FACTS.org ePEP Course File

Purpose: Students who entered 6th grade in 2006-07 are required to take a career and education
planning course in 7th or 8th grade. Curriculum for the course includes the creation of a FACTS.org
ePersonal Education Planner (ePEP). The ePEP is a high school plan. Standard diploma students will
plan for 24-credits depending on their graduation plan and district requirements, including courses and
major areas of interest (MAIs) specific to each school. The ePEP Course File will allow districts to view
students' planned courses and MAIs for multiple years. This may be useful for reconciling and recording
MAI credit on student transcripts, projecting course demand, and/or scheduling.

Structure: A fixed length file consisting of two record types includes: a Header Record (containing
student identification information and a course count) and Course Records provided from the FACTS.org
ePEP (containing all planned course numbers, grade level, subject area, and associated MAI information).
If a student does not have any planned courses in their ePEP, the Header Record will indicate "0" and no
Course Records will be generated. The file will contain all students enrolled in a public school in grades
7-12 as provided by Survey 2 and 3 Student Database enrollment information.

Frequency: One FACTS.org ePEP Course File will be created for each school district twice a year
(following the receipt of Survey 2 and 3). The file will be available for download at Northwest Regional
Data Center (NWRDC). Each ePEP Course File will replace the previous file.

Content: The Header Record will contain the following fields:

- Record Type (C00)
- District of Enrollment
- School of Enrollment
- Student ID Number (9-digit SSN or 10-digit FSIN)
- Last Name
- First Name
- Date of Birth
- ePEP High School Code
- ePEP High School County Code
- ePEP Diploma Type
- ePEP Graduation Plan
- ePEP Graduation Track
- ePEP Graduation Year
- ePEP Major Area of Interest
- ePEP Career Cluster
- Count of student Course Records following this Header Record

Course Records will contain the following fields:

- Record Type (C01)
- District of Enrollment
- School of Enrollment
- Student ID Number (9-digit SSN or 10-digit FSIN)
- Course Number
- 4-digit MAI Code (on course if applicable)
- Grade Level
- ePEP Planned Subject Area

Department of Education (DOE) Reconciliation File

Purpose: To identify for school districts those courses on a student's transcript (as reported to the High School Transcript Database (HSTDB)) that match the planned majors entered in their FACTS.org ePEP as described below. The result of the comparison is the DOE Reconciliation File, which will be available to districts for download from NWRDC. The information contained in the file can be used to assist districts to determine student MAI credits, so the information can be stored and placed on student transcripts. These codes will then be reported back to the HSTDB via the Florida Automated System for Transferring Educational Records (FASTER) Student Course record format by the third FACTS HSTDB submission. Annual snapshots of the HSTDB will be used to track student MAI entries longitudinally.

It is up to the District to retain information from the DOE Reconciliation File and use it to report MAI credits via the FASTER transcript.

The reconciliation program will match planned majors from the FACTS.org ePEP Course File to courses on the transcript that are state-approved for those majors. Two important points:

- The reconciliation process will identify any courses on the student's transcript that belong to their planned major(s) even if a course is not specifically planned for a major. Identifying other courses will be beneficial where students may plan a major course but are unable to register for it and take an alternative course for their planned MAI. (Schools will need to ensure that students keep their ePEPs current and reconciled with the information reported. If the ePEPs are not updated or corrected, the reported information will continue to be incorrect.)
- The reconciliation process will identify any courses on a student's transcript that belong to their planned major(s) even if the course was taken in a previous high school year. Identifying other courses will be beneficial for students who change their MAI or move from school to school. A cumulative reporting of planned majors and eligible courses may help guidance staff detect opportunities for students to complete four courses in a single MAI, so students may receive the recognition that accompanies this accomplishment upon graduation.

Structure: A fixed length file consisting of two record types includes: a Header Record (containing student identification information) and Course Records identified during the reconciliation process (containing course number, year, and term, and associated MAI information). Since MAIs overlap to a certain extent, it is possible that more than one MAI may be associated with a given course record. Twenty (20) MAI fields are provided on each FASTER Course record, though this number of MAIs is unlikely to be reached.

Frequency: Twice annually (at the end of November and at the end of March after all high school transcripts are submitted) the Office of Application Support will retrieve a FACTS.org ePEP Course File for each school district that will identify all students by school of enrollment and specify the planned courses with associated majors. The ePEP Course File will be used to create the DOE Reconciliation File, which compares planned majors and courses to student transcripts as submitted to the HSTDB. Again, this will happen twice each year—by December 15th and April 15th, respectively—and will be made available for school districts to download from NWRDC after each run. Each DOE Reconciliation File will replace the previous file.

Contents: The Header Record will contain the following fields:

- Record Type (R00)
- District of Enrollment
- School of Enrollment
- Florida Student Number ID

- Social Security Number
- Last Name
- Appendage
- First Name
- Middle Name or Initial
- Date of Birth
- Match Type = A code to indicate whether the student has both a transcript on the HSTDB and a matching ePEP. Type A is required for analysis to commence.
  - A. A matching ePEP was found for this transcript
  - B. No matching ePEP was found for this transcript
  - C. No matching transcript was found for this ePEP
- Count of student Course Records following this Header Record

Course Records will contain the following fields:

- Record Type (R01)
- District of Enrollment
- School of Enrollment
- Florida Student Number ID
- Course Number
- School Year
- Term
- Up to 20 pairs of MAI Codes and Reconciliation Types
  - o MAI Code = 4-digit MAI code declared by the student associated to course approved for the MAI
  - o Reconciliation Type = A code indicating the conditions under which the MAI was associated with this course:
    1. This course number matches one of the planned MAI course numbers (e.g. planned MAI course found on transcript).
    2. This course number was reported by the school district to the HSTDB as an elective course and it is among the list of approved courses that make up this MAI, even though this course was not among the course numbers the student designated on their ePEP as being intended to satisfy their MAI selection requirement. For example, a course would get an MAI with a Reconciliation Type of "2" attached to it if its subject area on the transcript Course record is an elective subject area and it is on the list of state approved courses for the MAI.
    3. Same situation as code #2, except that the school district reported the course to the HSTDB as satisfying one of the student's core graduation requirements. The school needs to determine whether the student intended to use this course to satisfy a core requirement or their MAI elective requirement and adjust the student's local records or have the student correct their ePEP by planning the course in the MAI section of the ePEP. The same example as used for code #2, but the subject area on the transcript Course record would not be an elective subject area.