

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Federal and State Compliance Office

Initial Entry Registration Workshop

By Terry Ceballos

February 2016





Federal and State Compliance Office



Tuesday, January 5, 2016

STUDENTS

PARENTS

EMPLOYEES

COMMUNITY

Click for

- Home
- School Attendance
- Registration Requirements
- Maps and Boundaries
- Foreign Adult Services
- Foreign Records/Visa Dept.
- Parent Choice Stud. Transfer
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- Student Transcript Request
- TRACE
- Truancy Program
- Driver's License/Attendance
- FL Home School Program
- FTE
- Presentations
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- Surveys



The Federal & State Compliance Office provides centralized support to schools and district offices in the following areas: Full-time Equivalent (FTE), Student Transfers, Florida Home Education Program, Truancy Referrals, Student Attendance, Maps and Boundaries, Foreign Records, Entry Procedures for Registration, Driver's License Processing, Florida Department of Law Enforcement Missing Children's Program and data input.

Federal & State Compliance Office

489 East Drive
Miami Springs, Florida
Telephone: (305) 883-5323

Old Student Data Card FM-2733

Thank You for bringing or disposing of all of your old Data Cards. We will continue to accept them at FASCO.

MIAMI-DADE COUNTY PUBLIC SCHOOLS						STUDENT DATA CARD		
SCHOOL NO.	I.D. NUMBER	STUDENT'S LAST NAME	APP	FIRST NAME	MIDDLE NAME	BIRTH DATE	SEX	GRADE
Current Entry Date	Florida I.D. Number	Last Name (different)	APP	First Name	Middle Name	Section	Student Social Security No.	
ETHNIC HISPANIC _____ (Y/N)	(Check all that apply)		Place of Birth: (City)			(State/Country)		
Student's Address						Telephone		
P A R E N T S / G U A R D I A N	Last Name		Telephone			Alt Telephone		
	Last Name		Telephone			Alt Telephone		
Current School:						Are you receiving services? Y _____ N _____		Card No.



878-0269

COMPLETE REVERSE SIDE

FM-2733E Rev. (02-09)

Parents/guardians have the right to review the professional qualifications of their child's classroom teacher(s) including the licensing status, degree major, graduate degree(s) and the field of certification. This "right to know," available from your child's school, includes whether your child is receiving services provided by paraprofessionals and, if so, their qualifications.



NEW EMERGENCY STUDENT DATA SHEET FM-2733

**DESTROY
YEARLY**

EMERGENCY STUDENT DATA FORM

School No. /Name _____ I.D. Number _____ Grade ____ Section ____

Student's Last Name _____ APP _____ First Name _____ Middle Name _____

Address _____

Indicate primary contact phone number to be used for emergencies and automated messaging: _____

_____	_____	_____	_____
Last Name	First Name	Relation	Place of Employment
_____	_____	_____	_____
Telephone	Cellphone	Email	
_____	_____	_____	_____
Last Name	First Name	Relation	Place of Employment
_____	_____	_____	_____
Telephone	Cellphone	Email	

Is either parent in the Military? Y _____ N _____ Branch _____

Kindergarten Only: Was the child in pre-school or child care? Yes _____ No _____

Was the full cost paid by you? Yes _____ No _____ What type? Headstart _____ ESE _____ Migrant _____ Other _____ Unknown _____

EMERGENCY CONTACT INFORMATION: Additional data is requested in the event of an emergency illness of your child. It is the parents' legal responsibility to assume medical and transportation expenses for your child. In the event that parents of child cannot be reached, provide contact information below of two persons, by order of priority.

_____	_____	_____	_____
(Name)	(Relation to Student)	(Address)	(Phone at Work)
_____	_____	_____	_____
(Name)	(Relation to Student)	(Address)	(Phone at Work)
_____	_____	_____	_____
Family Doctor	Phone	Preference of Hospital	Phone

Student health/allergy data which should be known in an emergency: _____

AUTHORIZATION FOR RELEASE OF STUDENTS FROM SCHOOL: Please provide names of persons authorized or not authorized to take your child from school during the school day. Note that persons listed as emergency contacts are not authorized to pick up your child, unless listed in this section.

Authorized: _____

Authorized: _____

Not authorized: _____

Not authorized: _____

IT IS THE PARENTS' RESPONSIBILITY to inform the school in person of any changes in the information listed on this form. Under penalties of perjury, I declare that I have read the foregoing [document] and that the facts stated in it are true.

Date: _____ Printed Parent Name: _____

Parent's Signature Verification: _____

Parents/guardians have the right to review the professional qualifications of their child's classroom teacher(s) including the licensing status, degree major, graduate degree(s) and the field of certification. This "right to know", available from your child's school, includes whether your child is receiving services provided by paraprofessionals and, if so, their qualifications.

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree under Fla. Stat. § 937.06, or whoever makes a false verified declaration is guilty of the crime of perjury, a felony of the third degree, under Fla. Stat. § 92.525, which are punishable as provided in Fla. Stat., §§ 775.082, 775.083 and 775.084.

The Emergency Student Data Form governs early release/withdrawal of the student. The person who signs/verifies this form is responsible for providing truthful and accurate information. If the student's parents are divorced or separated, the enrolling parent is responsible for providing information that is consistent with the most recent court order governing

**We are an educational institution.
We educate ALL children.**

**We are not family court.
We do not get involved in
deciding guardianship.**

***Lawson E. Thomas Courthouse Center
175 NW 1st Ave, Suite 2441
Miami, FL 33128
(305) 349-7800***



NEW Evidence of Custody/ Guardianship

- If the student is residing with someone other than the parent or legal guardian, the following provisions shall apply:
- If the parent lives within Miami-Dade, Broward, Palm Beach or Monroe, the parent must provide documentation of custody by an appropriate state agency such as the Florida Department of Children and Families or the court. Applications for temporary custody of minor children by extended family can be obtained at the Lawson Thomas Courthouse at 175 NW 1st Ave., Suite 2441, Miami, Florida, 33128, 305-349-7800.

NEW Evidence of Custody/ Guardianship

- If a parent resides **within** Miami-Dade, Broward, Palm Beach or Monroe and the student lives in a residence licensed by the Florida Department of Children and Families, the student may be registered and enrolled in the school that serves that licensed residence.
- If the parent lives **outside** of Miami-Dade, Broward, Palm Beach or Monroe, the school may accept a notarized statement from the parent identifying the person assuming responsibility for the supervision of the child.



NEW Guardianship for the Student's Parent Residing in the U.S.

- Notarized document or Power of Attorney guardianship paperwork must be kept with the courthouse receipt in the student's CUM.
- **Only for parents residing in Miami-Dade, Broward, Palm Beach or Monroe. (APPLIES TO BULLET #1)**

Miami-Dade County
Lawson E. Thomas Courthouse
175 NW 1st Ave Suite 2441
Miami, FL 33128
(305) 349-7800

The Family Court Self Help Program
Packet Sale Receipt
175 N.W. 1st Avenue
24th Floor, Suite 2441
Miami, Florida 33128
(305) 349-7800

Self Help Number: 12- 615
Packet Number: 12- 264TC
Packet Type: Temporary Custody

Printed on: 8/18/12 2:55 pm
Staff Member ID:

Name of the Purchaser: Jill
Name of Litigant if other than purchaser:
Form of Payment: Credit Card
Payment Amount: \$66.00

SAMPLE
Acknowledgment of Receipt

I understand that I am being sold a Temporary Custody packet because I believe I meet the filing requirements.

I acknowledge that I have read the Limitation of Services, to include that the Self-Help program staff are not acting as my lawyer or providing me with legal advice.

I understand that I must comply with the instructions provided within this packet to file my action.

I understand that the packet IS NOT REFUNDABLE.

SIN DEVOLUCIONES

NO REFUNDS

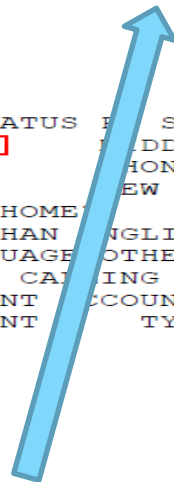
PAP RETOURNIN KOB OU

Parent/Guardian Codes

Only Parent's or Legal Guardian's names should be on the PF8. Codes are found on **PA2 HELP** Screen in DSIS.

Add **RESTRICTED** next to the parent's name only when legal documents are presented and in the cum. folder.

```
SI08-32-YEHS                                PARENT INFORMATION                                03/26/12 13.12.10
STUDENT ID                                FLA STU ID                                STATUS F SEX M
LEGAL NAME: LAST [REDACTED]                FIRST [REDACTED]                            MIDDLE [REDACTED] APP
CURRENT SCHOOL 8013                        GRADE PK HR SECT                            PHONE [REDACTED]
PARENT PIN NEW BEG
1. IS A LANGUAGE OTHER THAN ENGLISH USED IN THE HOME? N
2. DID THE STUDENT HAVE A FIRST LANGUAGE OTHER THAN ENGLISH? N
3. DOES THE STUDENT MOST FREQUENTLY SPEAK A LANGUAGE OTHER THAN ENGLISH? N
LANGUAGE: PRIMARY HOME EN STUDENT EN HOME CALLING IVR PIN [REDACTED] 60
PARENT/GUARDIAN: PARENT ACCOUNT NUMBER:
LAST NAME FIRST NAME REL EMPLOYMENT TYPE PHONE EXT
BAR MAR A 305 - -
EMAIL: M TEXAS
G
F RESTRICTED
I HAVE A DREAM: STATUS RELEASE OF DATA MILITARY FAMILY:
MEDICAID PARENTAL CONSENT:
MILITARY RANK/WORKING ON FEDERAL PROPERTY:
```



Foreign Guardianship

- All **foreign** guardianship paperwork should be **emailed** to Foreign Records staff for processing

MParadela@dadeschools.net

or MCasero@dadeschools.net

A response will be **e-mailed** back to you.

- Do **NOT** send them to Family Court downtown.
- Homeland Security/ICE guardianship paperwork is processed with M-DCPS and **NOT** the courthouse.
- If there is any doubt on the documentation, please verify with Federal and State Compliance(FASCO) staff **BEFORE** you send a guardian away.

Foreign Student Registration

- Immigration documents must **NOT** be photocopied nor sent to the courthouse
- Use FM-6670 to capture information from:
 - Passport
 - Parolee Card
 - Certificate of Arrival (in United States)
 - Immigration information
 - Sign and retain in the student cumulative folder.
- When in doubt, call FASCO staff.

Fill in as much as possible



Ms. Charlene Burks
Administrative Director

Ms. Terry Ceballos
Coordinator

INTERNATIONAL STUDENT PLACEMENT ADVISORS

Margarita Casero (M-1 Visas/Adult Ed.) 305-884-2044 Ext. 4

Maria Elena Paradela (F-1 / J-1 Visas) 305-884-2044 Ext. 2

Michael J. Pérez 305-884-2044 Ext. 1

HEAT TRANSMITTAL SHEET

To: **Federal and State Compliance Office**
Foreign Records /
Student Visa Department

Sending School Name: _____

Heat Ticket # _____

Date: _____ Contact Person (from the sending school): _____

Student Name: _____ School Phone Number/Extension: _____

Date of Birth: _____ School Fax Number: _____

From what country are the school records? _____ Total No. of Pages Including Cover: _____

New Registration/ID number: _____

Yes No ID# _____

Records are from: Original Copy Fax

Prior HEAT Ticket number: _____

Placement of student:

_____ Grade by age

_____ Grade by record(s)

_____ Grade placement for the 20 - 20 school year

FM 6008 (Temporary Placement Form) was used at the time of registration: Yes No

Federal and State Compliance Office
Foreign Records / Student Visa Department
489 East Drive
Miami Springs, Florida 33166

FM-6957 Rev. (06-15)

Foreign
Records
HEAT
Cover
Sheet
FM-6957

**Also available in
Spanish and
Haitian Creole**



ATTENTION PARENTS AND GUARDIANS

*Do you need information on how to obtain an I-20?
(F-1 Student Visa or M-1 Vocational Student Visa)*

Do you need guidance concerning your child's or your legal status?

Do you need information on educational options after high school graduation?

**For answers to the above questions and other related issues, contact the following
Foreign Student Advisors:**

Ms. Terry Ceballos
Coordinator F-1 and M-1 Visas
305-883-5323
tceballos@dadeschools.net

Ms. Maria Elena Paradela
F-1 Student Visa
305 884-2044, Ext. 3
mparadela@dadeschools.net

Ms. Margarita Casero
M-1 Student Vocational Visa
305- 884-2044, Ext. 4 or 305-883-1445
mcasero@dadeschools.net

**Federal and State Compliance Office
Foreign Records/Student Visa Department**

Student Visas

- Foreign Records and Student Visas department provides assistance with securing and submitting appropriate immigration forms and with collecting tuition reimbursement as required by current immigration law for grades 9th -12th.
- Issue the I-20 Certificate of Eligibility for students who apply for the **F-1 student visa** or the **M-1 vocational visa**.

Student Visas continued

- Foreign Exchange J-1 visa companies or guardians should be directed to our office to sign the acceptance form.

NO school site personnel is authorized by immigration to sign these forms.

Out of Country Grades and TRACE

- All transcripts received from countries outside of the United States must be submitted via HEAT ticket to the Foreign Records Department at the Federal and State Compliance Office (FASCO) for interpretation, review, and entry into TRACE.
- TRACE applies only to 9th -12th grade course numbers.
- All **semester I** courses will be matched to the courses found on PF1 (Student Record/Subjects) in DSIS for 6th – 12th grade.

Apostille Process

- Parent requests a transcript, diploma, or a permanent school record with the school's seal.
- Direct parents to The Federal and State Compliance Office (FASCO) in Miami Springs
 - **Only by appointment: 305-883-5323**
- Once the document is notarized by FASCO, parents will be directed to the State of Florida for the Apostille.



NEW Department Phone Numbers

M-DCPS CHILDREN'S COURTHOUSE

305-679-2800

**COMPREHENSIVE HEALTH
SERVICES**

305-805-4600



Verify All Incoming Students

- Verify if students were previously enrolled in M-DCPS by doing a last name scan(PF 2).

Verify:

Date of Birth

Parent's Name

Place of Birth

Immunization dates

- Do NOT add hyphens between last names or use the maiden name (mom's last name) as a middle name.

Verify All Incoming Students continued

- **Duplicate ID numbers will affect your FTE in 2016-2017 \$\$\$\$\$\$**
- Create Cumulative folders for new students.
- Request students' Cumulative folders from their previous schools.
- When in doubt, call your FASCO Data Specialist AT 305-883-5323

9th-12th Verify Cohort for ALL Incoming Students

- Counselors and registrars must work together making sure the Cohort is correct upon registration
- **Verify the Cohort on the Miscellaneous Information screen (PF20) or on the G.P.A. screen.**

9th-12th Verify Cohort for ALL Incoming Students continued

- When you find an incorrect cohort, e-mail:
Charlene Burks Cburks@dadeschools.net
Martha Montaner Mmontaner@dadeschools.net
Lianne Batlle-Baez LBatlle-Baez@dadeschools.net
- Write your reason for the request, student name, ID number, **cohort changes from Cohort XX to Cohort YY**

BIRTH VERIFICATION (STAMP)

Sample

Highland Park Charter School

**PRINT NAME OF PERSON RECEIVING
DOCUMENT: _____**

**SIGNATURE NAME OF PERSON
RECEIVING DOCUMENT: _____**

DATE RECEIVED: _____

**NAME OF PARENT/GUARDIAN
SUBMITTING DOCUMENT: _____**

COMMENT(S): _____

(birth cert., parolee card, transcript, etc.)



Kindergarten and 1st Grade Entry

- Kindergarten entry 5 years old by Sept. 1, 2016
- Birthday after Sept. 1, 2016 requires:
 - **Born in FL-** Send HEAT ticket with birth certificate, proof of Kg from private school, and FM-6626 (Promotion from Kindergarten to First Grade) to your data specialist at FASCO for grade movement
 - **FM-6626 is NOT required for :**
 - Born in another state-** Follow that state's entrance requirement; send HEAT ticket with birth certificate and Kg promotion to your FASCO data specialist
 - Born in a foreign country-** Send foreign school records through HEAT to the foreign records staff for proper grade placement into K or 1st grade

Date Entered a USA School

- All Kg -12th must answer Home Language Survey:
 - Date Entered a **USA School (DEUSS Date)**
 - Indicate the **FIRST time** student enrolls in a school in the US - Public or Private **Kg-12**
 - Send DEUSS Date corrections via HEAT to your data specialist at FASCO

Missing or incorrect DEUSS Date

will affect your FTE

\$



Home Language Survey FM-5196 and DEUSS Date

First time student entered a USA school **Kg** – 12th

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
HOME LANGUAGE SURVEY**
To Be Completed by Parent or Guardian

Student I.D. No. _____

Student Name _____
Last First Middle

Date of Birth _____
Month Day Year

Grade _____

Home Language _____

Student Language _____

Date Entered U.S. School _____
Month Day Year

If the answer is "YES" to any of these questions, the student must be tested for English proficiency.

1. Is a language other than English used in the home? Yes No

2. Did the student have a first language other than English? Yes No

3. Does the student most frequently speak a language other than English? Yes No

School _____ Date _____ Parent/Guardian Signature _____

**ESCUELAS PUBLICAS DEL CONDADO DE MIAMI-DADE
ENCUESTA SOBRE EL IDIOMA HABLADO EN EL HOGAR**
Debe ser completado por el/la padre/madre o tutor/a

No. De I.D. _____

Nombre del Estudiante _____
Apellido Inicial

Fecha de Nacimiento _____
Mes Día Año

Grado _____

Lengua Paterna _____

Idioma del Estudiante _____

Fecha de Entrada a la Escuela de los Estados Unidos: _____
Mes Día Año

Si responde "SI" a alguna de estas preguntas, el estudiante debe tomar un examen para saber cual es su conocimiento del Inglés.

1. ¿Usan en su casa algún otro idioma que no sea el Inglés? Sí No

2. ¿Tuvo el estudiante una lengua materna distinta al Inglés? Sí No

3. ¿Habla el estudiante frecuentemente otro idioma que no sea el Inglés? Sí No

Escuela _____ Fecha _____ Firma del Padre/Madre _____

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
SONDAJ SOU KI LANG TIMOUN NAN PALE**
Pou paran cubyen moun ki responsab timoun nan ranpli

No. I.D. Elèv La _____

Non Elèv la _____
Non fanmi _____

Dat Fèt li _____
Mwa Jou Ane

Klas _____

Lang paran Yo _____

Lang Elèv La _____

Dat ou Antre U.S. Lekòl: _____
Mwa Jou Ane

Si repons lan se "WI" pou nenpòt nan kesyon anba yo, elèv la dwe pran yon tès Anglè.

1. Eske yo sèvi ak yon lang ki pa Anglè lakay li? Wi Non

2. Eske elèv la te genyen yon premye lang anvan Anglè? Wi Non

3. Eske elèv la abitye pale yon lang ki pa Anglè? Wi Non

Lekòl _____ Dat _____ Siyati Paran _____

Transfer of Students

- Proper documentation is required for withdrawals and transfers.
- Use the appropriate withdrawal codes; document the whereabouts of students on **PF15** screen in DSIS.
- Only the parent who enrolls the student may withdraw or transfer the student.
- Use **FM-7281** for transfers dealing with charters schools

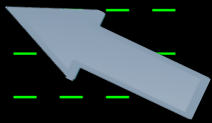
Course Credit Earned by EOC Exam (CAP) TRACE Entry

```

TC02-12-H0RM                COURSE TRANSFER                12/18/15 09.22.20
ID#                          CYCLE 131  STUDENT NAME                PAGE 1
SDBS GRADE 12  BIRTHDATE                SEX F                GRANTING SCHL
FLA ID
TRANSFER SCHOOL NUMBER                COUNTY NUMBER 13    GRADE 10
SCHOOL NAME                SENIOR HIGH
CITY NORTH MIAM                STATE FL        ZIP 33162
DAYS PRESENT 000                DAYS ABSENT 000
  
```

FS REF _____

FGV	ST	DCPS	EQUIV	TRM	CAS	CRS	FLAG	TITLE	GD	CRED
A		200031001		A	E		--	Biology 1	P	1.00
A		120631001		A	E		--	Geometry	P	1.00
							--			
							--			
							--			
							--			
							--			
							--			



NEXT TRANSFER SCHOOL FOR THIS CYCLE = PF8
 DUPLICATE CHARACTER = '
 * RETURN = CLEAR



Credit Recovery Coding

Credit Recovery (CR) courses are considered elective “EL” courses which **will not** satisfy SUS/FTIC admissions, NCAA, and the Bright Futures Scholarship requirements.

Students enrolled in a CR course must have previously attempted the course and/or end-of-course (EOC) assessment.

Core course code number must also be traced in order to receive the required course credit for graduation!

Remember: One semester CR course can forgive one semester **or** one annual course.

Florida Virtual (FV) TRACE Entry

- For Data Entry into TRACE for Florida Virtual courses:
 - District # = 71
 - Middle School # = 0500 (Pre-Populates)
 - Senior High School # = 0600 (Pre-Populates)
 - 8th and 9th character must be 01 after the course code # found on the Final Grade Report
 - *10th and 11th character of the course code # must end in FV*

Example: 070835001FV

8th and 9th character must be “01” after the course code # found on the Final Grade Report

10th and 11th character of the course code # must end in “FV” for the online credit



Issue Date: 12/16/2015
The School Counselor(s) for
MATTHEW GONZALEZ
11700 Hialeah Gardens Blvd
Hialeah Gardens, FL 33018
US

FINAL GRADE REPORT

Student: [Redacted]
Course: Spanish
Course Code: 0708350
Course Type: Regular
Final Grade: B
Numeric Grade: 87.00
Percent Complete: 100.000
Credits Earned: 0.5000
Term: 2
School Year: 2015-2016

Servicing Virtual School: Florida Virtual School
Virtual School Code: 71-0600
Virtual School Student #: [Redacted]
Instructor: [Redacted]
District Student Number: [Redacted]
FLEID: [Redacted]
Date of Birth: [Redacted]
District: Miami-Dade
School: [Redacted] Senior High School
Grade Level: 10

This is to report the named student's final grade for the above course. This document may be translated into a language understandable by a parent or guardian, if necessary. All questions may be directed to FLVS 407-513-FLVS(3587), extension 0. A "WF" (Withdrawn Fail) grade is when the student withdraws past the grace period with a failing grade at the time of withdrawal, no credit awarded. A "WP" (Withdrawn Pass) grade is when the student withdraws past the grace period with a passing grade at the time of withdrawal, no credit awarded. A "P" (Passing) grade value indicates that credit was awarded based on the student passing a state-administered (EOC) End of Course assessment instead of completing 100% of the course materials. Florida refers to this as a Credit Acceleration Program (CAP) credit. However, Florida has instituted End of Course exams for select courses. A final grade issued by FLVS in one of the EOC exam courses may be interpreted differently based on district policies in effect at the time of enrollment and/or completion, and specific requirements per Florida Statute. Please note that each Florida school district reserves the right to input FLVS statuses into their county transcript system based on their specific student progression plan and/or reporting capabilities.



04161B87C1361CFA0BF3817DE89F4BC765809A20AA25604BA928BFC496CCE4754

For report field definitions, please click the following:
<http://vsa.flvs.net/finalgrade/fields.aspx?ID=1>

Charter Virtual (CV) TRACE Entry

- Data Entry into TRACE for Charter Virtual School courses:
 - District # = district number where student attends
 - Middle School # = your school number
 - Senior High School # = your school number
 - **8th and 9th character must be '01' after the course code # found on the Final Grade Report**
 - **10th and 11th character of the course code # must end in 'CV'**

Example: 070835001CV

6th -12th Impact of FV or CV

- FV (Florida Virtual) or CV (Charter Virtual) must be entered in the **10th and 11th character** of the course number
- This will trigger a “**Y**” in the Online data element for graduation located on the G.P.A. screen
- Verify the appearance of the “**Y**” (YES), **N**(NO), **T**(Transfer Exempted), or an **X**(ESE waiver) on the G.P.A. screen for Cohorts 2011 and forward. Verify the code on Monday following the entry into TRACE
- Do not wait until the student is a **senior** ready to graduate to verify!

TRACE ENTRY CODES 2015-2016

1. TRANSFER SCHOOL TYPE	TRANSFER COUNTY#	TRANSFER SCHOOL #	EXAMPLE	BEST PRACTICE
Florida Public Schools/Institutions	01 through 76	FLDOE assigned School Number-####	06-0171 SOUTH BROWARD HIGH SCHOOL	Refer to FASTER Help Menu PF2-District/School Screen.
Florida Non-Public Schools	99	FLDOE assigned School Number-####	99-0640 GULLIVER PREPARATORY	Refer to Florida Private Schools Directory on Federal and State Compliance Office Website.
Florida Non-Public Schools – Unknown	99	9999	99-9999 FLORIDA UNKNOWN PRIVATE SCHOOL NAME	Should only be used for Florida School that is NOT listed in Florida Private Schools Directory.

TRACE ENTRY CODES 2015-2016 (Page 2)

Florida Online Middle School	71	0500	71-0500 FLVS PART TIME 6-8	Course Number should end with appropriate extension ('FV', 'OL', 'CV', 'K1') to ensure online grad requirement is met.
Florida Online High School	71	0600	71-0600 FLVS PART TIME 9-12	Course Number should end with appropriate extension ('FV', 'OL', 'CV', 'K1') to ensure online grad requirement is met.
Postsecondary Public College	00	FLDOE assigned College Number-C###	00-C915 MIAMI DADE COLLEGE	Refer to Public Postsecondary Numbers on Federal and State Compliance Office Website.

TRACE ENTRY CODES 2015-2016 (Page 3)

Postsecondary Public University	00	FLDOE assigned University Number-U###	00-U972 FIU-FLORIDA INTERNATIONAL UNIVERSITY	Refer to Public Postsecondary Numbers on Federal and State Compliance Office Website.
Postsecondary Private College/University	00	FLDOE assigned Private Postsecondary Number-P###	00-P730 UNIVERSITY OF MIAMI	Refer to Private Postsecondary Numbers on Federal and State Compliance Office Website.
Out-Of-State or Out-Of-Country	99	9900	99-9900 ESCUELA ACOLMIZTLI OF MEXICO	Should only be used for NON-Florida Schools.

Charter Virtual TRACE Entry Codes

Florida Public Virtual Charter School	13	FLDOE assigned Charter School Number-#####	FLDOE approved Full Time Virtual Charter School	Course Number should end with appropriate extension 'CV' to ensure online grad requirement is met.
	13	FLDOE assigned Charter School Number-#####	FLDOE approved Blended Learning Instruction at a Charter School	Course Number should end with appropriate extension 'K1' to ensure online grad requirement is met.

9th -12th Cohort

- How does the DOE establish your Cohort?
8th to 9th entry with a schedule on PF1/ASPEN
- What can I do to remove a student from my Cohort ?
On day **6 of NO Show/ DNE**, print PF1 and then **delete the schedule**
Student will come off your accountability!
- Fourth year Cohort credit is awarded for all graduations through the first day of the new school year in August

Reports available in Control D

- T0593J10 Current 12th graders
- T0593J15 Withdrawal Codes for Cohort

9th -12th Withdrawal Corrections

- Use FM 6837 Withdrawal Correction (not SCM form) for **seniors**
- Concrete evidence must be attached
- Principal signature required
- Hard copy must be delivered in person or through school mail to: **W.L. # 9028**

Federal and State Compliance Office

489 East Dr.

Miami Springs, FL 33166

Attention: Ms. Charlene Burks, Ms. Martha Montaner, or
Ms. Lianne Battle-Baez

Algebra I EOC/PERT

- **ALL STUDENTS** Cohort 11 and forward must take Algebra I EOC or PERT (97+ for a WFT) to graduate!
- Algebra I EOC taken:
 - **Another Florida County**-TRACE in the course. Send information to Ms. Yida Batista from Assessment to be entered into SPI (G.P.A. screen updates weekly).
 - **Out of State**- TRACE in the course. Send HEAT ticket under Algebra 1 with all documentation. When confirmed, Algebra I EOC CAS value in TRACE will be changed from a “C”(Pending) to a “ D” (Exempt).
 - **Out of Country**- TRACE done by Foreign Records.
 - **ESE students can be exempt with an ESE waiver.**

Student Attendance

Daily Attendance is mandatory !

- Student Record screen(PF1) must reflect courses being taken by the student during the school day.
- Attendance corrections must be done in a timely manner.
- The attendance upload will be processed at the following times:
 - Elementary Schools: 10:00 a.m.**
 - K-8 Centers: 11:00 a.m.**
 - Middle Schools: 11:00 a.m.**
 - Senior High Schools: 12:00 p.m.**

Student Attendance Corrections

- Attendance corrections **affecting February FTE** will **not** be accepted **after March 10, 2016!!!!**
- If corrections are needed, submit an Attendance Correction form (FM 5556) signed by the principal to

StudentAttendance@dadeschools.net

- Schools with 5 or more pages of attendance corrections **must come** to the Federal and State Compliance Office in Miami Springs to update attendance information with :

Ana Leon: **ALeon@dadeschools.net**

Fawne Ryan: **FRyan@dadeschools.net**

[Make an appointment in advance.](#)

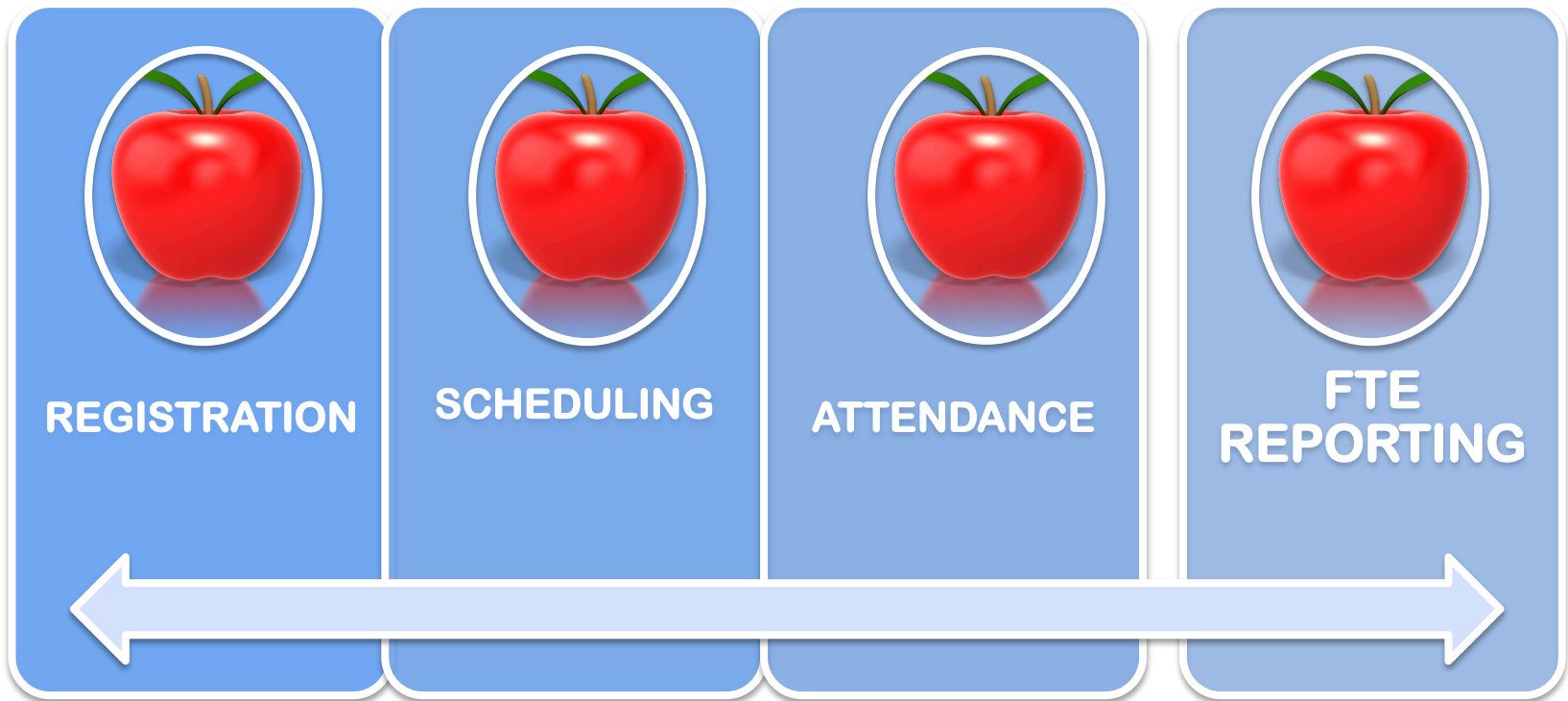
Truancy Program 6-17 yrs. old

- **Elementary**, middle and high schools may submit Truancy packets IN PERSON to FASCO. See Briefing #18225
- Schools must submit Truancy Packets for students with **15 unexcused absences** within **90 calendar days** (three consecutive months) See iAttend Weekly Briefing # 18433.
- ITS submits data of truant students to the Division of Highway Safety and Motor Vehicles for immediate suspension of driving privileges regardless of packet.
- Packets must be received at FASCO in a **timely manner.**

Data Changes

- All previous and new legal documentation, together with FM 0735 Change of Data Card must be sent to the Federal and State Compliance Office via HEAT ticket for all changes (i.e. name, birthdate, gender, etc.)
- **Change of Data form (FM 0735 revised February, 2012)** must have **parent/guardian signature**
- Further documentation may be requested by your FASCO Data Specialist.

Accurate FTE Reporting is a process...

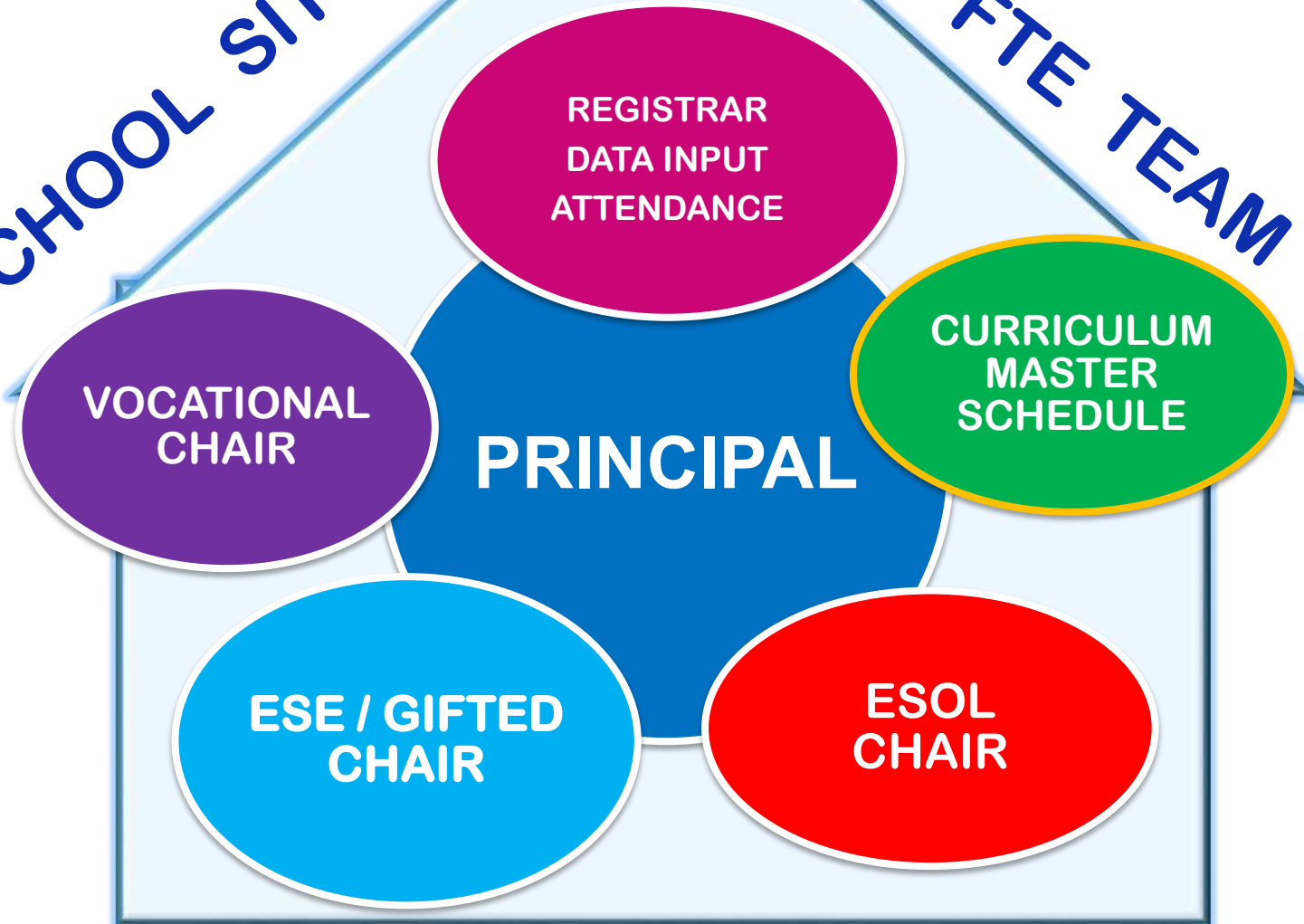


FTE

- **To maximize FTE Reporting , all schools should order new PK-12 FTE simulations to validate and clean up data (review error reports for SPED, ELL, Career Education and Vocational discrepancies)**
- See Briefing #18769 (FTE calendar attached)
- Submit Heat Ticket to your FTE specialist to resolve discrepancies
- **NEW Data Entry staff and FTE preparers email teemac@dadeschools.net for one-to-one training at FASCO**

SCHOOL SITE

FTE TEAM



REGISTRAR
DATA INPUT
ATTENDANCE

VOCATIONAL
CHAIR

PRINCIPAL

CURRICULUM
MASTER
SCHEDULE

ESE / GIFTED
CHAIR

ESOL
CHAIR

NEW FL Home Education

(Waiting on Final SPP)

- Home education students entering from grades Kindergarten through 11th grade may enter a regular Miami Dade County Public School (MDCPS) from the Florida Home Education program at any time throughout the school year.
- Any 12th grade student wanting to return to MDCPS may do so at any time of the school year up to the end of the first semester of their senior year.
- 12th grade students may **not** enter MDCPS during the **second semester** of their senior year.

NEW FL Home Education

(Waiting on Final SPP)

- Students entering MDCPS from the Florida Home Education Program should be scheduled for courses that would be the next course work to follow with the same rigorous course work presented according to their transcripts, grades or portfolio presented to the school.
- Once the student is scheduled for the next levels of course work, the school **must wait** until the completion of that school year and the final grade issued by the teachers in order to enter the FL Home Education grades as follows:

NEW FL Home Education

(Waiting on Final SPP)

- A) If the student completes the school course work with a final passing grade, the school registrar must enter into TRACE the FL Home Education grade brought in by the student with the letter grade of a “**P**” for pass.
- B) If the student completes the school course work with a final failing grade, the school registrar must enter into TRACE the FL Home Education grade brought in by the student with the letter grade of an “**F**” for fail.

Federal and State Compliance Office Workshops for All New Registration Personnel

12:00 pm to 3:30 pm

Tuesday, February 23, 2016

Miami Killian Sr. High- Media Center

or

Wednesday, March 2 ,2016

Barbara Goleman Sr. High- Media Center



A BIG THANK YOU...

*As I retire from M-DCPS on May 31, 2016, I want to **Thank You** from the bottom of my heart for making my job one that I will remember with very fond memories because of each of you.*

Serving you has been my pleasure.

Continue to stride for excellence in what you do for your schools.



*Remember, you are the **heart** of our schools!*



??Upcoming Registrar and Senior High Counselor's Meeting??

- Vital graduation requirements, new ESE diploma types and coding will be discussed
- Senior High registrars are invited to attend with your counselor the last Student Services meeting that will take place at:

Miami Jackson Senior High

May 6, 2016

From 8:00 am to 12 :00 pm