

FLORIDA DEPARTMENT OF EDUCATION



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June 1, 2006

MEMORANDUM

TO: District Coordinators of Accountability, Directors of Personnel, MIS Directors and Student Data Base Contacts

FROM: Jeff Sellers, Director, DOE K-20 Education Data Warehouse
Michael Jones, Program Director, Post Secondary Assessment

SUBJECT: Availability of Automated Report by Request on Teachers' Pass/Not Pass Status for Subject Area Tests on the Florida Teacher Certification Examination (FTCE)

The purpose of this memorandum is to inform you that the Department of Education (DOE) has developed an automated report that authorized district staff may request via North West Regional Data Center (NWRDC). The automated report shows the pass/not pass status of your district's teachers on the subject area examinations of the FTCE. This report can be used to assist your district in determining or verifying the Highly Qualified Teacher Status (HQTS) of teachers for each course they are assigned. Note that passing the appropriate FTCE subject area examination is only one of the criteria that teachers must meet in order to be identified as highly qualified as reported on the HQTS data element on Teacher Course Records.

The highly qualified teacher criteria are listed in the HQTS data element description available online at http://www.firn.edu/doe/eias/dataweb/database_0607/st170_1.pdf.

The 2006-07 list of core courses for which teachers' HQTS must be reported is available online at http://www.firn.edu/doe/eias/dataweb/database_0607/appendr.pdf.

The format and procedures for requesting the FTCE Verification File are enclosed. Questions regarding this data activity should be directed to the K-20 Education Data Warehouse at (850) 245-0428, Suncom 205-0428 or K20EDW@fldoe.org.

**Florida Department of Education
K-20 Education Data Warehouse**

2006-2007 Florida Teachers Certification Exam (FTCE) Verification File

1. This file is used to verify the pass/not pass status of teachers on the subject area examinations of the Florida Teachers Certification Exam (FTCE). This report can be used to assist in determining or verifying the Highly Qualified Teacher Status of teachers for each course they are assigned which is reported on the Teacher Course Format.
2. DATASET NAME: The dataset name of the request file by the school district is DPSxx.GU.F70735.Yyyy where 'xx' indicates the district number and 'yyyy' indicates the school year. The dataset name of the file produced by the Department is DPSxx.GU.F70736.Yyyy where again 'xx' indicates the district number and 'yyyy' indicates the school year.
3. TESTS INCLUDED: The pass/not pass status of a subject area examination will only be generated for exams the teacher actually took. FTCE subject area tests not taken by the teacher will not be listed on the report with blank data.
4. REQUEST: A request for the FTCE verification file can be made at any time during the school year by sending the Input File of teachers for whom the district is seeking FTCE information to Northwest Regional Data Center (NWRDC) This should be followed by an email message by the school district contact person to notify the K-20 Education Data Warehouse (EDW) at the email address below that a file has been sent for processing.
5. RETRIEVAL: The EDW will match the verification file records to the FTCE data and create the Output file for the district to retrieve from NWRDC.
6. CONTACT INFORMATION: Questions regarding this data activity should be directed to the EDW at (850) 245-0428, Suncom 205-0428 or K20EDW@fldoe.org.

INPUT FILE:

2006-2007 Florida Teachers Certification Exam (FTCE) Verification File

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified, leading zeros L = Left justified	Record Length <u>80</u> Block Size _____ Dataset Name DPSxx.GU.F70735.Yyyy	Effective Date July 1, 2006
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Item Number	From-To	Size	Field Char.	Field Description
1	1-2	2	N	District Number
				The two digit number for the school district submitting the data request.

2	3-11	9	A/N/L	Social Security Number
				The number assigned to an individual by the Social Security Administration.
3	12-80	69	A/N	Filler

OUTPUT FILE:

2006-2007 Florida Teachers Certification Exam (FTCE) Verification File

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified, leading zeros L = Left justified	Record Length <u>80</u> Block Size _____ Dataset Names DPSxx.GU.F70736.Yyyyy	Effective Date July 1, 2006
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Item Number	From-To	Size	Field Char.	Field Description
1	1-2	2	N	District Number
				The two digit number for the school district submitting the data request.
2	3-11	9	A/N/L	Social Security Number
				The number assigned to an individual by the Social Security Administration.
3	12-37	26	A	Examination Name
				The name of the Florida Teachers Certification Exam.
4	38-45	8	A	Outcome of Exam
				Text that Indicates "PASS" or "NOT PASS"
5	46-51	6	N	Exam Date
				The latest date the exam was taken. (MMDDYY)
6	52-80	29	A/N	Filler