



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

**PK12 INFORMATION  
DATABASE REQUIREMENTS**

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**USER  
MANUAL**

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## APPENDIX D

### DATA PROCESSING: INPUT DATASETS, EDIT REPORTS AND OUTPUT DATASETS

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyys

Where dd = district number

XXXXX = file number

YYY = year

s = survey

#### *STUDENT DATA BASE - SURVEY 1*

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Aggregate & Extra Reports
Student Demographic Information	F60775	F60780	F60786	F60805		F62584	F60802		F70752
Student Course Schedule	F60776	F60781	F60783	F60806	F60857	F60878		F60803	F71060
Teacher Course	F60777	F60782	F60789	F60807		F60879	F60858		
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108		F71213
Student Transportation	F70496	F70500	F70497	F70499		F70525	F70526		F71214

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyyys

Where dd = district number

XXXXX = file number

yyyy = year

s = survey

*STUDENT DATA BASE - SURVEY 2*

<b>Reporting Format</b>	<b>Initial or Batch Dataset Submitted</b>	<b>Initial or Batch Edit Listing</b>	<b>Initial or Batch Records in Error</b>	<b>Duplicate Report (Initial Only)</b>	<b>Validation Report</b>	<b>Validation Records in Error</b>	<b>Validation/Exception Report</b>	<b>Exception Report</b>	<b>Aggregate &amp; Extra Reports</b>
Student Demographic Information	F60775	F60780	F60786	F60805		F62584	F60802		F70752
Student Course Schedule	F60776	F60781	F60783	F60806	F60857	F60878		F60803	F71060
Teacher Course	F60777	F60782	F60789	F60807		F60879	F60858		
Federal/State Indicator Status	F61020	F61372	F61072	F61110		F62556	F61377		F70775
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108		F71213
English Language Learners Student Information	F62233	F62234	F62235	F62236		F62558	F62238		

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyyys

Where dd = district number

XXXXX = file number

yyyy = year

s = survey

*STUDENT DATA BASE - SURVEY 2(Continued)*

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Aggregate & Extra Reports
Student Discipline/Resultant Action	F60954	F60987	F60985	F61147		F62551	F61419		F70787
Prior School Status/Student Attendance	F70214	F70217	F70215	F70218	F70223	F70222			F70624
School Environmental Safety Incident Report	F62946	F62949	F62948	F62950	F62954	F62953			F70623
Student Transportation	F70496	F70500	F70497	F70499		F70525	F70526		F71214

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyyys

Where dd = district number

XXXXX = file number

yyyy = year

s = survey

*STUDENT DATA BASE - SURVEY 3*

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Aggregate & Extra Reports
Student Demographic Information	F60775	F60780	F60786	F60805		F62584	F60802		F70752
Student Course Schedule	F60776	F60781	F60783	F60806	F60857	F60878		F60803	F71060
Teacher Course	F60777	F60782	F60789	F60807		F60879	F60858		
English Language Learners Student Information	F62233	F62234	F62235	F62236		F62558	F62238		
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108		F71213
Federal/State Indicator Status	F61020	F61372	F61072	F61110		F62556	F61377		F70775

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyys

Where dd = district number

XXXXX = file number

YYYY = year

s = survey

*STUDENT DATA BASE - SURVEY 3(Continued)*

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Aggregate & Extra Reports
Prior School Status/Student Attendance	F70214	F70217	F70215	F70218	F70223	F70222			F70624
Student Discipline/Resultant Action	F60954	F60987	F60985	F61147		F62551	F61419		F70787
School Environmental Safety Incident Report	F62946	F62949	F62948	F62950	F62954	F62953			F70623
Student Transportation	F70496	F70500	F70497	F70499		F70525	F70526		F71214

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyyys

Where dd = district number

XXXXX = file number

yyyy = year

s = survey

*STUDENT DATA BASE - SURVEY 4*

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Aggregate & Extra Reports
Student Demographic Information	F60775	F60780	F60786	F60805		F62584	F60802		F70752
Student Course Schedule	F60776	F60781	F60783	F60806	F60857	F60878		F60803	F71060
Teacher Course	F60777	F60782	F60789	F60807		F60879	F60858		
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108		F71213
Student Transportation	F70496	F70500	F70497	F70499		F70525	F70526		F71214

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyyys

Where dd = district number

XXXXX = file number

yyyy = year

s = survey

*STUDENT DATA BASE - SURVEY 5*

<b>Reporting Format</b>	<b>Initial or Batch Dataset Submitted</b>	<b>Initial or Batch Edit Listing</b>	<b>Initial or Batch Records in Error</b>	<b>Duplicate Report (Initial Only)</b>	<b>Validation Report</b>	<b>Validation Records in Error</b>	<b>Validation/Exception Report</b>	<b>Exception Report</b>	<b>Aggregate &amp; Extra Reports</b>
Student Demographic Information	F60775	F60780	F60786	F60805		F62584	F60802		F70752
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108		F71213
Student End of Year Status	F60953	F60983	F60981	F61146		F62549	F61420		F71012
Student Discipline/Resultant Action	F60954	F60987	F60985	F61147		F62551	F61419		F70787
Career and Technical Education Student Course Schedule	F60952	F61001	F60999	F61002		F62541	F61355		
Career and Technical Education Teacher Course	F61017	F61087	F61085	F61088		F62542	F61356		
Federal/State Compensatory Project Evaluation	F60951	F60979	F60977	F61148		F62550	F61422		

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyyys

Where dd = district number

XXXXX = file number

yyyy = year

s = survey

*STUDENT DATA BASE - SURVEY 5 (Continued)*

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Aggregate & Extra Reports
Dropout Prevention Program Data	F62243	F62244	F62245	F62246		F62557	F62248		
Federal/State Indicator Status	F61020	F61372	F61072	F61110		F62556	F61377		F70775
Student Course Transcript Information	F62412	F62414	F62425	F62426		F62554	F62428		
Prior School Status/Student Attendance	F70214	F70217	F70215	F70218	F70223	F70222			F70624
School Environmental Safety Incident Report	F62946	F62949	F62948	F62950	F62954	F62953			F70623

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyys

Where dd = district number

XXXXX = file number

YYYY = year

s = survey

*STUDENT DATA BASE - SURVEY 5(Continued)*

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Aggregate & Extra Reports
English Language Learners Student Information	F62233	F62234	F62235	F62236		F62558	F62238		
Student Assessment	F70779	F70780	F70781	F70782		F70783	F70784		
Student Additional Funding	F71313	F71315	F71316	F71441		F71319	F71318		
Industry Certification	F71433	F71435	F71436	F71442		F71438	F71437		

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyys

Where dd = district number

XXXXX = file number

yyyy = year

s = survey

*STUDENT DATA BASE - SURVEY 6*

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Aggregate & Extra Reports
Student Demographic Information	F60775	F60780	F60786	F60805					

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyys

Where dd = district number

XXXXX = file number

yyyy = year

s = survey

*STUDENT DATA BASE - SURVEY 9*

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Aggregate & Extra Reports
Student Demographic Information	F60775	F60780	F60786	F60805		F62584	F60802		F70752

Access the  
REPORTS  
Tab:

- Report Name
- Report Number
- Report Description

*STAFF DATA BASE (DQ2) - SURVEY 2*

<b>Reporting Format</b>	<b>Dataset Submitted</b>	<b>Edit Listing</b>	<b>Records in Error</b>	<b>Duplicate Report</b>	<b>Validation Report</b>	<b>Validation Records in Error</b>	<b>Batch Update (Overlays)</b>	<b>Aggregate &amp; Extra Reports</b>
Staff Demographic Information	F61025	F61163	F61162	F61164	F61399	F71277	F61163 F61162	F70658
Staff Additional Compensation	F61030	F61167	F61166	F61168	F61400	F71280	F61167 F61166	
Staff Payroll Information	F61028	F61171	F61170	F61172	F61401	F71278	F61171 F61170	
Staff Additional Job Assignments	F61029	F61175	F61174	F61176	F61402	F71279	F61175 F61174	
Staff Benefits	F61031	F61179	F61178	F61180	F61403	F71276	F61179 F61178	
Staff Experience	F61026	F61379	F61381	F61380	F61404	F71274	F61379 F61381	
Staff Multidistrict Employee	F61027	F61384	F61385	F61383	F61406	F71275	F61384 F61385	

Access the  
REPORTS  
Tab:

- Report Name
- Report Number
- Report Description

*STAFF DATA BASE (DQ2) - SURVEY 3*

Reporting Format	Dataset Submitted	Edit Listing	Records in Error	Duplicate Report	Validation Report	Validation Records in Error	Batch Update (Overlays)	Aggregate & Extra Reports
Staff Demographic Information	F61025	F61163	F61162	F61164	F61399	F71277	F61163 F61162	F70658
Staff Additional Compensation	F61030	F61167	F61166	F61168	F61400	F71280	F61167 F61166	
Staff Payroll Information	F61028	F61171	F61170	F61172	F61401	F71278	F61171 F61170	
Staff Additional Job Assignments	F61029	F61175	F61174	F61176	F61402	F71279	F61175 F61174	
Staff Benefits	F61031	F61179	F61178	F61180	F61403	F71276	F61179 F61178	
Staff Experience	F61026	F61379	F61381	F61380	F61404	F71274	F61379 F61381	

Access the  
REPORTS  
Tab:

- Report Name
- Report Number
- Report Description

*STAFF DATA BASE (DQ2) - SURVEY 5*

<b>Reporting Format</b>	<b>Dataset Submitted</b>	<b>Edit Listing</b>	<b>Records in Error</b>	<b>Duplicate Report</b>	<b>Validation Report</b>	<b>Validation Records in Error</b>	<b>Batch Update (Overlays)</b>	<b>Aggregate &amp; Extra Reports</b>
Staff Demographic Information	F61025	F61163	F61162	F61164	F61399	F71277	F61163 F61162	F70658
Professional Development	F61869	F61871	F61872	F61873	F61874	F71256	F61871 F61872	
Fiscal Year Salaries	F63313	F63314	F63315	F63316	F63317	F71253	F63314 F63315	
Fiscal Year Benefits	F63318	F63319	F63320	F63321	F63322	F71249	F63319 F63320	

Access the  
REPORTS  
Tab:

- Report Name
- Report Number
- Report Description

*WDIS DATA BASE (DQ2)*

<b>Reporting Format</b>	<b>Initial or Batch Dataset Submitted</b>	<b>Initial or Batch Edit Listing</b>	<b>Initial or Batch Records in Error</b>	<b>Duplicate Report (Initial Only)</b>	<b>Validation Report</b>	<b>Validation Records in Error</b>	<b>Validation/Exception Report</b>	<b>Exception Report</b>	<b>Extra Reports</b>
Adult General Education Test Record	F71124	F71128	F71125	F71127	F71129	F71130			
WDIS Adult General Education Student Course	F63417	F63421	F63418	F63420	F63448	F63447			
WDIS Student Demographic Information	F63422	F63426	F63423	F63425	F63450	F63449			
WDIS Student End of Term Status	F63427	F63431	F63428	F63430	F63452	F63451			
WDIS Teacher Course	F63432	F63436	F63433	F63435	F63454	F63453			
WDIS Career and Technical Education Student Course Schedule	F63442	F63446	F63443	F63445	F63458	F63457			
WDIS Supplemental Information	F70871	F70873	F70872	F70874					