE enrollment for each student to 1.0 FTE, if the sum of all reported FTE for the student exceeds 1.0 FTE. The FTE reported for extended school year periods and DJJ FTE enrollment earned beyond the 180-day school year is not included in the recalibration to 1.0 FTE.

Specific Guidelines for Reporting

Determining FTE Earned by Student and Course for Classes Operating During Survey Week

For all classes operating during the survey week, the following procedures must be used to determine which student course schedules are reported.

Step 1: Setting "Date Certain"

"Date certain" for each survey will be the Friday of survey week. This applies to all schools in all school districts. The "date certain" during the FTE survey week is the specific time for setting the student's schedule as mentioned in the step below.

Step 2: Student Course Schedule Record

A local student course record containing all of the elements that will be used in reporting *FTE Earned, Course* and for meeting other state information requirements must be developed for each course in which the student is in membership. The following must be included in the record:

A. Record Identifiers

    1. District Number, Current Enrollment

    2. School Number, Current Enrollment

    3. Student Number Identifier, Florida

    4. Survey Period Code

    5. Fiscal Year

B. Course Identifier Information

    1. District Number, Current Instruction

    2. School Number, Current Instruction

    3. Term

    4. Course Number

    5. Section Number

    6. Period Number

    7. Days Per Week

    8. Class Minutes, Weekly

9. FEFP Membership Minutes, Weekly (set to 0000 [all zeros])

10. FEFP Program Number

11. FTE Earned, Course (set to 0000 [all zeros])

12. FTE Eligibility Flag

C. Other Data

1. Grade Level

2. Alias Number Identifier

3. English Language Learners: Instructional Model

4. Year-Round/Extended School Year FTE Indicator

5. Dual Enrollment Indicator

6. Career and Technical Education/Adult General Education Program Code

7. Location of Student

Step 3: Membership/Enrollment

Each PK-12 student must meet the membership requirement as discussed in this paragraph to **be eligible to be reported**, and must also meet the attendance requirement discussed in Step 4 to **be eligible for funding**. On the Friday of survey week, the district must capture the student course schedule for **each student** who is on the membership roll for that week.

If the student has at least one day of membership during survey week, the student meets the membership requirement and is eligible for reporting. The student is in membership when he or she is **officially assigned** to a course or program by a school or district.

Students who are not in membership during survey week should not be reported for FTE. For example, if the student's last day of membership is Friday prior to survey week, the student does not meet the membership requirement and is not eligible to be reported**.**

For those PK-12 students who are not eligible to earn funding through the FEFP but are still on the district's membership roll (e.g., summer school students exclusive of DJJ and JITP students, and other students not eligible to earn FTE through the FEFP), the district must submit all records with all elements completed with valid information, with the following exceptions. For students who are not funded through the FEFP, the district should report 999 as the *FEFP Program Number* and 0000 (all zeros) for *FTE Earned, Course*. These records should be sent along with the records that will be addressed in Steps 4-10.

Step 4: Attendance

To receive FEFP funding for students, the district must determine whether students who have met the membership requirement have also met the attendance requirement outlined below. Using the Automated Student Attendance Record Keeping System, the district must verify that the student has been in attendance during the 11-day window.

A student is considered to have met the attendance requirement if the student has been in attendance at least one day of survey week or on one of the six scheduled school days preceding the survey week when the school was in session.

It should be noted that when the procedures outlined in the DOE Information Database *Attendance Procedures* are applied, the appropriate withdrawal code is shown on the day following the last day of membership.

FTE eligibility as related to attendance for students in grades PK-12 is not determined on a course-by-course basis; instead, it is determined on a daily basis. The documentation that verifies that the student met the attendance requirements for FTE eligibility must be maintained for a period of three years or until all applicable audits have been completed, whichever is longer.

For all students who meet the attendance requirements, Steps 5-9 must be followed. For those students who DO NOT meet the attendance requirements, set the FTE Eligibility Flag to "N" and convert the record to the State Student Course Schedule format. The *FTE Earned*, *Course* field should be set to 0000 and the FEFP Program Number should be 999. Go to Step 9 for details regarding continued processing of those records.

Step 5: Verification

For all students who meet the attendance requirements specified in Step 4, the district must verify that the course number referenced in the local student course record is a valid and fundable course number listed in the

official Course Code Directory for the reporting year or is in the Statewide Course Numbering System, and that the proper FEFP program number has been assigned to the course for that student. Private postsecondary course numbers are valid for courses in which a student is dually enrolled at such an institution. Non-fundable courses in the Course Code Directory are all study hall courses and transfer courses.

Additionally, program membership through the various selection and placement procedures must be verified for students who are in special program categories. Audit records must be maintained for program membership as defined in the Local Record Keeping Procedures section. Other elements should be completed and verified as they relate to that course for that student.

Step 6: Reporting Priority and FEFP Program Number Assignment

Report all student course records using the appropriate FEFP program number. Please refer to Appendix B for a list of FEFP programs and program cost factors.

Generally, students reported for funding in Programs 111, 112, 113, 254, or 255 should have their entire schedule reported under these program numbers, even if they are participating in ESOL or Career Education courses. There may be exceptions, including some hospital homebound (see page 31) and dual enrollment students (see pages 23-24).

All school site instruction for both basic and special program courses must be calculated for *FTE Earned, Course* **before** off-site instruction is considered for reporting. (See the discussion of *FTE Earned, Course* for students enrolled in on-the-job and cooperative training later in this document.)

Use FEFP Program 999 for students who are not eligible for FEFP funding. Examples of students and courses that do not meet FEFP eligibility requirements include:

- Voluntary Prekindergarten (VPK) students
- Students not meeting the attendance requirements
- Dual enrollment laboratory courses funded through the corresponding lecture courses
- Study hall courses
- Students in grades 7 through 12 who are enrolled for more than four semesters in exploratory career education
- Private school students served with Individuals with Disabilities Education Act (IDEA) funds

Pursuant to Section 1004.925, F.S., all automotive service technology programs must be industry certified. The State Board of Education adopted Rule 6A-6.05731, F.A.C. regarding the certification requirements for these programs. Effective for the 2013-14 school year, students enrolled in automotive service technology education programs that are not industry certified are not eligible to be reported for state funding. For any school with enrollments in automotive service technology programs in 2010-11, fundable FTE may not be reported for students in 2013-14 until such time as the program is certified in accordance with the law and State Board of Education rule. For programs established after 2010-11, school districts have three years for their programs to become certified. For information about courses in automotive service technology programs, please see the career and technical education curriculum frameworks at http://www.fldoe.org/workforce/dwdframe/tran_cluster_frame13.asp. Courses not eligible for FEFP funding should be reported using Program 999.

Step 7: Reporting *FTE Earned, Course*

The number of hours for which a PK-12 student may report FTE is based on 900 hours per 180-day school year with the exception of DJJ students and JITP students. (See the section on FTE Calculation and Reporting for Students in Department of Juvenile Justice Educational programs.)

To carry out the necessary calculations prior to creating the State Student Course Schedule format, certain conversions must be made to instructional time for specific students identified below to base instructional time on 1500 minutes weekly for all students. Be sure to see the formula below for conversion methodology.

   A. Students in Grade Level PK-3 who have *Class Minutes, Weekly* which, aggregated across all courses on an annual basis, are greater than or equal to 720 hours but less than or equal to 900 hours. The "length of the school week" in the formula below would be equal to the weekly minute equivalent of 720 hours of instruction (1200 minutes).

   B. Students in Grade Level PK-3 who are in a double-session school and have an aggregated annual value of *Class Minutes, Weekly* equal to or greater than 630 hours but less than or equal to 900 hours. The "length of the school week" in the formula below would be equal to the weekly minute equivalent of 630 hours of instruction (1050 minutes).

C. Students in Grade Level 4-12 who are in a double-session school and have an aggregated annual value of *Class Minutes, Weekly* across all courses that is equal to or greater than 810 class hours but less than 900 hours. The "length of the school week" in the formula below would be equal to the weekly minute equivalent of 810 hours of instruction (1350 minutes).

D. Students in schools using a calendar of fewer than 1500 minutes per week, over more than 180 instructional days.

All remaining classifications of students (those with a Grade Level of 4-12 in a regular session school) are funded based on the hours they earn converted to *Class Minutes, Weekly*.

For those students who fall in categories A-D above, the value of *Class Minutes, Weekly* should be converted to a value based on 1500 minutes. For part-time students, the conversion should be based on the same number of hours as for full-time students in that school. Using the sorted course records from Step 6, convert the actual value of *Class Minutes, Weekly* (only for the purposes of reporting *FTE Earned, Course*) for each course to its equivalent value on a basis of 900 hours annually (1500 minutes weekly). The conversion is done by solving for "x" in the following equation:

$$\frac{\textbf{Class Minutes Weekly}}{\textbf{Length of School Week (minutes)}} = \frac{\textbf{X}}{\textbf{1500}}$$

X = converted value in class minutes weekly

Each calculation is carried out five places to the right of the decimal point and rounded to four.

The net effect of this conversion equation is to put all course records on the basis of 1500 weekly minutes for the purpose of reporting *FTE Earned, Course*. Using the equation above, a class that meets 220 class minutes during a school week of 1200 minutes would convert to a value of 275 class minutes, based upon a school week of 1500 class minutes (900 hours annually). See the example below:

$$\frac{220}{1200} = \frac{275}{1500}$$

Determining *FTE Earned, Course*

After equalizing the value of *Class Minutes, Weekly* for the students in the previous section, the following is required for all courses during Survey Periods 2 and 3:

A. Using the course records from Step 6, determine the number of FEFP membership minutes the student is in membership for the first course. Using that value of *FEFP Membership Minutes, Weekly*, search the table in Appendix A for the same value and identify the value of *FTE Earned, Course*. This value will be reported as the *FTE Earned, Course* for that course.

B. For each subsequent course record for a student, repeat the process in step A above. The resulting value is then added to the aggregated value of *FTE Earned, Course*. Repeat this process until there are no courses remaining to be considered for the student. A student's total reported FTE may exceed 1.0 FTE, prior to the recalibration by the Department.

Reporting Block-Scheduled Classes for FTE

Districts in which schools are scheduling classes that rotate lengths or offerings from one week to the next must report these classes in the manner described below. Block scheduling of this type is reported as an average of the time students are scheduled in classes.

In order to properly report the block schedule:

A. Determine the student's eligibility for reporting as it is normally determined.

B. Add together the time the student is in each of the classes for the span of time being reported. This will include the survey week and the other weeks of the valid scheduling option.

C. Use an average of the *Class Minutes, Weekly* to determine the value of *FTE Earned, Course*.

Example: A student is block scheduled for 10 hours of a math course and 10 hours of a science course for alternating weeks.

During survey week, the student's schedule reflects 10 hours of the math course and 0 (zero) hours of the science course. For the week following survey week, the student's schedule reflects 0 (zero) hours of the math course and 10 hours of the science course. For survey week, the student's time for calculating FTE should be based on an average of 5 hours for the math course and 5 hours for the science course.

Reporting *FTE Earned, Course* for Summer Sessions

Within the PK-12 education program, summer classes that operate during periods of time other than survey week must be reported by determining the middle week or middle day (if less than a week) of the period for establishing membership.

FTE must be reported in the fiscal year when the instruction occurs. The FTE for instruction that occurs in June must be reported in the June survey (Survey Period 4) and the FTE for instruction that occurs in July must be reported in the July survey (Survey Period 1).

To calculate summer school FTE, divide scheduled hours for the summer session by 720 for grades PK-3 or 900 hours for grades 4-12. This section does not apply to Virtual Instruction Courses.

For other information regarding summer school reporting, please refer to the previous discussion in this document, "Courses Reported Beyond Regular 180-Day School Year."

Reporting *FTE Earned, Course* for End-of-Course Assessments

For full-time students who pass a statewide standardized end-of-course assessment without ever being enrolled in the corresponding course, the district may report 1/6 of an FTE per course. These students should be reported in Survey Period 4 and will be funded in the Final FEFP calculation. The district must submit a Student Course Schedule record with the Course Number corresponding to the end-of-course assessment passed and a Period Number of 9800. No matching Teacher Course record is required.

Step 8: Local Edit Process

Using the records and all of the reported values of *FTE Earned, Course*, the district must apply certain edits prior to conversion of the district records to the State Student Course Schedule format. Among the specific edits to be performed, as they relate to FTE elements, are:

A. OJT and DCT

Students who are enrolled in Course Numbers that are on-the-job training and cooperative training or similar programs that include training at **non-school** sites must have **all time spent at school sites counted as part of membership hours.** Total membership hours for school site, non-school site, on-the-job training, and cooperative training programs shall not exceed 25 hours per week of funded membership. Total membership hours in such cases may not exceed normal student membership hours for students in that school.

B. Pullout Classes

Pullout classes must be properly identified and reported with the appropriate period number. Also, the *Class Minutes, Weekly* must be adjusted for both the class from which the student was pulled and the class being reported as a pullout class.

C. Prekindergarten FTE

Prekindergarten students are not eligible for funding under the FEFP with the exception of (1) children of students in the Teenage Parent program reported using course number 5100560 (Prekindergarten, Other) in FEFP Program Number 101, (2) students ages 3 and older with Grade Level PK who are reported in FEFP Program Numbers 111, 254, or 255 (excluding students who are gifted), and (3) students under age 3 reported in FEFP Program Numbers 111, 254, or 255 with disabilities (Exceptionality, Primary) of deafness or hardness of hearing, visual impairment, orthopedic impairment, intellectual disability, dual-sensory impairment, autism spectrum disorder, developmental delay, or established conditions.

Voluntary Prekindergarten (VPK) students taught by the school district should be reported using course numbers 5100580 (regular school year) and 5100590 (summer). VPK students should be reported with FEFP Number 999 since they are not funded through the FEFP. Also, some PK students may be reported with ESE programs that are funded through the FEFP (such as a student who is in Program Number 111 for 90 minutes a week) and VPK (FEFP number 999) for 900 minutes a week.

D. Survey Period Code

Except as indicated in Appendix D, the Survey Period Code must be valid for the period covered by the data. For example, if the data are being reported for the first 90 days of the 180-day school year, the Survey Period Code must be 2.

E. Verification of Requirements

Verify that the requirements of Section 1001.42, F.S., and Rule 6A-1.09441, F.A.C., have been met as they relate to the reporting of students under the Florida Education Finance Program.

Step 9: Conversion to Student Course Schedule Format

Convert all district course records to the State Student Course Schedule format for running edits supplied by the Department of Education.

Step 10: Audit File

Create an audit file that must be retained until all audits are made by **both the Department of Education and the Legislative Auditor**.

Step 11: FTE Amendments

Rule 6A-1.0451(4), F.A.C., allows districts to make amendments to their FTE Student Membership surveys in accordance with the following schedule: Survey Period 1 (July) may not be amended after September 30, following the survey; Survey Period 2 (October) may not be amended after March 31, following the survey; Survey Period 3 (February) may not be amended after July 31, following the survey; and Survey Period 4 (June) may not be amended after August 31, or until a membership survey audit has been completed, whichever takes place first. Districts are encouraged to pay special attention to the error reports provided and make amendments accordingly. **When Student Course Schedule records are submitted for reporting FTE, matching Student Demographic Information, Teacher Course records, Prior School Status/Student Attendance, and Exceptional Student Education records for students with active Individual Education Plans must also be submitted in order to avoid nulling of FTE.**

Additional Instructions/Information

Advanced Placement

For a district to earn additional FTE for students in advanced placement courses, they must meet the following reporting requirements:

1. A Student Course Schedule must be developed for the specific course and student.

2. The course number must refer to an advanced placement course in the Course Code Directory.

3. The value of *FTE Earned, Course* must be calculated as for any other course.

4. A Teacher Course Record must be created for the course.

5. To earn 0.16 additional FTE, the student must have been enrolled in the Advanced Placement (AP) course and scored 3 or higher on the subject examination. These values are to be reported on the **Student Additional Funding** format in August (Survey 5) in the year of enrollment. These values may only be reported as multiples of 0.16. **Records submitted with values that are not multiples of 0.16 will be rejected.**

International Baccalaureate

Districts may earn additional FTE for students who are in International Baccalaureate courses in the following two special cases:

1. When a student scores 4 or higher on a subject exam; and

2. When a student receives an International Baccalaureate diploma.

To report a student for funding for this category, the district must submit a Student Additional Funding format in Survey 5 for the student. The format item for each of the categories must be completed accordingly.

The student who has been enrolled in International Baccalaureate course(s) and who scores 4 or higher on the subject examination is eligible to earn 0.16 additional FTE for each subject area. Multiple values of 0.16 may be recorded for the student, as appropriate, for the element *FTE Earned, International Baccalaureate Score* on the **Student Additional Funding** format. **Records submitted with values that are not multiples of 0.16 will be rejected**.

For students who receive an International Baccalaureate diploma, the value of 0.30 FTE must be recorded for the element *FTE Earned, International Baccalaureate Diploma* on the **Student Additional Funding** format. **Only the value of 0.30 FTE may be recorded for this element; otherwise, the record will be rejected.**

Advanced International Certificate of Education

Districts may earn additional FTE for students who are in Advanced International Certificate of Education courses under the following special circumstances:

1. When a student scores E or higher on a full-credit subject exam or E or higher on a half-credit subject exam; and

2. When a student receives an Advanced International Certificate of Education diploma.

To report a student for funding for this category, the district must submit a Student Additional Funding format in Survey 5 for the student. The format item for each of the categories must be completed accordingly.

The student who has been enrolled in Advanced International Certificate of Education course(s) and who scores E or higher on the subject examination is eligible to earn an additional 0.16 FTE for each full-credit subject area. A value of 0.08 FTE student membership shall be calculated for each student enrolled in a half-credit Advanced International Certificate of Education course who receives a score of E or higher on a subject examination. Multiple values of 0.08 and 0.16 may be recorded for the students, as appropriate, for the element *FTE Earned, Advanced International Certificate of Education Score* on the **Student Additional Funding** format. **Records submitted with values that are not multiples of 0.08 and 0.16 will be rejected**.

For students who receive an Advanced International Certificate of Education diploma, the value of 0.30 FTE must be recorded for the element *FTE Earned, Advanced International Certificate of Education Diploma* on the **Student Additional Funding** format. **Only the value of**

0.30 FTE may be recorded for this element; otherwise, the record will be rejected.

Industry-Certified Career Education

A value of 0.1 or 0.2 FTE student membership shall be calculated for each student who completes a career-themed course as defined in Section 1003.493(1)(b), F.S., and who is issued an industry certification identified annually in the Industry Certification Funding List approved under rules adopted by the State Board of Education. The maximum FTE student membership value for any student in grades 9 through 12 is 0.3.

A value of 0.2 FTE student membership shall be calculated for each student who is issued an industry certification that has a statewide articulation agreement for college credit approved by the State Board of Education. For industry certifications that do not articulate for college credit, a value of 0.1 FTE student membership shall be calculated for each certification.

To report a student for funding for this category, the career-themed course in which the student participated must be reported on the Career and Technical Education Student Course Schedule record in the current year, with the student reported as having passed an industry certification in the course.

Online Course Requirement

Excluding a driver education course, at least one course within the 24 credits required under Section 1003.428, F.S., must be completed through online learning. A school district may not require a student to take the online course outside the school day or in addition to a student's courses for a given semester. An online course taken in grade 6, grade 7, or grade 8 fulfills this requirement. This requirement is met through an online course offered by the Florida Virtual School, a virtual education provider approved by the State Board of Education, a high school, or an online dual enrollment course. A student who is enrolled in a full-time or part-time virtual instruction program under Section 1002.45, F.S., meets this requirement. This requirement does not apply to a student who has an individual education plan under Section 1003.57, F.S., which indicates that an online course would be inappropriate, nor does it apply to an out-of-state transfer student who is enrolled in a Florida high school and has one academic year or less remaining in high school.

Unpaid High School Credits

Districts may earn additional FTE for unpaid high school credits for students who graduate early. Pursuant to Section 1011.62(1)(p), F.S., each unpaid high school credit delivered by a school district during the student's prior enrollment may be reported by the district as 1/6 FTE when the student graduates early pursuant to Section 1003.4281, F.S. A district may report up to 1/2 FTE for students who graduate one semester in advance of their cohort and up to 1 FTE for students who graduate a year or more in advance of their cohort. All unpaid high school credits are reported by the school district where the student graduated.

For unpaid credits earned in fiscal years prior to 2013-14, the district must submit a Student Additional Funding format in Survey 5 for the student with the additional FTE amount indicated in the element *FTE Earned, Unpaid High School Credits* following the student's graduation.

The student who has received unpaid high school credits is eligible to earn an additional 0.1667 FTE for each full-credit high school course not funded in previous years. Half credit courses may be reported for 0.0834 FTE. Multiple courses may be recorded for the students, as appropriate, for the element *FTE Earned, Unpaid High School Credits* on the **Student Additional Funding** format.

The district of current enrollment, from which early graduation is claimed, will receive the funding for the unpaid FTE. If the student has been in the district less than 2 years, the district shall also report the unpaid FTE from high school credits delivered by the districts in which the student was previously enrolled and shall transfer a proportionate share of the funds earned for the unpaid FTE to those districts. Each school district in which a student was previously enrolled shall notify the student's graduation district of any unpaid high school credits.

Dual Enrollment

Dual Enrollment membership shall be calculated in an amount equal to the hours of instruction that would be necessary to earn the FTE student membership for an equivalent course if it were taught in the school district.

As a reminder, Section 1007.271(2), F.S., states in part that vocational-preparatory instruction, college preparatory instruction, and other forms of precollegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program.

A home education student may not be claimed for dual enrollment funding through the FEFP.

The element, *Location of Student*, which is included in Appendix E, should be used to report the location of the student when the student is receiving dual enrollment instruction.

Academic Dual Enrollment

For dual enrollment students at either a public or private college or university for which a district interinstitutional articulation agreement exists per Section 1007.271, F.S., the procedures below must be followed. **Please note, dual enrollment/early entrance agreements can only be with Florida institutions.**

A student shall not be claimed for funding under this procedure when the student is enrolled in an out-of-state college or university or in a home education program. Students who are dually enrolled in the **Florida College System, State University System, or a private college or university** and who meet all eligibility requirements should be reported as follows:

1. A student course format must be developed for the specific course and student;

2. The course number must be from the Statewide Course Numbering System or the number of the course from the eligible nonpublic college or university;

3. The FEFP Program Number must be 103 or 113;

4. The value of *FTE Earned, Course* must be calculated as the amount necessary to earn the FTE and the funding for an equivalent course if it were taught in the school district;

5. The school of instruction number must be C901-C928, U970-U980, or P001-P999 (i.e., a post-secondary institution);

6. The Dual Enrollment Indicator must be "A" or "E"; and

7. A teacher course record format must be created for the course.

The FTE earned for academic dual enrollment is credited for funding to the school of enrollment.

Career Dual Enrollment

Career-preparatory instruction for postsecondary students is not funded through the Florida Education Finance Program. Districts providing this instruction report all related information through the Workforce Development Information System (WDIS); however, career dual enrollment for students in grades 9 through 12 is funded through the FEFP and such FTE is reported in Basic FEFP Program Number 103 or 113.

The district of enrollment must report "FTE Earned, Course" for eligible career dual enrollment students in accordance with the instructional setting, as outlined below:

1. **Postsecondary Career Instruction Provided at a Technical Center Located in another School District**

   The district of enrollment must create a student course record format with its district number and school number indicated for enrollment and instruction. **Documentation must be maintained to show that the student is a dual enrollment student.** The district of enrollment is the district sending the student for dual enrollment instruction.

   The **District of Enrollment** must report the value of *FTE Earned, Course* in the Basic FEFP Program Number 103 or 113. The value of *FTE Earned, Course* must be calculated as the amount necessary to earn the FTE and the funding for an equivalent course if it were taught in the school district.

   The value of *Class Minutes, Weekly* will be the value for that course **as taught in the district of instruction**.

   The Dual Enrollment Indicator must be C.

   A matching teacher course record must be created for the student course record(s).

   Note: The postsecondary career dual enrollment instruction is reported in WDIS.

2. **Postsecondary Career Instruction Provided at a Florida College in the Same School District**

   Students who are dually enrolled in the **Florida College System or a private college** for career instruction and who meet all eligibility requirements should be reported by the district of enrollment as described in the previous section. The *School Number, Current*

Instruction/Service element should be the college number (C901-C928).

The Dual Enrollment Indicator must be "B," "C," or "E," as appropriate.

3. **Postsecondary Career Instruction Provided by the Florida College System or Private College Personnel on the Campus of a Secondary School**

   When the postsecondary career instruction is provided by the Florida College System or private college personnel on the campus of a secondary school, the secondary school reports the dual enrollment courses using FEFP Program Number 103.

   In this case, the *School Number, Current Instruction/Service* is that of the secondary school.

   The value of *FTE Earned, Course* must be calculated as the amount necessary to earn FTE and the funding for an equivalent course if it were taught in the school district.

   The Dual Enrollment Indicator must be "B" or "C," as appropriate.

   In addition to the student course records, matching teacher course records must be submitted.

4. **Postsecondary Career Instruction Provided at a Technical Center Located in the Same School District**

   In this case, students are enrolled in and receive instruction at a secondary school and also receive postsecondary career instruction at a technical center operated by the same school district.

   The secondary school must report the dual enrollment (postsecondary career) courses with the Basic FEFP Program 103. The value of *FTE Earned, Course* must be calculated as the amount necessary to earn FTE and the funding for an equivalent course if it were taught in the school district. *School Number, Current Instruction/Service* is that of the secondary school.

   The Dual Enrollment Indicator must be "C."

   The matching teacher course record(s) must be submitted.

5. **Postsecondary Career Instruction Provided On-Site at the Student's High School**

In this case, students are enrolled in and receive instruction from a secondary school and also receive postsecondary career instruction at the student's high school campus operated by the school district.

The secondary school must report the dual enrollment (postsecondary career) courses with the Basic FEFP Program 103. The value of *FTE Earned, Course* must be calculated as the amount necessary to earn the FTE and the funding for an equivalent course if it were taught in the school district. *School Number, Current Instruction/Service* is that of the secondary school.

The Dual Enrollment Indicator must be "C."

The matching teacher course record(s) must be submitted.

Blended Learning Courses

Pursuant to Section 1002.321(4)(e), F.S., a blended learning course consists of both traditional classroom and online instruction. FTE student reporting of blended learning courses for funding under the Florida Education Finance Program continues to be reported based on seat time. Blended learning courses are identified on the data element, *Blended Learning Course*, which is included in Appendix E.

Florida Virtual School Courses Delivered on a Public School Campus

Districts should report Florida Virtual School courses delivered on the public school campus using the proper indicator on the data element, *Location of Student* on the Student Course Record, as long as there is a contract between the district and FLVS to pay for these courses and these courses are on the student's master schedule. Please refer to Appendix D for detailed reporting instructions.

Virtual Instruction Delivered Through the District

District virtual instruction programs should continue to be reported with the following school numbers: 7001 (VIP through private providers and state college providers), 7004 (FLVS franchise), 7006 (district virtual course offerings), and 7023 (VIP through district providers). Virtual charter schools each have distinct school numbers. Courses delivered through these programs or FLVS are reported based on successful completions

regardless of the location of the student. Please refer to Appendix D for detailed reporting instructions.

Dropout Prevention Programs

The FTE formerly reported in FEFP Program 120 (Dropout Prevention and Teenage Parent Programs, including Educational Alternatives Grades 4-8) and FEFP Program 121 (Educational Alternatives Grades 9-12) are reported in the appropriate basic FEFP programs 101, 102, and 103. **Students in Dropout Prevention programs must be reported under the appropriate code on the *Dropout Prevention/Juvenile Justice Programs* data element.**

Preschool children of students enrolled in the Teenage Parent Program, which is authorized in Section 1003.54, F.S., are reported in FEFP Program Number 101 using the Course Number 5100560 and the Grade Level of PK. If the preschool child is also identified as a student with a disability, either FEFP Program Number 111 (K-3 Basic, with ESE Services), 254 (Support Level 4), or 255 (Support Level 5) is used for the exceptional courses.

English for Speakers of Other Languages (ESOL), FEFP Program Number 130

In these programs, student FTE reported for FEFP funding shall comply with Section 1003.56, F.S., and the instruction shall be provided through courses listed in the current Course Code Directory as English for Speakers of Other Languages, English through ESOL, and basic subject areas of math, science, social studies, and computer literacy. These courses are also listed in Appendix DD, Courses Eligible for English Language Learners (ELL) Weighted FTE, of the DOE Automated Student Information System, 2013-14. All students who are reported as English Language Learners and under the ESOL FEFP Program Number must be receiving instruction by appropriately qualified staff who use ESOL and/or heritage language strategies.

If the FEFP Program Number is 130, then the *ELL, PK-12* code must be "LY" or "LP." Records not meeting this criterion will be nulled during the state processing period.

FTE Calculation and Reporting for Students in Department of Juvenile Justice and Juveniles Incompetent to Proceed Educational Programs

Section 1003.01(11)(a), F.S., describes the school year for Department of Juvenile Justice (DJJ) Programs as follows: "Programs or schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, for a school year comprised of 250 days of instruction distributed over 12 months. At the request of the provider, a district school board may decrease the minimum number of days of instruction by up to 10 days for teacher planning for residential programs and up to 20 days for teacher planning for nonresidential programs, subject to the approval of the Department of Juvenile Justice and the Department of Education." DJJ programs are not considered "extended school year" programs.

The following requirements are in effect:

1. FTE count periods shall be the same for DJJ programs as for other public school programs;

2. The calculation of FTE for students in DJJ programs shall be limited to 25 hours per week;

3. The school year shall be comprised of 250 days of instruction, with no more than 10 of these days used for teacher planning in residential programs and no more than 20 days used for teacher planning in nonresidential programs; and

4. Students participating in GED preparation programs shall be funded using the basic program cost factor.

DJJ FTE will be calculated just as all other FTE is calculated **based on scheduled instructional days per the calendar approved by the district school board**. The FTE is reported under the appropriate FEFP program (i.e., basic, career, ESE, or ESOL). A DJJ student for Survey 2 and Survey 3 will be funded at a maximum of 1.0 FTE.

For DJJ facilities, it is recommended that FTE be reported according to the following schedule unless conditions in the district require a different calendar:

July (Survey 1)   Report up to 35 instructional days
Oct. (Survey 2)   Report next 90 instructional days
Feb. (Survey 3)   Report next 90 instructional days
June (Survey 4)   Report up to 35 instructional days

A school district must report no more than 90 days in Survey 2 and 90 days in Survey 3. The district may offer instruction for more than 90 days during each of these survey periods, but funding will not be provided for instruction in excess of 90 days.

The district may report up to an additional 70 days for funding in Survey 1 and Survey 4 combined. The actual number of days reported in these surveys depends on the approved calendar, but in no case shall exceed 70 days. For example, for a facility with a 240-day instructional year (a residential facility with 10 teacher planning days), the number of days reported in Survey 1 and Survey 4 combined will be 60 days. For a facility with a 230-day instructional year (a nonresidential facility with 20 teacher planning days), the number of days reported in Survey 1 and Survey 4 combined will be 50 days.

A school district may not report more than 250 days of instruction for DJJ students.

Definition of Department of Children and Families/Department of Juvenile Justice Clients

As required by Section 1011.62(1)(d)3.b., F.S., a district's enrollment ceiling for group 2 shall be the sum of the weighted enrollment ceilings for each program in the group, plus the increase in weighted full-time equivalent student membership from the prior year for clients of the Department of Children and Families (DCF) and the Department of Juvenile Justice (DJJ).

To calculate the increase in weighted full-time equivalent student membership from the prior year for DCF and DJJ clients, the students reported under the code of "A" or "C," as described below, for the data element *Student Characteristic, Agency Programs*, located on the student demographic format, are included.

A. The student is a client of Department of Children and Families, is placed in a residential facility operated by the agency, and receives educational services from the local school district or through a contract with the local school district.

> *This definition was designed to include students with disabilities who were placed in residential facilities (e.g., a developmental service) by DCF. It does not include students who are in foster care placements.*

B. The student is enrolled in a Department of Juvenile Justice facility/program and receives educational services from the local school district.

This definition was designed to include the Department of Juvenile Justice or a private, public, or other governmental organization under contract with the Department of Juvenile Justice that provides treatment, care, and custody or educational programs for youth in juvenile justice intervention, detention, or commitment programs. This definition encompasses programs such as PACE and AMI. Please note that in many DJJ facilities there may be more than one educational program that generates weighted FTE (e.g., ESE, Basic, ESOL, or Career).

As required by Section 1011.621, F.S., the Department of Education, upon request by a school district and verification by the Department of Juvenile Justice, shall direct a school district that receives FEFP funds attributed to a membership survey for children in secure detention care pursuant to Chapter 985 to transfer a pro rata share of the funds to another district that served the same students during the same survey period but was unable to report the students for funding. The amount of the funds transfer shall be based on the percentage of the survey period in which the students were served by each district.

Reporting Nonpublic School or Home Education Students for FTE Funding

Nonpublic school or home education students who receive instruction in the public school district must be reported in the following manner on the DOE Information Database to assure accuracy for the various reports.

The district must create all appropriate formats and the school number code for *School Number, Current Enrollment* must be N999 for the nonpublic school student and N998 for the home education student. The district of enrollment and the district of instruction will be reported as the number of the district providing the service.

For a student in a home education program taking a course through the Florida Virtual School, funding shall be provided upon course completion if the parent verifies, upon enrollment for each course, that the student is registered with the school district as a home education student pursuant to Section 1002.41(1)(a), F.S.

School districts should not report dual enrollment courses for home education students even if the courses are located on a district high school campus.

Reporting "Additional School Year" Students

Students who complete the minimum number of credits and other requirements but are unable to meet the state graduation test score requirement, required grade point average, or other district school board requirements for graduation may be awarded a certificate of completion or may elect to remain in the secondary school as either a full-time student or a part-time student for up to one additional year and receive special instruction designed to remedy their identified deficiencies. This special instruction may be reported for FTE funding. In addition, exceptional education students may be eligible to attend school until they reach the age of 22 under the Free and Appropriate Public Education (FAPE) provisions of the Individuals with Disabilities Education Act (IDEA). Whether to provide services until the student's 22nd birthday or through the school year of the student's 22nd birthday is based on district policy.

Reporting Hospital/Homebound Students

Hospital/homebound students whose schedules specify the number of minutes per week that hospital/homebound services will be provided at home or in a hospital should be reported during survey week like other students. If the student is scheduled to receive services, and the teacher visits the child during survey week or one of the six days preceding survey week, the student's scheduled time should be reported. It is incumbent on the district to keep proper documentation to verify that the schedule for the delivery of services to the hospital/homebound student is regularly followed.

In some cases, a student may be served in both a hospital or home setting for some of the time and at a school-based setting at other times. Students who are alternately assigned to the hospital/homebound program and to the school-based program are reported for FTE based on their enrollment during the survey week, which may be in either program or in both programs. In these cases, the student will be reported as hospital/homebound during survey week for the amount of time served on a one-to-one basis at home or hospital and in the appropriate program for any time the student is in attendance at the school site during that week.

Reporting Therapies Occurring Less than Weekly

Districts in which schools are scheduling therapies (e.g., speech, occupational, physical, orientation, and mobility) on less than a weekly basis must report these classes in the manner described below. Scheduling of this type is reported as a weekly average of the time students are scheduled in therapy.

In order to properly report the therapies occurring less than weekly:

    A. Determine the student's eligibility for reporting as it is normally determined.

    B. Add together the time the student is in therapy for the span of time being reported. This will include the survey week and the other weeks of the valid scheduling option.

    C. Use an average of the *Class Minutes, Weekly* to determine the value of *FTE Earned, Course*.

Example: A student is scheduled for two hours of occupational therapy every other week. The therapy is either pull-out (the student goes to a therapy room) or push-in (the occupational therapist integrates the therapy into the student's normal schedule). During survey week, the student receives zero hours of therapy. For the weeks prior to and following survey week, the student receives two hours of therapy. For survey week, the student's time for calculating FTE should be based on an average of one hour for therapy using the therapy course number and one hour subtracted from the course during which the therapy occurs.

Non-Resident ESE Students in Residential Facilities

Non-Florida-resident exceptional student education (ESE) students are not reported for FTE funding through the FEFP. The cost of instruction, facilities, and services for non-Florida-resident ESE students is provided by the placing authority in the student's home state of residence (i.e., public school entity or parent). The Florida residential facility serving the non-resident student is responsible for billing and collecting payments from the placing authority.

Local Record Keeping Procedures

Requirements

Each district must establish the following local record-keeping procedures pursuant to Rule 6A-1.04513, FAC.

A. As of the "date certain" for the FTE membership surveys (Survey Periods 1-4) and End-of-Year reporting (Survey Period 5), the district shall create a master file containing all automated student records that will be used in submitting the automated student record formats required for the survey period by the Department of Education. The master file may be stored in either local or state format.

B. The district must use the following guidelines for maintaining the master file and for applying subsequent changes to student records after the State Records Processing Cycle:

1. All changes made to student records during the State Records Processing Cycle shall be applied to the district's ongoing system as appropriate. No separate record of transactions during the State Records Processing Cycle is required unless district policy requires the maintenance of the transaction file.

2. The master file can be maintained in a static state once created on the "date certain" or changes recorded in the transaction file can be overlaid on the master file.

3. Amendments submitted to the Department after the close of the State Records Processing Cycle must be maintained in a separate transaction file **by date of submission**.

4. The district master file should be capable of replicating the district records as they existed in the state database at the close of the State Records Processing Cycle. Applications of the amendments submitted against the district master file, plus unchanged records on the district master file, must replicate the records used in funding and other reporting after the close of the survey period.

C. After the close of Survey Periods 1-4 State Records Processing Cycle and after all subsequent amendments to these survey periods, the district superintendent must submit a letter to the Department of Education stating the total unweighted

FTE reported by the district and certifying that the district files and state record formats submitted by the district are accurate and complete.

D. The school district will not be required to produce and maintain ESE 134, FTE-1 Survey forms, or other hard-copy output of the above records at the school or district level, provided that the district's automated files are readily accessible for state auditing or monitoring activities for **three years,** or until applicable audits have been completed, whichever is longer**.**

E. Appropriate internal procedures must be instituted by the district to ensure that accurate and complete automated records have been submitted by the district for the survey period and that the district automated system and other supporting documentation are sufficient to verify that statutory requirements for state reporting and local record keeping have been met.

F. Verification of records must be easily accomplished. For example, bell schedules, Individual Education Plans, Matrix of Services forms, student schedules, and similar documentation must be maintained for audit purposes. Attendance documents must also be maintained in accordance with the requirements of the Automated Student Attendance Record Keeping System.

G. Schedules, as well as entry and withdrawal records, must be maintained for students for whom funding under the Hospital/Homebound exceptional student education program is requested.

H. For OJT and Co-op programs, student class schedules or time cards, appropriately dated, must be kept.

Using the Automated Student Attendance Record-Keeping System, the district must verify that the student has been in attendance at least one of the days of the survey week or one of the six scheduled days preceding the survey week when the school was in session.

Continuous progress educational programs must be addressed in the district's Student Progression Plan. Appropriate documentation demonstrating a student's progress level should be available for audit purposes.

APPENDIX A
FEFP MEMBERSHIP MINUTES PER WEEK AND THEIR EQUIVALENT VALUE OF FTE EARNED, COURSE (PRIOR TO PRORATION)

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
1	0.0004	61	0.0204	121	0.0404	181	0.0604	241	0.0804
2	0.0007	62	0.0207	122	0.0407	182	0.0607	242	0.0807
3	0.0010	63	0.0210	123	0.0410	183	0.0610	243	0.0810
4	0.0014	64	0.0214	124	0.0414	184	0.0614	244	0.0814
5	0.0017	65	0.0217	125	0.0417	185	0.0617	245	0.0817
6	0.0020	66	0.0220	126	0.0420	186	0.0620	246	0.0820
7	0.0024	67	0.0224	127	0.0424	187	0.0624	247	0.0824
8	0.0027	68	0.0227	128	0.0427	188	0.0627	248	0.0827
9	0.0030	69	0.0230	129	0.0430	189	0.0630	249	0.0830
10	0.0034	70	0.0234	130	0.0434	190	0.0634	250	0.0834
11	0.0037	71	0.0237	131	0.0437	191	0.0637	251	0.0837
12	0.0040	72	0.0240	132	0.0440	192	0.0640	252	0.0840
13	0.0044	73	0.0244	133	0.0444	193	0.0644	253	0.0844
14	0.0047	74	0.0247	134	0.0447	194	0.0647	254	0.0847
15	0.0050	75	0.0250	135	0.0450	195	0.0650	255	0.0850
16	0.0054	76	0.0254	136	0.0454	196	0.0654	256	0.0854
17	0.0057	77	0.0257	137	0.0457	197	0.0657	257	0.0857
18	0.0060	78	0.0260	138	0.0460	198	0.0660	258	0.0860
19	0.0064	79	0.0264	139	0.0464	199	0.0664	259	0.0864
20	0.0067	80	0.0267	140	0.0467	200	0.0667	260	0.0867
21	0.0070	81	0.0270	141	0.0470	201	0.0670	261	0.0870
22	0.0074	82	0.0274	142	0.0474	202	0.0674	262	0.0874
23	0.0077	83	0.0277	143	0.0477	203	0.0677	263	0.0877
24	0.0080	84	0.0280	144	0.0480	204	0.0680	264	0.0880
25	0.0084	85	0.0284	145	0.0484	205	0.0684	265	0.0884
26	0.0087	86	0.0287	146	0.0487	206	0.0687	266	0.0887
27	0.0090	87	0.0290	147	0.0490	207	0.0690	267	0.0890
28	0.0094	88	0.0294	148	0.0494	208	0.0694	268	0.0894
29	0.0097	89	0.0297	149	0.0497	209	0.0697	269	0.0897
30	0.0100	90	0.0300	150	0.0500	210	0.0700	270	0.0900
31	0.0104	91	0.0304	151	0.0504	211	0.0704	271	0.0904
32	0.0107	92	0.0307	152	0.0507	212	0.0707	272	0.0907
33	0.0110	93	0.0310	153	0.0510	213	0.0710	273	0.0910
34	0.0114	94	0.0314	154	0.0514	214	0.0714	274	0.0914
35	0.0117	95	0.0317	155	0.0517	215	0.0717	275	0.0917
36	0.0120	96	0.0320	156	0.0520	216	0.0720	276	0.0920
37	0.0124	97	0.0324	157	0.0524	217	0.0724	277	0.0924
38	0.0127	98	0.0327	158	0.0527	218	0.0727	278	0.0927
39	0.0130	99	0.0330	159	0.0530	219	0.0730	279	0.0930
40	0.0134	100	0.0334	160	0.0534	220	0.0734	280	0.0934
41	0.0137	101	0.0337	161	0.0537	221	0.0737	281	0.0937
42	0.0140	102	0.0340	162	0.0540	222	0.0740	282	0.0940
43	0.0144	103	0.0344	163	0.0544	223	0.0744	283	0.0944
44	0.0147	104	0.0347	164	0.0547	224	0.0747	284	0.0947
45	0.0150	105	0.0350	165	0.0550	225	0.0750	285	0.0950
46	0.0154	106	0.0354	166	0.0554	226	0.0754	286	0.0954
47	0.0157	107	0.0357	167	0.0557	227	0.0757	287	0.0957
48	0.0160	108	0.0360	168	0.0560	228	0.0760	288	0.0960
49	0.0164	109	0.0364	169	0.0564	229	0.0764	289	0.0964
50	0.0167	110	0.0367	170	0.0567	230	0.0767	290	0.0967
51	0.0170	111	0.0370	171	0.0570	231	0.0770	291	0.0970
52	0.0174	112	0.0374	172	0.0574	232	0.0774	292	0.0974
53	0.0177	113	0.0377	173	0.0577	233	0.0777	293	0.0977
54	0.0180	114	0.0380	174	0.0580	234	0.0780	294	0.0980
55	0.0184	115	0.0384	175	0.0584	235	0.0784	295	0.0984
56	0.0187	116	0.0387	176	0.0587	236	0.0787	296	0.0987
57	0.0190	117	0.0390	177	0.0590	237	0.0790	297	0.0990
58	0.0194	118	0.0394	178	0.0594	238	0.0794	298	0.0994
59	0.0197	119	0.0397	179	0.0597	239	0.0797	299	0.0997
60	0.0200	120	0.0400	180	0.0600	240	0.0800	300	0.1000

FEFP MEMBERSHIP MINUTES PER WEEK AND THEIR EQUIVALENT VALUE OF FTE EARNED, COURSE (PRIOR TO PRORATION)

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
301	0.1004	361	0.1204	421	0.1404	481	0.1604	541	0.1804
302	0.1007	362	0.1207	422	0.1407	482	0.1607	542	0.1807
303	0.1010	363	0.1210	423	0.1410	483	0.1610	543	0.1810
304	0.1014	364	0.1214	424	0.1414	484	0.1614	544	0.1814
305	0.1017	365	0.1217	425	0.1417	485	0.1617	545	0.1817
306	0.1020	366	0.1220	426	0.1420	486	0.1620	546	0.1821
307	0.1024	367	0.1224	427	0.1424	487	0.1624	547	0.1824
308	0.1027	368	0.1227	428	0.1427	488	0.1627	548	0.1827
309	0.1030	369	0.1230	429	0.1430	489	0.1630	549	0.1831
310	0.1034	370	0.1234	430	0.1434	490	0.1634	550	0.1834
311	0.1037	371	0.1237	431	0.1437	491	0.1637	551	0.1837
312	0.1040	372	0.1240	432	0.1440	492	0.1640	552	0.1841
313	0.1044	373	0.1244	433	0.1444	493	0.1644	553	0.1844
314	0.1047	374	0.1247	434	0.1447	494	0.1647	554	0.1847
315	0.1050	375	0.1250	435	0.1450	495	0.1650	555	0.1851
316	0.1054	376	0.1254	436	0.1454	496	0.1654	556	0.1854
317	0.1057	377	0.1257	437	0.1457	497	0.1657	557	0.1857
318	0.1060	378	0.1260	438	0.1460	498	0.1660	558	0.1861
319	0.1064	379	0.1264	439	0.1464	499	0.1664	559	0.1864
320	0.1067	380	0.1267	440	0.1467	500	0.1667	560	0.1867
321	0.1070	381	0.1270	441	0.1470	501	0.1670	561	0.1871
322	0.1074	382	0.1274	442	0.1474	502	0.1674	562	0.1874
323	0.1077	383	0.1277	443	0.1477	503	0.1677	563	0.1877
324	0.1080	384	0.1280	444	0.1480	504	0.1680	564	0.1881
325	0.1084	385	0.1284	445	0.1484	505	0.1684	565	0.1884
326	0.1087	386	0.1287	446	0.1487	506	0.1687	566	0.1887
327	0.1090	387	0.1290	447	0.1490	507	0.1690	567	0.1891
328	0.1094	388	0.1294	448	0.1494	508	0.1694	568	0.1894
329	0.1097	389	0.1297	449	0.1497	509	0.1697	569	0.1897
330	0.1100	390	0.1300	450	0.1500	510	0.1700	570	0.1901
331	0.1104	391	0.1304	451	0.1504	511	0.1704	571	0.1904
332	0.1107	392	0.1307	452	0.1507	512	0.1707	572	0.1907
333	0.1110	393	0.1310	453	0.1510	513	0.1710	573	0.1911
334	0.1114	394	0.1314	454	0.1514	514	0.1714	574	0.1914
335	0.1117	395	0.1317	455	0.1517	515	0.1717	575	0.1917
336	0.1120	396	0.1320	456	0.1520	516	0.1720	576	0.1921
337	0.1124	397	0.1324	457	0.1524	517	0.1724	577	0.1924
338	0.1127	398	0.1327	458	0.1527	518	0.1727	578	0.1927
339	0.1130	399	0.1330	459	0.1530	519	0.1730	579	0.1931
340	0.1134	400	0.1334	460	0.1534	520	0.1734	580	0.1934
341	0.1137	401	0.1337	461	0.1537	521	0.1737	581	0.1937
342	0.1140	402	0.1340	462	0.1540	522	0.1740	582	0.1941
343	0.1144	403	0.1344	463	0.1544	523	0.1744	583	0.1944
344	0.1147	404	0.1347	464	0.1547	524	0.1747	584	0.1947
345	0.1150	405	0.1350	465	0.1550	525	0.1750	585	0.1951
346	0.1154	406	0.1354	466	0.1554	526	0.1754	586	0.1954
347	0.1157	407	0.1357	467	0.1557	527	0.1757	587	0.1957
348	0.1160	408	0.1360	468	0.1560	528	0.1760	588	0.1961
349	0.1164	409	0.1364	469	0.1564	529	0.1764	589	0.1964
350	0.1167	410	0.1367	470	0.1567	530	0.1767	590	0.1967
351	0.1170	411	0.1370	471	0.1570	531	0.1770	591	0.1971
352	0.1174	412	0.1374	472	0.1574	532	0.1774	592	0.1974
353	0.1177	413	0.1377	473	0.1577	533	0.1777	593	0.1977
354	0.1180	414	0.1380	474	0.1580	534	0.1780	594	0.1981
355	0.1184	415	0.1384	475	0.1584	535	0.1784	595	0.1984
356	0.1187	416	0.1387	476	0.1587	536	0.1787	596	0.1987
357	0.1190	417	0.1390	477	0.1590	537	0.1790	597	0.1991
358	0.1194	418	0.1394	478	0.1594	538	0.1794	598	0.1994
359	0.1197	419	0.1397	479	0.1597	539	0.1797	599	0.1997
360	0.1200	420	0.1400	480	0.1600	540	0.1800	600	0.2000

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
601	0.2004	661	0.2204	721	0.2404	781	0.2604	841	0.2804
602	0.2007	662	0.2207	722	0.2407	782	0.2607	842	0.2807
603	0.2010	663	0.2210	723	0.2410	783	0.2610	843	0.2810
604	0.2014	664	0.2214	724	0.2414	784	0.2614	844	0.2814
605	0.2017	665	0.2217	725	0.2417	785	0.2617	845	0.2817
606	0.2020	666	0.2220	726	0.2420	786	0.2620	846	0.2820
607	0.2024	667	0.2224	727	0.2424	787	0.2624	847	0.2824
608	0.2027	668	0.2227	728	0.2427	788	0.2627	848	0.2827
609	0.2030	669	0.2230	729	0.2430	789	0.2630	849	0.2830
610	0.2034	670	0.2234	730	0.2434	790	0.2634	850	0.2834
611	0.2037	671	0.2237	731	0.2437	791	0.2637	851	0.2837
612	0.2040	672	0.2240	732	0.2440	792	0.2640	852	0.2840
613	0.2044	673	0.2244	733	0.2444	793	0.2644	853	0.2844
614	0.2047	674	0.2247	734	0.2447	794	0.2647	854	0.2847
615	0.2050	675	0.2250	735	0.2450	795	0.2650	855	0.2850
616	0.2054	676	0.2254	736	0.2454	796	0.2654	856	0.2854
617	0.2057	677	0.2257	737	0.2457	797	0.2657	857	0.2857
618	0.2060	678	0.2260	738	0.2460	798	0.2660	858	0.2860
619	0.2064	679	0.2264	739	0.2464	799	0.2664	859	0.2864
620	0.2067	680	0.2267	740	0.2467	800	0.2667	860	0.2867
621	0.2070	681	0.2270	741	0.2470	801	0.2670	861	0.2870
622	0.2074	682	0.2274	742	0.2474	802	0.2674	862	0.2874
623	0.2077	683	0.2277	743	0.2477	803	0.2677	863	0.2877
624	0.2080	684	0.2280	744	0.2480	804	0.2680	864	0.2880
625	0.2084	685	0.2284	745	0.2484	805	0.2684	865	0.2884
626	0.2087	686	0.2287	746	0.2487	806	0.2687	866	0.2887
627	0.2090	687	0.2290	747	0.2490	807	0.2690	867	0.2890
628	0.2094	688	0.2294	748	0.2494	808	0.2694	868	0.2894
629	0.2097	689	0.2297	749	0.2497	809	0.2697	869	0.2897
630	0.2100	690	0.2300	750	0.2500	810	0.2700	870	0.2900
631	0.2104	691	0.2304	751	0.2504	811	0.2704	871	0.2904
632	0.2107	692	0.2307	752	0.2507	812	0.2707	872	0.2907
633	0.2110	693	0.2310	753	0.2510	813	0.2710	873	0.2910
634	0.2114	694	0.2314	754	0.2514	814	0.2714	874	0.2914
635	0.2117	695	0.2317	755	0.2517	815	0.2717	875	0.2917
636	0.2120	696	0.2320	756	0.2520	816	0.2720	876	0.2920
637	0.2124	697	0.2324	757	0.2524	817	0.2724	877	0.2924
638	0.2127	698	0.2327	758	0.2527	818	0.2727	878	0.2927
639	0.2130	699	0.2330	759	0.2530	819	0.2730	879	0.2930
640	0.2134	700	0.2334	760	0.2534	820	0.2734	880	0.2934
641	0.2137	701	0.2337	761	0.2537	821	0.2737	881	0.2937
642	0.2140	702	0.2340	762	0.2540	822	0.2740	882	0.2940
643	0.2144	703	0.2344	763	0.2544	823	0.2744	883	0.2944
644	0.2147	704	0.2347	764	0.2547	824	0.2747	884	0.2947
645	0.2150	705	0.2350	765	0.2550	825	0.2750	885	0.2950
646	0.2154	706	0.2354	766	0.2554	826	0.2754	886	0.2954
647	0.2157	707	0.2357	767	0.2557	827	0.2757	887	0.2957
648	0.2160	708	0.2360	768	0.2560	828	0.2760	888	0.2960
649	0.2164	709	0.2364	769	0.2564	829	0.2764	889	0.2964
650	0.2167	710	0.2367	770	0.2567	830	0.2767	890	0.2967
651	0.2170	711	0.2370	771	0.2570	831	0.2770	891	0.2970
652	0.2174	712	0.2374	772	0.2574	832	0.2774	892	0.2974
653	0.2177	713	0.2377	773	0.2577	833	0.2777	893	0.2977
654	0.2180	714	0.2380	774	0.2580	834	0.2780	894	0.2980
655	0.2184	715	0.2384	775	0.2584	835	0.2784	895	0.2984
656	0.2187	716	0.2387	776	0.2587	836	0.2787	896	0.2987
657	0.2190	717	0.2390	777	0.2590	837	0.2790	897	0.2990
658	0.2194	718	0.2394	778	0.2594	838	0.2794	898	0.2994
659	0.2197	719	0.2397	779	0.2597	839	0.2797	899	0.2997
660	0.2200	720	0.2400	780	0.2600	840	0.2800	900	0.3000

FEFP MEMBERSHIP MINUTES PER WEEK AND THEIR EQUIVALENT VALUE OF FTE EARNED, COURSE (PRIOR TO PRORATION)

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
901	0.3004	961	0.3204	1021	0.3404	1081	0.3604	1141	0.3804
902	0.3007	962	0.3207	1022	0.3407	1082	0.3607	1142	0.3807
903	0.3010	963	0.3210	1023	0.3410	1083	0.3610	1143	0.3810
904	0.3014	964	0.3214	1024	0.3414	1084	0.3614	1144	0.3814
905	0.3017	965	0.3217	1025	0.3417	1085	0.3617	1145	0.3817
906	0.3020	966	0.3220	1026	0.3420	1086	0.3620	1146	0.3820
907	0.3024	967	0.3224	1027	0.3424	1087	0.3624	1147	0.3824
908	0.3027	968	0.3227	1028	0.3427	1088	0.3627	1148	0.3827
909	0.3030	969	0.3230	1029	0.3430	1089	0.3630	1149	0.3830
910	0.3034	970	0.3234	1030	0.3434	1090	0.3634	1150	0.3834
911	0.3037	971	0.3237	1031	0.3437	1091	0.3637	1151	0.3837
912	0.3040	972	0.3240	1032	0.3440	1092	0.3640	1152	0.3840
913	0.3044	973	0.3244	1033	0.3444	1093	0.3644	1153	0.3844
914	0.3047	974	0.3247	1034	0.3447	1094	0.3647	1154	0.3847
915	0.3050	975	0.3250	1035	0.3450	1095	0.3650	1155	0.3850
916	0.3054	976	0.3254	1036	0.3454	1096	0.3654	1156	0.3854
917	0.3057	977	0.3257	1037	0.3457	1097	0.3657	1157	0.3857
918	0.3060	978	0.3260	1038	0.3460	1098	0.3660	1158	0.3860
919	0.3064	979	0.3264	1039	0.3464	1099	0.3664	1159	0.3864
920	0.3067	980	0.3267	1040	0.3467	1100	0.3667	1160	0.3867
921	0.3070	981	0.3270	1041	0.3470	1101	0.3670	1161	0.3870
922	0.3074	982	0.3274	1042	0.3474	1102	0.3674	1162	0.3874
923	0.3077	983	0.3277	1043	0.3477	1103	0.3677	1163	0.3877
924	0.3080	984	0.3280	1044	0.3480	1104	0.3680	1164	0.3880
925	0.3084	985	0.3284	1045	0.3484	1105	0.3684	1165	0.3884
926	0.3087	986	0.3287	1046	0.3487	1106	0.3687	1166	0.3887
927	0.3090	987	0.3290	1047	0.3490	1107	0.3690	1167	0.3890
928	0.3094	988	0.3294	1048	0.3494	1108	0.3694	1168	0.3894
929	0.3097	989	0.3297	1049	0.3497	1109	0.3697	1169	0.3897
930	0.3100	990	0.3300	1050	0.3500	1110	0.3700	1170	0.3900
931	0.3104	991	0.3304	1051	0.3504	1111	0.3704	1171	0.3904
932	0.3107	992	0.3307	1052	0.3507	1112	0.3707	1172	0.3907
933	0.3110	993	0.3310	1053	0.3510	1113	0.3710	1173	0.3910
934	0.3114	994	0.3314	1054	0.3514	1114	0.3714	1174	0.3914
935	0.3117	995	0.3317	1055	0.3517	1115	0.3717	1175	0.3917
936	0.3120	996	0.3320	1056	0.3520	1116	0.3720	1176	0.3920
937	0.3124	997	0.3324	1057	0.3524	1117	0.3724	1177	0.3924
938	0.3127	998	0.3327	1058	0.3527	1118	0.3727	1178	0.3927
939	0.3130	999	0.3330	1059	0.3530	1119	0.3730	1179	0.3930
940	0.3134	1000	0.3334	1060	0.3534	1120	0.3734	1180	0.3934
941	0.3137	1001	0.3337	1061	0.3537	1121	0.3737	1181	0.3937
942	0.3140	1002	0.3340	1062	0.3540	1122	0.3740	1182	0.3940
943	0.3144	1003	0.3344	1063	0.3544	1123	0.3744	1183	0.3944
944	0.3147	1004	0.3347	1064	0.3547	1124	0.3747	1184	0.3947
945	0.3150	1005	0.3350	1065	0.3550	1125	0.3750	1185	0.3950
946	0.3154	1006	0.3354	1066	0.3554	1126	0.3754	1186	0.3954
947	0.3157	1007	0.3357	1067	0.3557	1127	0.3757	1187	0.3957
948	0.3160	1008	0.3360	1068	0.3560	1128	0.3760	1188	0.3960
949	0.3164	1009	0.3364	1069	0.3564	1129	0.3764	1189	0.3964
950	0.3167	1010	0.3367	1070	0.3567	1130	0.3767	1190	0.3967
951	0.3170	1011	0.3370	1071	0.3570	1131	0.3770	1191	0.3970
952	0.3174	1012	0.3374	1072	0.3574	1132	0.3774	1192	0.3974
953	0.3177	1013	0.3377	1073	0.3577	1133	0.3777	1193	0.3977
954	0.3180	1014	0.3380	1074	0.3580	1134	0.3780	1194	0.3980
955	0.3184	1015	0.3384	1075	0.3584	1135	0.3784	1195	0.3984
956	0.3187	1016	0.3387	1076	0.3587	1136	0.3787	1196	0.3987
957	0.3190	1017	0.3390	1077	0.3590	1137	0.3790	1197	0.3990
958	0.3194	1018	0.3394	1078	0.3594	1138	0.3794	1198	0.3994
959	0.3197	1019	0.3397	1079	0.3597	1139	0.3797	1199	0.3997
960	0.3200	1020	0.3400	1080	0.3600	1140	0.3800	1200	0.4000

FEFP MEMBERSHIP MINUTES PER WEEK AND THEIR EQUIVALENT VALUE OF FTE EARNED, COURSE (PRIOR TO PRORATION)

FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE	FEFP MEMB MINS	FTE EARNED, COURSE
1201	0.4004	1261	0.4204	1321	0.4404	1381	0.4604	1441	0.4804
1202	0.4007	1262	0.4207	1322	0.4407	1382	0.4607	1442	0.4807
1203	0.4010	1263	0.4210	1323	0.4410	1383	0.4610	1443	0.4810
1204	0.4014	1264	0.4214	1324	0.4414	1384	0.4614	1444	0.4814
1205	0.4017	1265	0.4217	1325	0.4417	1385	0.4617	1445	0.4817
1206	0.4020	1266	0.4220	1326	0.4420	1386	0.4620	1446	0.4820
1207	0.4024	1267	0.4224	1327	0.4424	1387	0.4624	1447	0.4824
1208	0.4027	1268	0.4227	1328	0.4427	1388	0.4627	1448	0.4827
1209	0.4030	1269	0.4230	1329	0.4430	1389	0.4630	1449	0.4830
1210	0.4034	1270	0.4234	1330	0.4434	1390	0.4634	1450	0.4834
1211	0.4037	1271	0.4237	1331	0.4437	1391	0.4637	1451	0.4837
1212	0.4040	1272	0.4240	1332	0.4440	1392	0.4640	1452	0.4840
1213	0.4044	1273	0.4244	1333	0.4444	1393	0.4644	1453	0.4844
1214	0.4047	1274	0.4247	1334	0.4447	1394	0.4647	1454	0.4847
1215	0.4050	1275	0.4250	1335	0.4450	1395	0.4650	1455	0.4850
1216	0.4054	1276	0.4254	1336	0.4454	1396	0.4654	1456	0.4854
1217	0.4057	1277	0.4257	1337	0.4457	1397	0.4657	1457	0.4857
1218	0.4060	1278	0.4260	1338	0.4460	1398	0.4660	1458	0.4860
1219	0.4064	1279	0.4264	1339	0.4464	1399	0.4664	1459	0.4864
1220	0.4067	1280	0.4267	1340	0.4467	1400	0.4667	1460	0.4867
1221	0.4070	1281	0.4270	1341	0.4470	1401	0.4670	1461	0.4870
1222	0.4074	1282	0.4274	1342	0.4474	1402	0.4674	1462	0.4874
1223	0.4077	1283	0.4277	1343	0.4477	1403	0.4677	1463	0.4877
1224	0.4080	1284	0.4280	1344	0.4480	1404	0.4680	1464	0.4880
1225	0.4084	1285	0.4284	1345	0.4484	1405	0.4684	1465	0.4884
1226	0.4087	1286	0.4287	1346	0.4487	1406	0.4687	1466	0.4887
1227	0.4090	1287	0.4290	1347	0.4490	1407	0.4690	1467	0.4890
1228	0.4094	1288	0.4294	1348	0.4494	1408	0.4694	1468	0.4894
1229	0.4097	1289	0.4297	1349	0.4497	1409	0.4697	1469	0.4897
1230	0.4100	1290	0.4300	1350	0.4500	1410	0.4700	1470	0.4900
1231	0.4104	1291	0.4304	1351	0.4504	1411	0.4704	1471	0.4904
1232	0.4107	1292	0.4307	1352	0.4507	1412	0.4707	1472	0.4907
1233	0.4110	1293	0.4310	1353	0.4510	1413	0.4710	1473	0.4910
1234	0.4114	1294	0.4314	1354	0.4514	1414	0.4714	1474	0.4914
1235	0.4117	1295	0.4317	1355	0.4517	1415	0.4717	1475	0.4917
1236	0.4120	1296	0.4320	1356	0.4520	1416	0.4720	1476	0.4920
1237	0.4124	1297	0.4324	1357	0.4524	1417	0.4724	1477	0.4924
1238	0.4127	1298	0.4327	1358	0.4527	1418	0.4727	1478	0.4927
1239	0.4130	1299	0.4330	1359	0.4530	1419	0.4730	1479	0.4930
1240	0.4134	1300	0.4334	1360	0.4534	1420	0.4734	1480	0.4934
1241	0.4137	1301	0.4337	1361	0.4537	1421	0.4737	1481	0.4937
1242	0.4140	1302	0.4340	1362	0.4540	1422	0.4740	1482	0.4940
1243	0.4144	1303	0.4344	1363	0.4544	1423	0.4744	1483	0.4944
1244	0.4147	1304	0.4347	1364	0.4547	1424	0.4747	1484	0.4947
1245	0.4150	1305	0.4350	1365	0.4550	1425	0.4750	1485	0.4950
1246	0.4154	1306	0.4354	1366	0.4554	1426	0.4754	1486	0.4954
1247	0.4157	1307	0.4357	1367	0.4557	1427	0.4757	1487	0.4957
1248	0.4160	1308	0.4360	1368	0.4560	1428	0.4760	1488	0.4960
1249	0.4164	1309	0.4364	1369	0.4564	1429	0.4764	1489	0.4964
1250	0.4167	1310	0.4367	1370	0.4567	1430	0.4767	1490	0.4967
1251	0.4170	1311	0.4370	1371	0.4570	1431	0.4770	1491	0.4970
1252	0.4174	1312	0.4374	1372	0.4574	1432	0.4774	1492	0.4974
1253	0.4177	1313	0.4377	1373	0.4577	1433	0.4777	1493	0.4977
1254	0.4180	1314	0.4380	1374	0.4580	1434	0.4780	1494	0.4980
1255	0.4184	1315	0.4384	1375	0.4584	1435	0.4784	1495	0.4984
1256	0.4187	1316	0.4387	1376	0.4587	1436	0.4787	1496	0.4987
1257	0.4190	1317	0.4390	1377	0.4590	1437	0.4790	1497	0.4990
1258	0.4194	1318	0.4394	1378	0.4594	1438	0.4794	1498	0.4994
1259	0.4197	1319	0.4397	1379	0.4597	1439	0.4797	1499	0.4997
1260	0.4200	1320	0.4400	1380	0.4600	1440	0.4800	1500	0.5000

APPENDIX B

Florida Education Finance Program Numbers and Cost Factors

For 2013-14, the programs and numbers listed below will be used for reporting FTE and for program cost reporting.

Program/Category	Program Numbers To Be Used for Reporting on the Student Course Format and Program Cost Reporting	Program Cost Factor
BASIC PROGRAMS		
K-3 Basic *	101	1.125
4-8 Basic	102	1.000
9-12 Basic	103	1.011
K-3 Basic, with ESE Services **	111	1.125
4-8 Basic, with ESE Services	112	1.000
9-12 Basic, with ESE Services	113	1.011
EXCEPTIONAL STUDENT EDUCATION		
Support Level 4	254	3.558
Support Level 5	255	5.089
ESOL		
ESOL	130	1.145
Career Education 9-12		
Career Education 9-12	300	1.011

 * Includes Prekindergarten Students in Teen Parent Program (not ESE).

** Includes Prekindergarten Exceptional Students if not Level 4 or Level 5.

APPENDIX C
DOE Student Database Reporting Requirements
(October and February, Surveys 2 and 3)
For Students Participating in the John M. McKay Scholarships for Students
with Disabilities Program

School District Responsibilities

- Maintain and report student demographic data.

- Report all students attending private schools in the John M. McKay Scholarship Program from lists provided by the Department of Education.

Record Formats for Students Participating in The John M. McKay Scholarships for Students with Disabilities Program

Two record formats, Student Demographic Information and Student Course Schedule, are required for reporting to the DOE Information Student Database. Only one record of each type is required.

The following shows information on certain data elements to be reported. School Number 3518 should be used by all districts to report "School Number, Current Enrollment" for students participating in the John M. McKay Scholarships for Students with Disabilities Program. The "School Number, Current Instruction" is always the private school number. Additional data elements that are not listed on the record should be reported as appropriate.

Reports F71138 and F71139 are available for surveys 2 and 3 for districts to verify which students have been awarded McKay Scholarships and to ensure proper reporting of these students. It is important for districts to use these reports because the McKay reductions from the FEFP are based on actual scholarships awarded.

Key Elements to Remember

⇒ Enter 0.500 FTE for each student in Survey 2 and again in Survey 3 unless you are instructed otherwise on the notification list from the Department of Education.

⇒ If a student appearing on the list provided by the Department of Education is in a public school in your district during survey week, report that student as you would any public school student in your district with the appropriate corresponding records and school numbers.

⇒ The list provided by the Department of Education will verify which students have had payments made on their behalf at any time during the period. For your district to receive the correct funding, you must be sure that all students on the list have been reported either in school 3518 or in the appropriate school in your district.

⇒ McKay Scholarship students who return to the school district for services may not be reported for funding through the FEFP for those additional services. Report McKay students for FEFP funding only as directed above, in a school in your district during survey week or as directed by the list generated by the Department of Education.

⇒ Section 504 Accommodation Plan students must be reported using the same program cost factors the student generated in the public school prior to attending the private school. Section 504 students should not be reported under 111-113, 254, or 255 program codes.

- **Student Demographic Information**

District Number, Current Enrollment	Use reporting district number.
District Number, Current Instruction/Service	Use reporting district number.
School Number, Current Enrollment	Use school number 3518.

- **Student Course Schedule**

School Number, Current Enrollment	Use school number 3518.
School Number, Current Instruction	Always use private school number.
Course Number	Use McKay Scholarships Program Course Number, 2222222.
FEFP Program Number	Use 111-113 for basic program with ESE services, and 254-255 for ESE.

Use 101-103, 130, and/or 300 for Section 504 Accommodation Plan students. |

APPENDIX D
DOE Student Database Reporting Requirements
for Virtual School Students

NOTE: This appendix applies to students participating in district virtual instruction programs, virtual charter schools, the Florida Virtual School (full-time and part-time), virtual course offerings, and approved franchises of the Florida Virtual School.

Student eligibility and funding for district virtual instruction programs, virtual charter schools, and virtual course offerings are described in Sections, 1002.37, 1002.45, 1002.455, 1003.498, 1002.33, and 1011.62(1)(c), F.S.

- For purposes of any virtual instruction program or a virtual charter school, "full-time equivalent" has the same meaning as provided in Section 1011.61(1)(c)1.b.(III) or (IV), F.S.

- The school district providing the virtual instruction shall report full-time equivalent students for the district virtual instruction program to the Department in a manner described by the Department and funding shall be provided through the Florida Education Finance Program.

- A student may enroll in a virtual instruction program provided by the school district in which he or she resides if the student meets at least one of the following conditions: (a) the student spent the prior school year in attendance at a public school in Florida and was enrolled and reported by a public school district for funding during the preceding October and February for purposes of the Florida Education Finance Program surveys, (b) the student is a dependent child of a member of the United States Armed Forces who was transferred within the last 12 months to Florida pursuant to the parent's permanent change of station orders, (c) the student was enrolled during the prior school year in a virtual instruction program under Section 1002.45, F.S., a K-8 Virtual School Program under Section 1002.415, F.S., or a full-time Florida Virtual School program under Section 1002.37(8)(a), F.S., (d) the student has a sibling who is currently enrolled in a district virtual instruction program and that sibling was enrolled in such program at the end of the prior school year, (e) the student is eligible to enter kindergarten or first grade, or (f) the student is eligible to enter grades 2 through 5 and is enrolled full-time in a school district virtual instruction program, virtual charter school, or the Florida Virtual School.

- A full-time equivalent student in kindergarten through grade 8 in a full-time virtual instruction program or a virtual charter school shall consist of a student who has completed a course with a passing grade or the prescribed level of content that counts toward promotion to the next grade in programs listed in Section 1011.62(1)(c), F.S.

- A full-time equivalent student in grades 9 through 12 in a virtual instruction program or a virtual charter school shall consist of six full credit completions. Credit completions may be a combination of either full-credit courses or half-credit courses.

- Courses delivered through District Virtual Programs, FLVS, and Virtual Charter Schools are funded on successful completions, regardless of the location of the student.

- For the purposes of this document, a successful completion is defined as follows**:**
    - Kindergarten through grade 5: completing the course with a passing grade or completing the prescribed level of content that counts toward promotion to a higher grade.
    - Grades 6 through 8: course completions with passing grades or credits earned.
    - Grades 9 through 12: credits earned (Beginning in the 2016-17 fiscal year, adjustments to funding will be made for students enrolled in courses requiring a passing score on end-of-course assessments under Section 1003.4282, F.S.)

- A student who is reported during the second or third membership surveys, and who does not complete a virtual education course by the end of the regular school year, may be reported for funding as long as the course is completed and reported no later than the deadline for amending the final student enrollment survey for that fiscal year.

- Enrollment in a virtual credit recovery course is limited to a student who has unsuccessfully completed a traditional or virtual education course during the regular school year and must re-take the course in order to be eligible to graduate with the student's class. Credit recovery that is completed after the close of the Survey 4 amendment window must be reported in Survey 4 of the following year.

- Each student's appropriate Course Grade code should be reported in the indicated surveys. If a student is enrolled in a course but has not yet completed the course, the student should be reported as "In Progress." For more information, please refer to the data element "Course Grade" in Appendix E.

District Virtual Instruction Programs: Grades K-12

District virtual instruction programs may serve students enrolled in kindergarten through grade 12 on a full-time or part-time basis. The program may also serve students enrolled in dropout prevention and academic intervention programs under Section 1003.53, F.S., Department of Juvenile Justice education programs under Section 1003.52, F.S., core-curricula courses to meet class size

requirements under Section 1003.03, F.S., or state colleges under Section 1002.45, F.S.

The school district providing the virtual instruction shall report students in grades kindergarten through grade 12 using the school number 7001 for FLVS, private providers, and state college providers, or 7023 for district providers.

FTE may be reported for students who successfully complete the virtual instruction program as described in the first section of Appendix D. Full-time district virtual programs may report FTE students with FEFP program numbers 101-103, 111-113, 130, 254, 255, or 300, as appropriate. Part-time district virtual programs may report students with basic FEFP Program Numbers (101-103 or 111-113,) and Program 300. For Surveys 2 and 3, *FTE Earned, Course* should be equal to 0.0000.

Students who successfully complete the district virtual instruction program should be reported in Survey 4 with the appropriate *FTE Earned, Course* for student course records. Students who do not successfully complete the district virtual instruction program should be reported in Survey 4 with *FTE Earned, Course* equal to 0.0000.

Student Demographic Information

District Number, Current Enrollment	District in which the student is officially enrolled for graduation.
District Number, Current Instruction/Service	District providing the virtual instruction program.
School Number, Current Enrollment	Use school number 7001 or 7023 for full-time students. Use the student's official school of enrollment for part-time students.
Residence County	The county in which the student resides.

Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use school number 7001 or 7023 for full-time students and the student's official school of enrollment for part-time students.	Use school number 7001 or 7023 for full-time students and the student's official school of enrollment for part-time students.
School Number, Current Instruction	Use school number 7001 or 7023.	Use school number 7001 or 7023.
FEFP Program Number	Use 101-103, 111-113, or 300 for part-time. All FEFP programs are allowed for full-time.	Use 101-103, 111-113, or 300 for part-time. All FEFP programs are allowed for full-time.

Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..
FTE Earned, Course	0.0000	0.0000 if no credit is earned or the prescribed level of content is not completed. A value greater than 0.0000 if credit is earned or the prescribed level of content is completed.
Virtual Instruction Provider	For school 7001 use codes provided in the database documentation to designate the provider of virtual instruction.	For school 7001, use codes provided in the database documentation to designate the provider of virtual instruction.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

Also report all other data elements and formats that apply to the student.

District Virtual Course Offerings

Districts may offer virtual courses for students enrolled in the school district. These courses must be identified in the course code directory and may serve students in kindergarten through grade 12 who meet the eligibility requirements of Section 1002.455, F.S.

Eligible students may enroll in an online course offered by any other school district in the state, pursuant to Section 1003.498(2)(b)1., F.S. The school district in which the student completes the course shall report the student's completion of that course for funding pursuant to Section 1011.61(1)(c)b.(VI), F.S., and the home school district shall not report the student for funding for that course. One year-long course is equivalent to 1/6 FTE and one semester is equivalent to 1/12 FTE.

Virtual Course offerings shall be reported with an FEFP Program Number of 101-103, 111-113, 130, 254, 255, or 300, as appropriate in Surveys 2 and 3, with *FTE Earned, Course* equal to 0.0000.

All virtual courses attempted should be reported in Survey 4, but *FTE Earned, Course* greater than 0.0000 should only be reported for those courses in which the student had successful completions as described in the first section Appendix D.

Student Demographic Information

District Number, Current Enrollment	Use the district providing the non-virtual instruction.
District Number, Current Instruction/Service	Use the district providing the virtual instruction.
School Number, Current Enrollment	Use the student's school number of enrollment.
Residence County	The county in which the student resides.

Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use the student's school number of enrollment.	Use the student's school number of enrollment.
School Number, Current Instruction	Use school number 7006.	Use school number 7006.
FEFP Program Number	Use 101-103, 111-113, 130, 254, 255, or 300.	Use 101-103, 111-113, 130, 254, 255, or 300.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..
FTE Earned, Course	0.0000	0.0000 if no credit is earned or the prescribed level of content is not completed. A value greater than 0.0000 if credit is earned or the prescribed level of content is completed (1/6 FTE per successfully completed course).
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

Florida Virtual School Courses Delivered on a Public School Campus

Districts should report Florida Virtual School courses delivered in the brick-and-mortar school using the proper indicator on the data element, *Student Course Record*, as long as there is a contract between the district and FLVS and these courses are on the student's master schedule.

Student Demographic Information

District Number, Current Enrollment	District in which the student is officially enrolled for graduation.
District Number, Current Instruction/Service	District providing the virtual learning lab classroom.
School Number, Current Enrollment	Use the school number providing the virtual learning lab classroom.
Residence County	The county in which the student resides.

Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use the school number providing the virtual learning lab classroom.	Use the school number providing the virtual learning lab classroom.
School Number, Current Instruction	Use the school number providing the virtual learning lab classroom.	Use the school number providing the virtual learning lab classroom.
FEFP Program Number	Use 101-103, 111-113, 130, 254, 255 or 300.	Use 101-103, 111-113, 130, 254, 255 or 300.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..
FTE Earned, Course	0.0000	0.0000 if no credit is earned or the prescribed level of content is not completed; A value greater than 0.0000 if credit is earned or the prescribed level of content is completed.

Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

Virtual Charter Schools

Charter schools may offer virtual instruction programs to students in kindergarten through grade 12 on a full-time basis under Section 1002.33, F.S.

All FTE earned must be reported on a successfully completed credit basis. Successful completions are described in the first section of Appendix D.

Courses taken by students enrolled in a virtual charter school shall be reported with an FEFP Program Number of 101-103, 111-113, 130, 254, 255, or 300, as appropriate in Surveys 2 and 3, with *FTE Earned, Course* equal to 0.0000.

All virtual courses attempted should be reported in Survey 4, but *FTE Earned, Course* greater than 0.0000 should only be reported for successful completions as described in the first section of Appendix D.

Student Demographic Information

District Number, Current Enrollment	Use reporting district number.
District Number, Current Instruction/Service	Use reporting district number.
School Number, Current Enrollment	Use the student's school number of enrollment.

Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use the student's school number of enrollment.	Use the student's school number of enrollment.
School Number, Current Instruction	Use the student's school number of instruction.	Use the student's school number of instruction.
FEFP Program Number	Use 101-103, 111-113, 130, 254, 255, or 300.	Use 101-103, 111-113, 130, 254, 255, or 300.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..
FTE Earned, Course	0.0000	0.0000 if no credit is

		earned or the prescribed level of content is not completed; A value greater than 0.0000 if credit is earned or the prescribed level of content is completed.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

Also report all other data elements and formats that apply to the student.

Florida Virtual School Franchises

FTE reporting for approved franchises of the Florida Virtual School is described in Section 1002.37(4), F.S.

District franchises of the Florida Virtual School that have been certified by the Commissioner of Education can offer:

- Individual online courses for public, private, and home education students in grades kindergarten through grade 12.
- Full-time public virtual instruction for students in kindergarten through grade 12.

All approved franchises of the Florida Virtual School should report FTE under the school number 7004 and the two-digit district number.

All FTE earned by franchises of the Florida Virtual School must be reported on a successful completion basis as described in the first section of Appendix D. The completion of six credits is equal to 1.0000 unweighted FTE.

Courses taken by students enrolled in a franchise of the Florida Virtual School full-time program may be reported with an FEFP program number of 101-103, 111-113, 130, 254, 255, or 300, as appropriate. The part-time program may be reported with a basic FEFP Program Number (101-103 or 111-113, as appropriate) and program 300 in Surveys 2 and 3, with *FTE Earned, Course* equal to 0.0000.

All virtual courses attempted should be reported in Survey 4, but *FTE Earned, Course* greater than 0.0000 should only be reported for those courses in which the student had successful completions as described in the first section of Appendix D.

Student Demographic Information

District Number, Current Enrollment	Use reporting district number.
District Number, Current Instruction/Service	Use reporting district number.
School Number, Current Enrollment	Use the student's school number of enrollment or, for full-time students, use 7004.

Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use the student's school number of enrollment or, for full-time students, use 7004.	Use the student's school number of enrollment or, for full-time students, use 7004.
School Number, Current Instruction	Use school number 7004.	Use school number 7004.
FEFP Program Number	Use 101-103, 111-113, or 300 for part-time. All programs are allowed for full-time.	Use 101-103, 111-113, or 300 for part-time. All programs are allowed for full-time.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..
FTE Earned, Course	0.0000	0.0000 if no credit is earned or the prescribed level of content is not completed; A value greater than 0.0000 if credit is earned or the prescribed level of content is completed.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

Also report all other data elements and formats that apply to the student.

Florida Virtual School Part-time

- FTE reporting for the Florida Virtual School is described in Section 1002.37(3)(a), F.S. The Florida Virtual School may provide part-time instruction for students in kindergarten through grade 12.
- Courses delivered by the Florida Virtual School on a public school campus must be reported by the school district in which the student is enrolled as described in a previous section.
- School districts may not earn or report FTE for direct instruction provided by the Florida Virtual School unless the instruction is provided by the district virtual instruction program through a contract with the Florida Virtual School or the instruction is provided through a Virtual Learning Lab course.
- All FTE earned by the Florida Virtual School must be reported on a successful completion basis as described in the first section of Appendix D. A fraction of an FTE may be reported. For grades 6 through 12, one year-long course is equivalent to 1/6 FTE and one semester is equivalent to 1/12 FTE.

For Grades K-12:
Courses taken by students enrolled in the Florida Virtual School part-time program shall be reported with a basic FEFP Program Number of 101, 102, 103, 111, 112, or 113 in Surveys 1, 2, 3, and 4 with *FTE Earned, Course* equal to 0.0000 if the student is enrolled in a course and has not successfully completed the course by survey week.

To receive funding, students must successfully complete Florida Virtual School courses. Course completions may be reported during the regular 180-day school year and during the summer. Fundable FTE may be earned and reported in student surveys 1, 2, 3, and 4. Each half credit successfully completed is reported as 0.0834 FTE.

FTE should be reported for funding in the survey that corresponds with the period during which the student successfully completed the course.

Student Demographic Information

District Number, Current Enrollment	Use district of residence.
District Number, Current Instruction/Service	Use district number 71.
School Number, Current Enrollment	Use school of residence.

Student Course Schedule (Grades K-5)

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use school of residence.	Use school of residence.
School Number, Current Instruction	Use school number 0700 for grades K-5.	Use school number 0700 for grades K-5.
FEFP Program Number	Use 101, 102, 111, or 112 for basic program.	Use 101, 102, 111, or 112 for basic program.

Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..
FTE Earned, Course	0.0000	0.0000 if the prescribed level of content is not completed; > 0.0000 if the prescribed level of content is completed.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

Student Course Schedule (Grades 6-12)

	Surveys 1, 2, 3 & 4
School Number, Current Enrollment	Use school of residence.
School Number, Current Instruction	Use 0500 for grades 6-8 or 0600 for grades 9-12.
FEFP Program Number	Use 102, 103, 112, 113, or 300.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..
FTE Earned, Course	0.0000 if no credit is earned or if the course is in progress; > 0.0000 if credit is earned.
Location of Student	Use codes provided in the database documentation to designate the location of instruction.

Florida Virtual School Full-time

FTE reporting for the Florida Virtual School is described in Section 1002.37(3)(a), F.S.

- *The Florida Virtual School may provide full-time instruction for students in kindergarten through grade 12.*
- *The Florida Virtual School can report FTE for a student who has successfully completed courses or the prescribed level of content that counts toward promotion to the next grade. The completion of six credits is reported as 1.0 unweighted FTE. A student who completes fewer than six courses or the prescribed level of content can be reported as a fraction of an FTE.*

To receive funding, students must successfully complete Florida Virtual School courses. Courses taken by students enrolled in the Florida Virtual School shall be reported with the appropriate FEFP Program Number in Surveys 2 and 3, with *FTE Earned, Course* equal to 0.0000.

All virtual courses attempted should be reported in Survey 4, but *FTE Earned, Course* greater than 0.0000 should only be reported for those courses in which the student had successful completions as described in the first section of Appendix D.

Student Demographic Information

District Number, Current Enrollment	Use district number 71.
District Number, Current Instruction/Service	Use district number 71.
School Number, Current Enrollment	Use school number 0300 for grades K-8 and 0400 for grades 9-12.

Student Course Schedule

	Surveys 2 and 3	Survey 4
School Number, Current Enrollment	Use school number 0300 for grades K-8 and 0400 for grades 9-12.	Use school number 0300 for grades K-8 and 0400 for grades 9-12.
School Number, Current Instruction	Use school number 0300 for grades K-8 and 0400 for grades 9-12.	Use school number 0300 for grades K-8 and 0400 for grades 9-12.
FEFP Program Number	Use program 101-103, 111-113, 130, 254, 255, or 300.	Use program 101-103, 111-113, 130, 254, 255, or 300.
Course Grade	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..	Report the appropriate Course Grade code such as "I" (Incomplete), "IP" (In-Progress), "WF" (Withdrew Failing), WP, (Withdrew Passing), "A", "B", "C", etc..
FTE Earned, Course	0.0000	0.0000 if no credit is earned or the prescribed level of content is not completed; > 0.0000 if credit is earned or the prescribed level of content is completed.
Location of Student	Use codes provided in the database to designate the location of instruction.	Use codes provided in the database documentation to designate the location of instruction.

APPENDIX E
DOE Information Data Base Requirements
Student Data Element Requirements
http://www.fldoe.org/eias/dataweb/student_1314.asp#data

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
STUDENT DATA ELEMENT REQUIREMENTS
Fiscal Year 2013-2014

Data Element Number	Element Name	Length	Data Type	State Standard	State Reporting	Local Account-ability	FASTER	Migrant Tracking
100075	Additional Hours Credited	6	Numeric	No	Yes	Yes	No	No
100125	Additional School Year Student	1	Alphabetic	No	Yes	Yes	No	No
100225	Address, Mailing	64	Alphanumeric	No	No	Yes	Yes	Yes
100425	Address, Residence	64	Alphanumeric	No	No	Yes	No	No
100700	Adult Educational Functioning Level, Final	1	Alphanumeric	No	No	Yes	No	No
100925	Adult Rural Resident	1	Alphanumeric	No	Yes	Yes	No	No
101075	Adult Educational Functioning Level, Initial	1	Alphanumeric	No	Yes	Yes	No	No
101325	Adult Fee Status	1	Alphabetic	Yes	Yes	Yes	No	No
101742	Adult Test Form	4	Alphanumeric	No	Yes	No	No	No
101759	Adult Test Level	2	Alphanumeric	No	Yes	No	No	No
101776	Adult Test Name	3	Alphanumeric	No	Yes	No	No	No
101793	Adult Test Score	4	Alphanumeric	No	Yes	No	No	No
101810	Adult Test Subject Content	2	Alphanumeric	No	Yes	No	No	No
101825	Advanced International Certificate Program	1	Alphabetic	Yes	No	No	Yes	No
102125	Alternate Assessment Administered	1	Alphabetic	No	Yes	Yes	Yes	No
102625	Attendance, Adult	4	Alphanumeric	No	No	Yes	No	No
102825	Attendance, Daily	1	Alphanumeric	No	No	Yes	No	No
103025	Attendance, Period	1	Alphanumeric	No	No	Yes	No	No
104025	Birth Date	8	Numeric	No	Yes	Yes	Yes	Yes
104425	Birth Date Verification	1	Alphanumeric	Yes	No	No	Yes	Yes
104825	Birth Place	18	Alphanumeric	No	No	No	Yes	No
105225	Bus Number	12	Alphanumeric	No	Yes	Yes	No	No
105625	Bus Route Number	15	Alphanumeric	No	Yes	Yes	No	No
106025	Bus Stop Number	4	Alphanumeric	No	No	Yes	No	No
107775	Career and Professional Academy Identifier	3	Alphanumeric	No	Yes	Yes	Yes	No
107900	Career Pathways Student Participant	1	Alphanumeric	No	Yes	Yes	Yes	No
108025	Certificate of Completion, Date	8	Numeric	No	No	Yes	Yes	No
108125	Certificate of Completion, Type	3	Alphanumeric	Yes	Yes	Yes	No	Yes

108150	Certification/Licensure/Qualification Status	1	Alphanumeric	No	Yes	Yes	No	No
108275	Citizenship Status	1	Alphanumeric	No	Yes	No	No	No
108425	Class Minutes, Weekly	4	Numeric	Yes	Yes	Yes	No	No
108500	Class Rank, Effective Date	8	Numeric	No	No	No	Yes	No
108525	Class Rank, Numerical Position	4	Numeric	No	No	No	Yes	No
108625	Class Rank, Percentile	2	Numeric	No	No	No	Yes	No
108725	Class Rank, Total Number	4	Numeric	No	No	No	Yes	No
108732	Classroom Identification (FISH) Number	21	Alphanumeric	No	Yes	No	No	No
108767	Comment	80	Alphabetic	Yes	No	No	Yes	No
108771	Communications, Date Passed for Graduation Purposes	6	Numeric	Yes	No	No	Yes	No
108775	Community Service Hours	3	Numeric	No	No	Yes	Yes	No
108781	Community Service Requirement Met	1	Alphanumeric	No	No	Yes	Yes	No
108791	Cost Reporting Code	3	Alphanumeric	No	Yes	Yes	No	No
108800	Country of Birth	2	Alphanumeric	No	Yes	Yes	Yes	Yes
108825	Course Absences	3	Numeric	Yes	No	Yes	Yes	No
109125	Course Flag	4	Alphanumeric	No	Yes	Yes	Yes	No
109225	Course Grade	3	Alphanumeric	No	Yes	Yes	Yes	Yes
109325	Course In Progress Hours	3	Numeric	No	No	No	Yes	Yes
109525	Course Number	7	Alphanumeric	Yes	Yes	Yes	Yes	No
109563	Course Number, Substituted	7	Alphanumeric	No	Yes	Yes	Yes	No
109600	Course, Sequence Number	5	Alphanumeric	No	Yes	No	No	No
109625	Course, State Subject Area Requirements	2	Alphabetic	Yes	Yes	Yes	Yes	No
109675	Course Substituted, State Subject Area Requirements	2	Alphabetic	Yes	Yes	Yes	Yes	No
109725	Course Title, Abbreviated	20	Alphanumeric	Yes	No	No	Yes	No
109825	Course Title, Official	70	Alphanumeric	Yes	No	Yes	No	Yes
110125	Credit Attempted, Course	3	Numeric	No	Yes	Yes	Yes	No
110225	Credit Attempted, Cumulative	4	Numeric	No	No	Yes	No	No
110325	Credit Attempted, Term	4	Numeric	No	No	Yes	No	No
110425	Credit Earned, Course	3	Numeric	Yes	Yes	No	Yes	Yes
110525	Credit Earned, Cumulative	4	Numeric	Yes	No	No	No	No
110625	Credit Earned, State Subject Area Requirements	3	Numeric	Yes	No	No	No	No
110725	Credit Earned, Term	4	Numeric	Yes	No	No	No	No
110825	Credit Needed, State Subject Area Requirements	3	Numeric	Yes	No	No	No	No
110925	Credit Needed Value, Course	3	Numeric	No	No	Yes	No	No
111063	Credit Needed, Local Subject Area Requirements	4	Numeric	Yes	No	Yes	Yes	No
111200	Critical/Chronic Health Information - 911 Medical Alert	1	Alphabetic	No	No	Yes	Yes	No
111210	Critical/Chronic Health Information - 911 Medical Alert Contact	45	Alphanumeric	No	No	Yes	Yes	No

111306	Date of Consent for Evaluation	8	Numeric	No	Yes	Yes	Yes	No
111406	Date of Entry, Program/Course/Section	8	Numeric	No	Yes	Yes	Yes	No
111441	Date of Exit, Program/Course/Section	8	Numeric	No	Yes	Yes	Yes	No
112025	Days Absent, Annual	3	Numeric	Yes	Yes	No	Yes	No
112031	Days Absent, Annual - Unexcused Not Related to Discipline	3	Numeric	Yes	Yes	No	Yes	No
112050	Days Absent, Summer Terms	3	Numeric	Yes	Yes	No	Yes	No
112425	Days In Term (For FTE Purposes)	3	Numeric	Yes	Yes	Yes	No	No
112525	Day of Week Scheduled, Date Certain	1	Alphabetic	No	Yes	Yes	No	No
112625	Day of Week Scheduled, Friday	1	Alphabetic	No	Yes	Yes	No	No
112635	Day of Week Scheduled, Monday	1	Alphabetic	No	Yes	Yes	No	No
112645	Day of Week Scheduled, Saturday	1	Alphabetic	No	Yes	Yes	No	No
112655	Day of Week Scheduled, Thursday	1	Alphabetic	No	Yes	Yes	No	No
112665	Day of Week Scheduled, Tuesday	1	Alphabetic	No	Yes	Yes	No	No
112675	Day of Week Scheduled, Wednesday	1	Alphabetic	No	Yes	Yes	No	No
112825	Days Per Week	1	Numeric	No	Yes	Yes	No	No
113225	Days Present, Annual	3	Numeric	Yes	Yes	No	Yes	No
113250	Days Present, Summer Terms	3	Numeric	Yes	Yes	No	Yes	No
113532	Differentiated Diploma	1	Alphanumeric	Yes	Yes	Yes	Yes	No
113625	Diploma Date	8	Numeric	No	No	Yes	Yes	No
114025	Diploma Type	3	Alphanumeric	Yes	Yes	Yes	No	No
114425	Discipline/Resultant Action Code	1	Alphabetic	No	Yes	Yes	Yes	No
114825	Discipline/Referral Action Date	8	Numeric	No	No	Yes	Yes	No
115025	Distance Learning Delivery Indicator	1	Alphanumeric	No	Yes	Yes	No	No
115125	District Name	12	Alphanumeric	Yes	Yes	No	No	No
115225	District Number, Current Enrollment	2	Numeric	No	Yes	Yes	Yes	No
115325	District Number, Current Dist Number Instruction/Service	2	Numeric	No	Yes	Yes	No	No
115475	District Number, Reporting District	2	Numeric	Yes	Yes	Yes	No	No
115625	District Number, Where Credit Earned	2	Alphanumeric	No	Yes	No	Yes	Yes
115628	District Number, Where Discipline/Referral Action Occurred	2	Numeric	No	No	Yes	Yes	No
115629	District Number, Zoned School	2	Alphanumeric	Yes	Yes	Yes	No	No
115633	Dropout Prevention: Actions Taken	1	Alphabetic	No	Yes	Yes	No	No
115635	District Number, Where Tested	2	Alphanumeric	Yes	No	Yes	No	No
115657	Dropout Prevention: Performance-Based Exit Option Test Results	1	Alphabetic	No	Yes	Yes	No	No
115660	Dropout Prevention Length of Prescribed Program	3	Numeric	No	Yes	Yes	No	No
115662	Dropout Prevention Length of Program Participation	3	Numeric	No	Yes	Yes	No	No
115664	Dropout Prevention/Juvenile Justice Outcomes	3	Alphanumeric	No	No	Yes	No	No
115666	Dropout Prevention/Juvenile Justice Placement Reasons (Optional)	5	Alphanumeric	No	No	No	No	No

115675	Dropout Prevention Program Enrollment Date	8	Numeric	No	Yes	Yes	No	No
115680	Dropout Prevention/Juvenile Justice Programs	1	Alphabetic	Yes	Yes	Yes	Yes	No
115683	Dropout Prevention: Possible Influences	1	Alphabetic	No	Yes	Yes	No	No
115685	Dropout Prevention Program Withdrawal Date	8	Numeric	No	Yes	Yes	No	No
115728	Dropout Prevention: Primary Reason for Dropping Out	1	Alphabetic	No	Yes	Yes	No	No
115749	Dropout Prevention: Secondary Reason for Dropping Out	1	Alphabetic	No	Yes	Yes	No	No
115770	Dropout Prevention Student Support and Assistance Component	1	Alphabetic	No	No	Yes	No	No
115802	Drug Description	1	Alphanumeric	No	Yes	Yes	No	No
115835	Dual Enrollment Indicator	1	Alphanumeric	No	Yes	Yes	No	No
115855	Duration, Disciplinary Action	3	Numeric	No	Yes	Yes	Yes	No
116150	Economically Disadvantaged	2	Alphanumeric	No	No	Yes	No	No
116207	Educational Choice	1	Alphabetic	No	Yes	Yes	No	No
116216	English Language Learners: Program Participation	1	Alphanumeric	No	Yes	Yes	Yes	No
116225	Entry (Re-Entry) Code, Adult	3	Alphanumeric	Yes	No	Yes	No	No
116425	Entry (Re-Entry) Code, PK-12	3	Alphanumeric	Yes	Yes	Yes	No	No
116625	Entry (Re-Entry) Date	8	Numeric	No	Yes	Yes	No	Yes
116800	Evaluation Completion Date	8	Numeric	No	Yes	Yes	Yes	No
116825	Entry Date, First Time in District	8	Numeric	No	No	Yes	No	No
116875	Ethnicity	1	Alphabetic	Yes	Yes	Yes	Yes	No
116925	Even Start Family Literacy Program Participation	1	Alphabetic	No	No	Yes	Yes	No
117200	Exceptional Student Re-evaluation Date	8	Numeric	No	No	Yes	Yes	No
117225	Exceptional Student, Dismissal Date	8	Numeric	No	Yes	Yes	Yes	No
117425	Exceptional Student Eligibility Determination Date	8	Numeric	No	Yes	Yes	Yes	No
117475	Exceptional Student Extended School Year Services	1	Alphabetic	No	Yes	Yes	Yes	No
117525	Exceptional Student, IDEA Educational Environments	1	Alphabetic	Yes	Yes	Yes	No	No
117625	Exceptional Student Plan Date	8	Numeric	No	Yes	Yes	Yes	No
118025	Exceptional Student Placement Status	1	Alphabetic	No	Yes	Yes	Yes	No
118125	Exceptional Student Referral Reason	1	Alphabetic	No	Yes	Yes	Yes	No
118313	Exceptional Student Career and Technical Education Course Setting	1	Alphabetic	No	Yes	Yes	No	No
118400	Exceptionality	1	Alphabetic	Yes	No	Yes	Yes	No
118475	Exceptionality, Other	9	Alphabetic	Yes	Yes	Yes	Yes	Yes
118575	Exceptionality, Primary	1	Alphabetic	Yes	Yes	Yes	Yes	No
119025	Extracurricular Eligibility	1	Alphabetic	No	No	Yes	No	No

120025	Facility Type	2	Alphanumeric	No	Yes	Yes	No	No
120225	Federal Impact Aid Eligibility Indicator	1	Alphabetic	No	No	Yes	No	No
120425	Federal/State Project, Area and Model	5	Alphanumeric	No	Yes	Yes	No	No
122120	Federal/State Project - Placement Date	8	Numeric	No	No	Yes	No	No
122160	Federal/State Project - Support Services	4	Alphanumeric	No	Yes	Yes	No	No
122200	FEFP Membership Minutes, Weekly	8	Numeric	No	No	Yes	No	No
122225	FEFP Program Number	3	Numeric	Yes	Yes	Yes	Yes	No
122235	FHSAA Consent Indicator	1	Alphanumeric	No	No	Yes	No	No
122244	First-Time Student Indicator	1	Alphanumeric	No	Yes	Yes	No	No
122300	Florida Educators Certificate Number	10	Numeric	Yes	Yes	Yes	No	No
122363	Florida First Start Program Participation	1	Alphabetic	No	No	Yes	Yes	No
122394	Financial Assistance Received	5	Alphabetic	No	Yes	Yes	No	No
122425	Fiscal Year	4	Numeric	No	Yes	Yes	No	No
122525	FTE Earned, Advanced International Certificate of Education Diploma	3	Numeric	Yes	Yes	Yes	No	No
122575	FTE Earned, Advanced International Certificate of Education Score	3	Numeric	Yes	Yes	Yes	No	No
122625	FTE Earned, College Entrance Examination Board Advanced Placement Test	3	Numeric	Yes	Yes	Yes	No	No
122825	FTE Earned, Course	4	Numeric	Yes	Yes	Yes	No	No
122850	FTE Earned, International Baccalaureate Diploma	3	Numeric	Yes	Yes	Yes	No	No
122875	FTE Earned, International Baccalaureate Score	3	Numeric	Yes	Yes	Yes	No	No
123025	FTE Eligibility	1	Alphabetic	Yes	No	Yes	No	No
123150	Fund Source	1	Alphabetic	No	Yes	Yes	No	No
123193	Fund Source: NCLB Title III	1	Alphabetic	No	Yes	Yes	No	No
123233	Gateway Education, Adult General Education	1	Alphanumeric	No	No	Yes	No	No
123312	Gifted Eligibility	1	Alphabetic	No	Yes	Yes	No	No
124025	Grade Level	2	Alphanumeric	Yes	Yes	Yes	Yes	Yes
124825	Grade Point Average District,Cumulative	5	Numeric	No	No	Yes	Yes	No
125225	Grade Point Average District, Term	5	Numeric	No	No	Yes	No	No
125625	Grade Point Average State, Cumulative	5	Numeric	Yes	Yes	Yes	Yes	No
126025	Grade Point Average State, Term	5	Numeric	Yes	No	Yes	No	No
126425	Grade Promotion Status	1	Alphabetic	No	Yes	Yes	Yes	No
126500	Grade Promotion Status: Good Cause Exemption	1	Numeric	No	Yes	Yes	Yes	No
126513	Graduation Option	1	Alphanumeric	No	Yes	Yes	Yes	No
126525	Graduation Requirement Basis	2	Alphanumeric	No	No	No	Yes	No
127275	Hazardous Walking Code	6	Numeric	No	Yes	Yes	No	No
128025	Health Examination, School Entry	1	Alphabetic	Yes	No	Yes	Yes	No
128775	Homeless Adult Program Indicator	1	Alphanumeric	No	Yes	Yes	No	No
129150	Homelessness Cause	1	Alphabetic	No	Yes	Yes	No	No

129525	Homeless Student, PK-12	111	Alphabetic	No	Yes	Yes	No	No
130275	Homeless Unaccompanied Youth	1	Alphabetic	No	Yes	Yes	No	No
131037	Highly Qualified Teacher Status	1	Alphabetic	No	Yes	Yes	No	No
131545	Disaster Affected Student	1	Alphanumeric	No	Yes	No	No	No
131785	Immigrant Student	1	Alphabetic	No	Yes	Yes	No	No
131905	Immigrant Student Services	1	Alphanumeric	No	Yes	Yes	No	No
132025	Immunization Status	1	Alphanumeric	Yes	Yes	Yes	Yes	No
138225	Incident, Alcohol-Related	1	Alphabetic	No	Yes	Yes	No	No
138250	Incident, Basis - Disability	1	Alphabetic	No	Yes	Yes	No	No
138275	Incident, Basis - Race	1	Alphabetic	No	Yes	Yes	No	No
138300	Incident, Basis - Sex	1	Alphabetic	No	Yes	Yes	No	No
138325	Incident, Bullying-Related	1	Alphabetic	No	Yes	Yes	No	No
138425	Incident, Context	1	Numeric	No	Yes	Yes	No	No
138625	Incident, Date	8	Numeric	No	Yes	Yes	Yes	No
138825	Incident, Drug-Related	1	Alphabetic	No	Yes	Yes	No	No
139025	Incident, Gang-Related	1	Alphabetic	No	Yes	Yes	No	No
139225	Incident, Hate Crime-Related	1	Alphabetic	No	Yes	Yes	No	No
139325	Incident, Identifier	8	Alphanumeric	No	Yes	Yes	No	No
139375	Incident, Injury-Related	1	Alphabetic	No	Yes	Yes	No	No
139425	Incident, Involvement Type	1	Alphabetic	No	Yes	Yes	No	No
139625	Incident, Location	1	Alphanumeric	No	Yes	Yes	No	No
140025	Incident, Reported to Law Enforcement	1	Alphabetic	No	Yes	Yes	No	No
140225	Incident, Type	3	Alphabetic	No	Yes	Yes	No	No
140425	Incident, Weapon-Related	1	Alphanumeric	No	Yes	Yes	No	No
140462	Industry Certification Identifier	8	Alphanumeric	No	Yes	Yes	Yes	No
140500	Industry Certification Outcome	1	Alphanumeric	No	Yes	Yes	Yes	No
140575	Institution Number, Neglected/Delinquent	4	Alphanumeric	No	Yes	Yes	No	No
140725	International Baccalaureate Diploma	1	Alphabetic	Yes	No	No	Yes	No
141025	Internship Participant	1	Alphanumeric	No	Yes	Yes	No	No
144025	English Language Learners, PK-12	2	Alphabetic	No	Yes	Yes	Yes	Yes
144050	Native Language, Student	2	Alphanumeric	No	Yes	No	Yes	No
144063	English Language Learners, Adult	1	Alphabetic	No	Yes	Yes	Yes	No
144075	English Language Learners: Basis of Entry	1	Alphanumeric	No	Yes	Yes	Yes	No
144080	English Language Learners: Basis of Exit	1	Alphanumeric	No	Yes	Yes	Yes	No
144095	English Language Learners: Classification Date	8	Numeric	No	Yes	Yes	Yes	No
144105	English Language Learners: Entry Date	8	Numeric	No	Yes	Yes	Yes	No
144115	English Language Learners: Exit Date	8	Numeric	No	Yes	Yes	Yes	No
144125	English Language Learners: Extension of Instruction	1	Alphanumeric	No	Yes	Yes	Yes	No
144135	English Language Learners: Home Language Survey Date	8	Numeric	No	Yes	Yes	Yes	No

144145	English Language Learners: Instructional Model	1	Alphanumeric	No	Yes	Yes	Yes	No
144155	English Language Learners: Post Reclassification Dates	9	Alphanumeric	No	No	Yes	Yes	No
144165	English Language Learners: Reclassification Date	8	Numeric	No	Yes	Yes	Yes	No
144170	English Language Learners: Reclassification Exit Date	8	Numeric	No	Yes	Yes	Yes	No
144175	English Language Learners: Reevaluation Date	8	Numeric	No	Yes	Yes	Yes	No
144185	English Language Learners: Student Plan Date	8	Numeric	No	Yes	Yes	Yes	No
146025	Lunch Status	1	Alphanumeric	No	Yes	Yes	No	No
146275	Major Area of Interest "Element Deleted"	4	Alphanumeric	Yes	No	Yes	Yes	No
146525	Mathematics, Date Passed for Graduation Purposes	6	Numeric	Yes	No	No	Yes	No
146775	Mathematics Remediation Component	1	Alphabetic	No	Yes	Yes	No	No
148046	Migrant: Birth State	2	Alphabetic	No	No	Yes	Yes	Yes
148056	Migrant Continuation of Services	1	Alphabetic	No	Yes	Yes	Yes	Yes
148066	Migrant Education Program Enrollment Date	8	Numeric	Yes	No	Yes	Yes	Yes
148107	Migrant: MSIX Identification Number	12	Alphanumeric	Yes	No	Yes	Yes	Yes
148188	Migrant Referred Services	1	Alphabetic	No	Yes	Yes	Yes	Yes
148269	Migrant Priority for Services	1	Alphabetic	No	Yes	Yes	Yes	Yes
148289	Migrant Qualifying Move From City	20	Alphanumeric	No	No	No	Yes	Yes
148299	Migrant Qualifying Move From Country	2	Alphabetic	No	No	No	Yes	Yes
148309	Migrant Qualifying Move From State	2	Alphanumeric	No	No	No	Yes	Yes
148319	Migrant Qualifying Move To City	20	Alphanumeric	No	No	No	Yes	Yes
148329	Migrant Qualifying Move To State	2	Alphanumeric	No	No	No	Yes	Yes
148350	Migrant Residency Date	8	Numeric	No	No	Yes	Yes	Yes
148625	Migrant Status Term	1	Alphanumeric	No	Yes	Yes	Yes	Yes
148725	Military Family Student	1	Alphabetic	No	Yes	Yes	Yes	No
151625	Modified Occupational Completion Point	1	Alphanumeric	No	Yes	Yes	No	No
153025	Multiple Birth Student	1	Alphabetic	No	No	No	Yes	Yes
154425	National Achievement Scholar	1	Alphabetic	Yes	No	No	Yes	No
154625	National Hispanic Scholar	1	Alphabetic	Yes	No	No	Yes	No
154825	National Merit Scholar	1	Alphabetic	Yes	No	No	Yes	No
157425	Other Institutionalized Adult	1	Alphanumeric	No	Yes	Yes	No	No
160025	Parent/Guardian Code	1	Alphabetic	Yes	No	No	Yes	Yes
160225	Parent/Guardian Gender	1	Alphabetic	No	No	No	No	Yes
160425	Parent/Guardian Name	25	Alphanumeric	No	No	No	Yes	Yes
160731	Part-Time/Full-Time Student	1	Alphanumeric	No	No	Yes	No	No
160825	Period Number	4	Numeric	No	Yes	Yes	No	No

160975	Permission to Share Lunch Status	1	Alphabetic	No	No	Yes	No	No
161013	Physical Education Waiver	1	Alphabetic	No	Yes	Yes	Yes	No
161050	Print After Scan Number (Litho Code)	9	Alphabetic	Yes	No	No	Yes	No
161125	Exceptional Student Placement Date	8	Numeric	No	Yes	Yes	Yes	No
161175	Postsecondary Career Education Completion Point Code	1	Alphanumeric	No	No	Yes	No	No
161200	Postsecondary Course Status	1	Alphanumeric	No	Yes	Yes	No	No
161225	Postsecondary Education Plans	2	Numeric	No	Yes	Yes	No	No
161525	Post Test Status	1	Alphanumeric	No	Yes	Yes	Yes	No
161975	Pretest Outcome – Math	1	Alphabetic	No	Yes	Yes	No	No
162125	Pretest Outcome – Reading	1	Alphabetic	No	Yes	Yes	No	No
162975	Primary Instructor Indicator	1	Alphabetic	No	Yes	Yes	No	No
163012	Primary Instructor Responsible, Mathematics	9	Alphanumeric	No	No	Yes	No	No
163049	Primary Instructor Responsible, Reading	9	Alphanumeric	No	Yes	Yes	No	No
163086	Primary Instructor Responsible, Writing	9	Alphanumeric	No	No	Yes	No	No
163096	Primary Language Spoken In Home	2	Alphanumeric	No	Yes	Yes	Yes	No
163106	Prior School/Location: Country	2	Alphabetic	No	Yes	Yes	No	No
163126	Prior School/Location: District/County	2	Numeric	No	Yes	Yes	No	No
163166	Prior School/Location: State/Territory or Commonwealth	2	Alphabetic	No	Yes	Yes	No	No
163183	Prior Year	4	Numeric	No	Yes	Yes	No	No
163275	Progress Level – Math	1	Alphabetic	No	Yes	Yes	No	No
163500	Progress Level – Reading	1	Alphabetic	No	Yes	Yes	No	No
163975	Qualifying Arrival Date (QAD) for Migrant Program Eligibility	8	Numeric	No	Yes	Yes	Yes	Yes
164025	Quality Points District, Cumulative	5	Numeric	No	No	Yes	No	No
164825	Quality Points District, Term	4	Numeric	No	No	Yes	No	No
165625	Quality Points State, Cumulative	5	Numeric	Yes	No	Yes	No	No
166425	Quality Points State, Term	4	Numeric	Yes	No	Yes	No	No
167275	Race: American Indian or Alaska Native	1	Alphabetic	Yes	Yes	Yes	Yes	No
167325	Race: Asian	1	Alphabetic	Yes	Yes	Yes	Yes	No
167375	Race: Black or African American	1	Alphabetic	Yes	Yes	Yes	Yes	No
167425	Race: Native Hawaiian or Other Pacific Islander	1	Alphabetic	Yes	Yes	Yes	Yes	No
167475	Race: White	1	Alphabetic	Yes	Yes	Yes	Yes	No
168273	Reading Fluency	1	Alphabetic	No	Yes	Yes	No	No
168521	Reading Intervention Component	1	Alphabetic	No	Yes	Yes	No	No
169514	Record Identifier	6	Alphanumeric	Yes	Yes	No	No	No
170022	Residence County	2	Numeric	No	Yes	Yes	No	No
170025	Resident Status, State/County	1	Alphanumeric	No	Yes	Yes	No	No
171525	Scheduling Method	1	Alphabetic	No	Yes	Yes	No	No
172025	Scholarship Award or Recognition	1	Alphanumeric	No	No	Yes	No	No
172225	School Address, Current	65	Alphanumeric	No	No	No	Yes	No
172425	School Name, Current	25	Alphanumeric	Yes	No	No	Yes	No

172525	School Name, Private	43	Alphanumeric	Yes	Yes	No	No	No
172625	School Name, Where Credit Earned	25	Alphanumeric	Yes	No	No	Yes	No
172825	School Number, Current Enrollment	4	Alphanumeric	Yes	Yes	Yes	Yes	Yes
172875	School Number, Current Instruction/Service	4	Alphanumeric	Yes	Yes	Yes	No	No
172950	School Number, Private	4	Alphanumeric	Yes	Yes	Yes	No	No
173025	School Number, Where Credit Earned	4	Alphanumeric	Yes	Yes	No	Yes	Yes
173075	School Number, Where Discipline/Resultant Action Occurred	4	Numeric	No	Yes	Yes	Yes	No
173125	School Number, Where Incident Occurred	4	Numeric	Yes	Yes	Yes	No	No
173174	School Number, Zoned School	4	Alphanumeric	Yes	Yes	Yes	No	No
173190	School Phone Number	10	Numeric	Yes	No	No	Yes	No
173225	School Year	4	Numeric	No	Yes	No	Yes	No
173263	School Year With Century	8	Numeric	Yes	No	No	Yes	Yes
173300	Screening for Hearing Problems	2	Alphabetic	No	No	Yes	Yes	No
173374	Screening for Vision Problems	2	Alphabetic	No	No	Yes	Yes	No
173400	Section 504 Eligible	1	Alphanumeric	No	Yes	Yes	Yes	No
173425	Section Number	5	Alphanumeric	No	Yes	Yes	No	No
173625	Gender	1	Alphabetic	Yes	Yes	Yes	Yes	Yes
173825	Social Security Number	10	Alphanumeric	Yes	Yes	Yes	No	No
174825	SSAT-II Communications, Date Passed for Graduation Purposes	4	Numeric	Yes	No	No	Yes	No
175025	SSAT-II Math, Date Passed for Graduation Purposes	4	Numeric	Yes	No	No	Yes	No
175100	Staff Number Identifier, Local	10	Alphanumeric	No	Yes	Yes	No	No
175175	Student Characteristic, Agency Programs	1	Alphanumeric	Yes	Yes	Yes	No	No
175188	Student, Involved in Bullying	1	Alphabetic	No	Yes	Yes	No	No
175210	Student, Involved in Hate Crime	1	Alphabetic	No	Yes	Yes	No	No
175225	Student Name, AKA	42	Alphanumeric	No	No	Yes	Yes	No
175425	Student Name, Legal	42	Alphanumeric	No	Yes	Yes	Yes	Yes
175625	Student Number Identifier, Florida	10	Alphanumeric	Yes	Yes	Yes	Yes	Yes
175630	Student Number Identifier - Alias, Florida	10	Alphanumeric	Yes	Yes	Yes	Yes	No
175631	Student Number Identifier, Local	10	Alphanumeric	No	Yes	Yes	No	No
175633	Student Offender Transfer	1	Alphabetic	No	Yes	Yes	No	No
175635	Student, Use of Alcohol	1	Alphabetic	No	Yes	Yes	No	No
175640	Student, Use of Drugs	1	Alphabetic	No	Yes	Yes	No	No
175645	Student, Weapon Use	1	Alphabetic	No	Yes	Yes	No	No
175650	School Number, Where Tested	4	Alphanumeric	Yes	No	No	No	No
175825	Survey Period Code	1	Alphanumeric	No	Yes	Yes	No	No
175907	Team Teacher Training	1	Alphanumeric	No	Yes	Yes	No	No
176150	Teenage Parent Program - Birth Weight of Child - Optional	1	Alphanumeric	No	No	Yes	No	No
176225	Term	1	Alphanumeric	No	Yes	Yes	Yes	Yes
176325	Term/Survey Indicator	1	Alphabetic	No	Yes	Yes	No	No
176375	Test Accommodations	1	Alphabetic	No	Yes	Yes	No	No

176425	Test Date	8	Numeric	No	Yes	Yes	Yes	Yes
176625	Test Form	1	Alphanumeric	No	Yes	Yes	Yes	No
176825	Test Level	2	Alphanumeric	No	Yes	Yes	Yes	No
177025	Test Name	3	Alphanumeric	No	Yes	Yes	Yes	Yes
177125	Test Publication Year	4	Alphanumeric	No	Yes	Yes	Yes	No
177225	Test Score	4	Alphanumeric	No	Yes	Yes	Yes	Yes
177425	Test Score Type	2	Alphanumeric	No	Yes	Yes	Yes	Yes
177625	Test Subject Content	2	Alphanumeric	No	Yes	Yes	Yes	Yes
177900	Time, Total School Week	4	Numeric	No	Yes	Yes	Yes	Yes
177925	Time With Non-Disabled Peers	4	Numeric	No	Yes	Yes	No	No
177929	Title I Supplemental Educational Services - Begin Services Date	8	Numeric	No	Yes	Yes	No	No
177937	Title I Supplemental Educational Services – Hours of Contact	3	Numeric	No	Yes	Yes	No	No
177941	Title I Supplemental Educational Services – Math	1	Alphanumeric	No	No	Yes	No	No
177949	Title I Supplemental Educational Services – Reading	1	Alphanumeric	No	No	Yes	No	No
177953	Title I Supplemental Educational Services School	4	Numeric	Yes	Yes	Yes	No	No
177957	Title I Supplemental Educational Services – Service Provider	4	Alphanumeric	No	Yes	Yes	No	No
177961	Title I Supplemental Educational Services – Service Provider Site Number (OPTIONAL)	4	Numeric	No	No	Yes	No	No
177975	Transaction Code	1	Alphabetic	Yes	Yes	Yes	No	No
178225	Transportation Eligibility	1	Alphanumeric	Yes	No	Yes	No	No
181113	Transportation Membership Category	1	Alphabetic	No	Yes	Yes	No	No
184000	Vaccine Certificate Expiration, Date	8	Numeric	No	No	Yes	Yes	No
184025	Vaccine Status, Date	10	Alphanumeric	No	No	Yes	Yes	Yes
184125	Vehicle Category	1	Alphabetic	No	Yes	Yes	No	No
184225	Veteran Student Indicator	1	Alphabetic	No	Yes	Yes	No	No
184325	Virtual Instruction Provider	3	Alphanumeric	No	Yes	Yes	No	No
184450	Career and Technical Education /Adult General Education, Disability Student	1	Alphabetic	No	Yes	Yes	No	No
184625	Career and Technical Education Basic Skills Examination	1	Alphanumeric	Yes	Yes	Yes	No	No
185125	Full Program Completer	1	Alphanumeric	No	Yes	Yes	No	No
185425	Career and Technical Education, Displaced Homemaker	1	Alphabetic	No	Yes	Yes	No	No
185825	Career and Technical Education /Adult General Education Completion Point Code	6	Alphanumeric	Yes	Yes	Yes	No	No
185875	Career and Technical Education/Adult General Education Program Code	7	Alphanumeric	No	Yes	Yes	Yes	No

186075	Career and Technical Education Program Name, Abbreviated	20	Alphanumeric	Yes	No	No	Yes	No
186225	Career and Technical Education, Single Parent and Single Pregnant Woman	1	Alphabetic	Yes	Yes	Yes	No	No
186975	Weapon, Description	1	Alphanumeric	No	Yes	Yes	No	No
186987	WDIS Class Length	4	Numeric	No	Yes	Yes	No	No
186999	WDIS Reporting Year	4	Numeric	Yes	Yes	Yes	Yes	No
187011	WDIS Student Instructional Hours	4	Numeric	No	Yes	Yes	No	No
187025	Weeks in Grading Cycle	2	Alphabetic	No	No	No	Yes	No
188025	Withdrawal Code, Adult	3	Alphanumeric	Yes	No	Yes	No	No
188425	Withdrawal Code, PK-12	3	Alphanumeric	Yes	Yes	Yes	Yes	No
188825	Withdrawal Date	8	Numeric	No	Yes	Yes	Yes	Yes
189225	Withdrawal Reason	3	Alphanumeric	Yes	Yes	Yes	No	Yes
196215	Year	4	Numeric	No	Yes	Yes	Yes	No
196220	Year Entered Ninth Grade, Graduation Requirements Determination	8	Numeric	No	Yes	Yes	Yes	No
196225	Year-Round/Extended School Year FTE Indicator	1	Alphanumeric	No	Yes	Yes	No	No
197226	Bullied or Harassed - Disability	1	Alphabetic	No	Yes	Yes	Yes	No
197227	Bullied or Harassed - Race	1	Alphabetic	No	Yes	Yes	Yes	No
197228	Bullied or Harassed - Sex	1	Alphabetic	No	Yes	Yes	Yes	No
197229	Exceptional Student, 60-Day Exception	1	Alphabetic	No	Yes	Yes	No	No
197230	School-Related Arrests	1	Alphabetic	No	Yes	Yes	Yes	No
197231	Zero-Tolerance: Expulsions	1	Alphabetic	No	Yes	Yes	Yes	No
197232	Course Assessment Status	1	Alphanumeric	No	Yes	Yes	Yes	No
197234	Enrollment, Not State Funded	1	Alphabetic	Yes	Yes	Yes	No	No
197235	Online Course	1	Alphabetic	No	Yes	Yes	Yes	No
197236	Career and Technical Education Date of Program Completion	8	Numeric	Yes	Yes	Yes	Yes	No
197237	Date Entered United States School	8	Numeric	No	Yes	Yes	Yes	No
197238	FTE Earned, Unpaid Credits for Early Graduates	5	Numeric	Yes	Yes	Yes	No	No
197239	Full-time Student Indicator	1	Alphabetic	Yes	Yes	Yes	No	No
197240	Level of Schooling, Adult	1	Alphabetic	Yes	Yes	Yes	No	No
197241	Location of Student	1	Alphabetic	No	Yes	Yes	No	No
197242	Online Course Exempt	1	Alphabetic	No	Yes	Yes	Yes	No
197243	Origin of Schooling, Adult	1	Alphabetic	Yes	Yes	Yes	No	No
197244	Residency for Tuition Purposes	1	Alphabetic	Yes	Yes	Yes	Yes	No
197245	Total Clock Hours Earned Toward Award	6	Numeric	Yes	Yes	Yes	Yes	No
197246	Florida Education Identifier	14	Alphanumeric	Yes	Yes	Yes	Yes	Yes
197247	Blended Learning Course	1	Alphabetic	Yes	Yes	Yes	No	No