

# FLORIDA DEPARTMENT OF EDUCATION



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March 18, 2003

## MEMORANDUM

**TO:** District MIS Directors and School Report Contacts

**FROM:** Lavan Dukes

**SUBJECT:** Student Database Accommodations to Ensure an Accurate 2002-03 Cohort Graduation Rate Calculation

The 2002-03 four-year cohort graduation rate will be calculated for Florida high schools in the same manner as for previous years. Prior to final calculation and reporting of the 2002-03 rates in late October of this year, school districts will have the opportunity to address any ongoing data-quality concerns involving data for the graduation rate calculation which they have submitted to the Department. The following are some of the more common data concerns:

- Improper reporting of the *Student Number Identifier—Alias, Florida*
- Inappropriate codes reported on certain record formats
- Discrepancy between local records and records submitted to the state
- Missing record formats
- Improper reporting of Grade Level on the Student End-of-Year Status record format
- Unreported W43s and W45s
- Improper reporting of nonpublic and home education students on the Student End-of-Year Status record format

GARNET L. DUKES, JR.  
*Bureau Chief*

*Accountability, Research, and Measurement*

In order to allow districts to address these concerns for the 2002-03 graduation rate, the Department will once again provide an opportunity for school districts to update duplicated sets of certain archived surveys and record formats for the reporting years 1998-99 through 2001-02. These updated record formats will only be used for graduation rate calculations. Specific instructions and information concerning this process are attached. Questions should be directed to Cyndi Holleman at [cyndi.holleman@fldoe.org](mailto:cyndi.holleman@fldoe.org) or Ed Croft at [ed.croft@fldoe.org](mailto:ed.croft@fldoe.org). They may also be reached at (850) 487-2280 or SunCom 277-2280.

EC/ch

#### Attachments

Cc: Superintendents  
Student Database Contacts  
Data Processing Directors  
Student Service Directors  
Assistant Superintendents for Instruction

# ATTACHMENT 1

## TIMELINE FOR 2002-2003 GRADUATION RATE UPDATES AND CALCULATIONS

March 17, 2003	Memo
April 21, 2003	Cohort graduation rate preliminary file/report*
April 21, 2003	Archived records for use in update available**
June 30-July 25, 2003	Window for update to archived files (Batches submitted by 4 PM will be processed that day)
July 15 & 22, 2003	Updated reports/file available. NOTE: school level may be a day late.
August 5, 2003	Final reports/file available reflecting updates to archived files
August 8, 2003	Due date for 2002-2003 Survey 5
September 12, 2003	Close of 2002-2003 Survey 5 state processing window
September 23, 2003	Initial reports available***
October 3, 2003	Preliminary graduation rate available
October 10-17, 2003	Update window for 2002-2003 Survey 5 and archived files
October 23, 2003	2002-2003 final graduation rate and final reports***

### \*Preliminary Report Files

This file/report contains preliminary data for only three years because we will not have your 2002-2003 Survey 5 data until after the close of the survey in September 2003. Please keep in mind that when you eventually receive your report containing all students in the cohort, the students in the preliminary file might have a different status. District-level and school-level files are shown on the next page.

#### District Files:

DPSxx.GQ.F63494.Y02035	unadjusted cohort sorted by student ID
DPSxx.GQ.F63494.Y02035.ALPHA	unadjusted cohort sorted by last name
DPSxx.GQ.F63494.Y02035.DATA	raw data file

#### School Files:

DPSxx.GQ.F70307.Y02035
DPSxx.GQ.F70307.Y02035.ALPHA
DPSxx.GQ.F70307.Y02035.DATA

Layout of .Data file in DPS.DISTRICT.FORMAT.Y0203(F63494, F70307)

**\*\*Archived Records for use in updating**

DPSxx.GQ.F60775O Student demographics  
DPSxx.GQ.F60953O End-of-Year Status  
DPSxx.GQ.F62411O Student Attendance

Data sets in original format available for download.

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**\*\*\*2002-2003 Graduation Rate reports**

**District Files:**

DPSxx.GQ.F63494.Y02035	(all students in cohort sorted by school)
DPSxx.GQ.F63494.Y02035.ADULT	(W26s)
DPSxx.GQ.F63494.Y02035.DROPOUT	
DPSxx.GQ.F63494.Y02035.GRAD	
DPSxx.GQ.F63494.Y02035.NOTGRAD	(not graduating)
DPSxx.GQ.F63494.DATA	
DPSxx.GQ.F63494.ALPHA	(all students in cohort sorted by name)

**School Files:**

DPSxx.GQ.F70307.Y02035  
DPSxx.GQ.F70307.Y02035.ADULT  
DPSxx.GQ.F70307.Y02035.DROPOUT  
DPSxx.GQ.F70307.Y02035.GRAD  
DPSxx.GQ.F70307.Y02035.NOTGRAD  
DPSxx.GQ.F70307.DATA  
DPSxx.GQ.F70307.ALPHA

Layout of .Data file in DPS.DISTRICT.FORMAT.Y0203(F63494, F70307)

## Attachment 2: Summary of Common Data-Reporting Concerns

Data Concern	Discussion	Solution
Improper reporting of <i>Student Number Identifier - Alias, Florida</i>	In order to accurately track students across surveys and reporting years when the <i>Student Number Identifier, Florida</i> changes, the <i>Student Number Identifier - Alias, Florida</i> must be the link.	The <i>Student Number Identifier - Alias, Florida</i> assigned when the student first enters the district will always be the "alias" for that student. In order for the linking across surveys and years to work, the "alias" must remain constant.
Nonmatching codes reported across record formats	For the same reporting year, problems can occur when codes in certain elements on the <i>Student End- of- Year Status</i> records do not match <i>Withdrawal Codes</i> on the <i>Student Attendance</i> records. For example, a WO6 (standard diploma) may mistakenly be reported in the <i>Withdrawal Code</i> field on the <i>Student Attendance</i> record for a student while the <i>Diploma Type</i> on the <i>Student End- of- Year Status</i> record for the same student is z-filled.	As appropriate, <i>Withdrawal Codes</i> reported on the <i>Student Attendance</i> record must match withdrawal codes reported on the <i>Student End- of- Year Status</i> record for the elements <i>Diploma Type, Certificate of Completion Type, and Withdrawal Reason</i> .
Discrepancy between local records and records submitted to the state	Students may complete a particular school year and be expected to return the following school year, but may never enroll. For example, a student may withdraw in August prior to the beginning of the school year. The district will record this withdrawal in their system, but the withdrawal is currently not submitted to the state. In addition, there are students considered DNEs at the beginning of the school year, but the district may subsequently determine another appropriate code. Only the remaining DNEs are currently submitted to the state.	Update the <i>Withdrawal Reason</i> element on the <i>Student End -of -Year Status</i> record for the year prior to the year the student was not enrolled. This solution only applies through 1997-98 Survey 5. For 1998-99 and subsequent years, this should be done using the <i>Student Attendance</i> record. (See Attachment 3.)
Missing record formats	The data for a student for a particular year is not complete unless all the appropriate record formats were submitted for that student. For example, a student has a <i>Student End- of- Year Status</i> record and no matching <i>Student Attendance</i> record.	Submit the missing record(s).
Improper reporting of <i>Grade Level</i> on <i>Student End- of- Year Status</i> record format	The <i>Grade Level</i> code on the <i>Student End- of- Year Status</i> is used in determining the cohort for the graduation rate calculation.	The <i>Grade Level</i> on the <i>Student End -of- Year Status</i> must reflect the <i>Grade Level</i> for the 180-day school year just passed.
Unreported W43s, W45s	Some students in the cohort who have received adult high school diplomas or adult GEDs are not being counted as graduates.	Send a <i>Student-End-of-Year Status</i> record with diploma type coded correctly.
Nonpublic/Home Education students served in districts	The appropriate <i>School Number, Current Enrollment</i> for home education or nonpublic students served in a district is N998 and N999 respectively. These students are not to be reported on the <i>Student End-of-Year Status</i> record. If districts used a valid school number other than N999 and reported these students on the <i>Student-End-of Year Status</i> record, they will be included in the cohort.	Review records to determine if any nonpublic or home education students served in the district have been reported to the state on the <i>Student End-of-Year Status</i> record. If so, delete record(s).

### **Attachment 3: Special Notes on Updates\***

**Updates to Student Number Identifier - Alias, Florida (Student Demographic Information):** For the surveys being updated, the *Student Number Identifier - Alias, Florida* must be the same across all Student Demographic Information records for a given student. Please see the data element for the definition of *Student Number Identifier - Alias, Florida*.

**Updates to Withdrawal Reason (Student End of Year Status):** In order to provide information to the DOE Student Information Database on a student who left the district between school years, update the *Withdrawal Reason* code on the Student End of Year Status record for the year prior to the year the student was not enrolled in the district. In addition to the valid codes for the year being updated, use W26 where appropriate. Beginning with the 1998-99 Survey 5, use the Student Attendance record with Term = Y to report these students.

**Updates to Grade Level:** As mentioned in Attachment 2, the *Grade Level* reported on the Student End-of-Year Status record must reflect the previous 180-day school year *Grade Level* of a student.

**Archived records:** Archived records for which updates are to be allowed will be made available in original format for districts to download and use for the updating process. These records reflect updates you have made in the past for the purposes of prior cohort graduation rates.

\*Note: Updates will be batch only. An online update process will not be made available.

## Attachment 4: Reporting Years, Surveys, and Record Formats\*

During the process of updating duplicated archived data for the graduation rate calculation, updates will be allowed for the following reporting years, surveys and record formats:

**Note:** Data elements that potentially need to be updated for each record format are also listed. In addition, missing records may be added.

Reporting Year	Survey	Record Format(s)	Element(s)
1998-99	5	Student Demographic Information (grades 9-12 only) Student End-of-Year Status (grade 9 only)	Student Number Identifier-Alias, Florida Grade Promotion Status
1999-00	2	Student Demographic Information (grades 9-12 only)	Student Number Identifier-Alias, Florida
	5	Student Demographic Information (grades 9-12 only) Student End-of-Year Status (grades 9-12 only)  Student Attendance (grades 9-12 only)	Student Number Identifier-Alias, Florida Diploma Type Certificate of Completion Type Withdrawal Reason Withdrawal Code
2000-01	2	Student Demographic Information (grades 9-12 only)	Student Number Identifier-Alias, Florida
	5	Student Demographic Information (grades 9-12 only) Student End-of-Year Status (grades 9-12 only)  Student Attendance (grades 9-12 only)	Student Number Identifier-Alias, Florida Diploma Type Certificate of Completion Type Withdrawal Reason Withdrawal Code
2001-02	2	Student Demographic Information (grades 9-12 only)	Student Number Identifier-Alias, Florida
	5	Student Demographic Information (grades 9-12 only) Student End-of-Year Status (grades 9-12 only)  Student Attendance (grades 9-12 only)	Student Number Identifier-Alias, Florida Diploma Type Certificate of Completion Type Withdrawal Reason Withdrawal Code

\* Survey 5, 2001-02, and Survey 2, 2002-03, have not been archived and are still updateable. Updates to Survey 5, 2001-02, are due no later than May 9, 2003, and updates to Survey 2, 2002-03, are due no later than July 25, 2003.