

February 3, 2003

MEMORANDUM

TO: MIS

FROM: Lavan Dukes



SUBJECT: Class Size Count/Highly Qualified Teacher Data
Collection

Background

In November 2002, Florida's voters passed Constitutional Amendment 9, which establishes the following limits for class size in Florida's public schools: 18 students in prekindergarten through grade 3, 22 students in grades 4 through 8, and 25 students in grades 9 through 12. The amendment requires state funding for school districts to achieve full compliance by 2010. The amendment also specifies a two student per year reduction in average class size to begin with the 2003-2004 school year.

The DOE's Student Course Schedule and Teacher Course data reporting formats were designed primarily to collect data for funding purposes and not to determine class size, rendering it difficult to determine accurate class size numbers. In order to rectify this situation, several new data elements have been created that allow districts to accurately report the number of students in each classroom, at any given period in the day, on any given day of the week. These Class Size Count data elements are designed to provide benchmark class size data and track changes over time.

The No Child Left Behind Act of 2001 sets minimum qualifications for teachers in all public schools. The Act defines a "highly qualified" teacher and requires that all new Title I teachers hired on

or after the first day of school year 2002-03 meet those qualifications. All teachers in the state who teach in “core” subjects must be “highly qualified” by the last day of school year 2005-06. The data element “Highly Qualified Teacher” was created to allow districts to report each teacher as Highly Qualified under the NCLB guidelines.

How the Class Size Count data elements will be used with existing data elements to determine accurate class size

In order to determine accurate class sizes--that is, the number of students in a classroom with a teacher or teachers during a class period--it is necessary for districts to report the assigned FISH (Florida Inventory of School Houses) number for each classroom. For classes held in non-district-owned facilities, such as Department of Juvenile Justice facilities, charter schools, hospitals, and jails, the district will be responsible for creating a unique number based on the scheme employed by the FISH number. The district will indicate that the facility is a non-district-owned facility via the Facility Suffix position within the created number. The type of facility is to be designated using the “Facility Type” data element.

For districts that are not already doing so, it is necessary to report every instructional grouping of students in order to calculate accurately class size. For instance, if a student is scheduled in a self-contained class for the day, but is pulled out for individual instruction during part of the day, the schedule should reflect that the student is not in the self-contained class during that period of time.

New elements have been created to allow districts to report accurately the variety of scheduling options employed in district classrooms. These elements include “Day of Week Scheduled (Monday – Saturday)” and “Scheduling Method.” “Day of the Week” will allow the department to generate class counts based on the number of students in a classroom on a specific day/period in any given district/school/facility. “Scheduling Method” will allow the district to accurately report how many teachers are assigned full-time to a classroom, whether a class meets on alternate weeks, whether different groups of students meet in the same class for the same course with the same teacher on different days, and so on.

How and when the Class Size Count/Highly Qualified Teacher data will be collected

In order to establish baseline data, the Class Size Count and Highly Qualified Teacher data will be collected on the Teacher and Student Course formats in the following datasets:

STUDENT DEMOGRAPHIC	DPSxx.GQ.F70359.Y02033
STUDENT COURSE SCHEDULE	DPSxx.GQ.F70356.Y02033
TEACHER COURSE	DPSxx.GQ.F70357.Y02033

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For the purpose of this collection, the following schedule has been established:

Survey week: March 3-7
Due Date: March 14
State Processing: March 12-21

Detail reports will be available for the districts to check the accuracy of their data.

Technical Assistance

Districts are encouraged to direct questions dealing with reporting the Highly Qualified Teacher data element to Beverly Gregory at edcert@fldoe.org. Districts should contact their district Facilities Coordinator for assistance with FISH numbers. Questions or concerns regarding Class Size Count reporting should be directed to Dr. Martha Haynes, martha.haynes@fldoe.org, or by contacting the EIAS Program Specialist assigned to your district by email or at (850) 487-2280, SC 277-2280.

CC: District Superintendent
Personnel

Attachments:

Data Element: [Highly Qualified Teacher](#)
Data Element: [Classroom Identification \(FISH\) Number](#)
Data Element: [Scheduling Method](#)
Data Elements: [Day of Week Scheduled](#) (Monday – Saturday)
Format: [Teacher Course](#)
Format: [Student Course Schedule](#)
Edit: [Teacher Course](#)
Edit: [Student Course Schedule](#)