Florida College System Student Database

Reporting Year 2017-18

Version 29.01

PREVIOUS VERSIONS ARE OBSOLETE

Summary of Changes

- DE 1047: deleted and replaced with DE 1064.
- DE 1058: changed description for table value 'Z' and amended notes.
- DE 1059: changed description of table value 'Z' and amended notes.
- DE 1060: amended notes.
- DE 1061: amended notes.
- DE 1062: amended notes.
- DE 1063: amended notes.
- DE 1064: data element name changed to AGE Level of Schooling Achieved.
- DE 1101: Added valid score range for ACCUPLACER and changed structure from 9(4) to 9(4)V99.
- DE 1104: deleted table values S (SAT) and D (FCAT). Added table values O (ACCUPLACER) and Y (FSA). Added edit 1104_27, revised edit 1104_10 to include table value 'O', changed edit 1104_24 from informational to critical, and deleted edits 1104_8 and 1104_14.
- DE 1105: Added cross edit 1104_27.
- DE 2002: updated description for "track".
- DE 2021: Added clarifying note to specify table values that are excluded from NRS performance outcomes measures.
- DE 2101: updated description for "track".
- DE 2102: Deleted and replaced with DE 2121.
- DE 2105: Added cross edit DE 2121_7
- DE 2121: changed Data Element title from AGE Completion Date to Completion date, and added edit 2121_7.
- DE 3001: changed edit 3301_39 from informational to critical. Added edit 3301_40 and added cross edit 2121_7.
- DE 3023: deleted and replaced with DE 3026.
- DE 3024: deleted and replaced with DE 3027.
- DE 3026: changed Data Element title from AGE Course Entry Date to Course Entry Date.
- DE 3027: changed Data Element title from AGE Course Exit Date to Course Exit Date and added cross edit DE 2121_7
- DE 3206: Revised cross edit 3208_8
- DE 3207: Revised cross edit 3208_3
- DE 3208: Added new value and changed edits 3208_3 and 3208_8
- Entry/Exit Test Information Record Format – Record Type 2: changed field length for DE 1101.
- Course Record Format – Record Type 6: correctly identified key variables.
- Administrative changes throughout.

Table of Contents

Section I:
Documents and Procedures

Summer End-of-Term (1E) and Fall Beginning-of-Term (2B) Data Submission Calendar

August 21, 2017	Open date. Submission period begins
September 11, 2017	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
September 12 2017	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 2, 2017	Close date. Submission period ends. Summer End-of-Term and Fall Beginning-of-Term data must be loaded no later than 5:00 p.m. Eastern.
October 3, 2017	Certification form due no later than 5:00 p.m. Eastern.

If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator. |
| October 4, 2017 | If certification has not been received, the college's President is notified with a copy to the Reports Coordinator. |

Fall End-of-Term (2E) and Winter/Spring Beginning-of-Term (3B) Data Submission Calendar

December 26, 2017	Optional open date. Colleges may begin submitting Fall End-of-Term and Winter/Spring Beginning-of-Term data.
January 2, 2018	Open date. Official submission period begins.
January 29, 2018	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
January 30, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 5, 2018	Close date. Submission period ends. Fall End-of-Term and Winter/Spring Beginning-of-Term data must be loaded no later than 5:00 p.m. Eastern.
March 6, 2018	Certification form due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 7, 2018	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Winter/Spring End-of-Term (3E) Data Submission Calendar

April 2, 2018	Optional open date. Colleges may begin submitting Winter/Spring End-of-Term data.
April 16, 2018	Open date. Official submission period begins.
May 10, 2018	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
May 11, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 11, 2018	Close date. Submission period ends. Winter/Spring End-of-Term data and data from any prior term resubmissions must be loaded no later than 5:00 p.m. Eastern.
June 12, 2018	Certification forms due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
June 13, 2018	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 14, 2018	First data verification period begins. If errors are found or grade updates are required, data resubmission will be allowed through written request by the Reports Coordinator.
June 22, 2018	First data verification period ends. Data must be loaded and certification form submitted by 5:00 p.m. Eastern. If data has not been loaded and/or certification form not received, the college's President is notified with a copy to the Reports Coordinator.
June 25, 2018 - July 2, 2018	Annual data verification period. Data resubmission allowed only through a request signed by the college's President. Any data submitted during this period must be recertified by 5:00 p.m. Eastern on the last day.
July 3, 2018	**Annual close. No data resubmission will be accepted.**

Annual (4E) Financial Aid and Program Industry Certification Data Submission Calendar

September 24, 2018	Open date. Submission period begins.
October 8, 2018	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
October 9, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 22, 2018	Close Date. Submission period ends. Annual End-of-Term data must be loaded no later than 5:00 p.m. Eastern.
October 23, 2018	Certification form due no later than 5:00 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 24, 2018	If Certification Forms have not been received, the college's President is notified with a copy to the Reports Coordinator.
October 25, 2018 through November 5, 2018	Data verification period. Data resubmission allowed only through a request signed by the college's President. Any data submitted during this period must be recertified by 5:00 p.m. on the last day.
November 6, 2018	**Annual close. No data resubmission will be accepted.**

NOTE: *While Annual Financial Aid and Program Industry Certification data submission dates coincide with each other, they are two separate data submissions.*

Verification Reports List

The following reports are generated for every data submission and are available four times a -day turnaround basis.

	Report Description	FNAM
*	**AA1A (AA1A)**	AA1AREPT
*	**AA1B (AA1B)**	
	Pre-program Admittance Enrollment	AA1BPARA
	Awaiting to Limited Access Program	AA1BPARB
*	**AA1C (AA1C)**	
	Special Category Enrollments	AA1CPARA
	Special Needs Enrollments	AA1CPARB
	Apprenticeship	AA1CPARC
*	**Completions (C2)**	
	Detail Report	C2REPT
	Summary Report	C2SUM
	Course Number Match	CRSEMTCH
*	**EA3 (EA3)**	EA3REPT
	Entry Level Test Summary	ALLTREPT
	Exceptions	EXCPLST
	Fall Enrollment (EF2)	
	Detail	EF2REPT
	Summary	EF2SUM
*	**Financial Aid Summary Headcount**	FAIDSUM1
	Frequency Zero	FRQZRO
*	**OA2**	OA2REPT
	Occupationally Specific Program Enrollments (EP)	
	Detail	EPREPT
	Summary	EPSUM
	PSAV Readiness for College	PSAVRDYR
*	**Perkins**	PERKINS
	Readiness for College	READYRPT
*	**Career and Technical Education**	
	Program Completers	WFCMPRPT
	Occupational Completion Points (OCP)	WFOCPRPT
	Full Program Completions – No OCP	WFNOCPRP
	Apprenticeship	WFAPPRPT
	Literacy Completion Points	WFLCPRPT
	Program Completers File	WFCMPFIL
	Occupational Completion Points File	WFOCPFIL
	Full Program Completions – No OCP File	WFNOCPFL
	Apprenticeship File	WFAPPFIL
	Literacy Completion Points File	WFLCPFIL
*	**Hours Attempted Report**	HRATTREP
*	**Hours Earned Report**	HREARREP
	PSAV Readiness for College File	PSAVRDYF
*	**Perkins File**	PERKINSF
	Readiness for College File	READYFIL

Report Description	FNAM	
Comparative Frequencies Report	COMPFREQ	
(Five year comparison on specific fields)		

Report Description	FNAM	FNAM
SSH/CHE	*BASE*	*FUNDED*
by ICS	FTCOLSB	FTCOLSF
by ICS by Waiver/Exemption Category	FTCATSB	FTCATSF
by ICS by Age Groups	FTAGESB	FTAGESF
by ICS by Residence	FTRESSB	FTRESSF
by ICS by Verified Disabled	FTVDSSB	FTVDSSF
by ICS by IT/Nursing	FTCRSSB	FTCRSSF
by ICS by High School Graduation Year	FTHSGSB	FTHSGSF
by ICS by Florida public high school Graduation Year	FTFHSSB	FTFHSSF
by ICS by Non-Florida public high school Graduation Year	FTNFHSB	FTNFHSF
by ICS by Site	FTSITSB	FTSITSF
by ICS for Upper Division Students Taking Lower Division Courses	FTUSLSB	FTUSLSF
By Waiver/Exemption Category for Lower Division	FTCATGSB	FTCATGSF
FTE	*BASE*	*FUNDED*
by ICS	FTCOLFB	FTCOLFF
by ICS by Waiver/Exemption Category	FTCATFB	FTCATFF
by ICS by Age Groups	FTAGEFB	FTAGEFF
by ICS by Residence	FTRESFB	FTRESFF
by ICS by Verified Disabled	FTVDSFB	FTVDSFF
by ICS by IT/Nursing	FTCRSFB	FTCRSFF
by ICS by High School Graduation Year	FTHSGFB	FTHSGFF
by ICS by Florida public high school Graduation Year	FTFHSFB	FTFHSFF
by ICS by Non-Florida public high school Graduation Year	FTNFHFB	FTNFHFF
by ICS by Site	FTSITFB	FTSITFF
by ICS for Upper Division Students Taking Lower Division Courses	FTUSLFB	FTUSLFF
by Program Area	FTECOLB	FTECOLF
by Waiver/Exemption Category	FTECATB	FTECATF
By Waiver/Exemption Category for Lower Division	FTCATGFB	FTCATGFF
by Age Groups	FTEAGEB	FTEAGEF
by High School Graduation Year	FTEHSGB	FTEHSGF
by High School Graduation Year	FTEHSGB	FTEHSGF
by Florida public high school Graduation Year	FTEFHSB	FTEFHSF
by Non-Florida public high school Graduation Year	FTENFHB	FTENFHF
by Site	FTESITB	FTESITF
Adult Cap	ADLTCAP	
Adult Cap File	ADCAPREC	
Unduplicated Headcount in Funded FTE Courses by College	HCtFcc	
Unduplicated Headcount in Funded FTE Courses by Dual Enrolled	HDtFcc	
Unduplicated Headcount in Funded FTE Courses by Disability	HVtFcc	
Unduplicated Headcount in Funded FTE Courses by FTE Categories	HWtFcc	
(where t=term cc=college)		

Only generated at End-of-Term

Annual Financial Aid Verification Reports List

The following reports are generated for every data submission and are available four times a day turnaround basis.

Report Description	FNAM
Exceptions (EXCP)	EXCPLST
Financial Aid Summary Reports	FAIDSUM1
	FAIDSUM2
Financial Aid Student Record Match	FAIDMTCH
Financial Aid Counts	FAIDCNTS
Financial Aid Athlete Counts	FAATHCNT
Financial Aid Athlete Report	FAATHVRP

Program Industry Certification – Record Type 9 (4E) Verification Reports List

The following reports are generated for every data submission and are available four times a day turnaround basis.

Report Description	FNAM
Exceptions (EXCP)	EXCPLST

Procedures and Definitions

The Student Database Data Element Dictionary is not intended as a complete user manual. Instead, it defines the data elements and table values collected from the colleges during the submission year. Changes from the MIS Advisory Task Force (MISATFOR) meetings and due to legislation are made annually.

Purpose

The 1987 Legislature, through Special Appropriation 369A, directed the Division of Florida Colleges and the Florida colleges to develop and implement a statewide comprehensive management information system linking all levels of the state education system. The intent is to establish a comprehensive database of information that will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision-making.

The Student Database was designed in accordance with the General Education Provisions Act 20 USC 1221(e-1) Proviso Language.

Security and Privacy

Beginning reporting year 2017-18, mainframe data submission and processing has ended, and all data will be submitted to and be processed using the server environment. Further, the server has become the system of record.

The Florida Department of Education has implemented a secure file transfer environment via a commercial off the shelf (COTS) product from TIBCO Software, Inc (hereafter called TIBCO). Having been granted access to the CCTCMIS specific TIBCO transfer environment and using the college's Single Sign-on credential, and if a college has FTP software that is capable of sending and receiving data via secure FTP, a college can securely transfer data to the Florida Department of Education via TIBCO. TIBCO ensures data security as it moves submitted data across the DOE firewall where the data is then processed. Once the data is processed, all resultant reports are then moved securely back across the firewall into the college's secure area, ready for download via secure FTP.

To ensure the security and integrity of an individual institution's data on the server, a college will only be able to send and receive data and reports that are specific to that college. It is imperative that colleges maintain password security in order to ensure that personally identifiable information is not compromised.

For specific details on submitting data for server processing, please refer to the *Data Submission Procedures Guide.*

Submission Process

College data are edited by programs that check for the following:

1. **Valid fields.** A missing or invalid value in any data element in any given record type causes the rejection of the record. All missing or invalid values will be recorded on the Critical Error Report.

Records with any of the three following problems (Items 2-4) will be edited to expedite the error correction process. All edit errors will be listed on the error report.

2. **Duplicate Records**. Records containing duplicate unique keys causes the rejection of all duplicated records.

The following two cases (numbers 3 and 4) apply to record types 2 through 7 that are rejected because of problems with their corresponding demographic record.

3. **Missing Demographic Record.** Any record for which there is no corresponding demographic record is rejected.

4. **Duplicate Demographic Record.** Any record for which its corresponding Demographic record has duplicates is rejected.

5. **Rejected Demographic.** Any record that had its corresponding demographic record rejected because of an edit error is likewise rejected.

The edit process runs 12 times hourly, in accordance with the schedule published in the *Data Submission Procedures Guide*. The edit reports package is delivered shortly after the edit process run completes. The following edit reports are generated during the edit process:

   ERRLST, ERRSUM, ERRREC, FREQRP, and DUPLCOM

6. Rejected Annual Industry Program Certification – The following are the files that are generated:

   ERRLST, ERRSUM, ERRREC, and DUPLCOM

If the college's file generates no critical errors, that colleges data will be queued up for the next scheduled verification reports process run. The verification reports process runs four times daily.

NOTE: *If a field is not required, then the edit criteria do not apply (i.e., a field in a beginning-of-term file).*

Term Submission

The Student Database has nine record types:

Demographic – Record Type One,
Entry Level/Exit Test – Record Type Two,
Acceleration – Record Type Three,
Program – Record Type Four,
Completion- Record Type Five,
Course – Record Type Six,
Economically Disadvantaged – Record Type Seven
Financial Aid – Record Type Eight
Program Industry Certification – Record Type Nine.

The Student Database is reported by term during four submission windows:

Submission	Term Number	Term Description	File Name
I.	1E	Summer End-of-Term	CCxx.STU.STUDENT.T1Eyyyy.PROD.TXT
	2B	Fall Beginning-of-Term	CCxx.STU.STUDENT.T2Byyyy.PROD.TXT
II.	2E	Fall End-of-Term	CCxx.STU.STUDENT.T2Eyyyy.PROD.TXT
	3B	Winter/Spring Beginning-of-Term	CCxx.STU.STUDENT.T3Byyyy.PROD.TXT
III.	3E	Winter/Spring End-of-Term	CCxx.STU.STUDENT.T3Eyyyy.PROD.TXT
IV.	4E	Annual Financial Aid	CCxx.STU.STUDENT.T4Eyyyy.PROD.TXT
V.	4E	Annual Program Industry Certification	CCxx.STU.INDCERT.T4Eyyyy.PROD.TXT

Where xx is the college number and yyyy is the reporting year.

Database Criteria

Include all college students who were enrolled in the term or who had either a completion or an acceleration record for the term. Do not include students who were exclusively Recreation and Leisure students.

A student must have only one Demographic Record for each term enrolled, but may have multiple records for any other record type, depending on their enrollment situation.

A Demographic Record is required for each student. File submission requires either a Demographic Record with an Acceleration Record, a Demographic Record with a Completion Record, a Demographic Record with a Course Record, or a Demographic Record with a Financial Aid Record. The other record types are not required unless they are pertinent for a given student. For example, if the student has no financial aid (Record Type Seven), then that record should not be submitted for the student. If the student only took one Entry Level subtest such as math, only report one record for the subtest taken; this also applies to the Acceleration Tests (Record Type Three).

Two record types require the reporting of aggregate data for a term: Record Type Three (Acceleration) and Record Type Eight (Financial Aid). If, for example, the student has several loans of a given type, add the separate loan amounts and report the total.

Acceleration – Hours (DE 1202) requires the reporting of aggregate data for a term on the Acceleration Record (Record Type Three). For example, if the student has more than one test in a given portion or subtest, add the hours and report the total.

After a given data file runs without generating any critical errors, or a Force Load is processed, all verification reports are generated automatically. When the data in the End-of-Term file is processed without error, it supersedes the beginning-of-term file for a college. This occurs for the Fall and Winter/Spring terms. The process occurs automatically when the end-of-term file runs without generating any critical errors.

Record Type Descriptions

Demographic (Record Type 1)

This record contains personal information about each student. Each student will have only one demographic record for each term in the reporting year.

IMPORTANT: *Students who are exclusively Recreation and Leisure students should not be reported.*

Students who take one or more Recreation and Leisure courses as part of a degree or vocational program may be reported. However, these courses are not required and are not processed.

Disabled Classification (DE 1002) is linked with the Verified Disabled Classification indicator (DE 1035); report accordingly.

Athletically Related Aid Indicator (DE 1042) is reported with the Annual Financial Aid – Record Type 8 submission. For regular term submissions, report 9 *(not applicable)*.

To help colleges code the High School Code (DE 1007), State Code at Time of Admission (DE 1018), Nation of Citizenship (DE 1033), and Transfer Institution (DE 1034), CCTCMIS staff creates files containing the valid codes to use for each data element before the Submission Period Start Date.

The Career Pathways Flag (DE 1043), is used to report the Career Pathway students. A Career Pathway student is always a Career Pathway student A Career Pathway program is a program that can begin in high school and continue at the post-secondary level in a like program. The following link shows examples of programs of study by career clusters and pathways, http://www.fldoe.org/workforce/dwdgrants/2007/perkins_programstudy_samples.asp.

For the National Reporting System (NRS) on Adult Education, federal grants are awarded on a geographic basis. To reconcile federal grant fund allocations with performance on a county level, colleges need to report the actual residence of adult students. In order to accomplish this requirement with the least amount of impact, colleges must send the United State Postal Service ZIP code at the end of the Student Demographic record format. This zip code should be the zip code of the student's current residence; colleges are encouraged to send the nine-digit "zip+4."

Due to the 2011-12 reporting year implementation of the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, Data Element 1003: Ethnic Origin was removed as a reporting item from the Student Demographic record format. However, Ethnic Origin still exists within the Student Database for converting race and ethnicity data for use in IPEDS reporting.

Entry Level\Exit Testing (Record Type 2)

This record contains information about the student's entry level/exit test(s). Report only the entry-level test used for placement purposes. For example, report the algebra score that determined the student should take remedial math courses, NOT the arithmetic score that helped the college determine at which LEVEL of remedial math the student should begin.

Acceleration (Record Type 3)

This record contains information about the student's acceleration examination or method. Report the acceleration information for a student in the term the reporting institution accepts the acceleration credit.

NOTE: This record type is not required for Beginning-of-Term. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.

Program (Record Type 4)

This record contains information about the Program(s) of Study in which the student is enrolled at the college.

To help colleges code the Program of Study – CIP (DE 2002), CCTCMIS staff creates, every term submission, two files: one with the valid CIP number (10 digits) and a second file with the combination of the six digit CIP code and the college number for the valid Baccalaureate programs.

The Program of Study – Award (DE 2001) should be the student's award intention at the time of registration. The Program of Study – Level (DE 2005) is the program of study level determined by the college following the student course work.

Locally Inactive Program Flag (DE 2009) is a code to flag the inactive programs at your institution (college is not accepting enrollments), but the programs are may still be active at a state level.

Completion (Record Type 5)

This record contains information about the degree, certificate, or diploma awarded to the student who completed a program during the reporting term. A student may have multiple completion records. Completion duplications are not allowed between terms and years. A duplicate completion is one reported for the same student using the same CIP code (ten-digit completion code) during both the current and previous year submissions.

For the OCP process, the Apprenticeship OCP is coded 'P' in the Completion Degree Awarded (DE 2103) to ease the OCP recognition process.

To help colleges code the Completion Degree Awarded (DE 2103), CCTCMIS staff creates, every term submission, a file with the different valid degree combinations.

Locally Inactive Completion Program Flag (DE 2107) flags the inactive completion programs at an institution (i.e., college is not accepting enrollments), but the programs may be active at a state level.

NOTE: *This information is not required for beginning-of-term submissions.*

Course (Record Type 6)

This record contains the information about the courses in which the student is enrolled during the reporting term. A student may have multiple course records.

Course-Information Classification Structure (DE 3001) is a five-digit code used to identify the course subject matter content. Colleges should be very careful coding this data element. For example, ICS code 15001 identifies EPI courses, and the FTE process uses ICS code 15001 to select the courses for the EPI program area.

FTE Flag (DE 3018) identifies the courses exempted from Funded FTE. College should use value 'Z' if the course is not exempted. **The Funded FTE process selects only the courses with a value 'Z'.**

Career and Technical Education Instruction: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding *(§1011.80 (5)(d) F.S.)*.

Community College Program Fund: When a public educational institution has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding *(§1011.84 (1)(f) F.S.)*.

Except for Continuing Workforce Education (CWE), courses fully funded by an external agency for direct instructional costs cannot be reported. Although CWE is 100% fee supported *(§1011.80 (5)(a) F.S.)*, CWE courses will continue to be reported until the Enrollment Estimating Conference decides it is no longer needed. CCTCMIS will exclude CWE from calculations of Funded FTE. Recreation and Leisure courses cannot be reported.

Course Withdrawal. Course withdrawal is based on student withdrawal information from an institution for treatment of financial aid funds in accordance with the Code of Federal Regulation 668.22, the

Information for Financial Aid Professionals (IFAP) Student Financial Aid Handbook, and U.S. DOE staff, and is used by the Office of the Auditor General for sampling Federal Title IV financial aid data.

Withdrawal happens after the student has begun attendance in the course and before the end of the course. Courses "dropped" by a student during the Drop/Add period, courses for students reported as a "No Show" during the no-show reporting period, courses deleted for non-payment, or courses that were cancelled are not reported on the Student Database. These courses are not "Official" or "Un-official" withdrawals. Colleges are required to take attendance, but are not required to have attendance taken by an outside entity, such as an accrediting or state agency.

Official Withdrawal. Official withdrawal is based on the college's published policy for withdrawal for both student initiated and administrative withdrawals.

Student Initiated Withdrawal. Student Initiated Withdrawal is defined as the student providing official notification, either in writing or orally, to the appropriate office that he/she intends to withdraw. Official notification may also be given by an individual acting on the student's behalf if the notification meets the college's requirements. Intent to withdraw means that the student indicates he or she has either ceased to attend the course and does not plan to resume academic attendance, or believes at the time he or she provides notification that he or she will cease to attend the course.

Administrative Withdrawal. The college may expel, suspend, or cancel a student's registration in a course based on the college's withdrawal policy. The college may "officially" withdraw a student for non-attendance or other reasons, if the college has a documented uniform policy to do so.

Un-Official Withdrawal. Any other withdrawal where there is no college policy or the policy was not followed.

NOTE: *The Course Grade (Data Element 3007) is only required for End-of-Term data submissions.*

Economically Disadvantaged (Record Type 7)

This record contains need-based financial aid information. It is designed to collect data to identify Economically Disadvantaged students for Career and Technical Education and Perkins reporting.

A student may have more than one financial aid record per term. A record will be reported for each Award Type (DE 3102) the student receives.

Data will be reported for students who were awarded need-based financial aid, whether or not the student received the aid. Data reported will be for aid types: Pell, SEOG, State Grant, NDSL, Federal Insured Loan, State Insured Loan, and Federal Programs College Work/Study.

Need Based. The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

NOTE: *This information is not required for Beginning-of-Term.*

Fundable Program Industry Certifications (Record Type 9)

This record contains information about Program Industry Certifications awarded to the student during the reporting term. A student may have multiple certifications records. Certification duplications are not allowed between terms and years. A duplicate certification is one reported for the same student

using the same Program Industry Certification Number (DE 3302) during the current and previous year submissions.

The student must have been enrolled in a course and have a passing grade ('A', 'B', 'C', 'D', P', 'S', 'U', or 'X') during the year. The course cannot be a Continuing Workforce course (Course – Information Classification Structure 1.21.03, 1.22.03, 1.23.03, 1.24.03, 1.25.03, 1.26.03 or 1.27.03) in order to qualify for the Fundable Industry Certification funds.

Below is an example of how a student is funded if a course has not been taken in current processing year.

If the student has not taken a course in current year, which he/she receives the Fundable Industry Certification the college needs to look at the following: A course must be taken in the prior year with the above criteria and the Fundable Industry Certification must be a fundable certification in the prior year in the PINDCER table.

A demographic record must be submitted with the industry certification record if the student was not enrolled during the term in which the industry certification is being reported.

The SDB Fundable Industry Certification is designed to collect data for all of the Fundable Industry Certifications in Term 1 (Summer), Term 2 (Fall) and Term 3 (Winter/Spring).

NOTE: *This information is not required for beginning-of-term submissions.*

Certificate of Professional Preparation

This is a certificate only for baccalaureate degree holders. The State Board of education Rule 6A-14.0030, F.A.C., Instruction and Awards in Community Colleges, authorizes colleges to provide instruction and to confer degrees, certificates, and diplomas. Section 7 of the rule outlines requirements for a Certificate of Professional Preparation:

- Provides college level professional instruction of between nine and 30 credit hours of courses and course equivalent modules.
- Prepares baccalaureate degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations.
- Student earns competency-based postsecondary institutional credit, not intended for transfer outside of The Florida College System. However, if the college is authorized to award a baccalaureate degree in the subject area of the Certificate of Professional Preparation, then the college may award upper division credit in lieu of institutional credit.
- The Program requires approval by the Department of Education.

By State Board rule, these programs require Department of Education approval. Therefore, the Division of Florida Colleges has developed a procedure and an application form, including reporting requirements.

Baccalaureate Programs

"2+2" System

Students will be reported in the Admissions and Student Databases based on the "2+2" System. The "2+2" System separates students into Lower Division and Upper Division students. Students are reported as AA, AS, etc. for freshmen and sophomores (lower division) and baccalaureate for juniors and seniors (upper division).

The basis for reporting students as "2+2" is from §1004.73 F.S. (2008) which stated:

> (2)(b) St. Petersburg College shall maintain the mission and policies of a Florida community college, including the open-door admissions policy and the authority to offer all programs consistent with a community college.

> (3)(a) St. Petersburg College shall maintain separate records for students who are enrolled in courses classified in the upper division and lower division of a baccalaureate according to the statewide course numbering system. A student shall be reported as a community college student for enrollment in a lower-division course and as a baccalaureate degree program student for enrollment in an upper-division course.

§ 1007.33 F.S. (2008), which authorized other colleges to offer baccalaureate programs, did not specify the separation of lower and upper division students. After § 1004.73 Florida Statues was enacted, the Division of Florida Colleges staff met with staff from the Governor's Office, House, and Senate to discuss how the baccalaureate data would be reported. The consensus of the Governor's Office, House, and Senate staff was all the colleges offering baccalaureate degrees would be treated the same and that the intent of the legislation was to report data based on the "2+2" system, where the baccalaureate data

would only be upper division. The Legislature intends to fund the lower-division college credit courses and programs as a community college. The Legislature intends to fund the upper-division courses and programs as a baccalaureate degree institution. While §1004.73 F.S. has been repealed, it is still the intent of the Legislature and the Division of Florida Colleges to keep the "2+2" system.

The Division of Florida Colleges staff worked with St. Petersburg College, Miami Dade College, and Chipola College to implement the reporting in the Community College and Technical Center Management Information Systems (CCTCMIS) Databases. These colleges agreed with the process of reporting data as a "2+2" system. Implementing the data reporting was discussed and approved by MISATFOR.

All applicants for a Baccalaureate Program must be reported in the Admissions Database. All students admitted into a Baccalaureate Program and enrolled in courses must be reported in the Student Database.

All reporting of Baccalaureate data will be done through CCTCMIS.

Database Requirements

- Students must have an AA degree, an articulated AS degree, or 60+ hours toward a degree.
- The Program of Study – Award Type (DE 2001) must be Baccalaureate Degree (TV = C) or Upper Level Non-Degree Seeker (TV = H). The Program of Study – Level (DE 2005) must be Baccalaureate Degree (TV = C), Upper Level Non-Degree Seeker (TV = H), or BS/BA Education – Transitional (TV = E).
- The Completion Degree Granted (DE 2103) must be Baccalaureate (TV = C).
- Program of Study CIP (DE 2002) and Completion – CIP (DE 2101) will be assigned in collaboration between the college and the Florida College System. Once a CIP has been assigned, the CIP will be added to the CCTCMIS Baccalaureate CIP table and used in edits of the data elements.
- The ICS (DE 3001) for all Upper Division courses must be Advanced and Professional (TV = 1.1###). By law and rule, vocational courses only apply to 2 year degrees and the community colleges offering bachelors are under the "2+2" system. In addition, the universities only offer A&P courses. Therefore, it was decided by the Division of Florida Colleges, CCTCMIS, and the community colleges that all upper division courses are A&P. Colleges may work through the Division of Florida Colleges to coordinate with other colleges to assign ICS codes.
- Enrollment in Adult General Education (ICS = 1.3###) courses by Baccalaureate Program students cannot be reported.
- The Course Level (fourth character) in the Course Identifier (DE 3008) must be either 3 or 4.

State Reporting

Some standard state reports will combine Lower and Upper Division data. These reports include Annual Unduplicated Headcount and Course Number Match. Some standard state reports will separate Lower and Upper Division data. These reports include the AA1A, Completions (C2), FETPIP, and FTE reports. FTE Estimates and Projections will both include Lower and Upper Division data. Some state standard reports exclude Upper Division data. These reports include Workforce and Strategic Imperatives.

Federal Reporting

Some federal standard data submissions exclude Upper Division data. These include Perkins and NRS.

For IPEDS reporting, colleges with baccalaureate programs will be reported as four-year institutions. IPEDS reporting will include Upper Division data. All changes to data except Institutional Characteristics will be provided by PERA to IPEDS with review by the colleges.

- Institutional Characteristics: The College will enter baccalaureate degrees under degrees offered by the college, either the first reporting year the program is offered or the reporting year of the first Fall term the program is offered.
- Enrollment Survey: Upper Division data will be reported with the Lower Division data.
- Selected Fields of Study: Required every other year, in even numbered years, enrollment by selected programs is collected for the four-year institutions. CCTCMIS reports every year, starting the first year baccalaureate degrees are reported on the Institutional Characteristics.
- Graduation Rate Survey: For institutions reporting baccalaureate degrees on the Institutional Characteristics, the six-year follow-up is used instead of the three-year follow-up for two-year institutions.

Annual Financial Aid Submission

Purpose

The Annual Financial Aid Annual submission is designed to collect data compatible with the State University System and the Office of Student Financial Aid. The data will be used to report on Financial Aid at the Community Colleges and for inclusion in the Education Data Warehouse.

Record Types

The Annual Financial Aid Annual submission has two record types:
- Demographic (Record Type 1)
- Financial Aid (Record Type 8)

The data will be reported for the academic year (Fall, Winter/Spring, Summer), by term.

Due Dates

The Annual Financial Aid data will be submitted once at the end of the academic year, after the end of the Summer term.

Database Criteria

Data will be reported for students who were paid financial aid (dispersed). Students who were awarded financial aid, but did not receive the aid will not be reported. Data will be reported in the term in which the aid was dispersed, even if the aid was for course(s) taken in previous terms.

Financial Aid data reported will be the aid generally processed by the colleges through their financial aid systems. Data will not include Veterans Benefits, Federal Vocational Rehabilitation, State Vocational Rehabilitation, State Fee Waivers, Institutional short-term loans, nor Institutional student employment. Financial Aid provided through community college foundations is considered private aid, and will not be reported.

Record Type Descriptions

Demographic (Record Type 1). This record contains personal information about each student that received financial aid. Each student will have one demographic record for each term the student received financial aid in the academic year. Only selected demographic data elements will be required

Financial aid (Record Type 8). This record contains financial aid information. A student may have more than one financial aid record per term. A record will be reported for each award type (DE 3208) the student receives.

Matching Grants. When a grant requires matching funds, the source for the aid, including the matching money from the institution, will be reported as the agency that authorized the aid. For example, the First Generation Matching Grant is authorized by the State. All the aid dispersed will be reported as S *(State)* in DE 3207 *(Source of Financial Aid Funds)*.

Annual Program Industry Certification Submission

Purpose

The Annual Program Industry Certification Annual submission is designed to collect data that is used for Perkins reporting.

Record Type

The Annual Program Industry Certification submission has one record type:

- Program Industry Certification (Record Type 9)

Due Dates

The Program Industry Certification data will be submitted after the end of summer term, even if the student finished in any of the other previous terms.

Database Criteria

Data will be reported for students who have finished taking an Industry Certification whether or not the student passed the industry certification or technical assessment taken/attempted.

The Perkins Industry Certification data will be submitted after the end of the current reporting year's summer term using the prior reporting year's summer, fall, and winter/spring terms as well as the current reporting year's summer term.

Record Type Descriptions

Program industry certification (Record Type 9). This record contains program industry certification. A student may have multiple certifications for one CIP per term. A record will be reported for each Industry Certification Number (DE 3302) the student receives.

Section II:
Data Element Dictionary

Notes on Data Element Edit Descriptions

Data element edits are written to be read as logical tests, as well as provide a programming reference. In the Data Element Edit descriptions, the following symbols may be encountered:

EQ	Equal to
NE	Not Equal to
GT	Greater Than
GE	Greater Than or Equal To
LT	Less Than
LE	Less Than or Equal To
IN (list)	Valid value or values exist in the list provided
NOT IN (list)	Valid value or values do not exist in the list provided
NULL	No value (blank or missing)

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 15001)).

Data Element ALPHABETICAL Listing

DATA ELEMENT	NUMBER
Acceleration – Hour Type	1201
Acceleration – Hours	1202
Acceleration – Subtest	1203
Acceleration – Type	1204
Adult Educational Course Post Test – Status	3025
Adult Educational Functioning Level, Initial	3022
Adult Entry Level/Exit Form	1107
Adult Entry/Exit Test Level of Difficulty	1108
Adult Entry/Exit Test – Date	1109
Adult Origin of Schooling	1048
Adult Literacy Completion Point Indicator	2105
Advanced Technical Certificate Completion Hours	2106
AGE Adult Employment Status	1052
AGE Employment Barrier	1062
AGE Ex-Offender	1060
AGE Homeless/Runaway	1061
AGE Level of Schooling Achieved	1064
AGE Migrant/Seasonal Farm Worker	1063
AGE Withdrawal Reason	2021
Athletically Related Aid Indicator	1042
Baccalaureate Enrollment Flag	2013
Baccalaureate Institution of Interest	2015
Baccalaureate Program of Interest	2014
CAE Displaced Homemaker	1059
CAE Single Parent	1058
Career and Technical Education Basic Skills Examination Flag	2111
Career Pathways Flag	1043
Citizenship	1001
College Preparatory Completion Indicator	1106
Completion – CIP	2101
Completion Date	2121
Completion Degree Granted	2103
Completion Multiple Major Indicator	2108
Course – ICS	3001
Course Cooperative Education Flag	3003
Course Dual Enrollment Category	3004
Course Dual Enrollment/Co-Enrollment Flag	3005
Course Entry Date	3026
Course Exit Date	3027

DATA ELEMENT	NUMBER
Course Fee Kind	3006
Course Grade Awarded	3007
Course Identifier	3008
Course Identifier – Section	3009
Course Instructor Flag	3015
Course Lifelong Learning Flag	3010
Course Registration Period	3014
Course Section Hour Type	3011
Course Section Hours	3012
Course Section Location – Campus	3013
Developmental Education High School Exemption	1050
Developmental Education Military Exemption	1051
Disabled Classification	1002
Distance Education Student Location	1049
Entry Level/Exit Test – Date	1105
Entry Level/Exit Test – Score	1101
Entry Level/Exit Test – Site	1102
Entry Level/Exit Test – Subtest	1103
Entry Level/Exit Test – Type	1104
EPI Subject Area Specialization – Completion1	2116
EPI Subject Area Specialization – Completion2	2117
EPI Subject Area Specialization – Completion3	2118
EPI Subject Area Specialization – Completion4	2119
EPI Subject Area Specialization – Completion5	2120
EPI Subject Area Specialization – Program1	2016
EPI Subject Area Specialization – Program2	2017
EPI Subject Area Specialization – Program2	2018
EPI Subject Area Specialization – Program4	2019
EPI Subject Area Specialization – Program5	2020
Ethnic Origin	
Ethnicity – Hispanic/Latino	1041
Expected Family Contribution	3204
Fee Classification Residency	1004
Financial Aid Academic Year	3202
Financial Aid Award Condition I.D.	3206
Financial Aid Award Type	3102
Financial Aid Award Type	3208
Financial Aid Need	3205
Financial Aid Paid Amount	3209
Financial Aid Term Identifier	3201

DATA ELEMENT	NUMBER
First-Time Student Flag	1005
First Name	1014
FTE Flag	3018
Florida Education Identifier	1000
Gender	1006
Gold Standard Industry Certification Code	1205
High School Code	1007
High School Graduation Code	1008
High School Graduation Date	1009
Incarceration Status	1011
Last Name	1015
Limited English Proficiency	1013
Locally Inactive Completion Program Flag	2107
Locally Inactive Program Flag	2009
Middle Name	1016
Name Suffix	1055
Nation of Citizenship	1033
Occupational Completion Point Indicator	2104
Program of Study – Award Type	2001
Program of Study – CIP	2002
Program of Study – Hour Type	2003
Program of Study – Hours	2004
Program of Study – Level	2005
Program of Study – Title	2006
Program Industry Certification Date	3303
Program Industry Certification Number	3302
Program Industry – CIP	3301
Program Industry Outcome	3304
Race - American Indian/Alaskan Native	1039
Race - Asian	1038
Race - Black/African American	1037
Race - Native Hawaiian/Pacific Islander	1040
Race - White	1036
Reporting Institution	1017
Source of Financial Aid Funds	3207
State Approved Teacher Preparation Program – Benchmark Term	2011
State Approved Teacher Preparation Program – DOE Code	2010
State Approved Teacher Preparation Program – Teaching Term	2012
State Approved Teacher Preparation Program Completion – DOE Code	2110
State Code at Time of Admission	1018

DATA ELEMENT	NUMBER
Student Birth Date	1019
Student Current Dependency Status	3203
Student Identification Number	1021
Term Identifier	1028
Term Institutional Grade Points	1026
Term Institutional Hours for GPA	1027
Term Part-Time/Full-Time	1029
Total Clock Hours Earned Toward Award	2007
Total Credit Hours Earned Toward Award	2008
Total Institutional Grade Points	1030
Total Institutional Hours for GPA	1031
Transfer Institution	1034
Transfer Student Flag	1032
Verified Disabled Classification Indicator	1035

Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
1000	Florida Education Identifier
1001	Citizenship
1002	Disabled Classification
	Ethnic Origin
1004	Fee Classification Residency
1005	First-Time Student Flag
1006	Gender
1007	High School Code
1008	High School Graduation Code
1009	High School Graduation Date
1011	Incarceration Status
1013	Limited English Proficiency
1014	First Name
1015	Last Name
1016	Middle Name
1017	Reporting Institution
1018	State Code at Time of Admission
1019	Student Birth Date
1021	Student Identification Number
1026	Term Institutional Grade Points
1027	Term Institutional Hours for GPA
1028	Term Identifier
1029	Term Part-Time/Full-Time
1030	Total Institutional Grade Points
1031	Total Institutional Hours for GPA
1032	Transfer Student Flag
1033	Nation of Citizenship
1034	Transfer Institution
1035	Verified Disabled Classification Indicator
1036	Race – White
1037	Race – Black/African American
1038	Race – Asian
1039	Race – American Indian/Alaskan Native
1040	Race – Native Hawaiian/Pacific Islander
1041	Ethnicity - Hispanic/Latino
1042	Athletically Related Aid Indicator
1043	Career Pathways Flag
1048	Adult Origin of Schooling
1049	Distance Education Student Location

NUMBER	DATA ELEMENT
1050	Developmental Education High School Exemption
1051	Developmental Education Military Exemption
1052	AGE Adult Employment Status
1053	Highest Level of Education Completed- Parent One or Guardian One
1054	Highest Level of Education Completed- Parent Two or Guardian Two
1055	Name Suffix
1058	CAE Single Parent
1059	CAE Displaced Homemaker
1060	AGE Ex-Offender
1061	AGE Homeless/Runaway
1062	AGE Employment Barrier
1063	AGE Migrant/Seasonal Farm Worker
1064	AGE Level of Schooling Achieved
1101	Entry Level/Exit Test – Score
1102	Entry Level/Exit Test – Site
1103	Entry Level/Exit Test – Subtest
1104	Entry Level/Exit Test – Type
1105	Entry Level/Exit Test – Date
1106	College Preparatory Completion Indicator
1107	Adult Entry Level/Exit Form
1108	Adult Entry/Exit Test Level of Difficulty
1109	Adult Entry/Exit Test – Date
1201	Acceleration – Hour Type
1202	Acceleration – Hours
1203	Acceleration – Subtest
1204	Acceleration – Type
1205	Gold Standard Industry Certification Code
2001	Program of Study – Award Type
2002	Program of Study – CIP
2003	Program of Study – Hour Type
2004	Program of Study – Hours 2005
2005	Program of Study – Level
2006	Program of Study – Title
2007	Total Clock Hours Earned Toward Award
2008	Total Credit Hours Earned Toward Award
2009	Locally Inactive Program Flag
2010	State Approved Teacher Preparation Program - DOE Code
2011	State Approved Teacher Preparation Program - Benchmark Term
2012	State Approved Teacher Preparation Program - Teaching Term
2013	Baccalaureate Enrollment Flag

NUMBER	DATA ELEMENT
2014	Baccalaureate Program of Interest
2015	Baccalaureate Institution of Interest
2016	EPI Subject Area Specialization – Program1
2017	EPI Subject Area Specialization – Program2
2018	EPI Subject Area Specialization – Program3
2019	EPI Subject Area Specialization – Program4
2020	EPI Subject Area Specialization – Program5
2021	AGE Withdrawal Reason
2101	Completion - CIP
2103	Completion Degree Granted
2104	Occupational Completion Point Indicator
2105	Adult Literacy Completion Point Indicator
2106	Advanced Technical Certificate Completion Hours
2107	Locally Inactive Completion Program Flag
2108	Completion Multiple Major Indicator
2110	State Approved Teacher Preparation Program Completion – DOE Code
2111	Career and Technical Education Basic Skills Examination Flag
2116	EPI Subject Area Specialization – Completion1
2117	EPI Subject Area Specialization – Completion2
2118	EPI Subject Area Specialization – Completion3
2119	EPI Subject Area Specialization – Completion4
2120	EPI Subject Area Specialization – Completion5
2121	Completion Date
3001	Course – ICS
3003	Course Cooperative Education Flag
3004	Course Dual Enrollment Category
3005	Course Dual Enrollment/Co-Enrollment Flag
3006	Course Fee Kind
3007	Course Grade Awarded
3008	Course Identifier
3009	Course Identifier – Section
3010	Course Lifelong Learning Flag
3011	Course Section Hour Type
3012	Course Section Hours
3013	Course Section Location – Campus
3014	Course Registration Period
3015	Course Instructor Flag
3018	FTE Flag
3022	Adult Educational Functioning Level, Initial
3025	Adult Educational Course Post Test – Status

NUMBER	DATA ELEMENT
3026	Course Entry Date
3027	Course Exit Date
3102	Financial Aid Award Type
3201	Financial Aid Term Identifier
3202	Financial Aid Academic Year
3203	Student Current Dependency Status
3204	Expected Family Contribution
3205	Financial Aid Need
3206	Financial Aid Award Condition I.D.
3207	Source of Financial Aid Funds
3208	Financial Aid Award Type
3209	Financial Aid Paid Amount
3301	Program Industry – CIP
3302	Program Industry Certification Number
3303	Program Industry Certification Date
3304	Program Industry Outcome

Data Elements by Record Type – *End-of-Term Submission*

Key Elements that Pertain to All Record formats:

1017	Reporting Institution
1021	Student Identification Number
1028	Term Identifier
	Record Type

Student Demographic - Record Type 1 includes the following elements:

1000	Florida Education Identifier
1001	Citizenship
1002	Disabled Classification
1004	Fee Classification Residency
1005	First-Time Student Flag
1006	Gender
1007	High School Code
1008	High School Graduation Code
1009	High School Graduation Date
1011	Incarceration Status
1013	Limited English Proficiency
1014	First Name
1015	Last Name
1016	Middle Name
1018	State Code at Time of Admission
1019	Student Birth Date
1026	Term Institutional Grade Points
1027	Term Institutional Hours for GPA
1029	Term Part-Time/Full-Time
1030	Total Institutional Grade Points
1031	Total Institutional Hours for GPA
1032	Transfer Student Flag
1033	Nation of Citizenship
1034	Transfer Institution
1035	Verified Disabled Classification Indicator
1036	Race – White
1037	Race – Black/African American
1038	Race – Asian
1039	Race – American Indian/Alaskan Native
1040	Race – Native Hawaiian/Pacific Islander
1041	Ethnicity – Hispanic/Latino
1042	Athletically Related Aid Indicator
1043	Career Pathways Flag
1048	Adult Origin of Schooling
1049	Distance Student Location
1050	Developmental Education High School Exemption
1051	Developmental Education Military Exemption
1052	AGE Employment Status

1055   Name Suffix
1057   Military Status
1058   CAE Single Parent
1059   CAE Displaced Homemaker
1060   AGE Ex-Offender
1061   AGE Homeless/Runaway
1062   AGE Employment Barrier
1063   AGE Migrant/Seasonal Farm Worker
1064   AGE Level of Schooling Achieved
       ZIP Code

Entry Level/Exit Test - Record Type 2 includes the following elements:

    1000   Florida Education Identifier
    1101   Entry Level/Exit Test – Score
    1102   Entry Level/Exit Test – Site
*   1103   Entry Level/Exit Test – Subtest
*   1104   Entry Level/Exit Test – Type
    1105   Entry Level /Exit Test – Date
    1106   College Preparatory Completion Indicator
    1107   Adult Entry Level/Exit Form
    1108   Adult Entry/Exit Test Level of Difficulty
    1109   Adult Entry/Exit Test – Date

Acceleration - Record Type 3 includes the following elements:

    1000   Florida Education Identifier
    1202   Acceleration – Hours
*   1203   Acceleration – Subtest
*   1204   Acceleration – Type
    1205   Gold Standard Industry Certification Code

Program - Record Type 4 includes the following elements:

    1000   Florida Education Identifier
    2001   Program of Study – Award Type
*   2002   Program of Study – CIP
    2003   Program of Study – Hour Type
    2004   Program of Study – Hours
    2005   Program of Study – Level
    2006   Program of Study – Title
    2007   Total Clock Hours Earned Toward Award
    2008   Total Credit Hours Earned Toward Award
    2009   Locally Inactive Program Flag
    2010   State Approved Teacher Preparation Program – DOE Code
    2011   State Approved Teacher Preparation Program – Benchmark Term
    2012   Approved Teacher Preparation Program - Teaching Term
    2013   Baccalaureate Enrollment Flag
    2014   Baccalaureate Program of Interest
    2015   Baccalaureate Institution of Interest
    2016   EPI Subject Area Specialization – Program1

2017   EPI Subject Area Specialization – Program2
2018   EPI Subject Area Specialization – Program3
2019   EPI Subject Area Specialization – Program4
2020   EPI Subject Area Specialization – Program5
2021   AGE Withdraw Reason

Completion - Record Type 5 includes the following elements:

	1000	Florida Education Identifier
*	2101	Completion – CIP
	2103	Completion Degree Granted
*	2104	Occupational Completion Point Indicator
*	2105	Adult Literacy Completion Point Indicator
	2106	Advanced Technical Certificate Completion Hours
	2107	Locally Inactive Completion Program Flag
	2108	Completion Multiple Major Indicator
	2110	State Approved Teacher Preparation Program Completion – DOE Code
	2111	Career and Technical Education Basic Skills Examination flag
	2116	EPI Subject Area Specialization – Completion1
	2117	EPI Subject Area Specialization – Completion 2
	2118	EPI Subject Area Specialization – Completion 3
	2119	EPI Subject Area Specialization – Completion 4
	2120	EPI Subject Area Specialization – Completion 5
	2121	Completion Date

Course - Record Type 6 includes the following elements:

	1000	Florida Education Identifier
	3001	Course-Information Classification Structure
	3003	Course Cooperative Education Flag
	3004	Course Dual Enrollment Category
	3005	Course Dual Enrollment/Co-Enrollment Flag
	3006	Course Fee Kind
	3007	Course Grade Awarded
*	3008	Course Identifier
*	3009	Course Identifier – Section
	3010	Course Lifelong Learning Flag
	3011	Course Section Hour Type
	3012	Course Section Hours
	3013	Course Section Location – Campus
	3014	Course Registration Period
	3015	Course Instructor Flag
	3018	FTE Flag
	3022	Adult Educational Functioning Level – Initial
	3026	Course Entry Date
	3027	Course Exit Date

Economically Disadvantaged - Record Type 7 includes the following elements:

	1000	Florida Education Identifier
*	3102	Financial Aid Award Type

Data Elements by Record Type – Beginning-of-Term Submission

Key Elements that Pertain to All Record formats:

1017	Reporting Institution
1021	Student Identification Number
1028	Term Identifier
	Record Type

Student Demographic - Record Type 1 includes the following elements:

1000	Florida Education Identifier
1001	Citizenship
1002	Disabled Classification
1004	Fee Classification Residency
1005	First-Time Student Flag
1006	Gender
1007	High School Code
1008	High School Graduation Code
1009	High School Graduation Date
1011	Incarceration Status
1014	First Name
1015	Last Name
1016	Middle Name
1018	State Code at Time of Admission
1019	Student Birth Date
1029	Term Part-Time/Full-Time
1032	Transfer Student Flag
1033	Nation of Citizenship
1034	Transfer Institution
1035	Verified Disabled Classification Indicator
1036	Race - White
1037	Race - Black/African American
1038	Race - Asian
1039	Race - American Indian/Alaskan Native
1040	Race - Native Hawaiian/Pacific Islander
1041	Ethnicity - Hispanic/Latino
1042	Athletically Related Aid Indicator
1043	Career Pathways Flag
1048	Adult Origin of Schooling
1049	Distance Education Student Location
1050	Developmental Education High School Exemption
1051	Developmental Education Military Exemption
1052	AGE Employment Status
1053	Highest Level of Education Completed – Parent One or Guardian One
1054	Highest Level of Education Completed – Parent Two or Guardian Two
1055	Suffix
1057	Military Status
1058	CAE Single Parent

	1059	CAE Displaced Homemaker
	1060	AGE Ex-Offender
	1061	AGE Homeless/Runaway
	1062	AGE Employment Barrier
	1063	AGE Migrant/Seasonal Farm Worker
	1064	AGE Level of Schooling Achieved
		ZIP Code

Entry Level/Exit Test - Record Type 2 includes the following elements:

	1000	Florida Education Identifier
	1101	Entry Level/Exit Test – Score
	1102	Entry Level/Exit Test – Site
*	1103	Entry Level/Exit Test – Subtest
	1104	Entry Level/Exit Test – Type
	1105	Entry Level/Exit Test – Date
	1106	College Preparatory Completion Indicator
	1107	Adult Entry Level/Exit Form
	1108	Adult Entry/Exit Test Level of Difficulty
	1109	Adult Entry/Exit Test – Date

Acceleration - Record Type 3 includes the following elements:

(None required in Beginning-of-Term File Submission)

Program - Record Type 4 includes the following elements:

	1000	Florida Education Identifier
	2001	Program of Study – Award Type
*	2002	Program of Study – CIP
	2003	Program of Study – Hour Type
	2004	Program of Study – Hours
	2005	Program of Study – Level
	2006	Program of Study – Title
	2009	Locally Inactive Program Flag
	2010	State Approved Teacher Preparation Program – DOE Code
	2014	Baccalaureate Program of Interest
	2015	Baccalaureate Institution of Interest

Completion - Record Type 5 includes the following elements:

(None required in Beginning-of-Term File Submission unless student is not taking a course but is receiving a degree or certificate)

Course - Record Type 6 includes the following elements:

	1000	Florida Education Identifier
	3001	Course-Information Classification Structure
	3004	Course Dual Enrollment Category
	3005	Course Dual Enrollment/Co-Enrollment Flag
	3006	Course Fee Kind
	3007	Course Grade Awarded
*	3008	Course Identifier

*   3009   Course Identifier – Section
      3010   Course Lifelong Learning Flag
      3011   Course Section Hour Type
      3012   Course Section Hours
      3013   Course Section Location – Campus
      3014   Course Registration Period
      3018   FTE Flag
      3022   Adult Educational Functioning Level – Initial

Economically Disadvantaged - Record Type 7 includes the following elements:

(None required in Beginning-of-Term File Submission)

Data Elements by Record Type – Annual Financial Aid Submission

Key Elements that Pertain to All Record formats:

@	1017	Reporting Institution
@	1021	Student Identification Number
@	1028	Term Identifier
@		Record Type

Student Demographic - Record Type 1 includes the following elements:

@	1000	Florida Education Identifier
	1001	Citizenship
	1002	Disabled Classification
	1004	Fee Classification Residency
	1005	First-time Student Flag
@	1006	Gender
	1007	High School Code
	1008	High School Graduation Code
	1009	High School Graduation Date
	1011	Incarceration Status
	1013	Limited English Proficiency
@	1014	First Name
@	1015	Last Name
@	1016	Middle Name
	1018	State Code at Time of Admission
@	1019	Student Birth Date
	1026	Term Institutional Grade Points
	1027	Term Institutional Hours for GPA
	1029	Term Part-Time/Full-Time
	1030	Total Institutional Grade Points
	1031	Total Institutional Hours for GPA
	1032	Transfer Student Flag
	1033	Nation of Citizenship
	1034	Transfer Institution
	1035	Verified Disabled Classification Indicator
@	1036	Race – White
@	1037	Race – Black/African American
@	1038	Race – Asian
@	1039	Race – American Indian/Alaskan Native
@	1040	Race – Native Hawaiian/Pacific Islander
@	1041	Ethnicity - Hispanic/Latino
@	1042	Athletically Related Aid Indicator
	1043	Career Pathways Flag
	1048	Adult Origin of Schooling
	1049	Distance Student Location
	1050	Developmental Education High School Exemption
	1051	Developmental Education Military Exemption
	1052	AGE Employment Status

	1053	Highest Level of Education Completed – Parent One or Guardian One
	1054	Highest Level of Education Completed – Parent Two or Guardian Two
@	1055	Name Suffix
	1057	Military Status
	1058	CAE Single Parent
	1059	CAE Displaced Homemaker
	1060	AGE Ex-Offender
	1061	AGE Homeless/Runaway
	1062	AGE Employment Barrier
	1063	AGE Migrant/Seasonal Farm Worker
	1064	AGE Level of Schooling Achieved
		ZIP Code

@ *Required for Financial Aid Submission*

Financial Aid - Record Type 8 includes the following elements:

	1000	Florida Education Identifier
*	3201	Financial Aid Term Identifier
*	3202	Financial Aid Academic Year
	3203	Student Current Dependency Status
	3204	Expected Family Contribution
	3205	Financial Aid Need
	3206	Financial Aid Award Condition I.D.
*	3207	Source of Financial Aid Funds
*	3208	Financial Aid Award Type
	3209	Financial Aid Paid Amount

Program Industry Certification - Record Type 9 includes the following elements:

	1000	Florida Education Identifier
*	3301	Program Industry – CIP
*	3302	Program Industry Certification Number
	3303	Program Industry Certification Date
	3304	Industry Certification Outcome

* Key Fields

Data Element 1000

Florida Education Identifier

Characteristics

Length:	14
Data Type:	Alphaumeric
Physical Description:	X (14)
Last Modified:	7/1/2016

Data Element is used in the Following Reports:

None

Description:

The Florida Education Identifier (FLEID) is a unique identifier assigned to a student by the Florida Department of Education. FLEID is used across Student and Admissions database systems. §1008.386 F.S. mandates the establishment of the FLEID to replace the use of social security numbers as student identification numbers.

The FLEID numbering convention is 14 alphanumeric characters, always beginning with the letters FL, followed by 12 numbers.

Edit:

1000_1	Florida Education Identifier (DE 1000) missing or invalid	Critical
1000_2	Florida Education Identifier (DE 1000) duplicated within College	Critical
1000_3	Florida Education Identifier (DE 1000) LT 2000 (positions 3-12)	Critical

Data Element 1001
Citizenship

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2003

Data Element is used in the Following Reports:

❑ Exceptions
❑ AA-1A
❑ AA-1B

❑ AA-1C
❑ IPEDS (EF2, E12, C2)

Description:

Record Type One – Indicates the status of the student's being a citizen of the United States.

TABLE VALUES
A   Non-resident alien
C   Citizen of the United States
P   Permanent Resident Alien
X   Unknown or not reported

Edit:

1001_1   Citizenship (DE 1001) missing or invalid   Critical

Data Element 1002
Disabled Classification

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/29/2016

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ FTE

- ❑ Students with Documented Disabilities
- ❑ Perkins Performance
- ❑ NRS
- ❑ Equity

Description:

Record Type One – A code indicating whether the student is classified as disabled.
Disabled is defined as any type of physical or mental impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working. Primary disability is determined by the disability that has the highest cost for the institution to accommodate.

Disabled Classifications are defined in Rule 6A-10.041 F.A.C.

TABLE VALUES

A   Autism Spectrum Disorder. Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.

B   Traumatic Brain Injury. An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and/or physical functioning.

H   Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, 2000, and 4000 Hz, ANSI, unaided in the better ear. Examples include but are not limited to the following: conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low hearing loss or deafness, acoustic trauma hearing loss or deafness.

I   Intellectual Disability. A disorder significantly below average general intellectual and adaptive functioning manifested during the developmental period, with significant delays in academic skills. Developmental period refers to birth to eighteen (18) years of age.

L   Specific Learning Disabilities. A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do

not include learning problems that are due primarily to visual, hearing, or motor handicap, to mental retardation, to emotional disturbance, or to an environmental deprivation.

M   Emotional or Behavioral Disability. Any mental or psychological disorder including but not limited to organic brain syndrome, emotional or mental illness, or attention deficit disorders.

O   Other health impairment. (Student has a specific disability which is not listed in the others specific categories).

P   Physical impairment. (Musculoskeletal and connective tissue disorders, neuromuscular disorders). Physically disabling conditions which may require an adaptation to one's school environment or curriculum. Examples include but are not limited to the following: cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), or head injury, and spinal cord injury.

S   Speech Impairment. Disorders of language, articulation, fluency, or voice that interfere with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include but are not limited to the following: Cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.

V   Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following:

    1) Visual acuity of 20/70 or less in the better eye after the best possible correction,
    2) A peripheral field so constricted that it affects one's ability to function in an educational setting,
    3) A progressive loss of vision that may affect one's ability to function in an educational setting. Examples include but are not limited to the following: cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

Z   Not applicable or not reported.

Edit:

1002_1	Disabled Classification (DE 1002) missing or invalid	Critical
1002_2	Disabled Classification (DE 1002) EQ Z and Course Fee Kind (DE 3006) EQ D	Informational
1002_3	Disabled Classification (DE 1002) EQ Z and Verified Disabled Classification Indicator (DE 1035) NE N	Critical
1002_4	Disabled Classification (DE 1002) NE Z and Verified Disabled Classification Indicator (DE 1035) EQ N	Critical

Ethnic Origin

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 10/29/2009

Data Element is used in the Following Reports:

- Exceptions
- AA-1A
- AA-1B
- AA-1C
- Accountability Outcome Measures
- Readiness for College
- Perkins Performance
- NRS
- IPEDS (EF2, E12, C2)

Description:

Record Type One – Ethnic origin of the student, generated from DE 1036 to 1041 based on IPEDS reporting specifications.

TABLE VALUES

A   Asian (not of Hispanic origin): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

B   Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.

H   Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term 'Spanish origin' can be used in addition to 'Hispanic or Latino'.

I   American Indian or Alaskan Native (not of Hispanic origin): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.

M   Multi-Racial (not of Hispanic origin): A combination of two or more races.

P   Native Hawaiian or Other Pacific Islander (not of Hispanic origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

W   White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

X   Ethnic origin was not reported by the student.

NOTE: Ethnic origin is a derived Data Element based on reported race and ethnicity data.

Edit:

1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Gender (DE 1006)	Critical

Data Element 1004

Fee Classification Residency

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Exceptions
❑   FTE
❑   IPEDS (EF2)

Description:

Record Type One – The student's domicile, within or without the state of Florida, identified in order to assess fees at the institution. In order to assess registration fees, a student shall be classified as Florida resident or non-resident as of the first day of classes.

TABLE VALUES

A   Non-Florida resident who is an active duty military member paying instate fees by tuition waiver (§1009.26 (14)(a) F.S.)
B   Non-Florida resident military veteran paying in state fees by tuition waiver (§1009.26 (13)(a)(1) F.S.)
C   Non-Florida resident dependent (spouse or child) of a military veteran paying in state fees by tuition waiver (§1009.26 (13)(a)(2) F.S.)
F   Florida resident
N   Non-Florida resident
D   Non-Florida resident paying differential out-of-state fee (§1009.22 F.S.)
E   Non-Florida resident Florida High School Graduates paying in-state fees (§1009.26 (12)(a) F.S.)
X   Unknown or not reported/not required.

NOTES:
1. *For students enrolled in non-credit courses, code this data element with data that is available for the student.*
2. *Dual enrolled students are not required to report residency. The Division of Florida Colleges has set policy that residency for dual enrolled students be reported as X. If a student completes high school and continues enrollment as a regularly admitted student in the same term, report the residency as determined through documentation verification at the time of post-high school enrollment.*
3. *Table Value E indicates an out-of-state waiver for a student who went to a Florida school for three years, graduated from a Florida high school, and was admitted to a college within 24 months of high school graduation. The student must submit an official Florida high school transcript as evidence of attendance and graduation. If a student is coded E for DE 1004, they may be coded as an X on DE 1001 – Citizenship.*

Edit:

1004_1	Fee Classification Residency (DE 1004) missing or invalid	Critical
1004_2	Fee Classification Residency (DE 1004) EQ F and First-time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) NE 12	Informational
1004_3	Fee Classification Residency (DE 1004) EQ X and any Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 1.21.02-1.27.02, 13101, 13103, 13201, 13202, 13203, 13204, 13102, 13104, or 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (N, Z)	Critical
1004_4	Fee Classification Residency (DE 1004) IN (F, N, D, E, B, C) and Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01 or EQ 1.21.02-1.27.02) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S)	Informational
1004_5	Fee Classification Residency (DE 1004) EQ D and Reporting Institution (DE 1017) NOT IN (1472, 1484, 1501, 1508, 1510, 1513, 1533)	Critical
1004_6	Fee Classification Residency (DE 1004) IN (F, N, D, E, B) and Course – ICS (DE 3001) EQ 13202 and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E	Critical

Data Element 1005

First-Time Student Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑ Exceptions
❑ Accountability Outcome Measures
❑ Entry Level Testing
❑ Equity

❑ FETPIP (Enrollments)
❑ Performance Funding
❑ IPEDS (EF2, R2)

Description:

Record Type One – A code to show if the student is first-time-in-college or first-time dual enrolled/early admitted.

First-Time-in-College (FTIC) Student
A certificate or degree seeking student who enters a postsecondary institution for the first time after high school graduation regardless of the number of credits earned through any acceleration mechanism (i.e., Dual Enrollment/Early Admission, AP, AICE, IB, or CLEP).

Colleges may not know from a student's transcript if the student was a prior Dual Enrollment, Collegiate, or Early Admission student. As a result, the FTIC definition will be used by Community College and Technical Center MIS (CCTCMIS) to generate state and federal reports.

Colleges will report as FTIC Dual Enrollment or Early Admission, a student who is enrolled as a Dual Enrolled, Collegiate, or Early Admission student for the first time. FTIC Dual Enrollment or Early Admission students must be enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, or Postsecondary Adult Vocational.

Colleges will report as FTIC, a student who is attending a postsecondary institution for the first time. FTIC students must be enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute. A student that attends another postsecondary institution and earns no credit or no credit is transferred is a Transfer student, not a FTIC.

All state and federal reports generated by CCTCMIS will report FTIC as those students who enter a postsecondary institution for the first time after high school. FTIC Dual Enrollment and Early Admission students are excluded. CCTCMIS will use historical Student Database data to determine prior Dual Enrollment or Early Admission students who are entering a postsecondary institution for the first time after high school graduation and include these students as FTIC.

TABLE VALUES

D   First-Time-in-College Dual Enrollment or Early Admission Student – A student can only be reported with a D once and will not be coded with a Y in later terms.

N   The student is not First-Time-in-College or First-Time-in-College Dual Enrollment or Early Admission Student – Student is enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory, or Apprenticeship.

Y   First-Time-in-College Student – A student can only be reported with a Y once.

Z   Not Applicable – Student is exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

Edit:

1005_1	First-Time Student Flag (DE 1005) missing or invalid	Critical
1005_2	First-Time Student Flag (DE 1005) EQ Y and Transfer Student Flag (DE 1032) IN (F, Y)	Critical
1005_3	First-Time Student Flag (DE 1005) EQ Y and Total Credit Hours Toward Award (DE 2008) GT 29	Informational
1005_6	First-Time Student Flag (DE 1005) EQ Y and Total Credit Hours Toward Award (DE 2008) LT 30 and no matching Entry Level/Exit Test Record	Informational
1005_7	First-Time Student Flag (DE 1005) EQ D and no Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S)	Critical
1005_8	First-Time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S) and Total Credit Hours Toward Award (DE 2008) GT 29	Critical
1005_9	First-Time Student Flag (DE 1005) NOT IN (N, Z) and Program of Study – CIP (DE 2002) is an Adult Program (see Appendix A) and (High School Graduation Code (DE 1008) EQ X or no Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)	Informational
1005_10	First-Time Student Flag (DE 1005) EQ Y and High School Graduation Code (DE 1008) IN (A,B,C,D, O) and High School Graduation Date (DE 1009) EQ 999999	Critical
1005_11	First-Time Student Flag (DE 1005) NE Z and Program of Study – Level (DE 2005) EQ F	Informational
1005_12	First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) EQ XX	Informational
1005_13	First-Time Student Flag (DE 1005) EQ Y and Nation of Citizenship (DE 1033) EQ U5	Informational
1004_2	Fee Classification Residency (DE 1004) EQ F and First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) NE 12	Informational
2002_7	Program of Study – CIP (DE 2002) Valid CIP for Adult Programs and First-Time Student Flag (DE 1005) NOT IN (N, Z) and (High School Graduation Code (DE 1008) IN (X, Z) or Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z))	Informational

Data Element 1006
Gender

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	7/1/2003

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Readiness for College

- ❑ Accountability Outcome Measures
- ❑ FETPIP
- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (EF2,E12,C2)

Description:

Record Type One – The gender of the student, as reported by the student.

TABLE VALUES
F   Female
M   Male
X   Not reported

Edit:

1006_1	Gender (DE 1006) missing or invalid	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Gender (DE 1006)	Critical
1042_3	Athletically Related Aid Indicator (DE 1042) EQ 3 and Gender (DE 1006) EQ F	Critical

Data Element 1007

High School Code

Characteristics

Length: 6
Data Type: Alphanumeric
Physical Description: X (6)
Last Modified: 7/1/2005

Data Element is used in the Following Reports:

❑ Exceptions
❑ Readiness for College

❑ Accountability Outcome Measures
❑ FETPIP (Enrollments)

Description:

Record Type One – A code by which the high school, if in Florida, can be identified (for those students who at their first entry to the institution were graduates from a high school). Valid codes are found in the Division of Public Schools Master School ID (MSID) File.

TABLE VALUES

000000   Student graduated from a non-Florida high school.

999999   Student graduated from a Florida high school not listed on the Division of Public School Master School Identification File. The colleges should match all high school numbers against this file provided by the Community College and Technical Center MIS staff (See Note). If the high school does not appear on this file, the college should use this table value.

XXXXXX   Unknown or non-credit student.

ZZZZZZ   Not Applicable, attended a Home School, obtained a GED, or student did not graduate from high school.

NOTE: Valid high school codes are listed in the reference file PSMSID.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml. The file is extracted once yearly from the Division of Public Schools and colleges need only download the file at the beginning of each reporting year.

Edit:

1007_1	High School Code (DE 1007) missing or invalid	Critical
1007_3	High School Code (DE 1007) EQ XXXXXX and High School Graduation Code (DE 1008) NE X	Critical
1007_4	High School Code (DE 1007) NOT IN (XXXXXX, ZZZZZZ, 000000, 999999) and not found in Master School ID File	Critical
1008_2	High School Graduation Code (DE 1008) IN (A, D, O) and High School Code (DE 1007) EQ ZZZZZZ	Critical
1008_3	High School Graduation Code (DE 1008) NOT IN (B, C, X) and High School Code (DE 1007) EQ ZZZZZZ	Critical

Data Element 1008

High School Graduation Code

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/23/2014

Data Element is used in the Following Reports:

❑ Exceptions
❑ Readiness for College
❑ FETPIP (Enrollments)

Description:

Record Type One – Indicates the student's high school graduation status.

TABLE VALUES

A   Standard high school diploma was awarded (W06, W6A, W6B, W43, W52, W54, W55, WD1,
       WFA, WFB, WFT, WFW, WRW, WXL, WXT, WXW)
B   High school GED was attained (W10, W45, WGA, WGD)
C   Home Education Program Affidavit
D   Certificate of Completion – Met all requirements except for FCAT (W08, W8A, W8C, W53, W56)
O   Other Diploma or Certificate of Completion (W07, W8B, W09, W27, W57)
X   Unknown, not reported, or not applicable (e.g., student is still in secondary school, dropout)

Standard high school diploma – College Preparatory 18 hour option. Awarded to a student who
graduated from school and met all of the requirements to receive a standard diploma based on the 18-
credit college preparatory graduation option (§1003.429(1)(b) F.S.). FASTER code = W6A.

Standard high school diploma – Career Preparatory 18 hour option. Awarded to a student who
graduated from school and met all of the requirements to receive a standard diploma based on the 18-
credit career preparatory graduation option (§1003.429(1)(c) F.S.). FASTER code = W6B.

Standard high school certificate of completion. Awarded to a student if the student completes a
minimum number of credits and other requirements (outlined in §1003.43 F.S.) but who is unable to
meet one or both of the following: passing score on the high school competency test, or successfully
completing the required courses for graduation (§1003.43 F.S.).

Certificate of Completion - Met all requirements except for FCAT. Awarded to a student who met all of
the requirements to receive a standard diploma except passing the graduation test, and received a
certificate of completion, and is eligible to take the College Placement Test, and be admitted to remedial
or credit courses at a state community college as appropriate (§1003.433(2)(b) F.S.). FASTER code =
W8A.

Special high school diploma. Awarded to a student who is classified as an exceptional student. The
student is not required to complete the requirements for a Standard high school diploma but is required

to fulfill all requirements outlined by the district school board and the special state minimum graduation requirements (§1003.438 F.S.).

Special high school certificate of completion. Awarded to a student described in the Special high school diploma definition but who is not able to fulfill the special state minimum requirements (§1003.438 F.S.). **NOTE:** *A Standard high school diploma is awarded to a student who meets the general requirements for high school graduation (outlined in §1003.43 F.S.) and earned a passing score on the high school competency test (defined in §1008.22 F.S.).*

Edit:

1008_1	High School Graduation Code (DE 1008) missing or invalid	Critical
1008_2	High School Graduation Code (DE 1008) IN (A, D, O) and High School Code (DE 1007) EQ ZZZZZZ	Critical
1008_3	High School Graduation Code (DE 1008) NOT IN (B, C, X) and High School Code (DE 1007) EQ ZZZZZZ	Critical
1005_9	First-Time Student Flag (DE 1005) NOT IN (N, Z) and Program of Study – CIP (DE 2002) is an Adult Program (see Appendix A) and (High School Graduation Code (DE 1008) EQ X or no Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)	Informational
1005_10	First-Time Student Flag (DE 1005) EQ Y and High School Graduation Code (DE 1008) IN (A, B, C, D, O) and High School Graduation Date (DE 1009) EQ 999999	Critical
1007_3	High School Code (DE 1007) EQ XXXXX and High School Graduation Code (DE 1008) NE X	Critical
1009_4	High School Graduation (DE 1009) valid date and High School Graduation Code (DE 1008) EQ X	Critical
2002_7	Program of Study – CIP (DE 2002) Valid CIP for Adult Programs and First-Time Student (DE 1005) NOT IN (N, Z) and ((High School Graduation Code (DE 1008) IN (X, Z)) or (No Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)))	Informational

Data Element 1009

High School Graduation Date

Characteristics

Length:	6
Data Type:	Numeric
Physical Description:	9 (6)
Last Modified:	7/1/2005

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Readiness for College
- ❑ Accountability Outcome Measures
- ❑ FETPIP (Enrollments)
- ❑ IPEDS (EF2)

Description:

Record Type One – The date the diploma or certificate certifying the successful completion of a prescribed secondary school program of study or the attainment of satisfactory scores on the tests of General Education Development (GED) was issued.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (18-20), and YY is a numeric year.

Code 999999 for unknown or not applicable.

Edit:

1009_1	High School Graduation (DE 1009) missing or non-numeric	Critical
1009_2	High School Graduation (DE 1009) invalid range month	Critical
1009_3	High School Graduation (DE 1009) invalid range century	Critical
1009_4	High School Graduation (DE 1009) valid date and High School Graduation Code (DE 1008) EQ X	Critical
1005_10	First-Time Student Flag (DE 1005) EQ Y and High School Graduation Code (DE 1008) IN (A, B, C, D, O) and High School Graduation Date (DE 1009) EQ 999999	Critical
1019_7	Student Birth Date (DE 1019) Year GT High School Graduation Date (DE 1009)	Critical

Data Element 1011
Incarceration Status

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2005

Data Element is used in the Following Reports:

❑ Exceptions
❑ FTE
❑ NRS

Description:

Record Type One – Indicate, using the codes below, whether or not the student being reported meets any of the following categories:

TABLE VALUES

C   The student is an inmate in a city/municipal institution.
D   The student is an inmate in a county institution.
E   The student is an inmate in a federal institution.
S   The student is an inmate in a state institution.
Z   None of the above categories applies to the student.

Edit:

1011_1	Incarceration Status (DE 1011) missing or invalid	Critical
1011_2	Incarceration Status (DE 1011) EQ Z and Course Fee Kind (DE 3006) EQ C	Critical
1011_3	Incarceration Status (DE 1011) IN (C, D, E, S) and Course Fee Kind (DE 3006) IN (D, H, R, V)	Critical
1011_4	Incarceration Status (DE 1011) IN (C, D) and Course – ICS (DE 3001) IN (13201, 13202, 13203, 13204) and Course Fee Kind (DE 3006) NE N	Critical
1011_5	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) begins with 1.1 or IN (12101, 12201, 12301,12401, 12501, 12601, 12701, 13101, 13103, 15001) and Course Fee Kind (DE 3006) NOT IN (F, G, N, S, T, U)	Critical
1011_6	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 13102, 13104, 13201, 13202, 13203, 13204, 13300) and Course Fee Kind (DE 3006) NE C	Critical
1011_7	Incarceration Status (DE 1011) NE Z and Course Fee Kind (DE 3006) IN (D, H, R, V)	Critical

Data Element 1013
Limited English Proficiency

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	4/16/2014

Data Element is used in the Following Reports:

- Exceptions
- AA-1A
- AA-1B
- AA-1C
- Perkins Performance
- Equity

Description:

Record Type One – Indicates the status of the student who has been identified as a student with Limited English Proficiency. A Limited English Proficiency student is one who:

- Was born in the U.S. and whose native language is other than English; or
- Was born in the U.S., but comes from a home in which a language other than English is most relied upon for communication; or
- Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English Language Proficiency; or
- Was not born in U.S. and whose native language is other than English; and

Who as a result of the above, had sufficient difficulty speaking, reading, writing, or understanding the English language to deny him or her the opportunity to learn successfully in college classrooms in which the language of instruction is English.

TABLE VALUES

Y   Student is of Limited English Proficiency.

Z   Not Applicable (Student is not LEP)

NOTE: Once a student is flagged as a Limited English Proficiency (LEP - Data Element 1013 = Y) the student will always be flagged as a LEP throughout their enrollment at the reporting institution.

Edit:

1013_1	Limited English Proficiency (DE 1013) missing or invalid	Critical

Data Element 1014

First Name

Characteristics

Length:	15
Data Type:	Alphanumeric
Physical Description:	X (15)
Last Modified:	7/1/2003

Data Element is used in the Following Reports:

❑ Readiness for College
❑ Perkins Funding
❑ FETPIP

Description:

Record Type One – First name, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position of the First Name field and use Last Name (DE 1015) to report the student's name.

NOTES:
1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1014_1	First Name (DE 1014) missing	Critical
1014_3	First Name (DE 1014) contains special or Unicode characters	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Gender (DE 1006)	Critical

Data Element 1015

Last Name

Characteristics

Length: 20
Data Type: Alphanumeric
Physical Description: X (20)
Last Modified: 7/1/2003

Data Element is used in the Following Reports:

❑   Readiness for College
❑   Perkins Funding
❑   FETPIP

Description:

Record Type One – Last name or surname, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position First Name (DE 1014) and use Last Name to report the name.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1015_1	Last Name (DE 1015) missing	Critical
1015_3	Last Name (DE 1015) contains special or Unicode characters	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Gender (DE 1006)	Critical

Data Element 1016

Middle Name

Characteristics

Length:	20
Data Type:	Alphanumeric
Physical Description:	X (20)
Last Modified:	12/3/2014

Data Element is used in the Following Reports:

❑ Readiness for College
❑ Perkins Funding

Description:

Record Type One –Middle name, as reported by the student.

NOTES:
1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1016_2	Middle Name (DE 1016) contains special or Unicode characters	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Gender (DE 1006)	Critical

Data Element 1017

Reporting Institution

Characteristics

Length: 7
Data Type: Numeric
Physical Description: 9 (7)
Last Modified: 7/1/2008

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Course Number Match
- ❑ Entry Level Testing
- ❑ Readiness for College
- ❑ Accountability Outcome Measures
- ❑ FTE

- ❑ OA-2
- ❑ Performance Funding
- ❑ Perkins Funding
- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (EF2, E12, C2)

Description:

Record Type One – College reporting this information. Format this field as right justified filled with leading zeroes.

TABLE VALUES

0001470	Eastern Florida	0001493	Indian River	0001514	Polk
0001500	Broward	0001501	Florida Gateway	0001523	St. Johns River
0001471	Central Florida	0001502	Lake-Sumter	0001528	St. Petersburg
0001472	Chipola	0001504	State College FL	0001519	Santa Fe
0001475	Daytona	0001506	Miami Dade	0001520	Seminole State
0001477	FL South Western	0001508	North Florida	0001522	South Florida
0001484	Florida SC at Jax	0001510	Northwest Fla	0001533	Tallahassee
0001485	Florida Keys	0001512	Palm Beach	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

Edit:

1017_1	Reporting Institution (DE 1017) missing or invalid	Critical
1017_2	*Edit Deleted*	
1004_5	Fee Classification Residency (DE 1004) EQ D and Reporting Institution (DE 1017) NOT IN (1472, 1484, 1501, 1508, 1510, 1513, 1533)	Critical
2001_2	Program of Study – Award Type (DE 2001) IN (C, H), and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical

2002_9	Program of Study – CIP (DE 2002) CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate Degree) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2004_5	Program of Study – Hours (DE 2004) NE the standard program hour length from the CIP table and Program of Study – Level (DE 2005) NOT IN (C, E) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2005_8	Program of Study – Level (DE 2005) IN (C, E) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 6750, 10652)	Critical
2101_7	Completion – CIP (DE 2101) CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2101_8	Completion – CIP (DE 2101) Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017) IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2108_3	Completion Multiple Major Indicator (DE 2108) IN (Y, N) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
3001_24	Course – ICS (DE 3001) IN (11101 thru 11849) and Course Identifier (DE 3008), fourth digit IN (3, 4) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical

Data Element 1018
State Code at Time of Admission

Characteristics

Length: 2
Data Type: Alphanumeric
Physical Description: X (2)
Last Modified: 8/24/2009

Data Element is used in the Following Reports:

❑   IPEDS (EF2)

Description:

Record Type One – The Federal Information Processing Standards (FIPS) code for the state in which the student resides at the first time of admission to the institution. This element is only valid for first-time students.

TABLE VALUES

01-Alabama	26-Michigan	49-Utah
02-Alaska	27-Minnesota	50-Vermont
04-Arizona	28-Mississippi	51-Virginia
05-Arkansas	29-Missouri	53-Washington
06-California	30-Montana	54-West Virginia
08-Colorado	31-Nebraska	55-Wisconsin
09-Connecticut	32-Nevada	56-Wyoming
10-Delaware	33-New Hampshire	57-State Unknown
11-District of Columbia	34-New Jersey	60-American Samoa
12-Florida	35-New Mexico	64-Federated States of
13-Georgia	36-New York	Micronesia
15-Hawaii	37-North Carolina	66-Guam
16-Idaho	38-North Dakota	68-Marshall Islands
17-Illinois	39-Ohio	69-North Marianas
18-Indiana	40-Oklahoma	70-Palau
19-Iowa	41-Oregon	72-Puerto Rico
20-Kansas	42-Pennsylvania	78-Virgin Islands
21-Kentucky	44-Rhode Island	90-Foreign Countries
22-Louisiana	45-South Carolina	XX-Unknown, not First time in
23-Maine	46-Sourth Dakota	college, or not first time
24-Maryland	47-Tennessee	transfer
25-Massachusetts	48-Texas	

NOTE: *Valid nation codes are listed in the reference file STATE.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*

Edit:

1018_1	State Code at Time of Admission (DE 1018) missing or invalid	Critical

1004_2	Fee Classification Residency (DE 1004) EQ F and First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) NE 12	Informational
1005_12	First-Time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) EQ XX	Informational
1032_8	Transfer Student Flag (DE 1032) EQ F and State Code at Time of Admission (DE 1018) EQ XX	Informational

Data Element 1019
Student Birth Date

Characteristics

Length: 8
Data Type: Numeric
Physical Description: 9 (8)
Last Modified: 7/1/2003

Data Element is used in the Following Reports:

❑   SUS Community Colleges Follow-up Study
❑   NRS
❑   IPEDS (EF2)

Description:

Record Type One – Legal date of birth of the student.

The format for coding this element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day (01-31), CC is a valid century (18 - 20), and YY is a numeric year.

Code all nines (99999999) for unknown.

Edit:

1019_1	Student Birth Date (DE 1019) missing or non-numeric	Critical
1019_2	Student Birth Date (DE 1019) invalid range month	Critical
1019_3	Student Birth Date (DE 1019) invalid range day	Critical
1019_4	Student Birth Date (DE 1019) invalid range century	Critical
1019_5	*Edit Deleted*	
1019_6	Student Birth Date (DE 1019) age GT 80 or LT 13	Informational
1019_7	Student Birth Date (DE 1019) year GT High School Graduation Date (DE 1009)	Critical
1019_8	Student Birth Date (DE 1019) GT Entry Level/Exit Test Date (DE 1105)	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Gender (DE 1006)	Critical
1109_6	Adult Entry Level/Exit Test – Date (DE 1109) LT Student Birth Date (DE 1019)	Critical

Data Element 1021

Student Identification Number

Characteristics

Length:	10
Data Type:	Alphanumeric
Physical Description:	X (10)
Last Modified:	6/1/2011

Data Element is used in the Following Reports:

- ❑ Readiness for College
- ❑ Accountability Outcome Measures
- ❑ Perkins Funding
- ❑ Perkins Performance
- ❑ Performance Funding
- ❑ NRS

Description:

Record Type One – A number assigned to a student for identification purposes. If the Social Security Number is available, it should be used as the identification number. If the Social Security Number is not available, this element may reflect a unique derived number assigned for the purposes of student identification, within the college. If the number used is not a Social Security Number, the Student Identification Number must begin with an alphabetic character.

This field should be left justified, filled with trailing spaces.

Edit:

1021_1	Student Identification Number (DE 1021) missing or containing embedded blanks	Critical
1021_2	Student Identification Number (DE 1021) all zeroes	Critical
1021_3	Student Identification Number (DE 1021) duplicate ID within college	Critical
1021_4	Student Identification Number (DE 1021) first nine positions are numeric and 10th position non-blank	Critical

Data Element 1026

Term Institutional Grade Points

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9 (3) V9
Last Modified: 12/15/1994

Data Element is used in the Following Reports:

None

Description:

Record Type One – Term Institutional Grade Points Equivalents (Quality) generated in the current degree level, at the reporting institution, based on a 4.0 scale. Term Institutional Grade Points will consist only of the reporting term data for the student. Non-instructional credit awarded (i.e. CLEP, etc.) and college preparatory credit awarded will not be included in the Term Institutional Grade Points.

Code all nines (9999) if this field is not applicable.

EXAMPLE
If a student makes a grade of 'A' in a 3-hour course, then Term Institutional Grade Points are calculated as follows:

$$3 \text{ (Hours)} * 4 \text{ (Scale)} = 12 \text{ (Term Institutional Grade Points)}$$

This data element is the sum of all such points for an individual student for the term.

NOTE: Null values are loaded for Beginning-of-Term data submissions.

Edit:

1026_1	Term Institutional Grade Points (DE 1026) missing or non-numeric	Critical
1026_2	Term Institutional Grade Points (DE 1026) NE 9999 and GT 100.0	Informational

Data Element 1027

Term Institutional Hours for GPA

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (2) V9
Last Modified:	7/12/1993

Data Element is used in the Following Reports:

None

Description:

Record Type One – Term credit hours attempted in the current degree level, which are used for calculation of the grade point average (GPA). The Term Institutional Hours for GPA will consist only of the reporting term data. Non-instructional credit hours (i.e. CLEP, etc.) and college preparatory credit hours will not be included in the Term Institutional Hours for GPA.

Code all nines (999) if this field is not applicable.

NOTE: *Null values are loaded for Beginning-of-Term data submissions.*

Edit:

1027_1	Term Institutional Hours for GPA (DE 1027) missing or non-numeric	Critical
1027_2	Term Institutional Hours for GPA (DE 1027) NE 999 and GT 20.0	Informational
1027_3	Term Institutional Hours for GPA (DE 1027) GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0	Informational

Data Element 1028

Term Identifier

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (3)
Last Modified: 7/1/1998

Data Element is used in the Following Reports:Exceptions

- ❑ Course Number Match
- ❑ Readiness for College
- ❑ Entry Level/Exit Test
- ❑ Accountability Outcome Measures
- ❑ OA-2

- ❑ FTE
- ❑ Perkins Funding
- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (EF2,E12,C2)

Description:

Record Type One – Indicates the academic term within the reporting year.

TABLE VALUES
1YY   Summer Term
2YY   Fall Term
3YY   Spring Term

Where YY is the last two digits of the calendar year of the term being reported.

Edit:

1028_1   Term Identifier (DE 1028) missing or invalid   Critical

Data Element 1029

Term Part-Time/Full-Time

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	7/1/2006

Data Element is used in the Following Reports:

❑ Exceptions
❑ Accountability Outcome Measures

❑ Performance Funding
❑ IPEDS (EF2)

Description:

Record Type One – Indicates if the student is a full-time or part-time student. A full-time student is a student enrolled for twelve or more semester credits or twenty-four or more contact hours per week.

TABLE VALUES

F   Full-Time student. Use for all enrolled students for Fall and Spring terms only.
P   Part-Time student. Use for all enrolled students for Fall and Spring terms only.
S   Summer term. Use for all enrolled students in Summer term.
Z   Use when reporting an Acceleration, Completion, or an Industry Certification Record only for the student. Student is not enrolled for this term.

Edit:

1029_1	Term Part-Time/Full-Time (DE 1029) missing or invalid	Critical
3009_2	Course Identifier – Section (DE 3009) valid Course Section and Term Part-Time/Full-Time (DE 1029) EQ Z	Informational

Data Element 1030
Total Institutional Grade Points

Characteristics

Length: 5
Data Type: Numeric
Physical Description: 9 (4) V9
Last Modified: 5/1/2007

Data Element is used in the Following Reports:

❑   Accountability Outcome Measures
❑   Perkins Performance

Description:

Record Type One – Total Institutional Grade Points Equivalents (Quality) generated in the current degree level, at the reporting institution, based on a 4.0 scale. Total Institutional Grade Points will consist of the reporting term data as well as historical term data for the student. Non-instructional credit awarded (i.e. CLEP, etc.) and college preparatory credit awarded will not be included in the Total Institutional Grade Points.

Code all nines (99999) if this field is not applicable.

EXAMPLE

If a student makes a grade of 'A' in a 3-hour course, then Total Institutional Grade Points are calculated as follows:

$$3 \text{ (Hours)} * 4 \text{ (Scale)} = 12 \text{ (Total Institutional Grade Points)}$$

This data element is the sum of all such points earned by the individual student prior to and including the current reporting term for the current degree level.

NOTE: *Nulls are loaded for Beginning-of-Term data submissions.*

Edit:

1030_1	Total Institutional Grade Points (DE 1030) missing or non-numeric	Critical
1030_2	Total Institutional Grade Points (DE 1030) GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0	Critical

Data Element 1031

Total Institutional Hours for GPA

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9 (3) V9
Last Modified: 12/11/1992

Data Element is used in the Following Reports:

❑   Accountability Outcome Measures
❑   Perkins Performance

Description:

Record Type One – Total credit hours attempted in the current degree level at the reporting institution, which are used for calculation of the grade point average (GPA). The Total Institutional Hours for GPA will consist of the reporting term data as well as historical term data for the student. Non-instructional credit hours (i.e. CLEP, etc.) and college preparatory credit hours will not be included in the Total Institutional Hours for GPA.

Code all nines (9999) if this field is not applicable.

NOTE: Null values are loaded for Beginning-of-Term data submissions.

Edit:

1031_1	Total Institutional Hours for GPA (DE 1031) non-numeric	Critical
1031_2	Total Institutional Hours for GPA (DE 1031) NE 9999 and GT 175.0	Informational
1027_3	Term Institutional Hours for GPA (DE 1027) GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0	Informational
1030_2	Total Institutional Grade Points (DE 1030) GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0	Critical

Data Element 1032

Transfer Student Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 8/24/2009

Data Element is used in the Following Reports:

❑ Exceptions
❑ Readiness for College
❑ Accountability Outcome Measures

❑ FETPIP File (Enrollments)
❑ IPEDS (EF2)

Description:

Record Type One – Indicates whether the student is or is not a transfer student. A transfer student is a student who has previously attended another postsecondary institution, including non-regionally accredited postsecondary institutions, whether or not any credit is earned or accepted. The First-Time Transfer Student is a transfer student that is in their first term of enrollment at your institution. Once the First-Time Transfer Student is coded "F" in the first term of enrollment, the student will be coded "Y" each subsequent term enrolled. Transfer students are enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational (if certificates are awarded), College Preparatory, Vocational Preparatory, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

TABLE VALUES

F   First-Time Transfer Student (first term of enrollment at your institution)
N   No
Y   Yes (every term after the first term the student transfers)
Z   Not applicable - Student is exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

NOTE: Once a student is flagged as a transfer student (DE 1032 EQ Y) the student will always be flagged as a transfer throughout their enrollment at the reporting institution. If the student transfers to yet another institution, then the student will be coded "F" the first term of enrollment then "Y" for every other term thereafter.

Edit:

1032_1	Transfer Student Flag (DE 1032) missing or invalid	Critical
1032_3	Transfer Student Flag (DE 1032) EQ Z and Program of Study, Level (DE 2005) IN (0, 1, 2, 3, 8, A, D, C, H, P, T)	Informational
1032_4	Transfer Student Flag (DE 1032) EQ Z and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 7, A, C, P)	Informational
1032_5	Transfer Student Flag (DE 1032) IN (F, Y) and Transfer Institution (DE 1034) EQ 9999999	Informational

1032_6	Transfer Student Flag (DE 1032) EQ F and previous End-of-Term Transfer Student Flag (DE 1032) IN (F, Y)	Critical
1032_7	Transfer Student Flag (DE 1032) EQ F and Nation of Citizenship (DE 1033) EQ U5	Informational
1032_8	Transfer Student Flag (DE 1032) EQ F and State Code at Time of Admission (DE 1018) EQ XX	Informational
1005_2	First-Time Student Flag (DE 1005) EQ Y and Transfer Student Flag (DE 1032) IN (F, Y)	Critical

Data Element 1033
Nation of Citizenship

Characteristics

Length: 2
Data Type: Alphanumeric
Physical Description: X (2)
Last Modified: 6/1/2014

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Record Type One – The U.S. Federal Processing Standards code (Nation Code) for the student's country of Citizenship at the time of admission to the institution.

TABLE VALUES

AF	Afghanistan	BC	Botswana	CR	Coral Sea Islands
AX	Akrotiri	BV	Bouvet Island	CS	Costa Rica
AL	Albania	BR	Brazil	IV	Cote D'Ivoire
AG	Algeria	IO	British Indian Ocean Territory	HR	Croatia
AN	Andorra			CU	Cuba
AO	Angola	VI	British Virgin Islands	UC	Curacao
AV	Anguilla	BX	Brunei	CY	Cyprus
AC	Antigua and Barbuda	BU	Bulgaria	EZ	Czech Republic
AR	Argentina	UV	Burkina Faso	DA	Denmark
AM	Armenia	BM	Burma	DX	Dhekelia
AA	Aruba	BY	Burundi	DJ	Djibouti
AT	Ashmore and Cartier Islands	CB	Cambodia	DO	Dominica
		CM	Cameroon	DR	Dominican Republic
AS	Australia	CA	Canada	EC	Ecuador
AU	Austria	CV	Cape Verde	EG	Egypt
AJ	Azerbaijan	CJ	Cayman Islands	ES	El Salvador
BF	Bahamas, The	CT	Central African Republic	EK	Equatorial Guinea
BA	Bahrain			ER	Eritrea
BG	Bangladesh	CD	Chad	EN	Estonia
BB	Barbados	CI	Chile	ET	Ethiopia
BS	Bassas da India	CH	China	PJ	Etorcofu, Habomai, Kunashiri, Shibotan Islands
BO	Belarus	KT	Christmas Island		
BE	Belgium	IP	Clipperton Island		
BH	Belize	CK	Cocos (Keeling) Islands	EU	Europa Island
BN	Benin			FK	Falkland Islands (Islas Malvinas)
BD	Bermuda	CO	Colombia		
BT	Bhutan	CN	Comoros	FO	Faroe Islands
BL	Bolivia	CF	Congo (Brazzaville)	FJ	Fiji
BK	Bosnia and Herzegovina	CG	Congo (Kinshasa)	FI	Finland
		CW	Cook Islands	FR	France

FG	French Guiana	KG	Kyrgyzstan	MU	Oman
FP	French Polynesia	LA	Laos	PK	Pakistan
FS	French Southern and Antarctic Lands	LG	Latvia	PS	Palau
		LE	Lebanon	PM	Panama
GB	Gabon	LT	Lesotho	PP	Papua New Guinea
GA	Gambia, The	LI	Liberia	PF	Paracel Islands
GZ	Gaza Strip	LY	Libya	PA	Paraguay
GG	Georgia	LS	Liechtenstein	PE	Peru
GM	Germany	LH	Lithuania	RP	Philippines
GH	Ghana	LU	Luxembourg	PC	Pitcairn Islands
GI	Gibraltar	MC	Macau	PL	Poland
GO	Glorioso Islands	MK	Macedonia	PO	Portugal
GR	Greece	MA	Madagascar	QA	Qatar
GL	Greenland	MI	Malawi	RE	Reunion
GJ	Grenada	MY	Malaysia	RO	Romania
GP	Guadeloupe	MV	Maldives	RS	Russia
GT	Guatemala	ML	Mali	RW	Rwanda
GK	Guernsey	MT	Malta	TB	Saint Barthelemy
GV	Guinea	RM	Marshall Islands	SH	Saint Helena, Ascension, and Tristan Da Cunha
PU	Guinea-Bissau	MB	Martinique		
GY	Guyana	MR	Mauritania		
HA	Haiti	MP	Mauritius	SC	Saint Kitts and Nevis
HM	Heard Island and McDonald Islands	MF	Mayotte	ST	Saint Lucia
		MX	Mexico	RN	Saint Martin
HO	Honduras	FM	Micronesia, Federated States of	SB	Saint Pierre and Miquelon
HK	Hong Kong				
HU	Hungary	MD	Moldova	VC	Saint Vincent and The Grenadines
IC	Iceland	MN	Monaco		
IN	India	MG	Mongolia	WS	Samoa
ID	Indonesia	MJ	Montenegro	SM	San Marino
IR	Iran	MH	Montserrat	TP	Sao Tome and Principe
IZ	Iraq	MO	Morocco		
EI	Ireland	MZ	Mozambique	SA	Saudi Arabia
IM	Isle of Man	WA	Namibia	SG	Senegal
IS	Israel	NR	Nauru	RI	Serbia
IT	Italy	NP	Nepal	SE	Seychelles
JM	Jamaica	NL	Netherlands	SL	Sierra Leone
JN	Jan Mayen	U2	Neutral Zone	SN	Singapore
JA	Japan	NC	New Caledonia	NN	Sint Maarten
JE	Jersey	NZ	New Zealand	LO	Slovakia
JO	Jordan	NU	Nicaragua	SI	Slovenia
JU	Juan de Nova Island	NG	Niger	BP	Solomon Islands
KZ	Kazakhstan	NI	Nigeria	SO	Somalia
KE	Kenya	NE	Niue	SF	South Africa
KR	Kiribati	NF	Norfolk Island	SX	South Georgia and the South Sandwich Islands
KV	Kosovo	KN	North Korea		
KU	Kuwait	NO	Norway		

KS	South Korea	TH	Thailand	UK	United Kingdom
OD	South Sudan	TT	Timor-Leste	US	United States of
SP	Spain	TO	Togo		America and Territories
PG	Spratly Islands	TL	Tokelau	U5	Unknown
CE	Sri Lanka	TN	Tonga	UY	Uruguay
U3	Stateless	TD	Trinidad and Tobago	UZ	Uzbekistan
SU	Sudan	TE	Tromelin Island	NH	Vanuatu
NS	Suriname	TS	Tunisia	VT	Vatican City
SV	Svalbard	TU	Turkey	VE	Venezuela
WZ	Swaziland	TX	Turkmenistan	VM	Vietnam
SW	Sweden	TK	Turks and Caicos	WF	Wallis & Futuna
SZ	Switzerland		Islands	WE	West Bank
SY	Syria	TV	Tuvalu	WI	Western Sahara
TW	Taiwan	UG	Uganda	YM	Yemen
TI	Tajikistan	UP	Ukraine	ZA	Zambia
TZ	Tanzania	AE	United Arab Emirates	ZI	Zimbabwe

NOTE: *Valid nation codes are listed in the reference file NATION.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml. The information source for this file is the U.S. Immigration and Customs Enforcement's SEVIS look up tables.*

Edit:

1033_1	Nation of Citizenship (DE 1033) missing or invalid	Critical
1005_13	First-Time Student Flag (DE 1005) EQ Y and Nation of Citizenship (DE 1033) EQ U5	Informational
1032_7	Transfer Student Flag (DE 1032) EQ F and Nation of Citizenship (DE 1033) EQ U5	Informational

Data Element 1034

Transfer Institution

Characteristics

Length: 7
Data Type: Numeric
Physical Description: 9 (7)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Record Type One – The last Postsecondary Institution from where a student transferred. This number should be right justified, filled with leading zeroes.

TABLE VALUES

Florida State Colleges

0001470	Eastern Florida	0001493	Indian River	0001514	Polk
0001500	Broward	0001501	Florida Gateway	0001523	St. Johns River
0001471	Central Florida	0001502	Lake-Sumter	0001528	St. Petersburg
0001472	Chipola	0001504	State College FL	0001519	Santa Fe
0001475	Daytona	0001506	Miami Dade	0001520	Seminole State
0001477	FL South Western	0001508	North Florida	0001522	South Florida
0001484	Florida SC at Jax	0001510	Northwest Fla	0001533	Tallahassee
0001485	Florida Keys	0001512	Palm Beach	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

Florida Universities

0001480	Florida A&M University	0032553	Florida Gulf Coast University
0001481	Florida Atlantic University	0039574	New College of Florida
0009635	Florida International University	0000000	Unknown
0042634	Florida Polytechnic University	4444444	Other Florida Education Institutions
0001489	Florida State University	6666666	Other Florida Post-Secondary Institutions
0003954	University of Central Florida		
0001535	University of Florida	8888888	Other Non-Florida Post-Secondary Institutions
0009841	University of North Florida		
0001537	University of South Florida	9999999	Not Applicable
0003955	University of West Florida		

Vocational/Technical Centers

0020011	Baker County Adult Center	0006291	William T. McFatter Technical College
0030481	Tom P. Haney Technical Center	0062221	Atlantic Technical College
0040171	Bradford-Union Technical Center	0063941	Community School North
0061051	Sheridan Technical College	0080161	Charlotte Technical Center

0090131	Withlacoochee Technical College	0290362	Brewster Technical College
0109008	Clay County Center for Adult and Community Education	0291421	Erwin Technical College
		0292381	Learey Technical College
0110281	Lorenzo Walker Technical College	0310032	Technical Center for Career & Adult Education
0110581	Immokalee Technical College		
0137012	American Senior High Adult Education	0350531	Lake Technical College
		0360541	Fort Myers Technical College
0137072	Coral Gables Sr. High Adult Education	0360581	Cape Coral Technical College
0137112	Hialeah Sr. High Adult Education Center	0370361	Lively Technical Center
		0410211	Manatee Technical College
0137132	Hialeah-Miami Lakes Senior Adult	0429412	Marion Technical College
0137202	Miami Beach Adult & Community Ed Center	0460701	Okaloosa Technical College and Choice High School
0137272	Miami Coral Park High Adult Education	0481131	Orange Technical College Mid Florida Campus
0137342	Miami Jackson Adult Education Center	0481581	Orange Technical College Orlando Campus
0137432	Miami Palmetto Adult and Community Ed Center	0485783	Orange Technical College Westside Campus
0137462	Miami Senior Adult Education Center	0485852	Orange Technical College Winter Park Campus
0137512	Miami Springs Senior High Adult		
0137532	Miami Sunset Adult Education Center	0490861	Technical Education Center Osceola
		0503921	West Technical Education Center
0137592	North Miami Senior Adult Education	0503922	North Technical Education Center
0137602	William H. Turner Technical Adult	0518031	Pasco High Adult Education
0137702	South Dade Technical College	0518081	James Irvin Adult Education
0137742	Southwest Adult Center	0518991	Marchman Technical College Adult
0137801	George T. Baker Aviation Technical College	0523801	Pinellas Technical College - St Petersburg
0137841	The English Center	0524541	Pinellas Technical College - Clearwater
0138005	Lindsey Hopkins Technical College		
0138139	D.A. Dorsey Technical College	0531591	Maynard A Traviss Technical College
0138901	Miami Lakes Educational Center And Technical College	0531691	Ridge Technical College
		0550231	First Coast Technical College
0138911	Robert Morgan Educational Center and Technical College	0570321	Locklin Technical Center
		0580391	Suncoast Technical College
0140022	Desoto County Adult Education Center	0600191	Sumter County Adult Center
		0610012	Riveroak Technical College
0150022	Dixie County Adult Center	0620131	Big Bend Technical College
0170861	George Stone Area Voc.-Tech Center	0650041	Adult/Community Education
0180092	Flagler Technical Institute	0660301	Emerald Coast Technical College
0200245	Gadsden Technical Institute	0670141	Florida Panhandle Technical College
0260062	Clewiston Adult School	0676911	Okeechobee Youth Development Center
0278351	Nature Coast Tech. High- Adult		
0290071	Aparicio-Levy Technical College		

NOTE: *Valid transfer institution codes are listed in the reference file XFERINST.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*

Edit:		
1034_1	Transfer Institution (DE 1034) missing or invalid	Critical
1032_5	Transfer Student Flag (DE 1032) IN (F, Y) and Transfer Institution (DE 1034) EQ 9999999	Informational

Data Element 1035

Verified Disabled Classification Indicator

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2010

Data Element is used in the Following Reports:

❑   Students with Documented Disabilities
❑   Budget Process for Students with Disabilities

Description:

Record Type one – Indicates students with verified disabilities. The Office for Services for Students with Disabilities (or other appropriate offices) will provide verification of the reported Disabled Classification in Data Element 1002 according to the process set up by the local institution and consistent with the standards in law.

TABLE VALUES

D   Student has a verified disability and receives services from the institution
N   Student does not have a documented disability or Not Applicable
Y   Student has a verified disability, but does not receive services from the institution

NOTE: The table values in this data element represent the verification of a documented disability outlined in the Florida College System recommendations from the Task Force to Review the Needs of Students with Disabilities.

Edit:

1035_1	Verified Disabled Classification Indicator (DE 1035) missing or invalid	Critical
1002_3	Disabled Classification (DE 1002) EQ Z and Verified Disabled Classification Indicator (DE 1035) NE N	Critical
1002_4	Disabled Classification (DE 1002) NE Z and Verified Disabled Classification Indicator (DE 1035) EQ N	Critical

Data Element 1036

Race – White

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 10/29/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Readiness for College

- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS

Description:

Record Type One – Indicates if the student has origins in any of the original people of Europe, the Middle East, or North Africa.

TABLE VALUES

Y Yes
N No
X Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1036_1	Race – White (DE 1036) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1037

Race – Black/African American

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 10/29/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Readiness for College

- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS

Description:

Record Type One – Indicates if the student has origins in any of the black racial groups of Africa.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1037_1	Race – Black/African American DE 1037) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1038

Race – Asian

Characteristics	

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 10/29/2009

Data Element is used in the Following Reports:	

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Readiness for College

- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS

Description:	

Record Type One – Indicates if the student has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

TABLE VALUES
Y   Yes
N   No
X   Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:	

1038_1	Race – Asian DE 1038) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1039

Race – American Indian/Alaskan Native

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 10/29/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Readiness for College

- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS

Description:

Record Type One – Indicates if the student has origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1039_1	Race – American Indian/Alaskan Native (DE 1039) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1040

Race – Native Hawaiian/Pacific Islander

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 10/29/2009

Data Element is used in the Following Reports:

❑ Exceptions
❑ AA-1A
❑ AA-1B
❑ AA-1C
❑ Readiness for College
❑ Accountability
❑ FETPIP
❑ NRS
❑ Perkins
❑ IPEDS

Description:

Record Type One – Indicates if the student has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

TABLE VALUES

Y   Yes
N   No
X   Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1040_1	Race – Native Hawaiian/Pacific Islander (DE 1040) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1041

Ethnicity – Hispanic/Latino

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 10/29/2009

Data Element is used in the Following Reports:

❑   Exceptions
❑   AA-1A
❑   AA-1B
❑   AA-1C
❑   Readiness for College
❑   Accountability
❑   FETPIP
❑   NRS
❑   Perkins
❑   IPEDS

Description:

Record Type One – Indicates if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

TABLE VALUES

Y   Yes
N   No
X   Unknown, ethnicity was not reported by the student

Edit:

1041_1   Ethnicity – Hispanic/Latino (DE 1041) missing or invalid   Critical

Data Element 1042

Athletically Related Aid Indicator

Characteristics

Length: 1
Data Type: Numeric
Physical Description: 9 (1)
Last Modified: 9/27/2007

Data Element is used in the Following Reports:

❑   IPEDS GRS

Description:

Record Type One – Indicates the sport for which a scholarship, grant, or other form of financial assistance (including items such as the 40 FTE Waiver) is offered by the institution where the student is required to participate in a program of intercollegiate athletics in order to be eligible to receive such assistance.

TABLE VALUES
2   Basketball
3   Baseball
4   Cross Country and track combined
5   All other sports combined (see note 2)
9   Not applicable

NOTES:
1. *Report this information only with the Annual Financial Aid - Record Type 8 submission. If the financial assistance is from the 40 FTE Waiver, send only the Demographic Record. Code '9' for Summer (1E/2B), Fall (2E/3B) and Winter (3E) Term submissions.*
2. *If a student receives Athletically Related Aid for more than one sport, report the student only once using the table value hierarchy. Code women's softball as '5' (All other sports combined).*
3. *For submissions other than the Annual Financial Aid – Record Type 8 submission. Code '9' for Summer (1E/2B), Fall (2E/3B) and Winter (3E) term submissions.*

Edit:

1042_1	Athletically Related Aid Indicator (DE 1042) missing or non-numeric	Critical
1042_2	Athletically Related Aid Indicator (DE 1042) EQ 9 and no Financial Aid Record (only applies for the Annual Financial Aid – Record Type 8 submission)	Critical
1042_3	Athletically Related Aid Indicator (DE 1042) EQ 3 and Gender (DE 1006) EQ F	Critical

Data Element 1043

Career Pathways Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2008

Data Element is used in the Following Reports:

❑   Exceptions
❑   Perkins Performance

Description:

Record Type One – Indicates whether the student is or is not a Career Pathways student.

TABLE VALUES
Y   Yes
N   No

NOTE: *A Career Pathway program is a program that can begin in high school and continue at the postsecondary level in a like program. To see examples of career pathways, this link provides sample programs of study by career clusters and pathways:*
http://www.fldoe.org/workforce/dwdgrants/2007/perkins_programstudy_samples.asp

Edit:

1043_1   Career Pathways Flag (DE 1043) missing or invalid   Critical

Data Element 1048
Adult Origin of Schooling

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Exceptions
❑   NRS

Description:

Record Type One – Indicates the national origin of the highest credential/level of schooling completed by the student upon entry into the adult education program as reported in the Adult Level of Schooling Achieved (DE 1064).

TABLE VALUES

U   U.S. Based Schooling: Highest level of schooling attained in the United States, a U.S. territory, an American school overseas, or a U.S. military school

N   Non U.S. Based Schooling: Highest level of schooling attained in a school that is not U.S.-based

X   Unknown

Z   Student is co-enrolled or NOT an adult general education student

NOTES: Edit 2 will be implemented starting Summer Term (1E) 2016-17 submission for colleges that have Adult General Education (AGE) and edit 2 will be implemented for all colleges starting Summer Term (1E) 2017-18 submission.

Edit:

1048_1	Adult Origin of Schooling (DE 1048) missing or invalid	Critical
1048_2	Adult Origin of Schooling (DE 1048) EQ Z and CAE Level of Schooling Achieved (DE 1064) NE NN	Critical

Data Element 1049
Distance Education Student Location

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2014

Data Element is used in the Following Reports:

❑   Exceptions
❑   IPEDS (EF2)

Description:

Record Type One – Indicates the location of the student enrolled in any distance education.

TABLE VALUES

O   Outside U.S.
S   Same state as the institution
U   In the U.S., but not the same state
X   Unknown or not reported
Z   Not applicable-use for all students that are not in a Distance Education course.

Edit:

1049_1   Distance Education Student Location (DE 1049) missing or invalid   Critical

Data Element 1050

Developmental Education High School Exemption

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2014

Data Element is used in the Following Reports:

❑   Exceptions
❑   Developmental Education

Description:

Record Type One – Indicates the common placement testing developmental education exemption as a result from a one-time assessment, at the time of admission or first term enrollment as a degree/certificate seeking student after high school graduation.

This data element reports whether a student is exempt from developmental education requirements based on the high school language of § 1008.30 (4)(a) F.S.;

> A student who entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

TABLE VALUES

Y   The student meets the developmental education exemption because they entered ninth grade in a Florida public school in 2003-2004 or later, and graduated with a standard high school diploma (see table below). Also, students who qualify for the exemption, and HAVE NOT successfully completed previously identified development education needs, should be identified as exempt ('Y').

N   The student does not meet the developmental education exemption because they entered ninth grade in Florida in a Florida public school before 2003-2004 or the high school diploma type is not included in the table below. Other non-qualifying criteria may be an out-of-state high school student, homeschool, or private high school graduates.

D   Students who qualify for the exemption, but HAVE already successfully completed previously identified developmental education needs.

W   Unknown. Could not be determined by submission time, but will be assessed and placed in another value in the next submission.

X   Not applicable (i.e. such as current dual enrollment, Post-Secondary Adult Vocational, Adult General Education, CWE, Transient).

Standard High School Diplomas

W06   Standard High School Diploma
W43   Standard High School Diploma
W52   Adult Standard High School Diploma (Alternate Assessment)
W54   Adult Standard High School Diploma ((ACCEL) 18-credit option)
W55   Adult Standard High School Diploma ((ACCEL) alternate assessment score, 18-credit option)
W6A   Standard High School Diploma (Developmental Education Option)
W6B   Standard High School Diploma
WD1   Standard High School Diploma (Deferred Receipt)
*WFA   Standard High School Diploma (College Prep Option and Alternate Assessment)
*WFB   Standard High School Diploma (Career Prep Option and Alternate Assessment)
WFT   Standard High School Diploma (Alternate Assessment)
WFW   Standard High School Diploma (FCAT waiver)
WRW   Standard High School Diploma (Statewide Standardized Assessment Results Waiver)
        Applies to students whom entered ninth grade after 2013-14 school year.
WXL   Standard High School Diploma (Academically Challenging Curriculum to enhance Learning
        (ACCEL) options)
WXT   Standard High School Diploma (Academically Challenging Curriculum to enhance Learning
        (ACCEL) options w/state alternative assessment score)
WXW   Standard High School Diploma (Academically Challenging Curriculum to enhance Learning
        (ACCEL) options w/an approve statewide assessment waiver)

NOTE: *After 2014-15 school year, diploma codes WFA and WFB were no longer valid.*

Edit:

1050_1	Developmental Education High School Exemption (DE 1050) missing or invalid	Critical

Data Element 1051
Developmental Education Military Exemption

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2014

Data Element is used in the Following Reports:

❑ Exceptions
❑ Developmental Education

Description:

Record Type One – This data element regarding the common placement testing developmental education exemption as a result from a one-time assessment, at the time of admission or first term enrollment as a degree/certificate seeking student

This data element reports whether a student is exempt from developmental education requirements based on active military service language of the § 1008.30 (4)(a) F.S.;

> A student who entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

TABLE VALUES

Y   The student is currently serving as an active duty member of the armed forces.
N   The student is not currently serving as an active duty member of the armed forces.
W   Unknown. Could not be determined by submission time, but will be assessed and placed in another value in the next submission.
X   Not applicable (i.e. such as current dual enrollment, Post-Secondary Adult Vocational, Adult General Education, CWE, Transient).

Edit:

1051_1   Developmental Education Military Exemption (DE 1051) missing or invalid   Critical

Data Element 1052

AGE Employment Status

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Exceptions
❑   Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
❑   NRS

Description:

Record Type One – This data element was created for the Adult Education Program, and indicates whether the student is employed, not employed, or not in the labor force at time of entry into the Adult Education Program.

TABLE VALUES

E   Employed. The student:
  (a) did any work at all as a paid employee,
  (b) did any work at all in his or her own business, profession, or farm,
  (c) worked as an unpaid worker in an enterprise operated by a member of the family, or
  (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

S   Employed. The student:
  (a) received Notice of Termination of Employment, or Military Separation, or employer has issued a Worker Adjustment and Retraining Notification (WARN), or other notice that the facility or enterprise will close, or
  (b) student is a transitioning service member, (i.e., within 12 months of separation or 24 months of retirement).

U   Unemployed. Student who is not employed but is seeking employment, making specific efforts to find a job, and is available for work.

N   Not in the Labor Force. Student is not employed and is not seeking employment.

Z   Not Applicable. Student is not enrolled in an NRS eligible program.

NOTE: *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*

Edit:

1052_1	AGE Employment Status (DE 1052) missing or invalid	Critical
1052_2	*Edit Deleted*	
1052_3	AGE Employment Status (DE 1052) EQ Z and Course Information Classification Structure (DE 3001) IN (13104, 13201, 13202, 13203) and	Critical

Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)

1052_4   AGE Employment Status (DE 1052) EQ Z and Course Information   Critical
          Classification Structure (DE 3001) EQ 13204 and Program of Study – CIP
          (DE 2002) EQ 1532010300 and Adult Educational Functioning Level, Initial
          (DE 3022) NOT IN (H, K, L, M, X)

Data Element 1053

Highest Level of Education Completed – Parent One or Guardian One

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Record Type One – Indicates the highest education level completed by the first parent and/or guardian who played the largest role in raising the student, regardless of the student's age.

First generation student information is becoming a topic of increasing interest. Studies have shown that first generation students may have limited knowledge about college and the associated expectations. These students have a higher risk of leaving school prior to the completion of a degree. Identifying and targeting these students for extra services and assistance can increase retention.

TABLE VALUES
L   Less than High School, no diploma
D   High school diploma or equivalent/GED
T   Credit Certificate – business, trade school, or technical
C   Some college, no degree
A   Associate degree or two-year degree
B   Bachelor degree or four-year degree
P   Graduate degree (e.g. masters, doctorate, etc.) or professional degree (e.g. law, psychology, medicine, pharmacy, etc.)
X   Unknown
Z   Not Applicable (non-credit students)

NOTES:
1. *Report the first parent, other family member, and/or guardian who the student believed played the largest role in raising them, please indicate the highest level of education that it is believed parent one or guardian one attained.*
2. *If the student does not know the parent or guardian's highest education level report as 'Unknown'.*
3. *Students only need to be asked once; however if a college chooses to ask more frequently, then that college may update this data element when new data has been acquired.*
4. *College needs to submit data element with every data submission.*
5. *Data element only needs to be collected for credit seeking students.*

Edit:

| 1053_1 | Highest Level of Education Completed – Parent One or Guardian One (DE 1053) missing or invalid | Critical |

Data Element 1054

Highest Level of Education Completed – Parent Two or Guardian Two

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Record Type One – Indicates the highest education level completed by the second parent and/or guardian who played the largest role in raising the student, regardless of the student's age.

First generation student information is becoming a topic of increasing interest. Studies have shown that first generation students may have limited knowledge about college and the associated expectations. These students have a higher risk of leaving school prior to the completion of a degree. Identifying and targeting these students for extra services and assistance can increase retention.

TABLE VALUES

L   Less than High School, no diploma
D   High school diploma or equivalent/GED
T   Credit Certificate – business, trade school, or technical
C   Some college, no degree
A   Associate degree or two-year degree
B   Bachelor degree or four-year degree
P   Graduate degree (e.g. masters, doctorate, etc.) or professional degree (e.g. law psychology, medicine, pharmacy, etc.)
N   No second parent or guardian raised student
X   Unknown
Z   Not Applicable (non-credit students)

NOTES:
1. *Report the second parent, other family member, and/or guardian who the student believed played the largest role in raising them, please indicate the highest level of education that it is believed parent two or guardian two attained.*
2. *If the student does not know the parent or guardian's highest education level report as 'Unknown'.*
3. *Students only need to be asked once; however if a college chooses to ask more frequently, then that college may update this data element when new data has been acquired.*
4. *College needs to submit data element with every data submission.*
5. *Data element only needs to be collected for credit seeking students.*

Edit:

1054_1   Highest Level of Education Completed – Parent Two or Guardian Two   Critical
                    (DE 1054) missing or invalid

Data Element 1055

Name Suffix

Characteristics

Length:	10
Data Type:	Alphanumeric
Physical Description:	X (10)
Last Modified:	12/3/2014

Data Element is used in the Following Reports:

❑ Readiness for College
❑ Perkins Funding
❑ FETPIP

Description:

Record Type One – Suffix (if any), of a student's name, to denote a person's generation in his or her family. Record as reported by the student (e.g., Jr., Sr., III)

NOTE: Lowercase letters are converted to uppercase letters.

Edit:

1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Gender (DE 1006)	Critical

Data Element 1057

Military Status

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Record Type One – Identifies a student's current or prior service in the United States Armed Forces.

TABLE VALUES

A   Active Duty Personnel
D   Eligible Dependent (Spouse/child)
N   Active Member of the National Guard
R   Active Member of the Reserves
V   Veteran (Prior Service, Service prior to 9/11/2001)
W   Veteran (Prior Service, Service on or after 9/11/2001)
E   Veteran (Prior Service, Service Dates Unknown)
Y   No Military History
Z   Not Applicable (non-Credit Student)
X   Unknown/No Response

NOTES:
  1.   Values that identify Actively serving members of the U.S. Armed Forces, to include:
          a.   A – Active Duty Personnel
          b.   N – Active Member of the National Guard
          c.   R – Active member of the Reserves
          *Take precedence over values that identify a student as a veteran. Students will only be
          identified as veterans if and only if they are no longer actively serving in the U.S. Armed Forces.*

  *2.   Eligible Dependent is defined in Title 10 U.S. Code, Section 1072, with respect to a member or
          former member of a uniformed service, within the scope of this data element means*
          (A) The Spouse
          (B) The unremarried widow
          (C) The unremarried widower
          (D) A child who –
                 i.   Has not attained the age of 21;
                 *ii.   Has not attained the age of 23, is enrolled in a full-time course of study at an
                         institution of higher learning*
                 *iii.   Is incapable of self-support because of a mental or physical incapacity that
                         occurs while a dependent of a member or former member under clause (i) or (ii)*

  *3.   If the student is no longer an active military member (through discharge, retirement, etc.), then
          this data element will be coded appropriately as "E" (Prior Service Military Member - Service*

Dates Unknown), "V" Veteran (Prior Service Military Member – Began Term of Service prior to 9/11/2001) or "W" Veteran (Prior Service Military Member – Began Term of Service on or after 9/11/2001), based on the date they entered into service.

Edit:

1057_1   Military Status (DE 1057) missing or invalid   Critical

Data Element 1058

CAE Single Parent

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/25/2017

Data Element is used in the Following Reports:

❑   Exceptions
❑   Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
❑   NRS
❑   Perkins (CTE)

Description:

Record Type One – Identifies student as a single parent and/or single pregnant woman at the time of entry in the current term.

TABLE VALUES

B   Student is both a single parent and a single pregnant woman
S   Student unmarried, widowed, or legally separated from spouse and has either sole or joint custody of a minor child or children
W   Student is a single, pregnant woman
Z   Not applicable or student does not meet any of the criteria above

NOTES:

1.   *Federal reporting requirement for both Perkins and NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2.   *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1058_1	CAE Single Parent (DE 1058) missing or invalid	Critical
1058_2	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 13102, 13104, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G)	Critical
1058_3	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) EQ 13204 and Program of Study – Level (DE 2005) IN (1, 2, 8, 9, A, B, D, G) and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)	Critical
1058_4	CAE Single Parent (DE 1058) IN (B, S, W) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G)	Critical

Data Element 1059

CAE Displaced Homemaker

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/25/2017

Data Element is used in the Following Reports:

❑   Exceptions
❑   Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
❑   NRS
❑   Perkins (CTE)

Description:

Record Type One – Identifies the student as a displaced homemaker according to federal definition.

TABLE VALUES

A   Student worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.

B   Student has been dependent on public assistance or on the income of a relative but is no longer supported by such income and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.

C   Student is a parent whose youngest child will become ineligible (at age 16) to receive assistance under the program for Aid to Families with Dependent Children under Part A of the Title IV of the Social Security Act within two years of the parent's application for assistance under the Act and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.

D   Student is providing unpaid services to family members in the home and is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member.

Z   Not applicable or student does not meet any of the criteria above.

NOTES:

 1.   *Federal reporting requirement for both Perkins and NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
 2.   *All values should be presented to both CTE and AGE students for self-reporting purposes.*
 3.   *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1059_1	CAE Displaced Homemaker (DE 1059) missing or invalid	Critical
1059_2	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 13104, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G)	Critical
1059_3	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) EQ 13204 and Program of Study – Level (DE 2005) IN (1, 2, 8, 9, A, B, D, G) and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)	Critical
1059_4	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G)	Critical

Data Element 1060
AGE Ex-Offender

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/25/2017

Data Element is used in the Following Reports:

❑   Exceptions
❑   Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
❑   NRS

Description:

Record Type One – Indicates whether a participant in NRS-eligible program was an ex-offender at the time of entry in the current term/semester.

TABLE VALUES

A   Student has self-identified as a person who either:
     (a)   Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or
     (b)   Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes
N   Student does not meet either of the conditions presented above
Z   Student not enrolled in an NRS eligible program

NOTES:
1.   *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2.   *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1060_1	AGE Ex-Offender (DE 1060) missing or invalid	Critical
1060_2	AGE Ex-Offender (DE 1060) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1060_3	AGE Ex-Offender (DE 1060) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1060_4	AGE Ex-Offender (DE 1060) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)	Critical

Data Element 1061

AGE Homeless/Runaway

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/25/2017

Data Element is used in the Following Reports:

❑   Exceptions
❑   Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
❑   NRS

Description:

Record Type One – Identifies whether a participant in NRS-eligible program was homeless (individual, children and youth or runaway youth) at the time of entry in the current term.

TABLE VALUES

A   Student lacks a fixed, regular, and adequate nighttime residence; this includes an individual who is:
(a) sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
(b) living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
(c) is living in an emergency or transitional shelter;
(d) is abandoned in a hospital; or
(e) is awaiting foster care placement;

B   Student has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground

C   Student is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work

D   Student is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth)

N   Student does not meet the conditions described above

Z   Student was not enrolled in an NRS eligible program

NOTES:
1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1061_1	AGE Homeless/Runaway (DE 1061) missing or invalid	Critical
1061_2	AGE Homeless/Runaway (DE 1061) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1061_3	AGE Homeless/Runaway (DE 1061) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1061_4	AGE Homeless/Runaway (DE 1061) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)	Critical

Data Element 1062

AGE Employment Barriers

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/25/2017

Data Element is used in the Following Reports:

❑   Exceptions
❑   Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
❑   NRS

Description:

Record Type One – Indicates whether a student in NRS-eligible program had any perceived barriers to employment at the time of entry in the current term.

TABLE VALUES

C   Student perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment
N   Student does not meet the conditions described above
Z   Student is not enrolled in an NRS eligible program

NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1062_1	AGE Employment Barriers (DE 1062) missing or invalid	Critical
1062_2	AGE Employment Barriers (DE 1062) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1062_3	AGE Employment Barriers (DE 1062) EQ Z and Course – ICS (DE 3001) IN 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1062_4	AGE Employment Barriers (DE 1062) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)	Critical

Data Element 1063

AGE Migrant/Seasonal Farm Worker

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Exceptions
❑   Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
❑   NRS

Description:

Record Type One – Indicates whether a participant in NRS-eligible program is a migrant or seasonal worker at the time of entry in the current term.

TABLE VALUES

A   Student is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency; or (iii) a dependent of the person described above

B   Student is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; or is a dependent of the person described above

N   Student does not meet the conditions described above

Z   Student is not enrolled in an NRS eligible program

NOTES:

1. Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).

2. This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.

Edit:

1063_1	AGE Migrant/Seasonal Farm Worker (DE 1063) missing or invalid	Critical
1063_2	AGE Migrant/Seasonal Farm Worker (DE 1063) EQ Z and Course – ICS (DE 3001) EQ (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1063_3	AGE Migrant/Seasonal Farm Worker (DE 1063) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical

| 1063_4 | AGE Migrant/Seasonal Farm Worker (DE 1063) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207) | Critical |

Data Element 1064

AGE Level of Schooling Achieved

Characteristics

Length: 2
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/16/2016

Data Element is used in the Following Reports:

❑   Exceptions
❑   Workforce Innovation and Opportunity Act (WIOA) Performance Report (Adult Education)
❑   NRS

Description:

Record Type One – A code indicating the highest credential/grade level of schooling completed by the student upon entry into the adult education program

TABLE VALUES

01   Participant completed the 1st grade.
02   Participant completed the 2nd grade
03   Participant completed the 3rd grade
04   Participant completed the 4th grade
05   Participant completed the 5th grade
06   Participant completed the 6th grade
07   Participant completed the 7th grade
08   Participant completed the 8th grade
09   Participant completed the 9th grade
10   Participant completed the 10th grade
11   Participant completed the 11th grade
12   Participant completed the 12th grade, but did not attain a diploma or equivalency.
D1   Participant attained a high school diploma.
G1   Participant attained a high school equivalency.
15   Participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individual Education Plan (IEP).
16   Participant completed some college.
17   Participant attained a Career Certificate.
18   Participant attained an Associate of Applied Sciences.
19   Participant attained an Associate of Science.
20   Participant attained an Associate of Arts.
21   Participant attained a Bachelor's degree.
22   Participant attained beyond a Bachelor's degree.
ZZ   No school grades completed.
NN   Student is not enrolled in an NRS eligible program

NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected once per reporting year.*
3. *Table value D1 is a Standard High School or Adult High School Diploma, Table value G1 is for a GED Certificate, and Table value 15 is for any special diploma or certificate.*

Edit:

1064_1	AGE Level of Schooling Achieved (DE 1064) missing or invalid	Critical
1048_2	Adult Origin of Schooling (DE 1048) EQ Z and CAE Level of Schooling Achieved (DE 1064) NE NN	Critical

Data Element 1101

Entry Level/Exit Test – Score

Characteristics

Length: 6
Data Type: Numeric
Physical Description: 9 (4) V99
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

- ❑ Entry Level/Exit Test
- ❑ Readiness for College
- ❑ Accountability
- ❑ NRS

Description:

Record Type Two – Numeric score assigned to the student based on their performance on the associated examination. Use this element in conjunction with Entry Level/Exit Test-Site (DE 1102), Entry Level/Exit Test-Subtest (DE 1103), Entry Level/Exit Test-Type (DE 1104), and College Prep Completion Indicator (DE 1106). Report only those test scores used for placement purposes. Test scores should be reported as follows:

ACCUPLACER	All scores are standard.
ACT	All scores are standard.
ASSET	All scores are raw.
CPT	All scores are scaled.
ENHANCED ACT	All scores are standard.
ENHANCED ASSET	All scores are scaled.
ESL	Only report failures. Report as zeroes.
FCAT	Only report passes. All scores are standard.
FCAT 2.0	Only report passes. All scores are scaled.
MAPS	All scores are scaled
NEW MAPS	All scores are scaled
PERT	
PSAT	All scores are standard
SATI	All scores are standard
SAT2016	All scores are standard
TABE	Reading, Language, and Math scores are scaled (Adults). Report Failures as zeroes. Report passes as 99.
TABE CLAS-E	Reading and Listening for ESOL students, scores are scaled
CASAS	Reading and Listening for ESOL students; Reading and Math for ABE students; scores are scaled
BEST Literacy	Reading and Writing Skills, scores are scaled
BEST Plus	Oral Proficiency (listening and speaking skills), scores are scaled
Wonderlic GAIN	Language (English) and Math scores are scaled

TABLE VALUES

ACCUPLACER Reading Comprehension	20 – 120
ACCUPLACER Sentence Skills	20 – 120
ACCUPLACER Elementary Algebra	20 – 120
ACT or Enhanced ACT Reading	1 – 36
ACT or Enhanced ACT Writing	1 – 36
ACT or Enhanced ACT Math	1 – 36
ASSET Reading	0 – 55
ASSET Writing	0 – 64
ASSET Math	0 – 55
BEST Plus Listening	088 – 999
BEST Literacy Reading	0 – 78
BEST Literacy Writing	0 – 78
CASAS Reading	0 – 265
CASAS Math	0 – 268
CASAS Listening	0 – 249
CPT Reading	1 – 120
CPT Writing	1 – 120
CPT Math (algebra)	15 – 120
Enhanced ASSET Reading	23 – 54
Enhanced ASSET Writing	23 – 54
Enhanced ASSET Math	23 – 55
FCAT 2.0 Reading	262 – 302
FCAT 2.0 Writing	262 – 302
MAPS Reading	1 – 25
MAPS Writing	20 – 80
MAPS Math	201 – 225
New MAPS Reading	101 – 125
New MAPS Writing	301 – 625
New MAPS Math	601 – 625
PERT Reading	50 – 150
PERT Writing	50 – 150
PERT Math (algebra)	50 – 150
PSAT Reading	20 – 80
PSAT Writing	20 – 80
PSAT Math	20 – 80
SATI Reading	200 – 800
SATI Writing	200 – 800
SATI Math	200 – 800

SAT2016 Reading Test	10 – 40
SAT2016 Writing and Language Test	10 – 40
SAT2016 Math Test	10 – 40
TABE 9-10 Reading	160 – 812
TABE 9-10 Math	160 – 795
TABE 9-10 Language	235 – 826
TABE CLAS-E Reading	225 – 600
TABE CLAS-E Listening	230 – 600
Wonderlic GAIN Math	200 – 1000
Wonderlic GAIN Language (English)	200 – 1000

NOTES:

1. *Report Algebra scores for the CPT or PERT Mathematics subtest. Code all nines (999999) if entry level/exit test was not taken.*
2. *Once student scores at the highest score range they are considered to have completed the level and should be moved up a level.*
3. *SAT2016 Math test scores are reported from the College Board with a decimal, as the test score ranges from 10-40 in increments of 0.5. When submitting SAT2016 Math test data, submit as a right justified whole number (e.g., 20.0 is reported as 002000; 20.5 is reported as 002050).*
4. *All test scores are to be reported with an assumed decimal place starting in 2017-18. When submitting a whole number, submit as a right justified whole number (e.g., 20 is reported as 002000).*

Edit:

1101_1	Entry Level/Exit Test – Score (DE 1101) missing or non-numeric	Critical
1101_2	Entry Level/Exit Test – Score (DE 1101) Range invalid (according to Entry Level/Exit Test – Subtest (DE 1103) and Entry Level/Exit Test – Type (DE 1104)	Critical
1101_3	Entry Level/Exit Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NE X or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical
1101_4	Entry Level/Exit Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical

Data Element 1102

Entry Level/Exit Test – Site

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 10/29/2009

Data Element is used in the Following Reports:

❑   Exceptions
❑   Entry Level/Exit Test
❑   NRS

Description:

Record Type Two – Indicates where the associated examination was taken. Use this element in conjunction with Entry Level/Exit Test-Score (DE 1101), Entry Level/Exit Test-Subtest (DE 1103), and Entry Level/Exit Test-Type (DE 1104).

TABLE VALUES

L   Local (Taken at the reporting college)
N   Not local (Taken elsewhere)
X   No entry level/exit test was taken

Edit:

1102_1	Entry Level/Exit Test – Site (DE 1102) missing or invalid	Critical
1101_3	Entry Level/Exit Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NE X or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical
1101_4	Entry Level/Exit Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical

Data Element 1103

Entry Level/Exit Test – Subtest

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 5/12/2010

Data Element is used in the Following Reports:

❑ Exceptions
❑ Entry Level/Exit Test
❑ Readiness for College

❑ Accountability Outcome Measures
❑ NRS

Description:

Record Type Two – Indicates the portion/subtest of the associated examination. Use this element in conjunction with Entry Level/Exit Test – Score (DE 1101), Entry Level/Exit Test – Site (DE 1102), a Entry Level/Exit Test – Type (DE 1104) and College Prep Completion Indicator (DE 1106).

TABLE VALUES

M   Mathematics or Algebra
N   Language (TABE and Wonderlic GAIN)
O   ESL
R   Reading
S   Listening
W   Writing
X   No entry level/exit test was taken

NOTES:

1. *The CPT Mathematics or Algebra Subtest must be Algebra.*
2. *Code W for the SAT2016 Writing and Language test.*

Edit:

1103_1	Entry Level/Exit Test – Subtest (DE 1103) missing or invalid	Critical
1103_3	Entry Level/Exit Test – Subtest (DE 1103) EQ O and Entry Level/Exit Test – Type (DE 1104) NE L	Critical
1103_4	Entry Level/Exit Test – Subtest (DE 1103) IN (X, O) and College Preparatory Completion Indicator (DE 1106) IN (Y, N, O)	Critical
1103_5	Entry Level/Exit Test – Subtest (DE 1103) ((EQ W and Entry Level/Exit Test – Type (DE 1104) EQ H) and not (R and Entry Level/Exit Test – Type (DE 1104) EQ H)) and vice versa	Informational
1103_6	Entry Level/Exit Test – Subtest (DE 1103) EQ N and Entry Level/Exit Test – Type (DE 1104) NOT IN (J, W, V)	Critical
1103_7	Entry Level/Exit Test – Subtest (DE 1103) EQ M and Entry Level/Exit Test – Type (DE 1104) IN (K, N, Q, L)	Critical
1103_8	Entry Level/Exit Test – Subtest (DE 1103) EQ R and Entry Level/Exit Test – Type (DE 1104) IN (N, L)	Critical

1103_9	Entry Level/Exit Test – Subtest (DE 1103) EQ S and Entry Level/Exit Test – Type (DE 1104) NOT IN (N, Q, R)	Critical
1103_10	Entry Level/Exit Test – Subtest (DE 1103) EQ W and Entry Level/Exit Test – Type (DE 1104) IN (J, L, N, Q, R)	Critical
1101_3	Entry Level/Exit Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NE X or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical
1101_4	Entry Level/Exit Test – Score (DE 1101) EQ 99999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical
1104_10	Entry Level/Exit Test – Type (DE 1104) IN (A, B, C, E, F, G, H, M, P, T, U, Y) and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W)	Critical
1104_11	Entry Level/Exit Test – Type (DE 1104) ((IN I, Y) and Entry Level/Exit Test – Subtest (DE 1103) EQ R) and not (IN (I, Y) and Entry Level/Exit Test – Subtest (DE 1103) EQ W)) and vice versa	Critical

Data Element 1104

Entry Level/Exit Test – Type

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑ Exceptions
❑ Entry Level/Exit Test
❑ Readiness for College

❑ Accountability Outcome Measure
❑ NRS

Description:

Record Type Two – Indicates the examination. Use this element in conjunction with Entry Level/Exit Test-Score (DE 1101), Entry Level/Exit Test-Site (DE 1102), Entry Level/Exit Test-Subtest (DE 1103) and College Prep Completion Indicator (DE 1106).

TABLE VALUES

A	ACT	N	BEST Plus
B	PERT	O	ACCUPLACER
C	CPT	P	PSAT
E	Enhanced ACT	Q	TABE CLASE-E (ESOL)
F	Enhanced ASSET	R	CASAS
G	New MAPS	T	ASSET
H	SATI	U	SAT2016
I	FCAT 2.0	V	TABE
J	TABE (Adult Only)	W	Wonderlic GAIN
K	BEST Literacy	X	No entry level/exit test was taken
L	ESL	Y	FSA
M	MAPS		

NOTES:

1. *Code H (SATI) for SAT scores reported from tests administered between April 1, 1995 and February 29, 2016. Code U (SAT2016) for SAT scores reported for tests administered on or after March 1, 2016.*
2. *Only passing subtest scores can be reported. FCAT 2.0 only has two subtests, so report the Reading score for both Reading and Writing subtests.*
3. *Students who took the Entry Level Test at a High School under SB1908: For the student who failed a sub-test and did not complete the College Preparatory Course in High School, or for the student who passed the sub-test, report the sub-test data as usual. If the student failed the sub-test and completed the College Preparatory Course in High School, report the completion on the College Preparatory Completion Indicator (DE 1106). As the college may not know what test was taken before the HS course was taken, report the Type as X, the Sub-Test as M, R, or W, the Site as X, the Score as 999999, and the Date as 999999.*

Edit:

1104_1	Entry Level/Exit Test – Type (DE 1104) missing or invalid	Critical
1104_5	Entry Level/Exit Test – Type (DE 1104) IN (L, V, J, K, N, Q, R, W) and College Preparatory Completion Indicator (DE 1106) NE Q	Critical
1104_7	Entry Level/Exit Test – Type (DE 1104) EQ S and Entry Level/Exit Test – Date (DE 1105) GT 9504	Informational
1104_9	Entry Level/Exit Test – Type (DE 1104) NE X and No Course Record	Informational
1104_10	Entry Level/Exit Test – Type (DE 1104) IN (A, B, C, E, F, G, H, M, O, P, T, U, Y) and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W)	Critical
1104_11	Entry Level/Exit Test – Type (DE 1104) ((IN I, Y) and Entry Level/Exit Test – Subtest (DE 1103) EQ R) and not (IN (I, Y) and Entry Level/Exit Test – Subtest (DE 1103) EQ W)) and vice versa	Critical
1104_12	Entry Level/Exit Test – Type (DE 1104) EQ Y and Entry Level/Exit Test – Date (DE 1105) LT 082015	Critical
1104_13	Entry Level/Exit Test – Type (DE 1104) IN (I, Y) and First-Time Student Flag (DE 1005) NOT IN (D, Y)	Critical
1104_15	Entry Level/Exit Test – Type (DE 1104) EQ P and Reporting Institution (DE 1017) NE 0007870	Critical
1104_16	Entry Level/Exit Test – Type (DE 1104) EQ P and First-Time Student Flag (DE 1005) NE D	Critical
1104_17	Entry Level/Exit Test – Type (DE 1104) IN (K, I) and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (R, W)	Critical
1104_18	Entry Level/Exit Test – Type (DE 1104) EQ N and Entry Level/Exit Test – Subtest (DE 1103) NE S	Critical
1104_19	Entry Level/Exit Test – Type (DE 1104) EQ Q and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (R, S)	Critical
1104_20	Entry Level/Exit Test – Type (DE 1104) EQ R and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (R, M, S)	Critical
1104_21	Entry Level/Exit Test – Type (DE 1104) EQ J and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (R, M, N)	Critical
1104_22	Entry Level/Exit Test – Type (DE 1104) EQ W and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, N)	Critical
1104_23	Entry Level/Exit Test – Type (DE 1104) EQ I and Entry Level/Exit Test – Date (DE 1105) GT 082015	Critical
1104_24	Entry Level/Exit Test – Type (DE 1104) EQ H and Entry Level/Exit Test – Date (DE 1105) GT 022016	Critical
1104_25	Entry Level/Exit Test – Type (DE 1104) EQ U and Entry Level/Exit Test – Date (DE 1105) LT 032016	Critical
1104_26	Entry Level/Exit Test – Type (DE 1104) IN (J, R, W) AND Adult Entry Level/Exit Test – Date (DE 1109) NE Completion Date (DE 2121) and Adult Literacy Completion Point Indicator (DE 2105) NE Z	Informational
1104_27	Entry Level/Exit Test – Type (DE 1104) EQ O and Entry Level/Exit Test – Date (DE 1105) LT 062015	Informational

1101_3	Entry Level/Exit Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NE X or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical
1101_4	Entry Level/Exit Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical
1103_3	Entry Level/Exit Test – Subtest (DE 1103) EQ O and Entry Level/Exit Test – Type (DE 1104) NE L	Critical
1103_5	Entry Level/Exit Test – Subtest (DE 1103) ((EQ W and Entry Level/Exit Test – Type (DE 1104) EQ H) and not (R and Entry Level/Exit Test – Type (DE 1104) EQ H)) and vice versa	Informational
1103_6	Entry Level/Exit Test – Subtest (DE 1103) EQ N and Entry Level/Exit Test – Type (DE 1104) NOT IN (J, W, V)	Critical
1103_7	Entry Level/Exit Test – Subtest (DE 1103) EQ M and Entry Level/Exit Test – Type (DE 1104) IN (K, N, Q, L)	Critical
1103_8	Entry Level/Exit Test – Subtest (DE 1103) EQ R and Entry Level/Exit Test – Type (DE 1104) IN (N, L)	Critical
1103_9	Entry Level/Exit Test – Subtest (DE 1103) EQ S and Entry Level/Exit Test – Type (DE 1104) NOT IN (N, Q, R)	Critical
1104_23	Entry Level/Exit Test – Type (DE 1104) EQ I and Entry Level/Exit Test – Date (DE 1105) GT 082015	Critical
1107_2	Adult Entry/Exit Test – Form (DE 1107) does not match Entry/Exit Test – Type (DE 1104)	Critical
1109_7	Adult Entry Level/Exit Test – Date (DE 1109) EQ 99999999 and Entry/Exit Test – Type (DE 1104) IN (K, N, Q, R, J, W)	Critical
2005_4	Program of Study – Level (DE 2005) NOT IN (2, P) and Entry Level/Exit Test – Type (DE 1104) EQ V	Informational
2121_7	Completion Date (DE 2121) NE Adult Entry Level/Exit Test – Date (DE 1109) and Entry Level/Exit Test – Type (DE 1104) IN (J, R, W) and Adult Literacy Completion Point Indicator (DE 2105) NE Z	Informational

Data Element 1105

Entry Level/Exit Test – Date

Characteristics

Length:	6
Data Type:	Numeric
Physical Description:	9 (6)
Last Modified:	11/8/2017

Data Element is used in the Following Reports:

❑   Entry Level/Exit Test
❑   Accountability Outcome Measures

Description:

Record Type Two – The month and year the entry level/exit test was taken.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (19 or 20), and YY is a numeric year.

Code 999999 for unknown, not applicable, or Adult records.

Edit:

1105_1	Entry Level/Exit Test – Date (DE 1105) missing or non-numeric	Critical
1105_2	Entry Level/Exit Test – Date (DE 1105) invalid range month	Critical
1105_3	Entry Level/Exit Test – Date (DE 1105) invalid range century	Critical
1105_4	Entry Level/Exit Test – Date (DE 1105) valid date GT current date	Critical
1019_8	Student Birth Date (DE 1019) GT Entry Level/Exit Test Date (DE 1105)	Critical
1104_7	Entry Level/Exit Test – Type (DE 1104) EQ S and Entry Level/Exit Test – Date (DE 1105) GT 9504	Informational
1104_12	Entry Level/Exit Test – Type (DE 1104) EQ Y and Entry Level/Exit Test – Date (DE 1105) LT 082015	Critical
1104_13	Entry Level/Exit Test – Type (DE 1104) IN (I, Y) and First-Time Student Flag (DE 1005) NOT IN (D, Y)	Critical
1104_23	Entry Level/Exit Test – Type (DE 1104) EQ I and Entry Level/Exit Test – Date (DE 1105) GT 082015	Critical
1104_24	Entry Level/Exit Test – Type (DE 1104) EQ H and Entry Level/Exit Test – Date (DE 1105) GT 022016	Critical
1104_25	Entry Level/Exit Test – Type (DE 1104) EQ U and Entry Level/Exit Test – Date (DE 1105) LT 032016	Critical
1104_27	Entry Level/Exit Test – Type (DE 1104) EQ O and Entry Level/Exit Test – Date (DE 1105) LT 062015	Informational

Data Element 1106

College Preparatory Completion Indicator

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 1/8/2010

Data Element is used in the Following Reports:

❑   Accountability Outcome Measures

Description:

Record Type Two – Indicates if a student has completed the highest level college preparatory course in the Entry Level/Exit Test-Subtest (DE 1103).

TABLE VALUES
H   Student completed a College Preparatory Course in High School (Successful Exit).
N   Student did not complete the highest-level college preparatory course or student tested into college preparatory but has not enrolled in a college preparatory course.
O   Student enrolled in a college preparatory course but exited the college preparatory course hierarchy by some other method and did not complete the highest-level college preparatory course (successful exit).
Q   Student who has an Entry Level/Exit Test Type (DE 1104) of L (ESL), V (TABE), J (TABE-Adult Only), K (Best Literacy), N (BEST Plus), Q (TABE CLAS-E), R (CASAS), or W (Wonderlic GAIN).
Y   Student completed the highest level college preparatory course.
X   Not applicable (student is not required to take an entry-level test).
Z   Student took an entry level test but did not test into college preparatory.

NOTE: *Code this data element for each college preparatory skill area – reading, writing, and math.*

Edit:

1106_1	College Preparatory Completion Indicator (DE 1106) missing or numeric	Critical
1101_3	Entry Level/Exit Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NE X or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical
1101_4	Entry Level/Exit Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level/Exit Test – Type (DE 1104) NE X)	Critical
1103_4	Entry Level/Exit Test – Subtest (DE 1103) IN (X, O) and College Preparatory Completion Indicator (DE 1106) IN (Y, N, O)	Critical
1104_5	Entry Level/Exit Test – Type (DE 1104) IN (L, V, J, K, N, Q, R, W) and College Preparatory Completion Indicator (DE 1106) NE Q	Critical

Data Element 1107

Adult Entry Level/Exit Test – Form

Characteristics

Length: 5
Data Type: Alphanumeric
Physical Description: X (5)
Last Modified: 9/15/2016

Data Element is used in the Following Reports:

❑   NRS

Description:

Record Type Two – Indicates which form of the test was given to the student.

TABLE VALUES
TABE
9   TABE-Adult only form 9
10   TABE-Adult only form 10
A   TABE CLAS-E (Reading, Listening) [Test version 1]
B   TABE CLAS-E (Reading, Listening) [Test version 2]

BEST
B   BEST Literacy (Test version B-Reading)
C   BEST Literacy (Test version C-Reading)
D   BEST Literacy (Test version D-Reading)
NA   BEST Plus

CASAS
27R   CASAS Beginning Literacy Reading Level A
28R   CASAS Beginning Literacy Reading Level A
31M   CASAS Life Skills Series Level A ABE
32M   CASAS Life Skills Series Level A ABE
33M   CASAS Life Skills Series Level B ABE
34M   CASAS Life Skills Series Level B ABE
35M   CASAS Life Skills Series Level C ABE
36M   CASAS Life Skills Series Level C ABE
37M   CASAS Life Skills Series Level D ABE
38M   CASAS Life Skills Series Level D ABE
81R   CASAS Life and Work Skills Series Level A Reading
82R   CASAS Life and Work Skills Series Level A Reading
81RX   CASAS Life and Work Skills Series Level A Reading
82RX   CASAS Life and Work Skills Series Level A Reading
83R   CASAS Life and Work Skills Series Level B Reading
84R   CASAS Life and Work Skills Series Level B Reading
85R   CASAS Life and Work Skills Series Level C Reading
86R   CASAS Life and Work Skills Series Level C Reading
185R   CASAS Life and Work Skills Series Level C Reading

186R   CASAS Life and Work Skills Series Level C Reading
187R   CASAS Life and Work Skills Series Level D Reading
188R   CASAS Life and Work Skills Series Level D Reading
981L   CASAS Life and Work Skills Series Level A Listening
982L   CASAS Life and Work Skills Series Level A Listening
983L   CASAS Life and Work Skills Series Level B Listening
984L   CASAS Life and Work Skills Series Level B Listening
985L   CASAS Life and Work Skills Series Level C Listening
986L   CASAS Life and Work Skills Series Level C Listening

Wonderlic
WA   Wonderlic GAIN Form A
WB   Wonderlic GAIN Form B

ZZZZZ   Not Adult Test

Edit:

1107_1	Adult Entry Level/Exit Test – Form (DE 1107) missing or invalid	Critical
1107_2	Adult Entry/Exit Test – Form (DE 1107) does not match Entry/Exit Test – Type (DE 1104)	Critical
1107_3	Adult Entry/Exit Test – Form (DE 1107) invalid (Form is obsolete).	Critical

Data Element 1108
Adult Entry Level/Exit Test – Level of Difficulty

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 5/8/2012

Data Element is used in the Following Reports:

❑   NRS

Description:

Record Type Two – Indicates the level of difficulty of the test given to the student.

TABLE VALUES *(for all tests)*
0   Literacy
1   Easy
2   Medium
3   Difficult
4   Advanced
X   Not Applicable (BEST Plus and Wonderlic GAIN)
Z   Not an Adult test

TEST CONVERSTION EXAMPLES

TABE-Adult ONLY		TABE CLAS-E ONLY		BEST-Literacy ONLY	
L	0 Literacy	1	Easy	B	1 Easy
E	1 Easy	2	Medium	C	2 Medium
M	2 Medium	3	Difficult	D	3 Difficult
D	3 Difficult	4	Advanced		
A	4 Advanced				

CASAS ONLY *(Reading for ESOL or ABE)*		CASAS ONLY (Listening)	
A	1 Easy	A	1 Easy
B	2 Medium	B	2 Medium
C	3 Difficult	D	4 Advanced
D	4 Advanced		

Edit:

  1108_1   Adult Entry Level/Exit Test – Level (DE 1108) missing or invalid   Critical

Data Element 1109

Adult Entry Level/Exit Test – Date

Characteristics

Length: 8
Data Type: Numeric
Physical Description: 9 (9)
Last Modified: 4/25/2017

Data Element is used in the Following Reports:

❑   NRS

Description:

Record Type Two – The month, day, and year the ADULT entry/exit test was taken.

The format for coding this element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day of the month (1-31), CC is a valid century (20), and YY is a numeric year.

Code 99999999 for not applicable.

Edit:

1109_1	Adult Entry Level/Exit Test – Date (DE 1109) missing or non-numeric	Critical
1109_2	Adult Entry Level/Exit Test – Date (DE 1109) invalid range day	Critical
1109_3	Adult Entry Level/Exit Test – Date (DE 1109) invalid range month	Critical
1109_4	Adult Entry Level/Exit Test – Date (DE 1109) invalid century	Critical
1109_5	Adult Entry Level/Exit Test – Date (DE 1109) GT current date	Critical
1109_6	Adult Entry Level/Exit Test – Date (DE 1109) LT Student Birth Date (DE 1019)	Critical
1109_7	Adult Entry Level/Exit Test – Date (DE 1109) EQ 99999999 and Entry/Exit Test – Type (DE 1104) IN (K, N, Q, R, J, W)	Critical
1104_26	Entry Level/Exit Test – Type (DE 1104) IN (J, R, W) and Adult Entry Level/Exit Test – Date (DE 1109) NE Completion Date (DE 2121) AND Adult Literacy Completion Point Indicator (DE 2105) NE Z	Informational

Data Element 1201

Acceleration – Hour Type

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	7/1/2003

Data Element is used in the Following Reports:

❑ Exceptions
❑ OA-2

Description:

Record Type Three – Indicates the type of hours awarded in Acceleration - Hours (DE 1202).

TABLE VALUES

C	Instructional clock hours
S	Student semester hours
Z	Not applicable

NOTES:

1. *Record type not required for Beginning-of-Term data submissions.*
2. *Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

Edit:

1201_1	Acceleration – Hour Type (DE 1201) missing or invalid	Critical
1201_2	Acceleration – Hour Type (DE 1201) IN (C, S) and Acceleration – Hours (DE 1202) EQ 0	Critical
1201_3	Acceleration – Hour Type (DE 1201) IN (C, S) and Acceleration – Subtest (DE 1203) EQ X	Critical
1201_4	Acceleration – Hour Type (DE 1201) EQ Z and Acceleration – Hours (DE 1202) GT 0	Critical
1205_4	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and [Acceleration – Hour Type (DE 1201) NE S or Acceleration – Hours (DE 1202) EQ 0]	Critical

Data Element 1202

Acceleration – Hours

Characteristics

Length: 5
Data Type: Numeric
Physical Description: 9 (4) V9
Last Modified: 7/12/1993

Data Element is used in the Following Reports:

❑   OA-2

Description:

Record Type Three – Number of credits or clock hours for demonstrating proficiency with the associated acceleration examination or method.

NOTES:

1. *Record type not required for Beginning-of-Term data submissions.*
2. *Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

Edit:

1202_1	Acceleration – Hours (DE 1202) missing or non-numeric	Critical
1201_2	Acceleration – Hour Type (DE 1201) IN (C, S) and Acceleration – Hours (DE 1202) EQ 0	Critical
1201_4	Acceleration – Hour Type (DE 1201) EQ Z and Acceleration – Hours (DE 1202) GT 0	Critical
1205_4	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and [Acceleration – Hour Type (DE 1201) NE S or Acceleration – Hours (DE 1202) EQ 0]	Critical

Data Element 1203

Acceleration – Subtest

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2003

Data Element is used in the Following Reports:

❑   Exceptions
❑   OA-2

Description:

Record Type Three – Indicates the portion/subtest, of the associated examination, in which acceleration credit was earned.

TABLE VALUES

E   English
H   Humanities
M   Mathematics
N   Natural Science
O   Other
S   Social Science
X   No Acceleration exam was taken

NOTES:

1. *If more than one test in each category, then add all hours together for each subtest and report total hours in Acceleration - Hours (DE 1202).*
2. *Record type not required for Beginning-of-Term data submissions.*
3. *Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

Edit:

1203_1	Acceleration – Subtest (DE 1203) missing or invalid	Critical
1203_2	Acceleration – Subtest (DE 1203) EQ X and Acceleration – Hour Type (DE 1201) NE Z	Critical
1203_3	Acceleration – Subtest (DE 1203) EQ X and Acceleration – Type (DE 1204) NE X	Critical
1201_3	Acceleration – Hour Type (DE 1201) IN (C, S) and Acceleration – Subtest (DE 1203) EQ X	Critical

Data Element 1204

Acceleration – Type

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 1/6/2013

Data Element is used in the Following Reports:

❑   Exceptions
❑   OA-2

Description:

Record Type Three – Indicates the examination or method with which acceleration credit was earned.

TABLE VALUES
A   CLEP
B   CEEB - Advanced Placement
C   International Baccalaureate Program
D   Institutional Exam
E   Other Exam
F   Experiential Learning
G   Other Method
H   ACT-PEP
I   DANTE
J   AICE - Advanced International Certificate of Education Program
K   Gold Standard Career Pathways Industry Certification *(see DE 1205 for definition)*
L   Military Credit (for Military Training)
X   No acceleration placement credit earned

NOTES:
1. *Record type not required for Beginning-of-Term data submissions.*
2. *Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

Edit:

1204_1	Acceleration – Type (DE 1204) missing or invalid	Critical
1204_3	Acceleration – Type (DE 1204) EQ K and Acceleration – Subtest (DE 1203) NE O	Critical
1203_3	Acceleration – Subtest (DE 1203) EQ X and Acceleration – Type (DE 1204) NE X	Critical
1205_2	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and Acceleration – Type (DE 1204) NE K	Critical

1205_3   Gold Standard Industry Cert (DE 1205) EQ ZZZZZZZZ and Acceleration –   Critical
          Type (DE 1204) EQ K

Data Element 1205
Gold Standard Industry Certification Code

Characteristics

Length:	8
Data Type:	Alphanumeric
Physical Description:	X (8)
Last Modified:	10/15/2015

Data Element is used in the Following Reports:

❑ Exceptions

Description:

Record Type Three – Indicates the type of Industry Certification which the student has been granted credit toward an AS/AAS degree. A Gold Standard Industry Certification is a form of acceleration that applies credit from an industry certification. The State Board of Education has approved the listed Statewide Career and Technical Education Articulation Agreements that are based on industry certification. This supports the Department's Next Generation Areas of Focus, Effort Number 3, "to expand opportunities for postsecondary degrees and certificates." These agreements are intended to be a minimum guarantee of articulated credit and do not preclude institutions from granting additional credit based on local agreements.

TABLE VALUES
ZZZZZZZZ – Not Applicable. No credit was granted to the student for Industry Certification.

NOTE: *Valid industry certification codes are listed in the reference file PINDCER.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*

Edit:

1205_1	Gold Standard Industry Cert (DE 1205) missing or invalid	Critical
1205_2	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and Acceleration – Type (DE 1204) NE K	Critical
1205_3	Gold Standard Industry Cert (DE 1205) EQ ZZZZZZZZ and Acceleration – Type (DE 1204) EQ K	Critical
1205_4	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and [Acceleration – Hour Type (DE 1201) NE S or Acceleration – Hours (DE 1202) EQ 0]	Critical

Data Element 2001

Program of Study – Award Type

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 6/1/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Readiness for College

- ❑ Accountability Outcome Measures
- ❑ FETPIP (Enrollments, Leavers)
- ❑ Perkins
- ❑ IPEDS (EF2)

Description:

Record Type Four – Indicates the degree or other formal award being sought, as declared by the student at the institution. Unlike Program of Study - Level (DE 2005), this element is designed to capture the student's award intention. All students should be coded as such, regardless of their Program of Study – Level (DE 2005).

TABLE VALUES

1	Associate in Arts (AA) Degree	(Rule 6A-14.030(1), Florida Administrative Code)
2	Associate in Science (AS) Degree	(Rule 6A-14.030(2), FAC)
3	Associate in Science (AS) Certificate	(Rule 6A-14.030(2), FAC) (Postsecondary Vocational Certificate (PSVC))
4	Vocational Certificate	(Rule 6A-14.030(3), FAC) (Postsecondary Adult Vocational Certificate (PSAVC))
5	Adult High School Diploma	(Rule 6A-14.030(5), FAC)
6	Degree Seeking – Undecided	
9	No Formal Award (Credit, Non-degree seeker)	
A	Associate in Applied Science (AAS) Degree	
B	Adult General (except Adult High School Diploma and GED)	
C	Baccalaureate	
D	Applied Technology Diploma (ATD)	
F	Educator Preparation Institute (EPI) Certificate	
G	GED	
H	Upper Division Non-Degree seeker	
I	Certificate of Professional Preparation	
P	Apprenticeship Program	
T	Advanced Technical Certificate (ATC)	
Z	Not Applicable (i.e. Continuing Education Enrollments)	

NOTES:

1. *Use for active and inactive programs.*
2. *Degree Seeking – Undecided are persons who intend to achieve a degree but have not decided on the program area of the degree.*

Edit:

2001_1	Program of Study – Award Type (DE 2001) missing or invalid	Critical
2001_2	Program of Study – Award Type (DE 2001) IN (C, H) Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2001_3	*Edit Deleted*	Critical
2001_5	Program of Study – Award Type (DE 2001) EQ F and Program of Study – CIP (DE 2002) NE 5551399990	Critical
2001_10	Program of Study – Award Type (DE 2001) EQ I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code	Critical
2001_11	Program of Study – Award Type (DE 2001) EQ I and Program of Study – Level (DE 2005) NE I	Critical
2002_9	Program of Study – CIP (DE 2002) CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate Degree) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2002_14	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Award Type (DE 2001) EQ H and Program of Study, Level (DE 2005) EQ H	Critical
2002_15	Program of Study – CIP (DE 2002) Valid Certificate of Professional Preparation CIP code and Program of Study – Award Type (DE 2001) NE I	Critical
2005_10	Program of Study – Level (DE 2005) EQ F and Program of Study – Award Type (DE 2001) NE F	Critical
2005_12	Program of Study – Level (DE 2005) EQ H and Program of Study – Award Type (DE 2001) NE H	Critical
2005_14	Program of Study – Level (DE 2005) IN (C, E) and Program of Study – Award Type (DE 2001) NE C	Critical
2005_13	Program of Study – Level (DE 2005) EQ H and Program of Study – CIP (DE 2002) NE 9999999999	Critical
2005_15	Program of Study – Level (DE 2005) EQ C and Program of Study – CIP (DE 2002) EQ 9999999999	Critical
2005_18	Program of Study – Level (DE 2005) EQ I and Program of Study – Award Type (DE 2001) NE I	Critical

Data Element 2002

Program of Study – CIP

Characteristics

Length: 10
Data Type: Numeric
Physical Description: 9 (10)
Last Modified: 4/16/2014

Data Element is used in the Following Reports:

- ❑ Perkins Funding
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C

- ❑ Accountability Outcome Measures
- ❑ Perkins Performance
- ❑ NRS

Description:

Record Type Four – Identifies the classification associated with the College's declared program of study (Data Element 2005). The Program of Study - CIP is a ten-character code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (9999999999) if the student is not enrolled in a program. If a student is enrolled in one or more inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, 8888888889.

NOTES:
1. *If the student is awaiting entry into a Limited Access Program, code the student under the specific CIP (Needed for the AA-1B).*
2. *Valid CIP and baccalaureate CIP codes are listed in the reference files CIP.2018.txt and BACCIP.2018.txt, respectively, and are available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*
3. *Code '5551399990' for Students enrolled in an Educator Preparation Institute (EPI) Certificate programs.*
4. *For Students enrolled in a Certificate of Professional Preparation program, the CIP cluster is '555' and the CIP Unique Identifier is '0'. The CIP will be assigned by the Division of Florida Colleges, and added to the file with valid CIP codes.*

For Associate in Arts (AA) Degree Programs and Baccalaureate Degree Programs

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES (decimal point is implied)

1.10 - Baccalaureate

1.11 - Natural and Physical Sciences

1.12 - Fine and Applied Arts

1.13 - Letters and Foreign Languages

1.14 - Education

1.15 - Business and Management

1.16 - Mathematics and Computer Science

1.17 - Social Sciences

1.18 - Other Degree Programs

1.19 - General Degree Transfer

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES

For AA Degree Programs, code the CIP 240101.

For Baccalaureate Programs, code the CIP that has been agreed upon between the Division of Florida Colleges and the college *(see note 2)*.

UNIQUE IDENTIFIER

The "Unique Identifier" uses numbers between zero and nine to differentiate between two CIP codes that otherwise the same. It is also used to reflect the "track", referring to the program track indicated in the Common Prerequisite Manual.

For Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, Apprenticeship Programs, or Adult General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES

01 - Agriculture

02 - Marketing

03 - Health Occupations

04 - Family and Consumer Sciences

05 - Business

06 - Industrial

07 - Public Service

08 - Apprenticeship

09 - Preparation for Homemaking

10 - Diversified Cooperative Training

15 - Adult General Education

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES

Use appropriate CIP code from the reference file *(see note 2)*.

UNIQUE IDENTIFIER
        00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

NOTE: *The combination of the Cluster '15' and the CIP starting with '320' or '330' are used to identify the Adult General Education Programs.*

Associate in Science (AS) Degree Programs with Articulated General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES
CLUSTER VALUES
11 - Agriculture
12 - Marketing
13 - Health Occupations
14 - Family and Consumer Sciences
15 - Business
16 - Industrial
17 - Public Service

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES
        Use appropriate CIP code from the reference file (s*ee note 2*).

UNIQUE IDENTIFIER
        00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

Edit:		
2002_1	Program of Study – CIP (DE 2002) missing or invalid	Critical
2002_2	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Hour Type (DE 2003) EQ Z	Critical
2002_4	Program of Study – CIP (DE 2002) EQ 9999999999 and Program of Study – Level (DE 2005) NOT IN (4, 5, 6, Z)	Critical
2002_5	Program of Study – CIP (DE 2002) AA Degree Program CIP and Program of Study – Title (DE 2006) is NULL	Critical
2002_6	Program of Study – CIP (DE 2002) Combination of CIP and Program of Study – Hour Type (DE 2003) and Program of Study – Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables	Critical
2002_7	Program of Study – CIP (DE 2002) Valid CIP for Adult Programs and First-Time Student (DE 1005) NOT IN (N, Z) and ((High School Graduation Code (DE 1008) IN (X, Z)) or (No Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z))	Informational
2002_9	Program of Study – CIP (DE 2002) CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate Degree) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical

2002_10	Program of Study – CIP (DE 2002) Baccalaureate Degree Program CIP and Program of Study – Title (DE 2006) is NULL	Critical
2002_11	Program of Study – CIP (DE 2002) Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017) IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2002_14	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Award Type (DE 2001) EQ H and Program of Study, Level (DE 2005) EQ H	Critical
2002_15	Program of Study – CIP (DE 2002) Valid Certificate of Professional Preparation CIP code and Program of Study – Award Type (DE 2001) NE I	Critical
2002_16	Program of Study – CIP (DE 2002) Valid Certificate of Professional Preparation CIP code and Program of Study – Level (DE 2005) NE I	Critical
2002_17	Program of Study – CIP (DE 2002) EQ 8888888888 and Program of Study – Level (DE2005) IN (C, E, F, H, I)	Critical
1052_3	AGE Employment Status (DE 1052) EQ Z and Course Information Classification Structure (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1052_4	AGE Employment Status (DE 1052) EQ Z and Course Information Classification Structure (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level, Initial (DE 3022) NOT IN (H, K,	Critical
1060_2	AGE Ex-Offender (DE 1060) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1060_3	AGE Ex-Offender (DE 1060) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1060_4	AGE Ex-Offender (DE 1060) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)	Critical
1061_2	EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002 IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1061_3	AGE Homeless/Runaway (DE 1061) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1061_4	AGE Homeless/Runaway (DE 1061) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)	Critical
1062_2	AGE Employment Barriers (DE 1062) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical

1062_3	AGE Employment Barriers (DE 1062) EQ Z and Course – ICS (DE 3001) IN 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1062_4	AGE Employment Barriers (DE 1062) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)	Critical
1063_2	AGE Migrant/Seasonal Farm Worker (DE 1063) EQ Z and Course – ICS (DE 3001) EQ (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1063_3	AGE Migrant/Seasonal Farm Worker (DE 1063) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1063_4	AGE Migrant/Seasonal Farm Worker (DE 1063) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)	Critical
2001_5	Program of Study – Award Type (DE 2001) EQ F and Program of Study – CIP (DE 2002) NE 5551399990	Critical
2001_10	Program of Study – Award Type (DE 2001) EQ I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code	Critical
2004_2	Program of Study – Hours (DE 2004) IN (0, 99999) and (Program of Study – CIP NE 9999999999)	Critical
2005_11	Program of Study – Level (DE 2005) EQ F and Program of Study – CIP (DE 2002) NE 5551399990	Critical
2005_13	Program of Study – Level (DE 2005) EQ H and Program of Study – CIP (DE 2002) NE 9999999999	Critical
2005_15	Program of Study – Level (DE 2005) EQ C and Program of Study – CIP (DE 2002) EQ 9999999999	Critical
2005_17	Program of Study – Level (DE 2005) EQ I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code	Critical
2009_2	Locally Inactive Program Flag (DE 2009 EQ N and Program of Study – CIP (DE 2002) EQ 888888	Critical
2013_4	Baccalaureate Enrollment Flag (DE 2013) EQ Y and previous End-of-Term Baccalaureate Enrollment Flag IN (Y, N), matched by Program of Study – CIP (DE 2002)	Critical
2021_2	Withdrawal Reason (2021) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
2021_3	Withdrawal Reason (2021) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical

Data Element 2003

Program of Study – Hour Type

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/19/2013

Data Element is used in the Following Reports:

❑ Exceptions
❑ AA-1A
❑ IPEDS (C2)

Description:

Record Type Four – A one-character field describing the type of hours reported in Program of Study - Hours (DE 2004) as either student semester hours or instructional clock hours.

TABLE VALUES
C   Instructional clock hours
S   Student semester hours
Z   Not applicable

NOTE: *Use Instructional clock hours (C) when Program of Study – CIP (DE 2002) is equal to a valid CIP for Adult High School, ABE, or GED.*

Edit:

2003_1	Program of Study – Hour Type (DE 2003) missing or invalid	Critical
2003_4	Program of Study – Hour Type (DE 2003) EQ C and Total Clock Hours Earned Toward Award (DE 2007) EQ 999999	Critical
2003_5	Program of Study – Hour Type (DE 2003) EQ S and Total Credit Hours Toward Award (DE 2008) EQ 999999	Critical
2002_2	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Hour Type (DE 2003) EQ Z	Critical
2002_6	Program of Study – CIP (DE 2002) Combination of CIP and Program of Study – Hour Type (DE 2003) and Program of Study – Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables	Critical
2004_4	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – CIP (DE 2002) EQ Adult High School, ABE, or GED	Informational
2004_7	Program of Study – Hours (DE 2004) GT 60 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (0, 8, D)	Critical
2004_8	Program of Study – Hours (DE 2004) GT 135 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (1, 3, 4, A, C, E)	Critical

| 2004_9 | Program of Study – Hours (DE 2004) GT 3000 and Program of Study – Hour Type (DE 2003) EQ C and Program of Study – Level (DE 2005) IN (2, 3, 4, D) | Critical |
| 2004_10 | Program of Study – Hours (DE 2004) GT 45 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) EQ T | Critical |

Data Element 2004

Program of Study – Hours

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	4/16/2016

Data Element is used in the Following Reports:

❑ AA-1A
❑ IPEDS (C2)

Description:

Record Type Four – A field describing the number of hours needed to complete the program of study. Code all nines (99999) if not applicable.

NOTE: Use Program length from the CIP table when using a valid CIP for Adult High School, ABE, or GED.

Edit:

2004_1	Program of Study – Hours (DE 2004) missing or non-numeric	Critical
2004_2	Program of Study – Hours (DE 2004) IN (0, 99999) and (Program of Study – CIP (DE 2002) NE 9999999999)	Critical
2004_3	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – Level (DE 2005) IN (0, 1, 2, 8, A, D, P, T)	Informational
2004_4	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – CIP (DE 2002) EQ Adult High School, ABE, or GED	Informational
2004_5	Program of Study – Hours (DE 2004) NE the standard program hour length from the CIP table and Program of Study – Level (DE 2005) NE IN (C, E) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2004_6	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – Level (DE 2005) EQ I	Critical
2004_7	Program of Study – Hours (DE 2004) GT 60 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (0, 8, D)	Critical
2004_8	Program of Study – Hours (DE 2004) GT 135 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (1, 3, 4, A, C, E)	Critical
2004_9	Program of Study – Hours (DE 2004) GT 3000 and Program of Study – Hour Type (DE 2003) EQ C and Program of Study – Level (DE 2005) IN (2, 3, 4, D)	Critical
2004_10	Program of Study – Hours (DE 2004) GT 45 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) EQ T	Critical

Data Element 2005

Program of Study – Level

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

- ❑ AA-1A
- ❑ AA-1B
- ❑ Accountability Outcome Measures
- ❑ Readiness for College

- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (EF2, EP)

Description:

Record Type Four – Code determined by the institution to describe the student's program of study level.

TABLE VALUES

0	Associate in Arts (AA) Degree	(Rule 6A-14.030(1), FAC)
1	Associate in Science (AS) Degree	(Rule 6A-14.030(2), FAC)
2	Vocational Certificate	(Rule 6A-14.030(3), FAC)
	(Postsecondary Adult Vocational Certificate (PSAVC))	
3	Awaiting Limited Access Program	
4	General Freshman	
5	Employment Related (Career Exploration or Job Upgrade)	
6	Other Personal Objectives	
7	Linkage	
8	Associate in Science Certificate	(Rule 6A-14.030(2), FAC)
	(Postsecondary Vocational Certificate (PSVC))	
9	Adult High School Diploma	(Rule 6A-14.030(5), FAC)
A	Associate in Applied Science (AAS) Degree	
B	Adult General (Except Adult High School Diploma and GED)	
C	Baccalaureate Degree	
D	Applied Technology Diploma (ATD)	
E	BS– Transitional	
F	Educator Preparation Institute (EPI) Certificate	
G	GED	
H	Upper Level Non-Degree seeker	
I	Certificate of Professional Preparation	
P	Apprenticeship Program	
T	Advanced Technical Certificate (ATC)	
Z	Not Applicable	

NOTES:

1. **General Freshman.** *Persons intending to achieve a degree or certificate but have not met the program enrollee criteria (definition in the Florida Community Colleges Fact Book Glossary section).*
2. **Employment Related.** *Persons enrolled for credit or non-credit courses for career exploration or current job upgrading. These persons do not intend to complete a degree or certificate program.*
3. **Other Personal Objectives.** *Persons enrolled in credit or non-credit courses to satisfy their personal objectives. The enrollments would not be employment related. These persons do not intend to complete a degree or certificate program.*
4. **Linkage.** *A cooperative agreement among community colleges to allow students to enroll in specialized programs only offered at certain colleges. A student enrolls in one linkage college to complete the general education requirements and continues his/her education in a specialized program at another linkage college.*
5. **Baccalaureate – Transitional.** *Students who meet the minimum requirements for baccalaureate admittance (i.e., earned associate degree or a minimum of 60 college credits successfully completed, including satisfaction of general education requirements) but are not eligible for admission to a specific baccalaureate program or are on the "wait list" for limited enrollment restricted access programs. The "transitional" classification is designated for student seeking admission to a baccalaureate program that are completing additional requirements prior to being fully admitted into a specific baccalaureate program. Additional requirements may include the completion of common prerequisite courses, or obtaining licensure or certification exam results. This classification is intended to be temporary while the student completes the remaining admission requirements for a specific baccalaureate program.*
6. *Valid level codes are listed in the reference file LEVEL.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml*

Edit:

2005_1	Program of Study – Level (DE 2005) missing or invalid	Critical
2005_2	*Edit Deleted*	
2005_4	Program of Study – Level (DE 2005) NOT IN (2, P) and Entry Level/Exit Test – Type (DE 1104) EQ V	Informational
2005_8	Program of Study – Level (DE 2005) IN (C, E) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2005_10	Program of Study – Level (DE 2005) EQ F and Program of Study – Award Type (DE 2001) NE F	Critical
2005_11	Program of Study – Level (DE 2005) EQ F and Program of Study – CIP (DE 2002) NE 5551399990	Critical
2005_12	Program of Study – Level (DE 2005) EQ H and Program of Study – Award Type (DE 2001) NE H	Critical
2005_13	Program of Study – Level (DE 2005) EQ H and Program of Study – CIP (DE 2002) NE 9999999999	Critical
2005_14	Program of Study – Level (DE 2005) IN (C, E) and Program of Study – Award Type (DE 2001) NE C	Critical
2005_15	Program of Study – Level (DE 2005) EQ C and Program of Study – CIP (DE 2002) EQ 9999999999	Critical

1005_9	First-Time Student Flag (DE 1005) NOT IN (N,Z) and Program of Study – CIP (DE 2002) is an Adult Program (see Appendix A) and (High School Graduation Code (DE 1008) EQ X or no Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)	Informational
1005_11	First-Time Student Flag (DE 1005) NE Z and Program of Study – Level (DE 2005) EQ F	Informational
1032_3	Transfer Student Flag (DE 1032) EQ Z and Program of Study, Level (DE 2005) IN (0, 1, 2, 3, 8, A, D, C, H, P, T)	Informational
1058_2	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 13102, 13104, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G)	Critical
1058_3	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) EQ 13204 and Program of Study – Level (DE 2005) IN (1, 2, 8, 9, A, B, D, G) and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)	Critical
1058_4	CAE Single Parent (DE 1058) IN (B, S, W) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G))	Critical
1059_2	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 13104, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G)	Critical
1059_3	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) EQ 13204 and Program of Study – Level (DE 2005) IN (1, 2, 8, 9, A, B, D, G) and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)	Critical
1059_4	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G))	Critical
2001_11	Program of Study – Award Type (DE 2001) EQ I and Program of Study – Level (DE 2005) NE I	Critical
2002_4	Program of Study – CIP (DE 2002) EQ 9999999999 and Program of Study – Level (DE 2005) NOT IN (4, 5, 6, Z)	Critical
2002_6	Program of Study – CIP (DE 2002) Combination of CIP and Program of Study – Hour Type (DE 2003) and Program of Study – Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables	Critical
2002_7	Program of Study – CIP (DE 2002) Valid CIP for Adult Programs and First-Time Student Flag (DE 1005) NOT IN (N, Z) and ((High School Graduation Code (DE 1008) IN (X, Z)) or (No Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z))	Informational
2002_14	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Award Type (DE 2001) EQ H and Program of Study, Level (DE 2005) EQ H	Critical
2002_16	Program of Study – CIP (DE 2002) Valid Certificate of Professional Preparation CIP code and Program of Study – Level (DE 2005) NE I	Critical
2002_17	Program of Study – CIP (DE 2002) EQ 8888888888 and Program of Study – Level (DE2005) IN (C, E, F, H, I)	Critical
2004_3	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – Level (DE 2005) IN (0, 1, 2, 8, A, D, P, T)	Informational

2004_5	Program of Study – Hours (DE 2004) NE the standard program hour length from the CIP table and Program of Study – Level (DE 2005) NE IN (C, E) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2004_6	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – Level (DE 2005) EQ I	Critical
2004_7	Program of Study – Hours (DE 2004) GT 60 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (0, 8, D)	Critical
2004_8	Program of Study – Hours (DE 2004) GT 135 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (1, 3, 4, A, C, E)	Critical
2004_9	Program of Study – Hours (DE 2004) GT 3000 and Program of Study – Hour Type (DE 2003) EQ C and Program of Study – Level (DE 2005) IN (2, 3, 4, D)	Critical
2004_10	Program of Study – Hours (DE 2004) GT 45 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) EQ T	Critical
2010_3	State Approved Teacher Preparation Program – DOE Code (DE 2010) NE 999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2011_4	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2012_4	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2013_2	Baccalaureate Enrollment Flag (DE 2013) EQ Y or N and Program of Study – Level (DE 2005) NOT IN (C, E)	Critical
2013_3	Baccalaureate Enrollment Flag (DE 2013) EQ Z and Program of Study – Level (DE 2005) IN (C, E)	Critical
2015_7	Baccalaureate Institution of Interest (DE 2015) EQ 9999999 and Total Credits Hours Toward Award(DE 2008) GT 29 and Program of Study – Level (DE 2005) EQ 0	Informational
2016_2	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2017_2	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2017_3	EPI Subject Area Specialization – Program 2 (DE 2017) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2018_2	EPI Subject Area Specialization – Program (DE 2018) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2018_3	EPI Subject Area Specialization – Program 3 (DE 2018) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2019_2	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2019_3	EPI Subject Area Specialization – Program 4 (DE 2019) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical

2020_2	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2020_3	EPI Subject Area Specialization – Program 5 (DE 2020) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
3008_12	Course Section – Identifier (DE 3008), fourth digit EQ 0 and Program of Study – Level (DE 2005) EQ C	Critical

Data Element 2006

Program of Study – Title

Characteristics

Length: 30
Data Type: Alphanumeric
Physical Description: X (30)
Last Modified: 7/10/2002

Data Element is used in the Following Reports:

❑   AA-1A
❑   IPEDS (EP, C2)

Description:

Record Type Four – The name of the program of study as it appears in the Division of Community College Program Inventory.

Edit:

2002_5	Program of Study – CIP (DE 2002) AA Degree Program CIP and Program of Study – Title (DE 2006) is NULL	Critical
2002_6	Program of Study – CIP (DE 2002) Combination of CIP and Program of Study – Hour Type (DE 2003) and Program of Study – Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables	Critical
2002_10	Program of Study – CIP (DE 2002) Baccalaureate Degree Program CIP and Program of Study – Title (DE 2006) is NULL	Critical

Data Element 2007

Total Clock Hours Earned Toward Award

Characteristics

Length: 6
Data Type: Numeric
Physical Description: 9 (5) V9
Last Modified: 9/27/2007

Data Element is used in the Following Reports:

❑ Exceptions
❑ Perkins Performance

Description:

Record Type Four – Cumulative count of clock hours earned, prior to and after formal admission, which apply to the current award program CIP. This includes non-instructional clock hours (Experiential Learning, etc.) awarded.

Code all nines (999999) if not applicable.

NOTE: Zeroes are loaded for Beginning-of-Term data submissions.

Edit:

2007_1	Total Clock Hours Earned Toward Award (DE 2007) missing or non-numeric	Critical
2007_3	Total Clock Hours Earned Toward Award (DE 2007) EQ 999989 or Total Credit Hours Toward Award (DE2008) EQ 99998.9	Critical
2003_4	Program of Study – Hour Type (DE 2003_1) EQ C and Total Clock Hours Earned Toward Award (DE 2007) EQ 999999	Critical

Data Element 2008
Total Credit Hours Toward Award

Characteristics

Length: 6
Data Type: Numeric
Physical Description: 9 (5) V9
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Exceptions
❑   EDW Enrollment
❑   Perkins Performance

Description:

Record Type Four – Cumulative count of credit hours earned, prior to and after formal admission, which apply to the current award program CIP. This includes transfer credit hours and non-instructional credit hours (CLEP, etc.) awarded.

Code all nines (999999) if not applicable.

NOTES:
1. *College Preparatory credit hours should be excluded.*
2. *Zeroes are loaded for Beginning-of-Term data submissions.*
3. *Dual enrollment students entering college for first time must code all zeroes if credits have not been earned.*

Edit:

2008_1	Total Credit Hours Toward Award (DE 2008) missing or non-numeric	Critical
1005_3	First-Time Student Flag (DE 1005) EQ Y and Total Credit Hours Toward Award (DE 2008) GT 29	Informational
1005_6	First-Time Student Flag (DE 1005) EQ Y and Total Credit Hours Toward Award (DE 2008) LT 30 and no matching Entry Level/Exit Test Record	Informational
1005_8	First-Time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S) and Total Credit Hours Toward Award (DE 2008) GT 29	Critical
2003_5	Program of Study – Hour Type (DE 2003_1) EQ S and Total Credit Hours Toward Award (DE 2008) EQ 999999	Critical
2007_3	Total Clock Hours Earned Toward Award (DE 2007) EQ 999989 or Total Credit Hours Toward Award (DE2008) EQ 99998.9	Critical
2015_7	Baccalaureate Institution of Interest (DE 2015) EQ 9999999 and Total Credits Hours Toward Award(DE 2008) GT 29 and Program of Study – Level (DE 2005) EQ 0	Informational

Data Element 2009

Locally Inactive Program Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2000

Data Element is used in the Following Reports:

❑   Exceptions
❑   AA-1A

Description:

Record Type Four – Indicates if the program represented by the Program of Study CIP (DE 2002) is a LOCALLY inactive program.

TABLE VALUES
Y   This is a locally inactive program. (Do **NOT** use for statewide inactive programs).
N   This is not a locally inactive program.

Edit:

2009_1	Locally Inactive Program Flag (DE 2009) missing or invalid	Critical
2009_2	Locally Inactive Program Flag (DE 2009 EQ N and Program of Study – CIP (DE 2002) EQ 888888	Critical
2002_8	Program of Study – CIP (DE 2002) EQ 888888 and Locally Inactive Program Flag (DE 2009) EQ N	Critical

Data Element 2010

State Approved Teacher Preparation Program – DOE Code

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (3)
Last Modified: 5/1/2007

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Four – Department of Education (DOE) classification of the State Approved Teacher Preparation Program. These codes are supplied by the Bureau of Educator Recruitment, Development, and Retention (BERDR).

Code 999 for Not applicable.

NOTES:
1. *State Approved Teacher Preparation Programs are Baccalaureate or EPI.*
2. *DOE codes must match by college with the list provided by BERDR.*

Edit:

2010_1	State Approved Teacher Preparation Program – DOE Code (DE 2010) missing	Critical
2010_2	State Approved Teacher Preparation Program – DOE Code (DE 2010) does not match by college with BERDR list of codes.	Critical
2010_3	State Approved Teacher Preparation Program – DOE Code (DE 2010) NE 999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2010_4	State Approved Teacher Preparation Program – DOE Code (DE 2010) not match with DOE/CIP table.	Informational

Data Element 2011

State Approved Teacher Preparation Program – Benchmark Term

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/25/2017

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollments and Completions

Description:

Record Type Four – Term all benchmarks are met before student teaching – If the program has a final, culminating field experience, it should be the term prior when the student took his/her final classroom course. If the program has integrated field experiences throughout and no final culminating field experience, it will be the term the student takes and completes the final course that includes a field experience.

Code as *tyyyy*, where *t* is the term (1 = Summer, 2 = Fall, 3 = Winter/Spring) and *yyyy* is the reporting year (e.g., 12018 for Term 1 of the 2017-18 reporting year).
Code 99999 if not applicable.

NOTES:
1. *State Approved Teacher Preparation Programs are Baccalaureate or EPI.*
2. *Once a Benchmark Term has been given, the Benchmark will need to be carried forward with every Program record thereafter.*

Edit:

2011_1	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) missing or invalid	Critical
2011_2	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999 and Term NOT IN (1, 2, 3)	Critical
2011_3	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999 and Year is not a valid year	Critical
2011_4	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2011_5	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) EQ 99999 and Prior Term State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999	Critical
2011_6	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999	Critical

Data Element 2012

State Approved Teacher Preparation Program – Student Teaching Term

Characteristics

Length: 5
Data Type: Numeric
Physical Description: 9 (5)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollments and Completions

Description:

Record Type Four – Term of student teaching/final practicum – If the program has a final, culminating field experience, it will be the term the student takes and completes this field experience. If the program has integrated field experiences throughout and no final, culminating field experience, it will be the term the student takes and completes the final course that includes a field experience.

Code as *tyyyy*, where *t* is the term (1 = Summer, 2 = Fall, 3 = Winter/Spring) and *yyyy* is the reporting year (e.g., 12018 for Term 1 of the 2017-18 reporting year).
Code 99999 if not applicable.

NOTES:

1. *State Approved Teacher Preparation Programs are Baccalaureate or EPI.*
2. *Once a Student Teaching Term has been given, the Student Teaching Term will to be carried forward with every program record thereafter.*

Edit:

2012_1	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) missing or invalid	Critical
2012_2	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999 and Term NOT IN (1, 2, 3)	Critical
2012_3	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999 and Year is not a valid year	Critical
2012_4	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2012_5	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) EQ 99999 and Prior Term State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999	Critical
2012_6	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999	Critical

Data Element 2013

Baccalaureate Enrollment Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	4/16/2014

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Record Type Four – Indicates if the term is the first term that the student is enrolled in a Baccalaureate Program.

TABLE VALUES

Y   First term student is enrolled in a Baccalaureate Program

N   Student is enrolled in a Baccalaureate Program, but not first term

Z   Not applicable

Edit:

2013_1	Baccalaureate Enrollment Flag (DE 2013) missing or invalid	Critical
2013_2	Baccalaureate Enrollment Flag (DE 2013) EQ Y or N and Program of Study – Level (DE 2005) NOT IN (C, E)	Critical
2013_3	Baccalaureate Enrollment Flag (DE 2013) EQ Z and Program of Study – Level (DE 2005) IN (C, E)	Critical
2013_4	Baccalaureate Enrollment Flag (DE 2013) EQ Y and previous End-of-Term Baccalaureate Enrollment Flag IN (Y, N), matched by Program of Study – CIP (DE 2002)	Critical

IDB Edit:

ADB-SDB 2013_1	SDB Baccalaureate Flag (DE 2013) EQ Y and no Admissions record exists in current term or prior 3 terms where ADB Final Admission Action (DE 1015) IN (A, P, X)	Critical
ADB-SDB 2013_2	No SDB Baccalaureate Flag (DE 2013) EQ Y (only applies to colleges with four year programs)	Informational

Data Element 2014

Baccalaureate Program of Interest

Characteristics

Length: 6
Data Type: Alphanumeric
Physical Description: X (6)
Last Modified: 6/1/2014

Data Element is used in the Following Reports:

❑   Exceptions
❑   Institution and Program of Interest at 30, 45 hours
❑   Report with zeroes with 30 hrs

Description:

Record Type Four – The code will be a six-digit code identifying the Classification of Instructional Program (CIP) associated with the Baccalaureate Program of Interest offered by the Baccalaureate Institution of Interest declared by an AA student with 30 or more semester hours.

TABLE VALUES

000000   Unknown for AA students with 30 or more hours
888888   Baccalaureate Program of Interest previously reported.
999999   Not Applicable (Not a Florida Public Baccalaureate Institution, Non AA student, AA student with less than 30 Hours, Student started before 2013-14)

NOTES:

1.   *For 2015-16, institutions may report the two-digit CIP category followed by '0000' if the institution offers a program beginning with the two-digit CIP.*
2.   *Valid CIP Codes for the baccalaureate programs offered by Florida public baccalaureate institutions are listed in the reference file BACINST.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*

Statewide articulation agreement.

To improve articulation and reduce excess credit hours, beginning with students initially entering a Florida College System institution in 2013-2014 and thereafter, the articulation agreement must require each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. The institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest (§ 1007.23 (3) F.S.).

Edit:

2014_1	Baccalaureate Program of Interest (DE 2014_1) missing or invalid	Critical
2014_6	Baccalaureate Program of Interest (DE 2014_1) valid Baccalaureate Program of Interest and previous valid program	Critical
2015_2	Baccalaureate Institution of Interest (DE 2015) invalid FICE Number for Baccalaureate Program of Interest (DE 2014) not offered	Informational

2015_3	Baccalaureate Institution of Interest (DE 2015) IN (9999999, 7777777, 6666666) and Baccalaureate Program of Interest (DE 2014) NE 999999	Critical
2015_4	Baccalaureate Institution of Interest (DE 2015) valid FICE code and Baccalaureate Program of Interest (DE 2014) EQ 999999	Critical
2015_5	Baccalaureate Institution of Interest (DE 2015) EQ 0000000 and Baccalaureate Program of Interest (DE 2014) NE 000000	Critical
2015_6	Baccalaureate Institution of Interest (DE 2015) EQ 8888888 and Baccalaureate Program of Interest (DE 2014) NE 888888	Critical

Data Element 2015

Baccalaureate Institution of Interest

Characteristics

Length:	7
Data Type:	Alphanumeric
Physical Description:	X (7)
Last Modified:	10/15/2014

Data Element is used in the Following Reports:

❑ Exceptions Report
❑ Institution and Program of Interest at 30, 45 hours
❑ Report with '0000000' with 30 hours

Description:

Record Type Four – The seven-digit FICE code of the Baccalaureate Institution of Interest declared by an AA student with 30 or more semester hours.

TABLE VALUES

0000000	Unknown for AA students with 30 or more hours
6666666	Student started before 2013-14.
7777777	Baccalaureate Institution of Interest is not a Florida Public Baccalaureate Institution
8888888	Baccalaureate Institution of Interest previously reported.
9999999	Not Applicable (Non AA student, AA student with less than 30 Hours)

NOTE: Valid FICE Codes for the Florida public baccalaureate institutions are listed in the reference file BACINST.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.

Statewide articulation agreement.

> To improve articulation and reduce excess credit hours, beginning with students initially entering a Florida College System institution in 2013-2014 and thereafter, the articulation agreement must require each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. The institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest (§ 1007.23(3) F.S.).

Edit:

2015_1	Baccalaureate Institution of Interest (DE 2015) missing or invalid	Critical
2015_2	Baccalaureate Institution of Interest (DE 2015) invalid FICE Number for Baccalaureate Program of Interest (DE 2014) not offered	Informational
2015_3	Baccalaureate Institution of Interest (DE 2015) IN (9999999, 7777777, 6666666) and Baccalaureate Program of Interest (DE 2014) NE 999999	Critical
2015_4	Baccalaureate Institution of Interest (DE 2015) valid FICE code and Baccalaureate Program of Interest (DE 2014) EQ 999999	Critical

2015_5	Baccalaureate Institution of Interest (DE 2015) EQ 0000000 and Baccalaureate Program of Interest (DE 2014) NE 000000	Critical
2015_6	Baccalaureate Institution of Interest (DE 2015) EQ 8888888 and Baccalaureate Program of Interest (DE 2014) NE 888888	Critical
2015_7	Baccalaureate Institution of Interest (DE 2015) EQ 9999999 and Total Credits Hours Toward Award(DE 2008) GT 29 and Program of Study – Level (DE 2005) EQ 0	Informational

Data Element 2016

EPI Subject Area Specialization – Program 1

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Last Modified:	4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2)*.

TABLE VALUES

999   Not Applicable

NOTES:
1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI Codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*

Edit:

2016_1	EPI Subject Area Specialization – Program 1 (DE 2016) missing/invalid code	Critical
2016_2	EPI Subject Area Specialization – Program 1 (DE 2016NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical
2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical
2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical

Data Element 2017

EPI Subject Area Specialization – Program 2

Characteristics

Length: 3
Data Type: Alphanumeric
Physical Description: 9 (3)
Last Modified: 4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2)*.

TABLE VALUES
999   Not Applicable

NOTES:
1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI Codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*

Edit:

2017_1	EPI Subject Area Specialization – Program 2 (DE 2017) missing/invalid code	Critical
2017_2	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical
2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical
2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical

Data Element 2018
EPI Subject Area Specialization – Program 3

Characteristics

Length: 3
Data Type: Alphanumeric
Physical Description: 9 (3)
Last Modified: 4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999   Not Applicable

NOTES:
1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI Codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*

Edit:

2018_1	EPI Subject Area Specialization – Program 3 (DE 2018) Missing/Invalid code	Critical
2018_2	EPI Subject Area Specialization – Program (DE 2018) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical
2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical

Data Element 2019

EPI Subject Area Specialization – Program 4

Characteristics

Length: 3
Data Type: Alphanumeric
Physical Description: 9 (3)
Last Modified: 4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2)*.

TABLE VALUES
999   Not Applicable

NOTES:
1.   *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2.   *Valid EPI Codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*

Edit:

2019_1	EPI Subject Area Specialization – Program 4 (DE 2019) Missing/Invalid code	Critical
2019_2	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical
2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical

Data Element 2020

EPI Subject Area Specialization – Program 5

Characteristics

Length: 3
Data Type: Alphanumeric
Physical Description: 9 (3)
Last Modified: 4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES
999   Not Applicable

NOTES:
1.   *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2.   *Valid EPI Codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*

Edit:

2020_1	EPI Subject Area Specialization – Program 5 (DE 2020) Missing/Invalid code	Critical
2020_2	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical
2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical

Data Element 2021

AGE Withdrawal Reason

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑ Exceptions
❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
❑ NRS

Description:

Record Type Four – Indicates the reason for a student's withdrawal from an NRS eligible Adult General Education (AGE), in its entirety *(at the program level)*, during the current reporting term.

TABLE VALUES

A   Student is incarcerated or residing in an institution or facility providing 24-hour support such as a hospital or treatment center
B   Student is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program
C   Student is deceased
D   Student is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days
E   Student is in the foster care system, or any other mandated residential program, and has moved from the area as part of such a program or system (exclusion for youth Students only)
F   Student withdrawn and exited for non-attendance
G   Student exited for a reason other than those identified above
N   Student remains enrolled in an NRS eligible program
Z   Student is not enrolled in an NRS eligible program

NOTES:

1. *If a student does not withdraw from ALL NRS eligible AGE courses within a given program, they are not considered withdrawn and a value of 'N' is reported.*
2. *If a student withdraws from ALL NRS eligible AGE courses, report the applicable value from the table above.*
3. *Only report a 'G' if the withdrawal reason is unknown or not covered in the table of values.*
4. *If the student is not enrolled in an NRS Eligible program, report a 'Z'.*
5. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
6. *Students coded A-E are excluded from NRS performance outcome measures using placement or employment data.*

Edit:

2021_1   Withdrawal Reason (2021) missing or invalid   Critical

2021_2	Withdrawal Reason (2021) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
2021_3	Withdrawal Reason (2021) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical

Data Element 2101

Completion – CIP

Characteristics

Length: 10
Data Type: Numeric
Physical Description: 9 (10)
Last Modified: 4/16/2014

Data Element is used in the Following Reports:

- ❑ AA-1A
- ❑ Accountability Outcome Measures
- ❑ Perkins Performance

- ❑ NRS
- ❑ IPEDS (C2)

Description:

Record Type Five – Identifies the classification associated with the program in which a completion occurred. Completion - CIP is a ten-digit code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (9999999999) if no completion was awarded. If a student completes one or more state inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, or 8888888889.

NOTES:
1. *Record Type not required for Beginning-of-Term data submissions.*
2. *Valid CIP and baccalaureate CIP codes are listed in the reference files CIP.2018.txt and BACCIP.2018.txt, respectively. These files are available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml.*
3. *If the CIP code is not in either CIP.2018.txt or BACCIP.2018.txt (where applicable), then use the following:*
   a. *For students enrolled in an Educator Preparation Institute Certificate program, code '5551399990'.*
   b. *For Students enrolled in a Certificate of Professional Preparation program, the CIP cluster is '555' and the CIP Unique Identifier is '0'. The CIP code will be assigned by the Division of Florida Colleges, and added to the file with valid CIP codes.*

Associate in Arts (AA) Degree Programs and Baccalaureate Degree Programs

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

TABLE VALUES
CLUSTER VALUES: (Decimal point is implied)
1.10 - Baccalaureate
1.11 - Natural and Physical Sciences
1.12 - Fine and Applied Arts
1.13 - Letters and Foreign Languages

1.14 - Education
1.15 - Business and Management
1.16 - Mathematics and Computer Science
1.17 - Social Sciences
1.18 - Other Degree Programs
1.19 - General Degree Transfer

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES
For AA Degree Programs, code the CIP as 240101.

For Baccalaureate Programs, code the CIP that has been agreed upon between the Division of Florida Colleges and the college *(see note 2)*.

UNIQUE IDENTIFIER
The "Unique Identifier" uses numbers between zero and nine to differentiate between two CIP codes that otherwise the same. It is also used to reflect the "track", referring to the program track indicated in the Common Prerequisite Manual.

Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, Apprenticeship Programs, or Adult General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES:
CLUSTER VALUES:
01 - Agriculture
02 - Marketing
03 - Health Occupations
04 - Family and Consumer Sciences
05 - Business
06 - Industrial
07 - Public Service
08 - Apprenticeship
09 - Preparation for Homemaking
10 - Diversified Cooperative Training
15 - Adult General Education

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:
Use appropriate CIP code that is listed in the CIP reference file *(see note 2)*.

UNIQUE IDENTIFIER:
00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

NOTE: *The combination of the Cluster '15' and the CIP starting with '320' or '330' are used to identify Adult General Education Programs.*

Associate in Science (AS) Degree Programs with articulated General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES

     11 - Agriculture

     12 - Marketing

     13 - Health Occupations

     14 - Family and Consumer Sciences

15 - Business

16 - Industrial

17 - Public Service

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

     Use appropriate CIP code from the CIP reference file *(see note 2)*.

UNIQUE IDENTIFIER:

     00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

Edit:		

2101_1	Completion – CIP (DE 2101) missing or invalid	Critical
2101_2	Completion – CIP (DE 2101) EQ 9999999999 and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 6, 7, 8, A, C, P)	Critical
2101_7	Completion – CIP (DE 2101) CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2101_8	Completion – CIP (DE 2101) Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017) IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2101_9	*Edit Deleted*	
2101_10	Completion – CIP (DE 2101) EQ 5551399990 and Completion Degree Granted (DE 2103) NE F	Critical
2101_11	Completion – CIP (DE 2101) duplicate completion – CIP reported previous year and terms	Critical
2101_12	Completion – CIP (DE 2101) valid Certificate of Professional Preparation CIP code and Completion Degree Granted (DE 2103) NE I	Critical
2101_13	Completion – CIP (DE 2101) duplicate AA Classification of Instructional Program (240101) and Same Florida Education Identifier (DE 1000)	Critical
2101_14	Completion – CIP (DE 2101) EQ 8888888888 and Completion Degree (DE 2103) IN (C, F, I)	Critical
2103_2	Completion Degree Granted (DE 2103) combination of Degree Granted and Completion – CIP (DE 2101) do not match CIP and Degree values from the CIP and Degree tables	Critical

2104_2	Occupational Completion Point (DE 2104) combination of Occupational Completion Point Indicator and Completion – CIP (DE 2101) do not match CIP and OCP values from the CIP table	Critical
2105_2	Adult Literacy Completion Point (DE 2105) combination of Adult Literacy Completion Point Indicator and Completion – CIP (DE 2101) do not match CIP and LCP values from the CIP and LCP tables	Critical
2107_2	Locally Inactive Completion Point (DE 2107) EQ Y and Completion – CIP (DE 2101) EQ 8888888888	Critical

Data Element 2103
Completion Degree Granted

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 8/28/0214

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ Accountability Outcome Measures
- ❑ Performance Funding

- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (C2)

Description:

Record Type Five – The degree, certificate, or diploma awarded to the student this term.

TABLE VALUES

1   Associate in Arts (AA) Degree (Rule 6A-14.030(1), FAC.)
2   Associate in Science (AS) Degree (Rule 6A-14.030(2), FAC.)
3   Associate in Science Certificate (Rule 6A-14.030(2), FAC.)
        (Postsecondary Vocational Certificate (PSVC))
4   Vocational Certificate (Rule 6A-14.030(3), FAC.)
        (Postsecondary Adult Vocational Certificate)
5   Advanced Technical Certificate (ATC)
6   Adult High School Diploma (Rule 6A-14.030(5), FAC.)
7   Applied Technology Diploma (ATD)
8   Student attained a GED
9   No formal award
A   Associate in Applied Science (AAS) Degree
C   Baccalaureate
F   Educator Preparation Institute (EPI) Certificate (Note 2)
I   Certificate of Professional Preparation
P   Apprenticeship Program
Z   Not applicable

NOTES:

1. *An EPI completion (Table Value F) means a certificate of completion awarded by the college when a student has satisfactorily completed all required program components, passed the Professional Education portion of the Florida Teacher Certification Exam and the college has submitted the Florida Department of Education form CT133 to Teacher Certification.*
2. *Valid degree codes are listed in the reference file, DEGREE.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml*

Edit:

2103_1	Completion Degree Granted (DE 2103) missing or invalid	Critical
2103_2	Completion Degree Granted (DE 2103) combination of Degree Granted and Completion – CIP (DE 2101) do not match CIP and Degree values from the CIP and Degree tables	Critical
2103_4	Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5 ,6 ,7, 8, A, C) and Occupational Completion Point Indicator (DE 2104) NE Z or Adult Literacy Completion Point Indicator (DE 2105) NE Z	Critical
2103_7	Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 6, 7, 8, 9, A, C, P, Z) and Advanced Technical Certificate Completion Hours (DE 2106) GT 0	Critical
2103_10	*Edit Deleted*	
2103_12	Completion Degree Granted (DE 2103) EQ I and Valid Certificate of Professional Preparation CIP code	Critical
1032_4	Transfer Student Flag (DE 1032) EQ Z and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 7, A, C, P)	Informational
2005_8	Program of Study – Level (DE 2005) IN (C, E) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
2101_2	Completion – CIP (DE 2101) EQ 9999999999 and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 6, 7, 8, A, C, P)	Critical
2101_10	Completion – CIP (DE 2101) EQ 5551399990 and Completion Degree Granted (DE 2103) NE F	Critical
2101_12	Completion – CIP (DE 2101) valid Certificate of Professional Preparation CIP code and Completion Degree Granted (DE 2103) NE I	Critical
2101_14	Completion – CIP (DE 2101) EQ 8888888888 and Completion Degree (DE 2103) IN (C, F, I)	Critical
2106_2	Advance Technical Certificate (DE 2106) LT 9 or GT 44 and Completion Degree Granted (DE 2103) EQ 5	Critical
2106_3	Advance Technical Certificate (DE 2106) GT 00000 and Completion Degree Granted (DE 2103) NE 5	Critical
2108_2	Completion Multiple Major Indicator (DE 2108) IN (Y, N) and Completion Degree Granted (DE 2103) NE C	Critical
2110_3	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999 and Completion Degree Granted (DE 2103) NOT IN (C, F)	Critical
2111_2	CTE Basic Skills Examination Flag (DE 2111) NE Z and Completion Degree Granted (DE 2103) NE 4 and Occupational Completion Point Indicator (DE 2104) EQ Z	Critical
2111_3	CTE Basic Skills Examination Flag (DE 2111) IN (N, Z) and Completion Degree Granted (DE 2103) EQ 4	Critical
2111_4	CTE Basic Skills Examination Flag (DE 2111) EQ D and Completion Degree Granted (DE 2103) NE P	Critical
2116_2	EPI Subject Area Specialization (DE 2116) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical

2116_3	EPI Subject Area Specialization (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical
2117_2	EPI Subject Area Specialization (DE 2117) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2118_2	EPI Subject Area Specialization (DE 2118) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2119_2	EPI Subject Area Specialization (DE 2119) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2120_2	EPI Subject Area Specialization (DE 2120) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2121_5.	Completion Date (DE 2121) EQ 99999999 and Completion Degree Granted (DE 2103) NOT IN (9, Z)	Critical

Data Element 2104

Occupational Completion Point Indicator

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 8/28/2014

Data Element is used in the Following Reports:

❑   Perkins Performance
❑   IPEDS (C2)

Description:

Record Type Five – Indicates the Occupational Completion Point (Clock Hour Programs) that a student has completed in a particular program. This data element will be used for various performance and funding requirements.

TABLE VALUES
Use valid Occupational Completion Point value from CIP file provided by CCTCMIS *(see DE 2101 Completion – CIP, Note 2).*

Otherwise use:
Z   Not Applicable

Edit:

2104_1	Occupational Completion Point (DE 2104) missing or invalid	Critical
2104_2	Occupational Completion Point (DE 2104) combination of Occupational Completion Point Indicator and Completion – CIP (DE 2101) do not match CIP and OCP values from the CIP table	Critical
2103_4	Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5 ,6 ,7, 8, A, C) and Occupational Completion Point Indicator (DE 2104) NE Z or Adult Literacy Completion Point Indicator (DE 2105) NE Z	Critical
2111_2	CTE Basic Skills Examination Flag (DE 2111) NE Z and Completion Degree Granted (DE 2103) NE 4 and Occupational Completion Point Indicator (DE 2104) EQ Z	Critical

Data Element 2105

Adult Literacy Completion Point Indicator

Characteristics

Length: 2
Data Type: Alphanumeric
Physical Description: X (2)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑ NRS
❑ IPEDS (C2)

Description:

Record Type Five – Indicates the Adult Literacy Completion Point that a student has completed in a particular program.

Literacy Completion Point (LCP) means that attainment of academic or workforce readiness skills that qualify the participant for further basic education, vocational education, or employment. Literacy Completion Points reported may not be based on out of range test scores as determined using publisher guidelines.

TABLE VALUES
Valid Adult Literacy Completion Point value *(see Appendix A)*
Z   Not Applicable

NOTES:
1. *If coding a single character, code left justified with a trailing blank.*
2. *The Hours listed in Appendix A for each LCP are the maximum hours allowed.*
3. *Valid LCP codes are listed in the reference file LCP.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml*

Edit:

2105_1	Adult Literacy Completion Point (DE 2105) missing or invalid	Critical
2105_2	Adult Literacy Completion Point (DE 2105) combination of Adult Literacy Completion Point Indicator and Completion – CIP (DE 2101) do not match CIP and LCP values from the CIP and LCP tables	Critical
1104_26	Entry Level/Exit Test – Type (DE 1104) IN (J, R, W) AND Adult Entry Level/Exit Test – Date (DE 1109) NE Completion Date (DE 2121) AND Adult Literacy Completion Point Indicator (DE 2105) NE Z	Informational
2103_4	Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5 ,6 ,7, 8, A, C) and Occupational Completion Point Indicator (DE 2104) NE Z or Adult Literacy Completion Point Indicator (DE 2105) NE Z	Critical
2121_7	Completion Date (DE 2121) GE Course Exit Date (DE 3027) and Literacy Completion Point Indicator (DE 2105) NE Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203, 13204)	Informational

3022_3   Adult Educational Functioning Level – Initial (DE 3022) GT Adult Literacy   Informational
           Completion Point (DE 2105)

Data Element 2106
Advanced Technical Certificate Completion Hours

Characteristics

Length: 5
Data Type: Alphanumeric
Physical Description: 9 (4) V9
Last Modified: 7/1/2006

Data Element is used in the Following Reports:

❑   AA-1A

Description:

Record Type Five – Indicates the number of hours the student completed to reach an Advanced Technical Certificate.

Code 00000 when Completion Degree Granted (DE 2103) is not equal to 5.

Edit:

2106_1	Advance Technical Certificate (DE 2106) missing or non-numeric	Critical
2106_2	Advance Technical Certificate (DE 2106) LT 9 or GT 44 and Completion Degree Granted (DE 2103) EQ 5	Critical
2106_3	Advance Technical Certificate (DE 2106) GT 00000 and Completion Degree Granted (DE 2103) NE 5	Critical
2103_7	Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 6, 7, 8, 9, A, C, P, Z) and Advanced Technical Certificate Completion Hours (DE 2106) GT 0	Critical

Data Element 2107

Locally Inactive Completion Program Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2000

Data Element is used in the Following Reports:

❑ Exceptions
❑ AA-1A
❑ IPEDS (C2)

Description:

Record Type Five – Indicates if the program represented by the Completion – CIP (DE 2101) is a **LOCALLY** inactive program.

TABLE VALUES

Y   This is a locally inactive program (Do **NOT** use for statewide inactive programs)
N   This is not a locally inactive program

Edit:

2107_1	Locally Inactive Completion Point (DE 2107) missing or invalid	Critical
2107_2	Locally Inactive Completion Point (DE 2107) EQ Y and Completion – CIP (DE 2101) EQ 8888888888	Critical

Data Element 2108

Completion Multiple Major Indicator

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2005

Data Element is used in the Following Reports:

❑ Exceptions
❑ Accountability Outcome Measures

Description:

Record Type Five – Indicates whether or not a Baccalaureate degree has multiple majors.

TABLE VALUES

Y   Multiple Major (two or more Majors)
N   No Multiple Major (one Major)
Z   Not applicable

NOTES:
1. *If the Baccalaureate degree has multiple majors, report all the Completion – CIP(s) (e.g., If a student has a Baccalaureate degree with three majors, send three completion records with the CIP identifying the major).*
2. *Record Type not required for Beginning-of-Term data submissions.*

Edit:

2108_1	Completion Multiple Major Indicator (DE 2108) missing or invalid	Critical
2108_2	Completion Multiple Major Indicator (DE 2108) IN (Y, N) and Completion Degree Granted (DE 2103) NE C	Critical
2108_3	Completion Multiple Major Indicator (DE 2108) IN (Y, N) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical

Data Element 2110

State Approved Teacher Preparation Program Completion – DOE Code

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Five – Department of Education (DOE) classification of the State Approved Teacher Preparation Program. These codes are supplied by the Bureau of Educator Recruitment and Professional Development (BERDR).

Code 999 for not applicable.

NOTES:

1. *State Approved Teacher Preparation Programs are Baccalaureate or higher.*
2. *DOE codes must match by college with the list provided by BERDR.*

Edit:

2110_1	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) missing	Critical
2110_2	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) does not match by college with BERDR list of codes	Critical
2110_3	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999 and Completion Degree Granted (DE 2103) NOT IN (C, F)	Critical
2110_4	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) no match with new table CIP and DOE codes	Informational
2011_6	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999	Critical
2012_6	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999	Critical

Data Element 2111

CTE Basic Skills Examination Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑ Exceptions
❑ Accountability

Description:

Record Type Five – Indicates the status of the student in reference to basic skills assessment (§ 1004.91, F.S.). Students who are enrolled in a postsecondary program offered for career education credit of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program (Rule 6A-10.040).

TABLE VALUES:

A   Basic Skills Exempt. A student who possesses a college degree at the associate in applied science level or higher.

B   Basic Skills Exempt. A student who demonstrates readiness for public postsecondary education pursuant to § 1008.30 F.S., and applicable rules adopted by the State Board of Education.

C   Basic Skills Exempt. A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled. Includes students enrolled in programs that fall under the Criminal Justice Standards and Training Commission (CJSTC) standards pursuant to § 943.17 F.S. and § 11B-35.0011(1) Florida Academic Code (F.A.C.) *(see Note 1)*.

D   Basic Skills Exempt. An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446, Florida Statutes.

F   Basic Skills Exempt. An adult student with a disability as defined in § 1004.02(6) F.S. who is exempt from meeting the required basic skills mastery level based on Florida college institutions' local policies adopted per § 1004.91 (3)(a) F.S. and Rule 6A-10.040(4) F.A.C.

G   Basic Skills Exempt. The total program length as indicated in the curriculum frameworks is less than 450 clock hours (See Note 2).

N   Student has not completed the initial assessment or student has not demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled.

Y   Student has demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled.

Z   Not Applicable (Non-PSAV students).

See Basic Skills Program Levels online at http://www.fldoe.org/workforce/dwdframe.

NOTES:

1. *All criminal justice programs are exempt from taking any basic skills test recognized in DOE rule per Section 943.17(6) F.S. Students who meet criteria should be coded C even if they also meet other criteria.*
2. *Students who are enrolled in any PSAV program of less than 450 clock hours (except for CJSTC programs - see note 1) should be coded G even if they meet other criteria.*

Edit:

2111_1	CTE Basic Skills Examination Flag (DE 2111) missing or invalid	Critical
2111_2	CTE Basic Skills Examination Flag (DE 2111) NE Z and Completion Degree Granted (DE 2103) NE 4 and Occupational Completion Point Indicator (DE 2104) EQ Z	Critical
2111_3	CTE Basic Skills Examination Flag (DE 2111) IN (N, Z) and Completion Degree Granted (DE 2103) EQ 4	Critical
2111_4	CTE Basic Skills Examination Flag (DE 2111) EQ D and Completion Degree Granted (DE 2103) NE P	Critical

Data Element 2116

EPI Subject Area Specialization – Completion 1

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (3)
Last Modified: 4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999   Not Applicable

NOTES:
1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml*

Edit:

2116_1	EPI Subject Area Specialization (DE 2116) missing/invalid code	Critical
2116_2	EPI Subject Area Specialization (DE 2116) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2116_3	EPI Subject Area Specialization (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical
2116_4	EPI Subject Area Specialization (DE 2116) NE 999 and EQ Table Value of DE 2117, DE 2118, DE 2119, or DE 2120	Critical

Data Element 2117

EPI Subject Area Specialization – Completion 2

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (3)
Last Modified: 4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES
999   Not Applicable

NOTES:
1.   *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2.   *Valid EPI codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml*

Edit:

2117_1	EPI Subject Area Specialization (DE 2117) Missing/Invalid code	Critical
2117_2	EPI Subject Area Specialization (DE 2117) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2117_4	EPI Subject Area Specialization (DE 2117) NE 999 and EQ Table Value of DE 2116, DE 2118, DE 2119, or DE 2120	Critical
2116_3	EPI Subject Area Specialization (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical

Data Element 2118

EPI Subject Area Specialization – Completion 3

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (3)
Last Modified: 4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2)*.

TABLE VALUES

999   Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml*

Edit:

2118_1	EPI Subject Area Specialization (DE 2118) Missing/Invalid code	Critical
2118_2	EPI Subject Area Specialization (DE 2118) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2118_4	EPI Subject Area Specialization (DE 2118) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2119, or DE 2120	Critical
2116_3	EPI Subject Area Specialization (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical

Data Element 2119

EPI Subject Area Specialization – Completion 4

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (3)
Last Modified: 4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999   Not Applicable

NOTES:
1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml*

Edit:

2119_1	EPI Subject Area Specialization (DE 2119) missing/invalid code	Critical
2119_2	EPI Subject Area Specialization (DE 2119) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2119_4	EPI Subject Area Specialization (DE 2119) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2120	Critical
2116_3	EPI Subject Area Specialization (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical

Data Element 2120

EPI Subject Area Specialization – Completion 5

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (3)
Last Modified: 4/15/2015

Data Element is used in the Following Reports:

❑   Teacher Preparation Enrollment and Completion File

Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2)*.

TABLE VALUES
999   Not Applicable

NOTES:
1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI codes are listed in the reference file EPICERT.2018.txt, which is available for download from http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml*

Edit:

2120_1	EPI Subject Area Specialization (DE 2120) missing/invalid code	Critical
2120_2	EPI Subject Area Specialization (DE 2120) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2120_4	EPI Subject Area Specialization (DE 2120) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2119	Critical
2116_3	EPI Subject Area Specialization (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical

Data Element 2121

Completion Date

Characteristics

Length: 8
Data Type: Numeric
Physical Description: 9 (8)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑ Exceptions Report
❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)

❑ NRS
❑ IPEDS (C2)

Description:

Record Type Five – The date the degree, certificate, diploma, or Literacy Completion Point (LCP) was awarded to the student. Use date the student finishes during the term or the date the term ends; whichever occurs first.

The format for coding this element is MMDDCCYY.

Where:
MM is the two digit month (01-12)
DD is the two-digit day (01-31)
CC is the two digit century (20)
YY is the two-digit year

NOTES:
1. *Code 99999999 for students who do not meet the criteria.*
2. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*

Edit:

2121_1	Completion Date (DE 2121) missing or invalid	Critical
2121_2	Completion Date (DE 2121) invalid month range	Critical
2121_3	Completion Date (DE 2121) invalid Day range	Critical
2121_4	Completion Date (DE 2121) century NE 20	Critical
2121_5	Completion Date (DE 2121) EQ 99999999 and Completion Degree Granted (DE 2103) NOT IN (9, Z)	Critical
2121_6	Completion Date (DE 2121) valid Month LT 07 and valid year LE previous reporting year	Critical
2121_7	Completion Date (DE 2121) GE Course Exit Date (DE 3027) and Literacy Completion Point Indicator (DE 2105) NE Z and Course – ICS (DE 3001) IN (1.31.04, 1.32.01, 1.32.02, 1.32.03, 1.32.04)	Informational
1104_26	Entry Level/Exit Test – Type (DE 1104) IN (J, R, W) AND Adult Entry Level/Exit Test – Date (DE 1109) NE Completion Date (DE 2121) AND Adult Literacy Completion Point Indicator (DE 2105) NE Z	Informational

Data Element 3001

Course – Information Classification Structure

Characteristics

Length: 5
Data Type: Numeric
Physical Description: 9 (5)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

- ❑ AA-1A
- ❑ AA-1C
- ❑ EA-3
- ❑ FTE
- ❑ Course Number Match
- ❑ Accountability Outcome Measures
- ❑ Developmental Education Enrollment
- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (EF2,E12)

Description:

Record Type Six – Classifies the course's subject matter content.

Coding structure is as follows:
1. The first three digits of all numbers represent the Information Classification Structure (ICS) cluster.
2. The fourth and fifth digits of those courses in the Advanced and Professional program identify the category.
3. The fourth and fifth digits of those courses in Vocational Programs identify the separation between Postsecondary Vocational, Postsecondary Adult Vocational, and Continuing Workforce Education.

TABLE VALUES
1.1   Advanced and Professional:

1.11.01	Agriculture & Nat. Res.	1.16.17	Mathematics
1.11.02	Architecture & Environ.	1.17.03	Area Studies
1.11.04	Biological Science	1.17.20	Psychology
1.11.09	Engineering	1.17.22	Social Sciences
1.11.12	Health Professions	1.18.06	Communications
1.11.19	Physical Sciences	1.18.13	Home Economics
1.12.10	Fine and Applied Arts	1.18.14	Law
1.13.11	Foreign Languages	1.18.16	Library Science
1.13.15	Letters	1.18.18	Military Science
1.14.08	Education	1.18.21	Public Affairs
1.15.05	Business & Management	1.18.23	Theology
1.16.07	Computer & Information Science	1.18.49	Interdisciplinary

1.2   Postsecondary Vocational:

1.21.01	Agriculture	1.26.03	Industrial
1.22.01	Marketing	1.27.03	Public Service
1.23.01	Health Occupations		
1.24.01	Family and Consumer Sciences	**1.2**	**Apprenticeship:**
1.25.01	Business	1.29.97	Class
1.26.01	Industrial	1.29.98	On the Job Training (OJT)
1.27.01	Public Service		

1.2   Postsecondary Adult Vocational:

1.3   Adult General Education:

1.21.02	Agriculture	1.31.01	College Prep.(Developmental Ed)
1.22.02	Marketing	1.31.02	Vocational Prep.
1.23.02	Health Occupations	1.31.03	EAP College Prep.
1.24.02	Family and Consumer Sciences	1.31.04	EAP Vocational Prep (ELCATE).
1.25.02	Business	1.32.01	Adult Basic
1.26.02	Industrial	1.32.02	Adult Secondary
1.27.02	Public Service	1.32.03	GED Prep.
		1.32.04	EAP Literacy (ESOL)
		1.33.00	Lifelong Learning

1.2   Continuing Workforce Education:

1.4   Community Instructional Service:

1.21.03	Agriculture	1.41.00	Citizenship (before 7-1-87)
1.22.03	Marketing	1.42.00	Recreational & Leisure
1.23.03	Health Occupations		
1.24.03	Family and Consumer Sciences	**1.5**	**Educator Preparation Institute:**
1.25.03	Business	1.50.01	Educator Preparation Institution

NOTES:

1. *EAP Reporting:*

   13103 (EAP College Preparatory)
      a. *Up to Fall 2001-02: ESL Preparatory – Course that begins with Common Course Number ESL.*
      b. *Beginning Fall 2001-02: EAP Preparatory – CCN EAP000 - EAP400.*
      c. *College may offer institutional credit. College Preparatory Level: Report as Credit Hours.*

   13104 (EAP Vocational Preparatory)
      VSOL Preparatory – Vocational Preparatory Level: Report as Contact Hours.

   13204 (EAP Literacy)
      ESOL Literacy – Adult Basic Level, LCPs defined: Report as Contact Hours.

2. *The EF2 Report excludes the following:*
      a. *Adult Basic (1.32.01, 1.32.04)*
      b. *Adult Secondary (1.32.02)*
      c. *GED Prep (1.32.03)*
      d. *Lifelong Learning (1.33.00)*

3. *Community Instructional Service ICS is not required and is not loaded to the Student Database.*

Edit:

3001_1	Course – ICS (DE 3001) missing, invalid, or non-numeric	Critical
3001_2	Course – ICS (DE 3001) NOT IN (1.21.02-1.27.02, 1.21.03-1.27.03, 13102, 13104) and Course Fee Kind (DE 3006) EQ F	Critical

3001_6	Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 12997, 12998, 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P)	Critical
3001_7	Course – ICS (DE 3001) EQ 13300 and Course Lifelong Learning Flag (DE 3010) EQ N	Critical
3001_8	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 13101, 13103, 15001) and Course Lifelong Learning Flag (DE 3010) EQ N and Course Section Hour Type (DE 3011) NE S	Critical
3001_9	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 1.21.03-1.27.03, 12997, 12998, 13102, 13104, 13201-13204, 13300) and Course Section Hour Type (DE 3011) NOT IN (C, Z)	Critical
3001_10	Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 15001) and Course Dual Enrollment Category (DE 3004) IN (CA, CV, DA, DV, EA, AP, EV)	Critical
3001_11	Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (NN, OD) and Course Lifelong Learning Flag (DE 3010) EQ Y	Critical
3001_12	Course – ICS (DE 3001) begins with 1.1, or IN (1.21.01-1.27.01, 13101, 13103) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P) and Course Identifier (DE 3008) Fourth digit NOT IN (0, 1, 2)	Critical
3001_13	*Edit Deleted*	
3001_14	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 12997, 12998) and Course Identifier (DE 3008), fourth digit NE 0	Informational
3001_15	*Edit Deleted*	
3001_16	Course – ICS (DE 3001) EQ 13103 and Course Identifier (DE 3008) first three characters NOT IN (ESL, EAP)	Informational
3001_18	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 13101, 13103, 15001) and Course Fee Kind (DE 3006) EQ D	Critical
3001_19	Course – ICS (DE 3001) EQ (13202) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) NE E	Critical
3001_20	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 1.21.03-1.27.03, 12997, 12998, 13102, 13104, 13201-13204, 13300) and FTE Flag (DE 3018) EQ E	Critical
3001_21	Course – ICS (DE 3001) IN (13101, 13103) and Course Identifier (DE 3008) NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E	Critical
3001_22	Course – ICS (DE 3001) EQ 13101 and ((Course Identifier (DE 3008) first three characters NOT IN (MAT, ENC,REA) or (Course Identifier (DE 3008) not in (EAP0100, EAP0120, EAP0140, EAP0160, EAP0180, EAP0185, EAP0200, EAP0220, EAP0240, EAP0260, EAP0280, EAP0285, EAP0295, EAP0300, EAP0320, EAP0340, EAP0360, EAP0380, EAP0381, EAP0382, EAP0384, EAP0385, EAP0395, EAP0400, EAP0420, EAP0440, EAP0460, EAP0480, EAP0481, EAP0484, EAP0485, EAP0492, EAP0493, EAP0494, EAP0495, SLS0003, SLS0005)))	Informational
3001_23	Course – ICS (DE 3001) begins with 1.1 or IN (12101-12703, 12997, 12998, 13101, 13103, 13300, 15001) and Adult Educational Functioning Level – Initial (DE 3022) NE Z	Critical

3001_24	Course – ICS (DE 3001) IN (11101 thru 11849) and Course Identifier (DE 3008), fourth digit IN (3, 4) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	Critical
3001_25	Course – ICS (DE 3001) IN (13101, 13102, 13103, 13104, 13201, 13203, 13204) and Course Identifier (DE 3008), fourth digit IN (3, 4)	Critical
3001_26	Course – ICS (DE 3001) EQ 15001 and Course Identifier (DE 3008) first three characters NE EPI	Critical
3001_27	Course – ICS (DE 3001) IN (12997, 12998, 12103, 12203, 12303, 12403, 12503, 12603, 12703 and Course Fee Kind (DE 3006) NE N	Critical
3001_38	Course – ICS (DE 3001) EQ 13201 and Course Identifier (DE 3008) IN ABX0100-ABX0399 and Adult Educational Functioning Level – Initial (DE 3022) NE (1, 2, 3, 4)	Critical
3001_40	Course – ICS (DE 3001) EQ 13202 and Course Identifier (DE 3008) first seven characters not found in CCD Adult High portion	Informational
1004_3	Fee Classification Residency (DE 1004) EQ X and any Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 1.21.02-1.27.02, 13101, 13103, 13201, 13202, 13203, 13204, 13102, 13104, or 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (N, Z)	Critical
1004_4	Fee Classification Residency (DE 1004) IN (F, N, D, E, B, C) and Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01 or EQ 1.21.02-1.27.02) and all Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S)	Informational
1004_6	Fee Classification Residency (DE 1004) IN (F, N, D, E, B, C) and Course – ICS (DE 3001) EQ 13202 and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E	Informational
1011_4	Incarceration Status (DE 1011) IN (C, D) and Course – ICS (DE 3001) IN (13201, 13202, 13203, 13204) and Course Fee Kind (DE 3006) NE N	Critical
1011_5	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) begins with 1.1 or IN (12101, 12201, 12301,12401, 12501, 12601, 12701, 13101, 13103, 15001) and Course Fee Kind (DE 3006) NOT IN (F, G, N, S, T, U)	Critical
1011_6	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 13102, 13104, 13201, 13202, 13203, 13204, 13300) and Course Fee Kind (DE 3006) NE C	Critical
1052_3	AGE Employment Status (DE 1052) EQ Z and Course Information Classification Structure (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1052_4	AGE Employment Status (DE 1052) EQ Z and Course Information Classification Structure (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level, Initial (DE 3022) NOT IN (H, K,	Critical

1058_2	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 13102, 13104, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G)	Critical
1058_3	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) EQ 13204 and Program of Study – Level (DE 2005) IN (1, 2, 8, 9, A, B, D, G) and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)	Critical
1059_2	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 13104, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G)	Critical
1059_3	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) EQ 13204 and Program of Study – Level (DE 2005) IN (1, 2, 8, 9, A, B, D, G) and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)	Critical
1060_2	AGE Ex-Offender (DE 1060) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1060_3	AGE Ex-Offender (DE 1060) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1061_2	AGE Homeless/Runaway (DE 1061) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002 IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1061_3	AGE Homeless/Runaway (DE 1061) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1061_4	AGE Homeless/Runaway (DE 1061) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)	Critical
1062_2	AGE Employment Barriers (DE 1062) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1062_3	AGE Employment Barriers (DE 1062) EQ Z and Course – ICS (DE 3001) IN 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1063_2	AGE Migrant/Seasonal Farm Worker (DE 1063) EQ Z and Course – ICS (DE 3001) EQ (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
1063_3	AGE Migrant/Seasonal Farm Worker (DE 1063) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
2021_2	Withdrawal Reason (2021) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
2021_3	Withdrawal Reason (2021) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical

2121_7	Completion Date (DE 2121) GE Course Exit Date (DE 3027) and Literacy Completion Point Indicator (DE 2105) NE Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203, 13204)	Informational
3010_5	EQ Y and Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (OD, NN)	Critical
3018_2	FTE Flag (DE 3018) EQ C and Course – ICS (DE 3001) NOT IN (13101, 13103)	Critical
3022_4	Adult Educational Functioning Level – Initial (DE 3022) IN (1, 2, 3, 4, W, X) and Course – ICS (DE 3001) NE 13201	Critical
3022_5	Adult Educational Functioning Level – Initial (DE 3022) IN (4, 5, 7, 8, 9) and Course – ICS (DE 3001) NOT IN (13202,13203)	Critical
3022_6	Adult Educational Functioning Level – Initial (DE 3022) IN (B, C, D, E, F, G, H, K, L, M, W, X) and Course – ICS (DE 3001) NE 13204	Critical
3022_7	Adult Educational Functioning Level – Initial (DE 3022) IN (N, O, P) and Course – ICS (DE 3001) NE 13104	Critical
3022_8	Adult Educational Functioning Level – Initial (DE 3022) IN (1, 2, 3, 4, 5, 7, 8, 9, W) and Course – ICS (DE 3001) NE 13102	Critical
3025_2	Adult Educational Post Test – Status (DE 3025) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203, 13204)	Critical

IDB Edit:

PDB-SDB 3001_2	SDB Course-ICS (DE 3001) NE 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) NE Z	Critical
PDB-SDB 3001_3	SDB Course-ICS (DE 3001) EQ 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) EQ Z	Critical
SDB-PDB 4060_2	PDB Course Classification (DE 4060) EQ A and SDB Course ICS (DE 3001) LT 13001	Critical

Data Element 3003

Course Cooperative Education Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/1998

Data Element is used in the Following Reports:

❑ Exceptions
❑ AA-1A

Description:

Record Type Six – Indicates whether or not the student is in a cooperative education course. A cooperative education student is a student who, by written cooperative arrangements between the school and employers, is employed and receives compensation, and receives instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field.

TABLE VALUES
Y   Student is enrolled in a cooperative education course
N   Student is not enrolled in a cooperative education course

NOTE: *Null values are loaded for Beginning-of-Term data submissions.*

Edit:

| 3003_1 | Course Cooperative Education Flag (DE 3003) missing or invalid | Critical |

Data Element 3004
Course Dual Enrollment Category

Characteristics

Length: 2
Data Type: Alphanumeric
Physical Description: X (2)
Last Modified: 4/25/2017

Data Element is used in the Following Reports:

❑   Exceptions
❑   FTE
❑   Accountability Outcome Measures
❑   OA-2
❑   IPEDS (EF2, E12)

Description:

Record Type Six – Indicates if the credits or college credit equivalents earned by a secondary student in the associated course (DE 3008) are applicable to the dual enrollment program.

TABLE VALUES
Use the following table values when the Course Dual Enrollment/Co-Enrollment Flag (DE 3005) is H, P, or S:

CA   Collegiate High School applicable toward an AS/AA Degree or College Credit Certificate (§ 1007.273 F.S.)

CV   Collegiate High School, applicable toward a Career and Technical Certificate (§ 1007.273 F.S.)

DA   Dual enrollment applicable toward an AS/AA Degree or Postsecondary Vocational Certificate College Credit Certificate (§ 1007.271 (3), 1007.27(4) F.S.)

DV   Dual enrollment, applicable toward a Career and Technical Certificate (§ 1007.271 (3), 1007.27(4) F.S.)

EA   Early Admission (College Credit) (§ 1007.271(10), 1007.27(4) F.S.)

EV   Early Admission (Non-Credit) (§ 1007.271(11) F.S.)

Use the following table values when the Course Dual Enrollment/Co-Enrollment Flag (DE 3005) is N or Z:

NN   Not dual enrolled

OD   Other dual enrollment Students who are enrolled in postsecondary instruction that is not creditable towards the high school diploma and do not meet the definition of dual enrollment (i.e. Definition for table values "DA" and "DV"). (§ 1007.271(1) F.S)

Edit:

3004_1	Course Dual Enrollment Category (DE 3004) missing or invalid	Critical
3004_2	Course Dual Enrollment Category (DE 3004) IN (CV, DV, EV) and Course Section Hour Type (DE 3011) IN (S, Z)	Critical
3004_3	Course Dual Enrollment Category (DE 3004) IN (CA, DA, EA) and Course Section Hour Type (DE 3011) IN (C, Z)	Critical

3004_4	Course Dual Enrollment Category (DE 3004) EQ OD and Course Section Hour Type (DE 3011) EQ Z	Critical
3001_10	Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 15001) and Course Dual Enrollment Category (DE 3004) IN (CA, CV, DA, DV, EA, AP, EV)	Critical
3001_11	Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (NN, OD) and Course Lifelong Learning Flag (DE 3010) EQ Y	Critical
3005_2	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S) and Course Dual Enrollment Category (DE 3004) IN (OD, NN)	Critical
3005_7	Course Dual Enrollment/Co Enrollment Flag (DE 3005) EQ E and Course Dual Enrollment Category (DE 3004) NE NN	Critical
3005_9	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (N, Z) and Course Dual Enrollment Category (DE 3004) IN (AP, CA, CV, DA, DV, EA, EV)	Critical
3010_5	EQ Y and Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (OD, NN)	Critical

Data Element 3005
Course Dual Enrollment/Co-Enrollment Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

❑ Exceptions
❑ FTE
❑ OA-2

Description:

Record Type Six – Indicates whether or not the credits or college credit equivalents earned in the associated course (DE 3008) also apply toward the student's high school diploma. This field is only applicable to those secondary students who are in the dual enrollment program or other accelerated credit programs.

TABLE VALUES

E   Co-enrollment flag
H   Home school and applies toward high school diploma
N   Does not apply toward high school diploma
P   Private school and applies toward high school diploma
S   Public school and applies toward high school diploma
Z   Not applicable

Edit:

3005_1	Course Dual Enrollment/Co Enrollment Flag (DE 3005) missing or invalid	Critical
3005_2	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S) and Course Dual Enrollment Category (DE 3004) IN (OD, NN)	Critical
3005_4	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S) and Course Fee Kind (DE 3006) EQ F	Critical
3005_7	Course Dual Enrollment/Co Enrollment Flag (DE 3005) EQ E and Course Dual Enrollment Category (DE 3004) NE NN	Critical
3005_9	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (N, Z) and Course Dual Enrollment Category (DE 3004) IN (AP, CA, CV, DA, DV, EA, EV)	Critical
3005_11	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S) and Course Fee Kind (DE3006) NE N	Critical
1004_3	Fee Classification Residency (DE 1004) EQ X and any Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 1.21.02-1.27.02, 13101, 13103, 13201, 13202, 13203, 13204, 13102, 13104, or 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (N, Z)	Critical

1004_4	Fee Classification Residency (DE 1004) IN (F, N, D, E, B, C) and Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01 or EQ 1.21.02-1.27.02) and all Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S)	Informational
1004_6	Fee Classification Residency (DE 1004) IN (F, N, D, E, B) and Course – ICS (DE 3001) EQ 13202 and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E	Informational
1005_7	First-Time Student Flag (DE 1005) EQ D and no Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S)	Critical
1005_8	First-Time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S) and Total Credit Hours Toward Award (DE 2008) GT 29	Critical
3001_6	Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 12997, 12998, 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P)	Critical
3001_12	Course – ICS (DE 3001) begins with 1.1, or IN (1.21.01-1.27.01, 13101, 13103) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P) and Course Identifier (DE 3008) Fourth digit NOT IN (0, 1, 2)	Critical
3001_19	Course – ICS (DE 3001) EQ (13202) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) NE E	Critical

Data Element 3006
Course Fee Kind

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 6/1/2013

Data Element is used in the Following Reports:

❑ Exceptions
❑ FTE

Description:

Record Type Six – Indicates the specific type arrangement by which tuition fees per course are waived (assessed but not collected from students).

TABLE VALUES

C   Correctional inmate, non-funded
D   Adult with Disabilities - Students whose expected time to completion exceeds twice that of a similar program for non-disabled students, or whose individual education plan does not include competitive employment *(§ 1004.02 (6) and § 1004.93 (5) F.S.)*
E   State Employee Fee Waiver *(§ 1009.265 (1) F.S.)*
F   Eight Percent Workforce Waiver *(§ 1009.26 (1) F.S.)*
G   Other fee waivers not authorized for FTE funding *(§ 1009.26 (1) F.S.)*
H   Homeless fee exemption *(§ 1009.25 (1)(f) F.S.)*
I   Classroom Teacher fee waiver *(§ 1009.26 (10) F.S.)*
N   No fee waiver, no fees assessed, or fee-paying *(§ 1009.23 F.S.)*
P   Purple Heart Recipient *(§ 1009.26 (9) F.S.)*
Q   Relative Caregiver Exemption *(§ 1009.25 (1)(d) F.S.)*
R   Custody of the Department of Children and Families Exemption *(§ 1009.25 (1)(c) F.S.)*
S   Spouse of deceased State employee, eligible for workers' compensation death benefits *(§ 440.16 (1)(c) and § 1009.26 (7) F.S.)*
T   Child of Law Enforcement Officer killed in the line of duty *(§ 112.19 (3) F.S.)*
U   Child of Firefighter killed in the line of duty *(§ 112.191 (3) F.S.)*
V   Adoption Exemption *(§ 1009.25 (d) F.S.)*
W   Victim of Wrongful Incarceration
Y   Baccalaureate $10K Fee Waiver *(§ 1009.26 (11) F.S.)*

NOTE: *The extra 40 FTE exemptions are not identified on the Student Database, therefore, code students receiving any part of the extra 40 FTE exemptions as 'N'.*

Edit:

3006_1	Course Fee Kind (DE 3006) missing or invalid	Critical
3006_8	Course Fee Kind (DE 3006) NE N and Course Lifelong Learning Flag (DE 3010) EQ Y	Informational

3006_14	Course Fee Kind (DE 3006) EQ Y and Course Identifier (DE3008), fourth position NOT IN (3, 4)	Critical
1002_2	Disabled Classification (DE 1002) EQ Z and Course Fee Kind (DE 3006) EQ D	Informational
1011_2	Incarceration Status (DE 1011) EQ Z and Course Fee Kind (DE 3006) EQ C	Critical
1011_3	Incarceration Status (DE 1011) IN (C, D, E, S) and Course Fee Kind (DE 3006) IN (D, H, R, V)	Critical
1011_4	Incarceration Status (DE 1011) IN (C, D) and Course – ICS (DE 3001) IN (13201, 13202, 13203, 13204) and Course Fee Kind (DE 3006) NE N	Critical
1011_5	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) begins with 1.1 or IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) and Course Fee Kind (DE 3006) NOT IN (F, G, N, S, T, U)	Critical
1011_6	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 13102, 13104, 13201, 13202, 13203, 13204, 13300) and Course Fee Kind (DE 3006) NE C	Critical
1011_7	Incarceration Status (DE 1011) NE Z and Course Fee Kind (DE 3006) IN (D, H, R, V)	Critical
3001_2	Course – ICS (DE 3001) NOT IN (1.21.02-1.27.02, 1.21.03-1.27.03, 13102, 13104) and Course Fee Kind (DE 3006) EQ F	Critical
3001_18	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 13101, 13103, 15001) and Course Fee Kind (DE 3006) EQ D	Critical
3001_27	Course – ICS (DE 3001) IN (12997, 12998, 12103, 12203, 12303, 12403, 12503, 12603, 12703 and Course Fee Kind (DE 3006) NE N	Critical
3005_4	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S) and Course Fee Kind (DE 3006) EQ F	Critical
3005_11	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S) and Course Fee Kind (DE3006) NE N	Critical

Data Element 3007

Course Grade Awarded

Characteristics

Length: 8
Data Type: Alphanumeric
Physical Description: X (8)
Last Modified: 7/1/2005

Data Element is used in the Following Reports:

❑   Exceptions
❑   Accountability Outcome Measures
❑   Bright Futures
❑   Distance Learning
❑   IPEDS (EF2, E12)

Description:

Record Type Six – A rating or evaluation of a student's achievement in a course. This field is left justified.

TABLE VALUES

A, B, C, D, F	Letter grade awarded
I	Incomplete
P	Pass
PR	Progress
S	Satisfactory
U	Unsatisfactory
W	Official Withdrawal (see Procedures and Definitions for definition)
WU	Unofficial Withdrawal
X	No institutional grade can be awarded
Z	Audit

NOTE: For Beginning-of-Term files, code X unless identified as an audit. Also code X if course is not completed by the time the file is due. Colleges are encouraged to go back and cleanup grade of 'X' during 3E End-of-Term Verification Period.

Edit:

 3007_1   Course Grade Awarded (DE 3007) missing or invalid   Critical

Data Element 3008
Course Identifier

Characteristics	

Length: 8
Data Type: Alphanumeric
Physical Description: X (8)
Last Modified: 11/2/2016

Data Element is used in the Following Reports:	

❑ Course Number Match
❑ Accountability Outcome Measures
❑ Developmental Education Enrollment

Description:	

Record Type Six – An eight-digit alphanumeric code that is assigned by the Statewide Course Numbering System (SCNS) to identify credit courses in a systematic manner. The code consists of a three-letter prefix, a four-digit number, and a one-digit suffix code. The first digit of the number reflects the course level.

0   Less than college level
1, 2   Indicates lower level
3, 4   Indicates upper level

The suffix code is used to indicate laboratories and provide a method for equating laboratory courses:
C   A combined lecture-lab sequence in which the lab is offered in conjunction with the lecture at the same time/place.
L   (1) A course of which the content is entirely laboratory, or
        (2) The laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place than the lecture.
S   The course is not a lab course.

NOTE: *Use the Statewide Course Numbering System to identify Advanced and Professional, Postsecondary Vocational, College Preparatory, and Dual Enrollment ICS (Data Element 3001 and Data Element 3005) courses. Use institutional numbers for all other ICS courses.*

Edit:	

3008_1	Course Identifier (DE 3008) missing	Critical
3008_4	Course Identifier (DE 3008) eighth character NE L and Course Section Hours (DE 3012) EQ 00000	Informational
3008_8	Course Identifier (DE 3008) fourth character IN (3, 4) and Course – ICS (DE 3001) NOT IN (11101-11849)	Critical
3008_12	Course Section – Identifier (DE 3008), fourth digit EQ 0 and Program of Study – Level (DE 2005) EQ C	Critical
2005_31	Program of Study – Level (DE 2005) EQ C and Course Section – Identifier (DE 3008), fourth digit EQ 0	Critical

3001_12	Course – ICS (DE 3001) begins with 1.1, or IN (1.21.01-1.27.01, 13101, 13103) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P) and Course Identifier (DE 3008) Fourth digit NOT IN (0, 1, 2)	Critical
3001_14	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 12997, 12998) and Course Identifier (DE 3008), fourth digit NE 0	Informational
3001_16	Course – ICS (DE 3001) EQ 13103 and Course Identifier (DE 3008) first three characters NOT IN (ESL, EAP)	Informational
3001_21	Course – ICS (DE 3001) IN (13101, 13103) and Course Identifier (DE 3008) NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E	
3001_22	Course – ICS (DE 3001) EQ 13101 and ((Course Identifier (DE 3008) first three characters NOT IN (MAT, ENC,REA) or (Course Identifier (DE 3008) not in (EAP0100, EAP0120, EAP0140, EAP0160, EAP0180, EAP0185, EAP0200, EAP0220, EAP0240, EAP0260, EAP0280, EAP0285, EAP0295, EAP0300, EAP0320, EAP0340, EAP0360, EAP0380, EAP0381, EAP0382, EAP0384, EAP0385, EAP0395, EAP0400, EAP0420, EAP0440, EAP0460, EAP0480, EAP0481, EAP0484, EAP0485, EAP0492, EAP0493, EAP0494, EAP0495, SLS0003, SLS0005)))	
3001_24	Course – ICS (DE 3001) IN (11101 thru 11849) and Course Identifier (DE 3008), fourth digit IN (3, 4) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1485, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 1533, 6750, 10652)	
3001_25	Course – ICS (DE 3001) IN (13101, 13102, 13103, 13104, 13202, 13203, 13204) and Course Identifier (DE 3008), fourth digit IN (3, 4)	Critical
3001_26	Course – ICS (DE 3001) EQ 15001 and Course Identifier (DE 3008) first three characters NE EPI	Critical
3001_38.	Course – ICS (DE 3001) EQ 13201 and Course Identifier (DE 3008) IN ABX0100-ABX0399 and Adult Educational Functioning Level – Initial (DE 3022) NE (1, 2, 3, 4)	Critical
3001_40	Course – ICS (DE 3001) EQ 13202 and Course Identifier (DE 3008) first seven characters not found in CCD Adult High portion	Informational
3006_14	Course Fee Kind (DE 3006) EQ Y and Course Identifier (DE3008), fourth position NOT IN (3, 4)	Critical

IDB Edit:

PDB-SDB 3008_1	SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009) with no matching record on PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)	Critical

Data Element 3009

Course Identifier – Section

Characteristics

Length: 8
Data Type: Alphanumeric
Physical Description: X (8)
Last Modified: 7/1/2004

Data Element is used in the Following Reports:

❑   Developmental Education Enrollment

Description:

Record Type Six – A unique identifier assigned by the institution for each section of a course offered during the term reported. This element is used in conjunction with Course Identifier (DE 3008).

NOTE: *This field is left justified.*

Edit:

3009_1	Course Identifier – Section (DE 3009) missing	Critical
3009_2	Course Identifier – Section (DE 3009) valid Course Section and Term Part-Time/Full-Time (DE 1029) EQ Z	Informational

IDB Edit:

PDB-SDB 3008_1	SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009) with no matching record on PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)	Critical

Data Element 3010

Course Lifelong Learning Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	7/1/2008

Data Element is used in the Following Reports:

❑ Exceptions
❑ FTE

Description:

Record Type Six – Indicates whether or not the student taking the associated course in Course Identifier (DE 3008) is a lifelong learning student for this course.

TABLE VALUES

Y   Yes, student is a lifelong learner (LLL)
N   No, student is not a lifelong learner (LLL)

NOTE: LIFELONG LEARNING REPEATS: Students enrolled in a college credit course that the student has previously taken and earned a grade of A, B, or C (Lifelong Learning repeats) are coded as Y for Data Element 3010. The Student Semester Hours (SSH) for the course should be converted to Institutional Clock Hours. Course Section Hour Type (DE 3011) is coded as C, and Course Section Hours (DE 3012) should contain Institutional Clock Hours. Students enrolled in a college credit course more than two times are reported as College Credit Repeats in FTE Flag (DE 3018) and not as a Lifelong Learning Repeat.

Edit:

3010_1	Course Lifelong Learning Flag (DE 3010) missing or invalid	Critical
3010_3	Course Lifelong Learning Flag (DE 3010) EQ Y and Course Section Hour Type (DE 3011) IN (S, Z)	Critical
3010_5	EQ Y and Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (OD, NN)	Critical
3001_7	Course – ICS (DE 3001) EQ 13300 and Course Lifelong Learning Flag (DE 3010) EQ N	Critical
3001_8	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 13101, 13103, 15001) and Course Lifelong Learning Flag (DE 3010) EQ N and Course Section Hour Type (DE 3011) NE S	Critical
3001_11	Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (NN, OD) and Course Lifelong Learning Flag (DE 3010) EQ Y	Critical
3006_8	Course Fee Kind (DE 3006) NE N and Course Lifelong Learning Flag (DE 3010) EQ Y	Informational

Data Element 3011

Course Section Hour Type

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	10/15/2015

Data Element is used in the Following Reports:

- Exceptions
- FTE
- OA-2
- IPEDS (E12)

Description:

Record Type Six – Indicates the type of hours reported in Course Section Hours (DE 3012) as either student semester hours or clock hours

TABLE VALUES

C	Instructional clock hours
S	Student semester hours
Z	Not applicable

NOTES:

1. *LIFELONG LEARNING REPEATS: Students enrolled in a college credit course that the student has previously taken and earned a grade of A, B, or C (Lifelong Learning repeats) are coded as Y for Course Lifelong Learning Flag (DE 3010). The Student Semester Hours (SSH) for the course should be converted to Instructional Clock Hours. Course Section Hour Type (DE 3011) is coded as C and Course Section Hours (DE 3012) should contain Instructional Clock Hours. Students enrolled in a college credit course more than two times are reported as College Credit Repeats in FTE Flag (DE 3018) and not as a Lifelong Learning Repeat.*
2. *College Preparatory is reported as Student semester hours.*

Edit:

3011_1	Course Section Hour Type (DE 3011) missing or invalid	Critical
3001_8	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 13101, 13103, 15001) and Course Lifelong Learning Flag (DE 3010) EQ N and Course Section Hour Type (DE 3011) NE S	Critical
3001_9	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 1.21.03-1.27.03, 12997, 12998, 13102, 13104, 13201-13204, 13300) and Course Section Hour Type (DE 3011) NOT IN (C, Z)	Critical
3004_2	Course Dual Enrollment Category (DE 3004) IN (CV, DV, EV) and Course Section Hour Type (DE 3011) IN (S, Z)	Critical
3004_3	Course Dual Enrollment Category (DE 3004) IN (CA, DA, EA) and Course Section Hour Type (DE 3011) IN (C, Z)	Critical

| 3004_4 | Course Dual Enrollment Category (DE 3004) EQ OD and Course Section Hour Type (DE 3011) EQ Z | Critical |
| 3010_3 | Course Lifelong Learning Flag (DE 3010) EQ Y and Course Section Hour Type (DE 3011) IN (S, Z) | Critical |

Data Element 3012

Course Section Hours

Characteristics

Length: 5
Data Type: Numeric
Physical Description: 9 (4) V9
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑   FTE
❑   OA-2
❑   IPEDS (E12)

Description:

Record Type Six – A quantitative measurement which is the number of hours for which a student may be enrolled for credit for this course section. Course Section Hour Type (DE 3011) must be used in conjunction with this element to determine funding.

NOTES:
1. *LIFELONG LEARNING REPEATS: Students repeating college credit courses (Lifelong Learning repeats) are coded as Y for Course Lifelong Learning Flag (DE 3010). The Student Semester Hours (SSH) for the course should be converted to Instructional Clock Hours. Course Section Hour Type (DE 3011) is coded as C and Course Section Hours (DE 3012) should contain Instructional Clock Hours.*
2. *When reporting Instructional Clock Hours, the hours are defined as 60-minute hours. College Preparatory hours are reported as 50-minute student semester hours.*
3. *Instructional contact hours for online adult general education courses should be reported in accordance with Rule 6A-10.0381 F.A.C., as explained by the August, 2017 Division of Career and Adult Education Technical Assistance Paper: Adult General Education Instructional Hours Reporting Procedures, which can be downloaded at http://www.fldoe.org/core/fileparse.php/5398/urlt/TAP-AGE-InstHrsRptg.pdf.*

Edit:

3012_1	Course Section Hours (DE 3012) missing or non-numeric	Critical
3008_4	Course Identifier (DE 3008) eighth character NE L and Course Section Hours (DE 3012) EQ 00000	Informational

Data Element 3013

Course Section Location – Campus

Characteristics

Length: 5
Data Type: Numeric
Physical Description: 9 (5)
Last Modified: 5/1/2009

Data Element is used in the Following Reports:

❑   FTE
❑   IPEDS (EF2,E12)

Description:

Record Type Six – A three-part code to indicate if a course section is offered on or off-campus and the site location of the course offering.

TABLE VALUES
First Part (one digit):
1   Taught on campus
2   Taught off campus or at an extension center
3   Taught at a branch campus located in a foreign country

Second Part (two digits - site number):
Report the site number from the "Facilities Inventory," where the course section is taught or where the course would be taught if facilities were available, or where administrative, faculty, staff, and infrastructure support is located.

Third Part (two digits - unused):
Reserved for future use - code as 99

Edit:

3013_1	Course Section Location – Campus (DE 3013) missing or non-numeric	Critical
3013_2	Course Section Location – Campus (DE 3013) second part (two digits- site number) EQ 99	Critical

IDB Edit:

FCO-SDB 3013_1	SDB Site Number (DE 3013) with no matching record on FCO Site Number (DE 5100)	Critical
SDB-PDB 3013_1	SDB Site Number (DE 3013) does not match PDB Site Number (DE 4030) for same course and section	Informational

Data Element 3014

Course Registration Period

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 8/1/1992

Data Element is used in the Following Reports:

❑   Exceptions
❑   FTE

Description:

Record Type Six – Indicates when the student officially registered for the term. A student is officially registered when either the payment of fees or deferment of fees transaction is completed and recorded in the financial and student records maintained by the college.

TABLE VALUES

I   Initial Registration. Those students who officially registered during the major registration
O   Other Registration. Those students who officially registered at times other than Initial Registration. This code does not refer to "drop/adds" or other adjustments to the Initial Registration

NOTE: Hours classified as "Other Registration" for Beginning-of-Term data submissions will not be used in the FTE Estimates Process. For the FTE-1 FTE Estimates process, Fall Beginning-of-Term Other Registration hours will not be used. For the FTE-2 FTE Estimates process, Winter/Spring Beginning-of-Term Other Registration hours will not be used.

Edit:

3014_1   Course Registration Period (DE 3014) missing or invalid   Critical

Data Element 3015

Course Instructor Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	2/1/1988

Data Element is used in the Following Reports:

❑   Exceptions

Description:

Record Type Six – Indicates whether or not the course in Course Identifier (DE 3008) was taught by a public high school instructor.

TABLE VALUES

Y   Instructor is a high school instructor
N   Instructor is other than a high school instructor

NOTE: Null values are loaded for Beginning-of-Term data submissions.

Edit:

 3015_1   Course Instructor Flag (DE 3015) missing or invalid   Critical

Data Element 3018

FTE Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/1/2014

Data Element is used in the Following Reports:

❑   Exceptions Report
❑   FTE Reports

Description:

Record Type Six – Indicates courses exempted from Funded FTE.

TABLE VALUES

C   Student enrolled in the same College Preparatory course three or more times, except a student
        who withdraws or fails a class due to extenuating circumstances may be granted an exemption
        only once for each class *(§1004.93(4)(d) F.S.)*
D   Dual Enrolled in your college's charter school
E   Student enrolled in the same College Credit course three or more times, except a student who
        withdraws or fails a class due to extenuating circumstances may be granted an exemption only
        once for each class *(§1009.285 F.S.)*
Z   Not Applicable

NOTES:

1. *College Credit Repeats should not be reported as Lifelong Learning Repeats (DE 3010) and the hours should be reported as college credit.*
2. *Except for Continuing Workforce Education (CWE), courses that are fully funded by an external agency for the direct instructional cost must not be reported on the Student Database. See Definitions and Procedures - Record Type Course for more information.*

Edit:

3018_1	FTE Flag (DE 3018) Missing or Invalid	Critical
3018_2	FTE Flag (DE 3018) EQ C and Course – ICS (DE 3001) NOT IN (13101, 13103)	Critical
3001_20	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 1.21.03-1.27.03, 12997, 12998, 13102, 13104, 13201-13204, 13300) and FTE Flag (DE 3018) EQ E	Critical
3001_21	Course – ICS (DE 3001) IN (13101, 13103) and Course Identifier (DE 3008) NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E	Critical

Data Element 3022
Adult Educational Functioning Level – Initial

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 11/2/2016

Data Element is used in the Following Reports:

❑   NRS

Description:

Record Type Six – Indicates the Educational Functioning Level of the adult student upon initial entrance into the course. A student may be assigned only one initial adult educational functioning level for each course on each reporting record and must be the same level or a higher level than previously reported for the same course.

See Appendix A for the appropriate TABE scaled scores for Adult Basic and Secondary programs and CASAS scaled scores for ELCATE and ESOL programs. Functioning level reported may not be based on out of range test scores as determined using publisher guidelines.

TABLE VALUES
Adult Basic
1   ABE Level 1 (Grade 0.0 through 1.9)
2   ABE Level 2 (Grade level 2.0 through 3.9)
3   ABE Level 3 (Grade level 4.0 through 5.9)
4   ABE Level 4 (Grade level 6.0 to 8.9)

Adult Secondary
5   No high school diploma (Grade level 9.0 to 10.9)
7   No high school diploma (Grade level 11.0 to 12.9)
8   U.S. High school diploma or equivalency (Grade level 9.0 to 10.9)
9   U.S. High school diploma or equivalency (Grade level 11.0 to 12.9)

Adult ESOL
B   ESL Level 1 (EFL 0-1) [literate in own language]
C   ESL Level 2 (EFL 2)
D   ESL Level 3 (EFL 3)
E   ESL Level 4 (EFL 4)
F   ESL Level 5 (EFL 5)
G   ESL Level 6 (EFL 6)
H   Adult ESOL Academic Skills (EFL 7 or higher)
K   Pre-Literacy/Learners (EFL 0) [non-literate students]
L   Basic Literacy/Learners (EFL 0) [non-literate students]
M   Advanced Literacy/Learners (EFL 0) [non-literate students]

Adult ELCATE

O   ESL Level 5, (EFL 5)
P   ESL Level 6, (EFL 6 or higher)

OTHER

X   Adult program not requiring a functioning level (e.g., Citizenship and Students with Disabilities)
Z   Not applicable

NOTE: *ESOL and ELCATE EFL levels are based on CASAS Test only.*

Edit:		
3022_1	Adult Educational Functioning Level – Initial (DE 3022) missing or invalid	Critical
3022_3	Adult Educational Functioning Level – Initial (DE 3022) GT Adult Literacy Completion Point (DE 2105)	Informational
3022_4	Adult Educational Functioning Level – Initial (DE 3022) IN (1, 2, 3, 4, X) and Course – ICS (DE 3001) NE 13201	Critical
3022_5	Adult Educational Functioning Level – Initial (DE 3022) IN (4, 5, 7, 8, 9) and Course – ICS (DE 3001) NOT IN (13202,13203)	Critical
3022_6	Adult Educational Functioning Level – Initial (DE 3022) IN (B, C, D, E, F, G, H, K, L, M, X) and Course – ICS (DE 3001) NE 13204	Critical
3022_7	Adult Educational Functioning Level – Initial (DE 3022) IN (N, O, P) and Course – ICS (DE 3001) NE 13104	Critical
3022_8	Adult Educational Functioning Level – Initial (DE 3022) IN (1, 2, 3, 4, 5, 7, 8, 9) and Course – ICS (DE 3001) NE 13102	Critical
1052_4	AGE Employment Status (DE 1052) EQ Z and Course Information Classification Structure (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level, Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1058_3	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) EQ 13204 and Program of Study – Level (DE 2005) IN (1,2,8,9,A,B,D,G) and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)	Critical
1059_3	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) EQ 13204 and Program of Study – Level (DE 2005) IN (1,2,8,9,A,B,D,G) and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)	Critical
1060_3	AGE Ex-Offender (DE 1060) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1061_3	AGE Homeless/Runaway (DE 1061) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1062_3	AGE Employment Barriers (DE 1062) EQ Z and Course – ICS (DE 3001) IN 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
1063_3	AGE Migrant/Seasonal Farm Worker (DE 1063) EQ Z and Course – ICS	Critical

	(DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	
2021_3	Withdrawal Reason (2021) EQ Z and Course – ICS (DE 3001) EQ 13204 and Program of Study – CIP (DE 2002) EQ 1532010300 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
3001_23	Course – ICS (DE 3001) begins with 1.1 or IN (12101-12703, 12997, 12998, 13101, 13103, 13300, 15001) and Adult Educational Functioning Level – Initial (DE 3022) NE Z	Critical
3001_38	Course – ICS (DE 3001) EQ 13201 and Course Identifier (DE 3008) IN ABX0100-ABX0399 and Adult Educational Functioning Level – Initial (DE 3022) NE (1, 2, 3, 4)	Critical

Data Element 3025
Adult Educational Post Test – Status

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 6/1/2009

Data Element is used in the Following Reports:

❑   NRS

Description:

Record Type Six – Indicates whether or not the adult student has been post tested with the same testing instrument that was used for the pretest. The Office of Vocational and Adult Education recommends following the guidelines defined by the testing manufacturer and they can be found at the following link: http://www.fldoe.org/workforce/pdf/TAP_Assessment2008.pdf.

TABLE VALUES

N   No the adult student did not take a posttest with the same instrument on which he/she was pretested, or was not post-tested in accordance with the test publishers guidelines.
Y   Yes the adult student did take a posttest with the same instrument on which he/she was pretested, and in accordance with the test publisher's guidelines.
Z   Not Applicable

NOTE: *Data element not required for Beginning-of-Term data submissions.*

Edit:

3025_1	Adult Educational Post Test – Status (DE 3025) missing or invalid	Critical
3025_2	Adult Educational Post Test – Status (DE 3025) EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203, 13204)	Critical

Data Element 3026
Course Entry Date

Characteristics

Length: X
Data Type: Alphanumeric
Physical Description: X (8)
Last Modified: 4/25/2017

Data Element is used in the Following Reports:

❑ Exceptions
❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
❑ NRS

Description:

Record Type Six – The date when the student enters the course.

The format for coding this element is MMDDCCYY.

Where:
MM is the two-digit month (01-12)
DD is the two-digit day (01-31)
CC is the two-digit century (20)
YY is the two-digit year

NOTES:
1. *Code 99999999 for students who do not fit the criteria.*
2. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*

Edit:

3026_1	Course Entry Date (DE 3026) missing or invalid	Critical
3026_2	Course Entry Date (DE 3026) invalid Month range	Critical
3026_3	Course Entry Date (DE 3026) invalid Day range	Critical
3026_4	Course Entry Date (DE 3026) Century NE 20	Critical
3026_5	Course Entry Date (DE 3026)EQ 99999999 and Course Exit Date (DE 3027) NE 99999999	Critical
3026_6	Course Entry Date (DE 3026) GT Course Exit Date (DE 3027)	Critical
3026_7	Course Entry Date (DE 3026) EQ 99999999 and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207)	Informational
3026_8	Course Entry Date (DE 3026) EQ 99999999 and Program of Study – CIP (DE 2002) IN (1532010200, 1532010202, 1532010301, 1532010207) and Adult Educational Functioning Level – Initial (DE 3022) IN (H,K,L,M,X)	Informational
3027_5	Course Exit Date (DE 3027) EQ 99999999 and Course Entry Date (DE 3026) NE 99999999	Critical

Data Element 3027

Course Exit Date

Characteristics

Length: 8
Data Type: Alphanumeric
Physical Description: X (8)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑ Exceptions
❑ Workforce Innovation and Opportunity Act (WIOA)
❑ NRS (Adult Education)

Description:

Record Type Six – The date when the student exits the course.

The format for coding this element is MMDDCCYY.

Where:
MM is the two-digit month (01-12)
DD is the two-digit day (01-31)
CC is the two-digit century (20)
YY is the two-digit year

NOTES:
1. *Code 99999999 for students who do not meet the criteria.*
2. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*

Edit:

3027_1	Course Exit Date (DE 3027) missing or invalid	Critical
3027_2	Course Exit Date (DE 3027) invalid Month range	Critical
3027_3	Course Exit Date (DE 3027) invalid Day range	Critical
3027_4	Course Exit Date (DE 3027) Century NE 20	Critical
3027_5	Course Exit Date (DE 3027) EQ 99999999 and Course Entry Date (DE 3026) NE 99999999	Critical
2121_7	Completion Date (DE 2121) GE Course Exit Date (DE 3027) and Literacy Completion Point Indicator (DE 2105) NE Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203, 13204)	Informational
3026_5	Course Entry Date (DE 3026) EQ 99999999 and Course Exit Date (DE 3027) NE 99999999	Critical
3026_6	Course Entry Date (DE 3026) GT Course Exit Date (DE 3027)	Critical

Data Element 3102
Financial Aid Award Type

Characteristics

Length: 2
Data Type: Alphanumeric
Physical Description: X (2)
Last Modified: 7/1/2008

Data Element is used in the Following Reports:

❑ Exceptions
❑ AA-1A
❑ AA-1B
❑ AA-1C

❑ Financial Aid
❑ Performance Funding
❑ Perkins Funding
❑ Perkins Performance

Description:

Record Type Seven – Indicates the specific type of need-based financial aid that has been awarded to the student. Need Based: The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

TABLE VALUES
GRANTS
GA   Pell grant (Federal)
GB   SEOG (Federal)
GC   ACG grant (Federal)
GD   FPSAG State grant
GF   FPPCESAGP State grant

LOANS
LA   NDSL (Federal)
LB   Federally insured loan
LC   State insured loan

STUDENT EMPLOYMENT
EA   Federal Programs College Work/Study
EC   State Florida Work Experience Program

NOTE: Record type not required for Beginning-of-Term data submissions.

Edit:

3102_1   Financial Aid Award Type (DE 3102) missing or invalid   Critical

Data Element 3201

Financial Aid Term Identifier

Characteristics

Length: 1
Data Type: Numeric
Physical Description: 9 (1)
Last Modified: 7/10/2002

Data Element is used in the Following Reports:

❑   Financial Aid

Description:

Record Type Eight – Indicates the reporting term within the academic year

TABLE VALUES
1   Summer Term
2   Fall Term
3   Winter/Spring Term

NOTE: Financial Aid data will be reported by academic year beginning with the Fall Term. Term numbers are the same as the other SDB records for consistency.

Edit:

 3201_1   Financial Aid Term Identifier (DE 3201) missing or invalid   Critical

Data Element 3202

Financial Aid Academic Year

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9 (4)
Last Modified: 7/10/2002

Data Element is used in the Following Reports:

❑   Financial Aid

Description:

Record Type Eight – Indicates the academic year being reported. Code the second year of the current academic year. The academic year is Fall, Winter/Spring, Summer. For example, for academic year 2000-01, code 2001.

Edit:

3202_1   Financial Aid Academic Year (DE 3202) missing, non-numeric or invalid   Critical

Data Element 3203

Student Current Dependency Status

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/10/2002

Data Element is used in the Following Reports:

❑   Financial Aid

Description:

Record Type Eight – Indicates whether student is evaluated as dependent or independent of parental financial assistance.

TABLE VALUES
I   Independent
D   Dependent
X   Not Reported

Edit:

 3203_1   Student Current Dependency Status (DE 3203) missing or invalid   Critical

Data Element 3204

Expected Family Contribution

Characteristics

Length: 7
Data Type: Numeric
Physical Description: 9 (7)
Last Modified: 7/1/2008

Data Element is used in the Following Reports:

❑   Financial Aid

Description:

Record Type Eight – The amount of money that the family, including the student, is expected to be able to contribute to the student's education as determined by the Federal Methodology Need Analysis.

This amount is the one used by the Financial Aid Office in determining the expected family contribution used in awarding need-based aid. For students who are not eligible for need-based aid, code 9999999.

This amount is the expected family contribution calculated for the number of terms the student attended.

Edit:

3204_1	Expected Family Contribution (DE 3204) missing or non-numeric	Critical
3204_2	Expected Family Contribution (DE 3204) EQ 99999999 and Financial Aid Need (DE 3205) NE 9999999	Critical
3204_3	Expected Family Contribution (DE 3204) NE 9999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2	Critical

Data Element 3205

Financial Aid – Need

Characteristics

Length: 7
Data Type: Numeric
Physical Description: 9 (7)
Last Modified: 7/1/2008

Data Element is used in the Following Reports:

❑   Financial Aid

Description:

Record Type Eight – The amount determined at the college by subtracting the Expected Family Contribution (DE 3204) from the cost of attendance.

This is the amount used by the Financial Aid Office in determining the financial need for need-based aid. For those students not eligible for need-based aid, code 9999999. This should be equal to the cost of attendance for the number of terms the student attended minus the expected family contribution for the number of terms the student attended.

The number of terms used in the calculation for both cost of attendance and expected family contribution should be the same.

Edit:

3205_1	Financial Aid – Need (DE 3205) missing or invalid	Critical
3205_3	Financial Aid – Need (DE 3205) NE 9999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2	Critical
3204_2	Expected Family Contribution (DE 3204) EQ 99999999 and Financial Aid Need (DE 3205) NE 9999999	Critical
3204_3	Expected Family Contribution (DE 3204) NE 9999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2	Critical

Data Element 3206

Financial Aid – Award Condition I.D.

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑ Financial Aid

Description:

Record Type Eight – Identifies the condition for which the student received the financial aid award. If any part of the award is need based then code as need based.

Need Based: The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

Non-Need Based: The criteria for awarding aid to student is based on merit, academic achievement or other specified criteria and not dependent on student's financial need.

TABLE VALUES

1   Need Based
2   Non-Need Based

Edit:

3206_1	Financial Aid – Award Condition I.D. (DE 3206) Missing or Invalid	Critical
3204_3	Expected Family Contribution (DE 3204) NE 9999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2	Critical
3205_3	Financial Aid – Need (DE 3205) NE 9999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2	Critical
3208_7	Financial Aid Award Type (DE 3208) IN (101, 102, 105, 107, 111, 112, 113, 201, 401, 402) and Financial Aid – Award Condition I.D. (DE 3206) NE 1	Critical
3208_8	Financial Aid Award Type (DE 3208) IN (114, 302, 303, 304, 309) and Financial Aid – Award Condition I.D. (DE 3206) NE 2	Critical

Data Element 3207

Financial Aid – Source of Funds

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑   Financial Aid

Description:

Record Type Eight – Identifies the source of funds of the financial aid awarded.

TABLE VALUES
F   Federal
S   State
W   Institutional - Student Financial Aid Fees
I   Institutional - Other
P   Private
O   Other (local, government, foreign, etc.)

NOTE: If multiple sources then prioritize code by Federal, State, Institutional, Private, then Other.

Edit:

3207_1	Financial – Source of Funds (DE 3207) missing or invalid	Critical
3208_2	Financial Aid Award Type (DE 3208) IN (101, 102, 104, 111, 112, 113, 114, 201, 202, 203, 204, 205, 206, 207, 208, 301, 308, 401) and Financial Aid – Source of Funds (DE 3207) NE F	Critical
3208_3	Financial Aid Award Type (DE 3208) IN (105, 106, 107, 209, 302, 303, 304, 305, 309, 402, 403) and Financial Aid – Source of Funds (DE3207) NE S	Critical
3208_4	Financial Aid Award Type (DE 3208) IN (108, 210, 306) and Financial Aid – Source of Funds (DE 3207) NOT IN (W, I)	Critical
3208_5	Financial Aid Award Type (DE 3208) IN (109, 211, 307) and Financial Aid – Source of Funds (DE 3207) NE P	Critical
3208_6	Financial Aid Award Type (DE 3208) EQ 110 and Financial Aid – Source of Funds (DE 3207) NE O	Critical

Data Element 3208

Financial Aid Award Type

Characteristics

Length: 3
Data Type: Alphanumeric
Physical Description: X (3)
Last Modified: 11/8/2017

Data Element is used in the Following Reports:

❑   Financial Aid

Description:

Record Type Eight – Indicates the specific type of financial aid that has been awarded the student.

TABLE VALUES
GRANTS *(Money in this category does not have to be repaid)*

101   **Grant, Federal, PELL**. Federal entitlement need based funds afforded to under-graduate students to defray educational expenses (Federally funded).

102   **Grant, Federal, SEOG**. Supplemental Educational Opportunity Grant - an award of federal funds afforded to undergraduates by the institution to defray educational expenses (Federally funded).

104   **Grant, Federal, Other.** Include all other federal grants not included in 101, 102, 111, 112, 113, i.e. Bureau of Indian Affairs Grants, etc. (Federally funded).

105   **Grant, State, FPSAG.** Florida Public Student Assistance Grant - state monies awarded based on need, to undergraduates to defray educational expenses (State funded) (FS S.1009.50).

106   **Grant, State, Sources.** Money afforded to students from other state aid programs not otherwise identified to defray educational expenses (State funded).

107   **Grant, State, FPPCESAGP.** Florida Public Postsecondary Career Education Student Assistance Grant – state monies awarded based on need, to certificate-seeking students enrolled at least half-time in a public postsecondary career certificate program that consists of 450 or more clock hours offered by a community college (State funded) (FS S. 1009.505)

108   **Grant, Institutional.** Money afforded to students by the college to defray educational expenses (Institutionally funded).

109   **Grant, Private**. Money afforded to students from various segments of the private sector to defray educational expenses (Privately funded).

110   **Grant, All Other.** Money afforded to students, from sources other than PELL, SEOG, ACG, SMART, Vocational Rehabilitation, state, private or institutional, including out-of-state sources, to defray educational expenses (other funding, i.e. county, municipality).

111   **Grant, Federal, Academic Competitiveness (ACG).** An award of federal funds afforded to Full-Time students eligible for Federal PELL grants, in their first or second academic year, and who has completed a rigorous secondary program of study.

112 **Grant, Federal, Science and Mathematics Access to Retain Talent (SMART).** An award of federal funds afforded to Full-Time students eligible for Federal PELL grants, in their third or fourth academic year, and who is majoring in physical, life or computer science, engineering, mathematics, technology, or a critical foreign language.

113 **Grant, Federal, Teacher Education Assistance for College and Higher Education (TEACH).** Grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

114 **Grant, Federal, Post 9/11 GI Bill**. Funds awarded to veterans, or spouse or dependent who served a minimum of 90 days in the armed services beginning on or after September 11, 2001. Funds are capped at the amount charged to full-time undergraduate students at the most expensive public institution and vary by length of service. Only the Tuition and Fees will be reported because that is the only payment sent to the college.

LOANS

201 **Loan, Federal Perkins Loans**. Low interest loans distributed by the institution to students to defray educational expenses (Federally funded).

202 **Loan, Federal FFELP**. Federal Family Education Loan Program subsidized and unsubsidized Stafford loans. Federally insured low interest loans afforded to students to defray educational expenses (Federally funded).

203 **Loan, Federal FFELP Plus**. Federal family education loan program - plus loans meant to provide additional funds for educational expenses. This loan, made by a private lender, is available to parents of dependent undergraduate, and independent undergraduate students (Federally funded).

204 **Loan, Federal-Health Professions**. Program designed to assist students in the fields of medicine, osteopathy, dentistry, veterinary medicine, optometry, pharmacy, nursing and pediatrics by providing long-term, low-interest loans (Federally funded).

205 **Loan, Federal HEAL**. Health Education Assistance Loan (HEAL) a federal loan provided to students in Health Education (Federally funded).

206 **Loan, Federal FDLP**. William D. Ford Federal Direct Loan Program subsidized and unsubsidized Stafford loans - low interest loans afforded to students to defray educational expenses. This loan is made by the federal government (Federally funded).

207 **Loan, Federal FDLP Plus**. William D. Ford Federal Direct Loan Program Plus additional funds for educational expenses. This loan is made by the federal government and is available to parents of dependent undergraduate and independent undergraduate students (Federally funded).

208 **Loan, Other Federal**. Loans provided to students from federal sources not previously identified to defray education expenses, i.e. Federal law Enforcement Educational Loan, etc. (Federally funded).

209 **Loan, State**. Loans provided by the state of Florida to defray educational expenses (State funded).

210 **Loan, Institutional (Long Term)**. Low interest loans to students provided by the college to defray educational expenses (Institutionally funded).

211 **Loan, Private**. Low interest loans afforded to students from private lenders to defray educational expenses (Privately funded).

SCHOLARSHIPS *(Money in this category does not have to be repaid)*

301 **Scholarship, Federal**. Funds afforded to students from federal sources to defray educational expenses (i.e. Federal Nursing Scholarships, etc.) (Federally funded).

302 **Scholarship, State, Bright Futures FAS**. Florida Academic Scholars funds provided to students with outstanding high school academic achievement for attendance at a Florida public or non-public college or university. FS 1009.534 (State funded).

303 **Scholarship, State, Bright Futures FMS**. Florida Medallion Scholars funds provided to students with meritorious high school academic achievement for attendance at a Florida public or non-public college or university. FS 1009.535 (State funded).

304 **Scholarship, State, Bright Futures FGVS**. Florida Gold Seal Vocational Scholars funds provided to students with outstanding High School Academic achievement and vocational preparation for attendance at a Florida public or non-public college or university. FS 1009.536 (State funded).

305 **Scholarship, Other State**. Funds afforded to students from state sources other than those uniquely identified to defray educational expenses (State funded).

306 **Scholarship, Institutional**. Funds afforded to students from institutional sources to defray educational expenses (Institutionally funded).

307 **Scholarship, Private**. Funds afforded to students from private sources to defray educational expenses (Privately funded).

308 **Scholarship, Federal IASG.** Iraq and Afghanistan Service Grants funds provided for Postsecondary education scholarships for Veteran's Dependents (Federally funded).

309 **Scholarship, State, Bright Futures GSC**. Florida Gold Seal CAPE Scholars funds provided to students who have earned a minimum of 5 postsecondary credit hours through CAPE Industry Certifications that articulate for college credit and complete 30 volunteer service hours (State funded; §1009.536 F.S).

STUDENT EMPLOYMENT *(Part-time employment provided to students on campus or at a non-profit organization in order to afford them the opportunity to earn money to defray educational expenses.)*

401 **Federal Student Employment, College Work Study**. Funds derived from federal sources, available to under-graduate and graduate students (Federally funded).

402 **State Student Employment, Florida Work Experience Program**. Funds derived from state sources, available to under-graduates (State funded, §1009.77 F.S.).

403 **Public School Work Experience Program – PSWEP**. State funded work experience program (State funded).

Edit:		
3208_1	Financial Aid Award Type (DE 3208) missing or invalid	Critical
3208_2	Financial Aid Award Type (DE 3208) IN (101, 102, 104, 111, 112, 113, 114, 201, 202, 203, 204, 205, 206, 207, 208, 301, 308, 401) and Financial Aid – Source of Funds (DE 3207) NE F	Critical
3208_3	Financial Aid Award Type (DE 3208) IN (105, 106, 107, 209, 302, 303, 304, 305, 309, 402, 403) and Financial Aid – Source of Funds (DE3207) NE S	Critical
3208_4	Financial Aid Award Type (DE 3208) IN (108, 210, 306) and Financial Aid – Source of Funds (DE 3207) NOT IN (W, I)	Critical

3208_5	Financial Aid Award Type (DE 3208) IN (109, 211, 307) and Financial Aid – Source of Funds (DE 3207) NE P	Critical
3208_6	Financial Aid Award Type (DE 3208) EQ 110 and Financial Aid – Source of Funds (DE 3207) NE O	Critical
3208_7	Financial Aid Award Type (DE 3208) IN (101, 102, 105, 107, 111, 112, 113, 201, 401, 402) and Financial Aid – Award Condition I.D. (DE 3206) NE 1	Critical
3208_8	Financial Aid Award Type (DE 3208) IN (114, 302, 303, 304, 309) and Financial Aid – Award Condition I.D. (DE 3206) NE 2	Critical

Data Element 3209

Financial Aid Paid Amount

Characteristics

Length: 7
Data Type: Numeric
Physical Description: 9 (5) V99
Last Modified: 7/1/2008

Data Element is used in the Following Reports:

❑   Financial Aid

Description:

Record Type Eight – The amount of aid paid by source of fund and type of award for term (DE 3201) and fiscal year (DE 3202).

Edit:

3209_1	Financial Aid Paid Amount (DE 3209) missing or non-numeric	Critical
3209_2	Financial Aid Paid Amount (DE 3209) EQ 0000000	Critical

Data Element 3301

Program of Industry – CIP

Characteristics

Length: 10
Data Type: Numeric
Physical Description: 9 (10)
Last Modified: 4/16/2014

Data Element is used in the Following Reports:

❑   Fundable Certifications
❑   Perkins IV

Description:

Record Type Nine – Identifies the classification associated with the program in which a completion occurred. Program Industry – CIP is a ten-character code composed of a two-digit code indicating the program cluster, a six-digit code indicating the Classification of Instructional Program (CIP), and a two-digit unique identifier.

Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES
CLUSTER VALUES:

01 - Agriculture
02 - Marketing
03 - Health Occupations
04 - Family and Consumer Sciences
05 - Business
06 - Industrial
07 - Public Service
08 - Apprenticeship
09 - Preparation for Homemaking
10 - Diversified Cooperative Training
15 - Adult General Education

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

UNIQUE IDENTIFIER:

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

Associate in Science (AS) Degree Programs with Articulated General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES:

> 11 - Agriculture
> 12 - Marketing
> 13 - Health Occupations
> 14 - Family and Consumer Sciences
> 15 - Business
> 16 - Industrial
> 17 - Public Service

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

> Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

UNIQUE IDENTIFIER:

> 00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

NOTE:

1. *For Fundable Industry Certification all nines can be sent for Classification of Instructional Program*
2. *Edit 2 is only applicable during Annual Submission (4E).*

Edit:

3301_1	Program of Industry – CIP (DE 3301) missing or non-numeric	Critical
3301_2	Program of Industry – CIP (DE 3301) not an AAS, AS, PSAVC, PSVC, or ATD program	Critical

Data Element 3302

Program Industry Certification Number

Characteristics

Length:	8
Data Type:	Alphanumeric
Physical Description:	X (8)
Last Modified:	4/16/2014

Data Element is used in the Following Reports:

❑ Fundable Certifications

❑ Perkins IV

Description:

Record Type Nine – Identifier assigned by the Florida Department of Education (DOE) to specify the industry certification or technical skill attainment by third party assessment that the student has taken.

NOTE: Edits 3302_2, 3302_3, 3302_4, and 3302_5 are only applicable during Summer Term (1E), Fall Term (2E), and Winter/Spring Term (3E) submissions.

Edit:

3302_1	Program Industry Certification (DE 3302) missing or non-numeric	Critical
3302_2	Program Industry Certification (DE 3302) valid Certification for prior year; no Course record in prior year	Critical
3302_3	Program Industry Certification (DE 3302) no Course record exists in either year	Critical
3302_4	Program Industry Certification (DE 3302) valid Certification for Current year; no Course record in current year	Critical
3302_5	Program Industry Certification (DE 3302) not valid Prior Year	Critical

Data Element 3303

Program Industry Certification Date

Characteristics

Length: 6
Data Type: Numeric
Physical Description: 9 (6)
Last Modified: 4/16/2014

Data Element is used in the Following Reports:

❑ Fundable Certifications
❑ Perkins IV

Description:

Record Type Nine – The date the Program Industry Certification Test was taken by the student.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (20) and YY is a numeric year.

***NOTE:** Edit 3303_4 is only applicable during Summer Term (1E), Fall Term (2E), and Winter/Spring Term (3E) submissions.*

Edit:

3303_1	Program Industry Certification Date (DE 3303) missing or non-numeric	Critical
3303_2	Program Industry Certification Date (DE 3303) invalid range month	Critical
3303_3	Program Industry Certification Date (DE 3303) invalid range century	Critical
3303_4	Program Industry Certification Date (DE 3303) invalid date range – Date must be in the range of 05/2016 thru 05/2018	Critical

Data Element 3304

Program Industry Certification Outcome

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 4/16/2014

Data Element is used in the Following Reports:

❑   Fundable Certifications
❑   Perkins IV

Description:

Record Type Nine – Indicates whether or not the student passed the industry certification or technical assessment taken/attempted.

TABLE VALUES
P   Student passed the assessment
F   Student did not pass the assessment
Z   Student did not take an assessment

Edit:

3304_1   Program Industry Certification Outcome (DE 3304) missing or invalid   Critical

Student Demographic Information Record Format – Record Type 1

Field Structure

9   Numeric

X   Alphanumeric

V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 1
1015	22-41	20	X (20)	LAST_NAME	Last Name
1014	42-56	15	X (15)	FIRST_NAME	First Name
	57	1		*FILLER*	
1006	58	1	X (1)	GENDER	Gender
	59			*FILLER*	
1019	60-67	8	9 (8)	BIRTH_DATE	Birth Date
	68	1		*FILLER*	
1004	69	1	X (1)	RESIDENCE	Fee Classification Residency
1001	70	1	X (1)	CITIZENSHIP	Citizenship
1002	71	1	X (1)	DISABLE_CLASS	Disabled Classification
1013	72	1	X (1)	LIMIT_ENGLISH	Limited English Proficiency
1007	73-78	6	X (6)	HIGH_SCHOOL_CODE	High School County Code CCHHHH,CC=County, HHHH=High School Code
1008	79	1	X (1)	GRAD_CODE_HSCHL	High School Graduation Code
1009	80-85	6	9 (6)	GRAD_DATE_HSCHL	High School Graduation Date
1011	86	1	X (1)	INCARCERATION_STAT	Incarceration Status
1005	87	1	X (1)	FIRST_TIME	First-Time Student Flag
1032	88	1	X (1)	TRANSFER_IND	Transfer Student Flag
1018	89-90	2	X (5)	ADMIT_STATE_CODE	State Code at Time of Admission
1053	91	1	X (1)	Highest_Ed_Level_PG1	Highest Education Level Parent 1 or Guardian 1
1054	92	1	X (1)	HIGHEST_ED_LEVEL_PG2	Highest Education Level Parent 2 or Guardian 2
1057	93	1	X (1)	MIL_STATUS	Current Military Status
1058	94	1	X (1)	SINGLE_PRNT_OR_SINGLE_PGNT	Single parent or single pregnant woman
1059	95	1	X (1)	DISPLACED_HOMEMAKER	Displaced Homemaker
1060	96	1	X (1)	AGE_EX_OFFENDER	Adult General Ed, Ex-Offender
1061	97	1	X (1)	AGE_HOMELESS_OR_RUNAWAY	Adult General Ed, Homeless Individual, Homeless Children and Youths, or Runaway Youth
1029	98	1	X (1)	FULL/PART-TIME	Term Part-Time/Full-Time
	99	1		*FILLER*	
1055	100-109	10	X (10)	SUFFIX	Name Suffix
1064	110-111	2	X (2)	AGE_LVL_SCHOOL_ACHIEVED	AGE Level of Schooling Achieved
	112-114	3		*FILLER*	
1026	115-118	4	9 (3) V9	INST-GPA-POINTS-TERM	Term Inst. Grade Points for GPA
1027	119-121	3	9 (2) V9	INST-GPA-HOURS-TERM	Term Inst. Hours for GPA
1030	122-126	5	9 (4) V9	INST-GRADE-POINTS-TOTAL	Total Inst. Grade Points
1031	127-130	4	9 (3) V9	INST-GPA-HOURS-TOTAL	Total Inst. Hours for GPA
1033	131-132	2	X (2)	NATION-CITIZEN	Nation of Citizenship
1034	133-139	7	9 (7)	TRANSFER-INST.	Transfer Institution

DE#	From/To	Size	Structure	Field Name	Field Description
1035	140	1	X (1)	VER-DIS-CLASS-IND	Verified Disabled Classification Indicator
1036	141	1	X (1)	RACE_WHITE	Race – White
1037	142	1	X (1)	RACE_BLACK	Race – Black
1038	143	1	X (1)	RACE_ASIAN	Race – Asian
1039	144	1	X (1)	RACE_INDIAN	Race – American Indian/Alaskan Native
1040	145	1	X (1)	RACE_HAWAIIAN	Race - Native Hawaiian/Pacific Islander
1041	146	1	X (1)	ENTHNICITY	Ethnicity – Hispanic/Latino
1042	147	1	X (1)	ATHLETIC-AID	Athletic Related Aid Indicator
1043	148	1	X (1)	CAREER PATHWAYS	Career Pathways Indicator
1062	149	1	X (1)	AGE_EMP_BARRIER	Adult General Ed, Employment Barrier
1063	150	1	X (1)	AGE_MIGRANT_WORKER	Adult General Ed, Migrant/Farmworker
1052	151	1	X (1)	AGE_ADULT_EMPL	Adult General Ed, Adult Employment Status
	152	1		*FILLER*	
1048	153	1	X (1)	ADULT_ORG_SCHL	Adult Origin of Schooling
1049	154	1	X (1)	DIST_ED_STU_LOC	Distance Education Student Location
1050	155	1	X (1)	HSCHOOL_DEV	Developmental Education for High School Exemption
1051	156	1	X (1)	MIL_DEV	Developmental Education for Military Exemption
1016	157-176	20	X (20)	MIDDLE NAME	Middle Name
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-199	9	9 (9)	ZIP_CODE	Postal Code
	200	1		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Entry/Exit Testing Information Record Format – Record Type 2

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (3)	RECORD_TYPE	Record Type = 2
1104	22	1	X (1)	ENTRY_TEST_TYPE	Entry Level/Exit Test – Type
1103	23	1	X (1)	ENTRY_SUBTEST	Entry Level/Exit Test – Subtest
	24-27	4		FILLER	
1102	28	1	X (1)	SITE_ENTRY_TEST	Entry Level/Exit Test – Site
1105	29-34	6	9 (6)	DATE_ENTRY_TEST	Entry Level/Exit Test – Date
1106	35	1	X (1)	COL_PREP_COMP_IND	College Preparatory Completion Indicator
1107	36-40	5	X (5)	ADULT_ENTRY_FORM	Adult test form
1108	41	1	X (1)	ADULT_ENTRY_LEVEL	Adult Test level of Difficulty
1109	42-49	8	9 (8)	ADULT_ENTRY_DATE	Adult Test - Date
1101	50-55	6	9 (4) V99	SCORE_ENTRY_TEST	Entry Level/Exit Test – Score
	56-176	121		FILLER	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-200	10		FILLER	

***NOTE:** Shaded fields are unique key elements.*

Acceleration Information Record Format – Record Type 3

Field Structure

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 3
1204	22	1	X (1)	AP_TEST_TYPE	Acceleration – Type
1203	23	1	X (1)	AP_SUBTEST	Acceleration – Subtest
1201	24	1	X (1)	AP_HOUR_TYPE	Acceleration – Hour Type
1202	25-29	5	9 (4) V9	AP_HOURS	Acceleration – Hours
1205	30-38	9	X (9)	INDUSTRY_CERTIFICATION	Gold Standard Industry Certification
	39-176	138		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-200	10		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Program Information Record Format – Record Type 4

Field Structure

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 4
2002	22-31	10	9 (10)	PROGRAM_CIP	Program of Study – CIP
2001	32	1	X (1)	AWARD_TYPE	Program of Study – Award Type
2003	33	1	X (1)	PROGRAM_HOUR_TYPE	Program of Study – Hour Type
2004	34-38	5	9 (5)	PROGRAM_HOURS	Program of Study – Hours
2005	39	1	X (1)	PROGRAM_LEVEL	Program of Study – Level
2006	40-69	30	X (30)	PROGRAM_TITLE	Program of Study – Title
2007	70-75	6	9 (5) V9	PROGRAM_CLOCK_HOURS	Total Clock Hours Earned
2008	76-81	6	9 (5) V9	PROGRAM_CREDIT_HOURS	Total Credit Hours Earned
2009	82	1	X (1)	P_LOCAL_INACT_PROG	Locally Inactive Program Flag
2010	83-85	3	9 (3)	P_TEACHER_CERT	State Approved Teacher Preparation Program – DOE Code
2011	86-90	5	9 (5)	P_TEACHER_CERT_BENCHMARK	State Approved Teacher Preparation Program – Benchmark Term
2012	91-95	5	9 (5)	P_TEACHER_CERT_TCH_TERM	State Approved Teacher Preparation Program – Student Teaching Term
2013	96	1	X (1)	BAC_ENR_FLAG	Baccalaureate Enrollment Flag
2014	97-102	6	9 (6)	BAC_PROG_INT	Baccalaureate Program of Interest
2015	103-109	7	9 (7)	BAC_INST_INT	Baccalaureate Institution of Interest
2016	110-112	3	9 (3)	P_EPI_CERT1	EPI Subject Area Specialization – Program 1
2017	113-115	3	9 (3)	P_EPI_CERT2	EPI Subject Area Specialization – Program 2
2018	116-118	3	9 (3)	P_EPI_CERT3	EPI Subject Area Specialization – Program 3
2019	119-121	3	9 (3)	P_EPI_CERT4	EPI Subject Area Specialization – Program 4
2020	122-124	3	9 (3)	P_EPI_CERT5	EPI Subject Area Specialization – Program 5
2021	125	1	X (1)	AGE_WITDRAWAL_REASON	Withdrawal Reason from Adult General Ed Program
	126-176	51		*FILLER*	
1000	177-190	14	X(14)	FLEID	Florida Education Identifier
	191-200	10		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Completion Information Record Format – Record Type 5

Field Structure
9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 5
2101	22-31	10	9 (10)	COMPLETION_CIP	Completion - CIP
2103	32	1	X (1)	DEGREE_GRANTED	Completion Degree Granted
	33-38	6		*FILLER*	
2104	39	1	X (1)	OCC_COMP_POINT	Occupational Completion Point Indicator
2105	40-41	2	X (2)	LITERACY_COMP_POINT	Adult Literacy Completion Point Indicator
2106	42-46	5	9 (4) V9	ATC_HOURS	Advanced Technical Certificate Completion Hours
2107	47	1	X (1)	C_LOCAL_INACT_PROG	Locally Inactive Completion Program Flag
2108	48	1	X (1)	C_MULTIPLE_MAJOR	Completion Multiple Major Indicator
	49	1		*FILLER*	
2110	50-52	3	9 (3)	C_TEACHER_CERT	State Approved Teacher Prep Program Completion – DOE code
2111	53	1	X (1)	CTE_BASIC_SKILLS	Career and Technical Education Basic Skills Examination Flag
2116	54-56	3	9 (3)	C_EPI_CERT1	EPI Subject Area Specialization – Completion 1
2117	57-59	3	9 (3)	C_EPI_CERT2	EPI Subject Area Specialization – Completion 2
2118	60-62	3	9 (3)	C_EPI_CERT3	EPI Subject Area Specialization – Completion 3
2119	63-65	3	9 (3)	C_EPI_CERT4	EPI Subject Area Specialization – Completion 4
2120	66-68	3	9 (3)	C_EPI_CERT5	EPI Subject Area Specialization – Completion 5
2121	69-76	8	9 (8)	COMPLETION_DATE	Cert/Diploma/LCP Earned Date
	77-176	100		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-200	10		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Course Information Record Format – Record Type 6

Field Structure

9   Numeric

X   Alphanumeric

V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 6
3008	22-29	8	X (8)	COURSE_ID	Course Identifier
3009	30-37	8	X (8)	SECTION	Course Identifier Section
3001	38-42	5	9 (5)	COURSE_ICS	Course ICS
3007	43-44	2	X (2)	COURSE_GRADE	Course Grade Awarded
3014	45	1	X (1)	REGISTRATION_PRD	Course Registration Period
3011	46	1	X (1)	COURSE_HOUR_TYPE	Course Section Hour Type
3012	47-51	5	9 (4) V9	COURSE_HOURS	Course Section Hours
3013	52-56	5	9 (5)	COURSE_SECTION_LOC	Course Section Location
3015	57	1	X (1)	INSTRUCTOR_IND	Course Instructor Flag
3006	58	1	X (1)	FEE_WAIVER	Course Fee Kind
	59	1		*FILLER*	
3010	60	1	X (1)	LIFELONG	Course Lifelong Learning Flag
3003	61	1	X (1)	COOP_ED_IND	Course Cooperative Ed Flag
3005	62	1	X (1)	IND_DUAL_ENROLL	Course Dual Enrollment/Co-Enrollment Flag
3004	63-64	2	X (2)	CAT_DUAL_ENROLL	Course Dual Enrollment Category
	65-66	2		*FILLER*	
3018	67	1	X (1)	FTE_IND	FTE Flag
	68-74	7		*FILLER*	
3022	75	1	X (1)	ADULT_ED_FUNC_LEV	Adult Ed Functioning Level, Initial
	76-87	12		*FILLER*	
3025	88	1	X (1)	ADULT_ED_POST_STAT	Adult Ed Course Post Status
3026	89-96	8	9 (8)	COURSE_ENTRY_DATE	Course Entry Date
3027	97-104	8	9 (8)	COURSE_EXIT_DATE	Course Exit Date
	105-176	72		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-200	10		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Economically Disadvantaged Record Format – Record Type 7

Field Structure

9   Numeric

X   Alphanumeric

V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 7
3102	22-23	2	X (2)	FAID_TYPE	Financial Aid Award Type
	24-176	153		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-200	10		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Financial Aid Record Format – Record Type 8

Field Structure

9   Numeric
X   Alphanumeric
V   Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
3201	18	1	9 (1)	TERM	Financial Aid Term Identifier
	19-20	2		*FILLER*	
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 8
3202	22-25	4	9 (4)	YEAR	Academic Year
3203	26	1	X (1)	DEP_STATUS	Dependency Status
3204	27-33	7	9 (5) V99	FAM_CONTRIB	Expected Family Contribution
3205	34-40	7	9 (5) V99	FAID_NEED	Financial Aid Need
3206	41	1	X (1)	FAID_COND	Financial Aid Award Condition ID
3207	42	1	X (1)	FAID_SOURCE	Source of Financial Aid Funds
3208	43-45	3	X (3)	FAID_TYPE	Financial Aid Award Type
3209	46-52	7	9 (5) V99	FAID_AMOUNT	Financial Aid Paid Amount
	53-176	124		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-200	10		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Industry Certification Information Record Format – Record Type 9

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	STructure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 9
3301	22-31	10	9 (10)	CERT_CIP	Program Industry Certification CIP
3302	32-39	8	X (8)	CERT_NUM	Program Industry Certification Number
3303	40-45	6	9 (6)	CERT_DATE	Program Industry Certification Date
3304	46	1	X (1)	CERT_OUTCOME	Industry Certification Outcome
	47-176	130		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-200	10		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Section III:
Verification Reports Selection Criteria

Exceptions Report

The Exceptions report displays the frequency of table values for a specific Data Element. The following Data Elements are included on this report:

1000   Florida Education Identifier
1001   Citizenship
1002   Disabled Classification
1003   Ethnic Origin
1004   Fee Classification Residency
1005   First-Time Student Flag
1006   Gender
1007   High School Code
1008   High School Graduation Code
1009   High School Graduation Date
1010   Immunization Status
1011   Incarceration Status
1013   Limited English Proficiency
1019   Student Birth Date
1021   Student Identification Number
1026   Term Institutional Grade Points
1027   Term Institutional Hours for GPA
1029   Term Part-Time/Full-Time
1030   Total Institutional Grade Points
1031   Total Institutional Hours for GPA
1032   Transfer Student Flag
1033   Nation of Citizenship
1034   Transfer Institution
1035   Verified Disabled Classification Indicator
1036   Race-White
1037   Race-Black
1038   Race-Asian
1039   Race-Indian
1040   Race-Hawaiian
1041   Hispanic
1042   Athletic Aid
1043   Tech Prep
1047   Adult Level of Schooling Achieved
1048   Adult Origin of Schooling
1049   Distance Ed Student Location
1102   Entry Level Test - Score
1103   Entry Level Test - Subtest
1104   Entry Level Test - Type
1106   College Preparatory Completion Indicator
1201   Acceleration - Hour Type
1203   Acceleration - Subtest
1204   Acceleration - Type
2001   Program of Study - Award Type

2003   Program of Study - Hour Type
2005   Program of Study – Level
2007   Total Clock Hours Earned
2008   Total Credit Hours toward Award
2009   Locally Inactive Program Flag
2010   State Approved Teacher Preparation Program – DOE Code
2011   State Approved Teacher Preparation Program – Benchmark
2012   State Approved Teacher Preparation Program – Student Teaching Term
2013   Baccalaureate Enrollment Flag
2014   Baccalaureate Program of Interest
2015   Baccalaureate Institution of Interest
2103   Completion Degree Granted
2107   Locally Inactive Completion Program Flag
2110   State Approved Teacher Preparation Program Completion – DOE Code
3003   Course Cooperative Education Flag
3004   Course Dual Enrollment Category
3005   Course Dual Enrollment/Co-Enrollment Flag
3006   Course Fee Kind
3007   Course Grade Awarded
3010   Course Lifelong Learning Flag
3011   Course Section Hour Type
3014   Course Registration Period
3015   Course Instructor Flag
3016   Course WIA-ITA Flag
3017   Welfare Transition Flag
3018   FTE Flag
3020   School-to-Work Indicator, Work-Based Experience
3021   School-to-Work Indicator, School-Based Experience
3022   Adult Educational Functioning Level, Initial
3025   Adult Ed Course Post-Test
3102   Financial Aid Award Type
3302   Program Industry Certification Number 3303   Program Industry Certification Date
3304   Program Industry Certification Outcome

Annual Financial Aid
3203   Student Current Dependency Status
3204   Expected Family Contribution
3205   Financial Aid Need
3206   Financial Aid Award Condition ID
3207   Source of Financial Aid Funds
3208   Financial Aid Award Type
3209   Financial Aid Paid Amount

The following are included as part of the Exceptions Report:
Students not matching from Prior Term
Duplicate FTIC Students
Duplicate Completers from Prior Term
GPA > 4.0

Entry Level Test Report

The Summary Entry Level Test report is generated from the Entry Level Test Type (DE 1104). This report displays the number of First-Time in College (DE 1005 EQ Y) students who are at/above or below the cutoff scores (Entry Level Test Score (DE 1101) – see cutoff Scores used below). The report is broken down by Entry Level Test – Subtest (DE 1103). Rule 6A-10.0315 governs college readiness test cut-off scores.

Cut-Off Scores Used

Test Type	Subtest	SDB Subtest	Score
ACCUPLACER	Reading Comprehension	Reading	83
	Sentence Skills	Writing	83
	Elementary Algebra	Math	72
ACT	English	Reading	15
	Composite	Writing	14
	Mathematics	Math	13
Enhanced	Reading	Reading	19
ACT	English	Writing	17
	Mathematics	Math	19
ASSET	Reading Skills	Reading	22
	Language Usage	Writing	43
	Elementary Algebra	Math	12
New ASSET	Reading Skills	Reading	37
	Writing Skills	Writing	37
	Elementary Algebra	Math	37
CPT	Reading Comprehension	Reading	83
	Sentence Skills	Writing	83
	Elementary Algebra	Math	72
MAPS	Reading Comprehension	Reading	13
	Test of Standard Written English	Writing	31
	Elementary Algebra	Math	209
New MAPS	Reading Comprehension	Reading	109
	Conventions of Written English	Writing	311
	Elementary algebra	Math	613
PERT	Reading	Reading	106
	Writing	Writing	103
	Math	Reading	114
SATI	Administered before March 1, 2016		

Test Type	Subtest	SDB Subtest	Score
	Verbal*	Reading	440
	Verbal*	Writing	440
	Mathematics	Math	440
New SAT	Administered after March 1, 2016		
	Reading	Reading	24
	Writing and Language	Writing	25
	Math	Math	24

NOTE: *The Verbal score is sent in for both Reading and Writing. Rule 6A-10.0315 1(d) states, 'Students with scores below the cut score on the verbal subtest of the SATI shall be considered to have fallen below the cut score in both reading and writing for placement and reporting purposes.'*

Enrollment in Occupationally Specific Programs (EP)

The programs that are displayed on this report are defined as Occupationally Specific by the Federal Government.

Demographic Table
1. Citizenship (DE 1001)
2. Ethnic Origin (DE 1003)
3. Gender (DE 1006)

Program Information Table
1. Program of Study – Level (DE 2005) where program level IN (0, 1, 2, 8, A, C, D, P, T)
2. Program of Study – CIP (DE 2002) where CIP < 888888

IPEDS Completion Report (C2)

The IPEDS Completions Report (C2) counts the number of degrees and awards conferred by each institution. Program completions are counted by the 2-digit Federal Program Category, as well as by the six-digit Federal Program CIP, for awards less than one academic year, at least one but less than two years, associate degrees, awards at least two but less than four years, and baccalaureate degrees. All of these counts are reported by race and gender. In addition to the federal reporting requirements, the Division will report the total number of awards granted to students with unknown gender.

The column totals will be calculated using the following criteria:

BACCALAUREATE DEGREES

DE 2103 *(Completion Degree)*   EQ C (Bachelor's Degree)

AWARDS AT LEAST 2 BUT < 4 YEARS

Always Zero

ASSOCIATE'S DEGREES

DE 2103 *(Completion Degree)*   EQ 1 (Associate in Arts) OR
                                        EQ 2 (Associate in Science) OR
                                        EQ A (Associate in Arts and Sciences)

AWARDS AT LEAST 1 BUT < 2 YEARS

Completion Degree is PSVC, PSAVC, ATC, ATD, Apprenticeship, or EPI   DE 2103 IN (3,4,5,7,P,F)

Program CIP matches Completion CIP   DE 2002 *(Program of Study – CIP)* EQ Completion CIP

Program Hours are more than 29 semester hours and Program Hour Type Is Semester Hours	DE 2004 GT 29 AND DE 2003 EQ S
OR	**OR**
Program Hours are more than 899 clock hours and Program Hour Type Is Clock Hours	DE 2004 GT 899 AND DE 2003 EQ C

AWARD LESS THAN 1 YEAR

Completion Degree is PSVC, PSAVC, ATC, ATD, or Apprenticeship   DE 2103 IN (3,4,5,7,P)

Program CIP matches Completion CIP   DE 2002 *(Program of Study – CIP)* EQ Completion CIP

Program Hours are less than 30 semester hours and Program Hour Type is Semester Hours	DE 2004 LT 30 AND DE 2003 EQ S
OR	**OR**
Program Hours are less than 900 clock hours and Program Hour Type is Clock Hours	DE 2004 LT 900 AND DE 2003 EQ C

RACIAL/ETHNIC DESCRIPTIONS

Citizenship is Non-Resident Alien   DE 1001 EQ A

Ethnic Origin is Asian, Black (non-Hispanic), Hispanic, American   DE 1003 IN (A,B,H,I,W,X,M,P)
Indian/Alaskan Native, White (non-Hispanic), Multiracial, Pacific
Islander, or Unknown

NOTE: *The report displays the Federal CIP title, not the college CIP title. Federal CIP Categories 21 and 32-37 are excluded.*

Course Match Report

The Course Match Report shows the distinct courses (DE 3008), for a term, which did not appear on the Statewide Course Numbering System (SCNS).

The distinct courses are selected from the course information where:

Course – ICS is:

Advanced and Professional Courses OR	DE 3001 LT 12000 OR
Course ICS is Postsecondary Vocational Courses OR	DE 3001 IN (12101, 12201, 12301, 12401, 12501, 12601, 12701) OR
Postsecondary Adult Vocational Courses OR	DE 3001 is in range (12102, 12202, 12302, 12402, 12502, 12602, 12702) OR
College Preparatory Courses OR	DE 3001 IN (13101, 13103) OR
Dual Enrollment/Co-Enrollment Flag is Home School, Private School, or Public school that apply toward diploma	DE 3005 IN (H, P, S)

Readiness for College Report

1. All Colleges, 2017-18 Reporting Year and Summer, Fall, Winter/Spring End-of-Term data.

2. Highest degree held is either a High School Diploma attained from a Florida public high school or a College Ready Diploma.

   High School Code (DE 1007) NOT IN (XXXXXX, ZZZZZZ, 000000, 999999) and High School Code matches a High School Code on the Public School Master School ID File.

   High School Graduation Code (DE 1008) EQ A.

3. The student graduated from a Florida public high school in 2017.

   High School Graduation Date (DE 1009) is between (MMCCYY) 092016 and 082017.

4. Matriculation took place during the year (e.g., Student has a course record in the 2017-18 Reporting Year).

5. The student is pursuing a degree.

   Program of Study – Level (DE 2005) IN (0, 1, A) OR
   [Program of Study – Level (DE 2005) IN (3, 4) AND
   Program of Study – Award Type (DE 2001) IN (1, 2, 6, A)]

6. Transfer students are excluded from the report.

   Transfer Student Flag (DE 1032) IN (N, Z).

File layout for the Ready file: READYFIL.TXT

Item	Position	Length	Field Name
1	01-06	6	HSCODE
2	07-11	5	FICE
3	12-21	10	PSNID
4	22-41	20	LNAME
5	42-51	10	SUFFIX
6	52-66	15	FNAME
7	67-96	20	MNAME
8	97-97	1	RACE
9	98-98	1	GENDER
10	99-99	1	TOOKTEST
11	100-100	1	MTYPE
12	101-101	1	RTYPE
13	102-102	1	WTYPE
14	103-103	1	MATHIND
15	104-104	1	READIND
16	105-105	1	WRITEIND
17	106-111	6	GRAD CCYYMM
18	112-125	14	FLIED

NOTE: *Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*

AA-1A Report

From the Student Database End-of-Term files, a file will be generated for producing the state enrollment and completions reports (AA1A), according to the following selection criteria. Each record will contain the totals for enrollments, and completions, excluding a total for cooperative education completers.

The program record data will be based on the first occurrence of program records found in the Winter/Spring Term, then the Fall Term, then the Summer Term. The most up-to-date program hour information will be derived from the CIP table. Each record will contain the following totals for enrollments, and completions, excluding a total for cooperative education completers.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Gender	DE 1006
Ethnic Origin	
Citizenship	DE 1001
Disabled Class	DE 1002
Limited English	DE 1013

Course Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Course – ICS	DE 3001
Course Cooperative Education Flag	DE 3003
Course Dual Enrollment/Co-Enrollment Flag	DE 3005

Completion Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Completion – CIP	DE 2101
Occupational Completion Point Indicator	DE 2104
Literacy Completion Point Indicator	DE 2105
Completion Degree Granted	DE 2103

Financial Aid Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Financial Aid Award Type	DE 3102

Program Table

Reporting Institution   DE 1017
Term Identifier   DE 1028
Program of Study – CIP   DE 2002
Program of Study – Title   DE 2006
Program of Study – Level   DE 2005
Program of Study – Hour Type   DE 2003
Program of Study – Hours   DE 2004

Student VCIP Table

Vocational CIP Cluster
Vocational CIP
Vocational CIP Unique ID
Vocational CIP Title
Vocational Primary Hours
Vocational Occupational Point

Where

Reporting Institution   DE 1017 EQ (1-29)
Term Identifier   1 char (1, 2, or 3)
Year is Submission Year (e.g., 2008 for submission year 2008-09)   4 Digit Year
Bac   EQ N (ATC, BAC, EPI, and AA) or
                                                                EQ E (EPI only) or
                                                                EQ U (BAC only)

PROCESSES AND CALCULATIONS

1. Select Student Demographic = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year
    (DE 1028)
    a. Create two flags to keep track of Disable Class and Limited English. These flags are called
        Disabled and LEP.
    b. If Disable Class (DE 1002) IN A, B, H, I, L, M, O, P, S, V) then set Disabled EQ Y
    c. If Limited English (DE1013) EQ Y then set LEP EQ Y

2. Select Student Course = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year
    (DE 1028)
    a. Create three flags to keep track of Dual Enrollment, Cooperative Education, and courses that are
        considered to be disadvantaged. These flags are called Dual, Coop, and Disadv.
    b. If Dual Enrollment (DE 3005) IN (H, P, S,), then set Dual EQ Y
    c. If Cooperative Education (DE 3003) EQ Y, then set Coop EQ Y
    d. If ICS (DE 3001) IN (13101, 13102, 13103, 13104), then set Disadv EQ Y

3. Select Student Program = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE
    1028)
    a. If Program Level (DE 2005) EQ 0 and
    b. IF Program Credit Hours (DE 2008) NE 99998.9

4. Select VCIP Table by looking at Award Type IN (ATC, BAS, BS, EDI, AA, CPP) and pulls record from Program table selecting only Program of Study - (DE 2005) IN (0, 1, 2, B, A, C, D, E, F, I, P, T)
   a. Merge VCIP records with Program records. This will give you the number of hours it will take to complete program.

5. Select Student Financial Aid table = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
   a. Create a flag for Aid Type called Aid.
   b. IF Aid Type (DE 3208) NOT IN (AS, GS, MS, NN, SS) Then set Aid EQ Y

6. Select Student Completion records = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
   a. If Occupational Completion Point (DE 2104) EQ Z and
   b. If Literacy Completion Point (DE 2105) EQ Z and
   c. If Completion – CIP Cluster (DE 2101) LT 999 and
   d. If Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 7, A, C, P, F)

7. Select VCIP Table = Year
   a. If Vocational Occupational Point EQ Z and
   b. Vocational Award Type IN (ATC, BAC, EPI, AA)

8. Update Student Demographic (step 1) with Student Financial Aid (step 5)
   a. If Aid EQ Y then update Disadv EQ Y

9. Update Student Demographic (step 8) with from Student Course (step 2).
   a. Create a flag for Disadvantage to be used in the Student Demographic. The reasoning is because you have multiple Student Course records.
   b. If Disadv EQ Y (step 2) then set the new flag Disadv EQ Y

10. Merge Student Demographic output (step 9) with Student Course (step 2).
    a. Student that have a demographic record but does not have a course record will be dropped. These totals will be used for enrollments.

11. Merge Student Demographic (step 9) with Student Completion (step 6).
    a. There must be a match between Student Demographic and Student Completions. These totals will be used for completers.

12. Read Student Demographic /Student Completion merge by Reporting Institution (DE 1017) CIP Instructional Program (DE 2002). Florida Education Identifier (DE 1000)
    a. If CIP Instructional Program (DE 2002) EQ 240101 then
    b. IF CIP cluster (DE 2002) GT 111 and LT 119
    c. Only the first record is outputted.

13. Sort Student Demographic/Student Completion (step 12) by CIPID (DE2101) and then merge with the Non Traditional Table.
    a. This will show mark which courses are non-traditional.
    b. Create a field in the file so you will know that this is the completers file.

14. Match Student Demographic (step 10) with Student Program enrollment (step 3).
    a. Sort descending term with no duplicates to get the most recent program record using sort key of Reporting Institution (DE 1017), Florida Education Identifier (DE 1000), Term Identifier (DE 1028), CIP (DE 2002).
    b. Sort the output in step 12a with no duplicates using sort key Reporting Institution (DE 1017), Florida Education Identifier (DE 1000), and CIP (DE 2002).
    c. Sort the output in step 12b using sort key CIP (DE 2002).

15. Merge Vocational CIP output with Student Demographic (step 12).
    a. This will give you the program titles and length of programs.

16. Sort output from step 13 and merge with the Non Traditional table.
    a. This will show which courses are non-traditional.
    b. Create a field in the file so you will know that this is the enrollment file.

17. Sort the Student Demographic/Completers and the Student Demographic/Enrollment files with the following criteria :
    a. Type record, Reporting Institution (DE 1017), Florida Education Identifier (DE 1000), CIP (DE 2002), Title (DE 2006)

18. Combine Student Demographic/Completes and Student Demographic/Enrollment into one file.

19. Sort combined file from step 18 by Reporting Institution (DE 1017), CIP Cluster, CIP Instructional Program, CIP Unique Identifier, (DE 2002 or DE 2101) and Level (DE 2005 or DE 2103)
    a. Read sorted combined file creating totals for Race/Gender/Citizenship.

A record will be created for each college and program of study and includes the following:

College Number	01 - 28
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hours	DE 2004
Program of Study – Hour Type	DE 2003

	DE Number	DE Name	Value
Total Alien Females	1001	Citizenship	A
	1006	Gender	F
Total Alien Males	1001	Citizenship	A
	1006	Gender	M
Total Asian Females		Ethnic Origin	A
	1006	Gender	F
Total Asian Males		Ethnic Origin	A
	1006	Gender	M
Total Indian Females		Ethnic Origin	I

	DE Number	DE Name	Value
	1006	Gender	F
Total Indian Males		Ethnic Origin	I
	1006	Gender	M
Total Black Females		Ethnic Origin	B
	1006	Gender	F
Total Black Males		Ethnic Origin	B
	1006	Gender	M
Total Hispanic Females		Ethnic Origin	H
	1006	Gender	F
Total Hispanic Males		Ethnic Origin	H
	1006	Gender	M
Total White Females		Ethnic Origin	W
	1006	Gender	F
Total White Males		Ethnic Origin	W
	1006	Gender	M
Total Unknown Ethnic Females		Ethnic Origin	X
	1006	Gender	F
Total Unknown Ethnic Males		Ethnic Origin	X
	1006	Gender	M
Total Unknown Gender	1006	Gender	X
Total Unknown Gender and Unknown Ethnicity	1006	Gender	X
		Ethnic Origin	X
Total	Count of enrollments/completers		
Total Dual-Enrolled	3005	Course Dual Enrollment/Co-Enrollment Flag	H, P, S
Total Disabled	1002	Disabled Classification	A, B, H, I, L, M, O, P, S, V
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	NOT IN (NN, SS, AS, GS, MS)
		OR	
	3001	Course – ICS	13101, 13102, 13103, 13104
		OR	
Total Cooperative Ed.*	3003	Course Cooperative Education Flag	Y

NOTES:

*1. Only for enrollments.

2. The student should be enrolled at least in a course during the year to be included in the enrollment counts.

3. The enrollments and completions are unduplicated by college, student Id and CIP code.

4. Program records with Program of Study – CIP (DE 2002) of 9999999999 or with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.

5. Program records with Program of Study – Level (DE 2005) of '3', '4', '5', '6', '7', '9', 'B', 'G', or 'Z' (Awaiting Limited Access, General Freshman, Employment Related, Other Personal Objectives, Linkage, Adult High School Diploma, Adult Basic, GED, Not Applicable) will be excluded.

6. Completion records with Completion Degree Granted (DE 2103) of '6', '8', '9', or 'Z' will be excluded.

7. Students having a Demographic record in any term classifying them as LEP will be reported as LEP in all of their program(s).

8. Students having a Demographic record in any term classifying them as Disabled will be reported as Disabled in all of their program(s).

9. Students having a Course record in any term classifying them as Dual Enrolled will be reported as Dual Enrolled in all of their program(s).

10. Students having a Course record in any term classifying them as Cooperative Education will be reported as Cooperative Education in all of their program(s).

11. Students having a Course record in any term or an Economically Disadvantaged record in any term classifying them as Disadvantaged will be reported as Disadvantaged in all of their program(s).

12. Two files are outputted that the college can download. Below are the names and the file formats.

Completions File Record Format

AA1ACOMP.TXT

Field Structure

X   Alphanumeric
9   Numeric
V   Implied Decimal

Item No.	From/To	Field Size	Structure	Name	Field Description
1	01-02	2	9 (2)	CCNUM	College Number
2	03-12	10	X (10)	PSNID	Student Identification
3	13-13	1	9 (1)	TRM	Term
4	14-14	1	X (1)	RACE	Race
5	15-15	1	X (1)	GENDER	Gender
6	16-16	1	X (1)	CITIZEN	Citizen
7	17-17	1	X (1)	DSABLE	Disable
8	18-18	1	X (1)	LMTENG	Limited English Proficiency
9	19-19	1	X (1)	DISADV	Disadvantaged
10	20-20	1	X (1)	DUAL	Dual Enrollment Flag
11	21-21	1	X (1)	COOP	Course Cooperative Ed Flag
12	22-24	3	X (3)	CIPCLUST	CIP Cluster
13	25-30	6	X (6)	CIP	CIP
14	31-31	1			*FILLER*
15	32-33	2	X (2)	CIPUNQID	CIP Unique Identifier
16	34-63	30	X (30)	TITLE	Class Title
17	64-64	1	X (1)	LEVEL	Program Of Study – Level
18	65-65	1	X (1)	HRTYPE	Program Hour – Type
19	66-69	4	X (4)	AWARD	Program Of Study Award Type
20	70-70	1	X (1)	OCP	Occupational Completion Point Indicator
21	71-71	1	X (1)	DEGREE	Degree Granted
22	72-79	8	9 (8)	VOCLEN	Vocational Hrs Length
23	80-80	1	X (1)	NTRADIND	Non Traditional Indicator
24	81-84	4	9 (4)	DOECERT	State Approved Teacher Preparation Program
25	85-98	14	X (14)	FLEID	Florida Education Identifier

Enrollment File Record Format

AA1AENRL.TXT

Field Structure

X   Alphanumeric
9   Numeric
V   Implied Decimal

Item No.	From/To	Length	Structure	Name	Field Description
1	01-02	2	9 (2)	CCNUM	College Number
2	03-12	10	X (10)	PSNID	Student Identification
3	13-13	1	9 (1)	TRM	Term
4	14-14	1	X (1)	RACE	Race
5	15-15	1	X (1)	GENDER	Gender
6	16-16	1	X (1)	CITIZEN	Citizen
7	17-17	1	X (1)	DSABLE	Disable
8	18-18	1	X (1)	LMTENG	Limited English Proficiency
9	19-19	1	X (1)	DISADV	Disadvantaged
10	20-20	1	X (1)	DUAL	Dual Enrollment Flag
11	21-21	1	X (1)	COOP	Course Cooperative Ed Flag
12	22-24	3	X (3)	CIPCLUST	CIP Cluster
13	25-30	6	X (6)	CIP	CIP
14	31-31	1			*FILLER*
15	32-33	2	X (2)	CIPUNQID	CIP Unique Identifier
16	34-63	30	X (30)	TITLE	Class Title
17	64-64	1	X (1)	LEVEL	Program Of Study – Level
18	65-65	1	X (1)	HRTYPE	Program Hour – Type
19	66-73	8	9 (7) V9	HR	Total Hours
20	74-74	1	X (1	NTRADIND	Non Traditional Indicator
21	75-78	4	9 (4)	DOECERT	State Approved Teacher Preparation Program
22	79-92	14	X (14)	FLEID	Florida Education Identifier

AA-1B Report and File

From the Student Database End-of-Term files, a file will be generated for producing the Pre-Program Enrollment Students Report (AA1B), according to the following selection criteria. A record will be created for each college in the following enrollment groups: General Freshman, Employment Related, Other Personal Objectives, and Awaiting Admittance To Limited Access Programs.

College Number   01 - 28

Part A

	DE Number	DE Name	Value
(1) General Freshman	2005	Program of Study – Level	4
(2) Employment Related	2005	Program of Study – Level	5
(3) Other Personal Objectives	2005	Program of Study – Level	6
Total Alien Female	1001	Citizenship	A
	1006	Gender	F
Total Alien Male	1001	Citizenship	A
	1006	Gender	M
Total Asian Female		Ethnic Origin	A
	1006	Gender	F
Total Asian Male		Ethnic Origin	A
	1006	Gender	M
Total Indian Females		Ethnic Origin	I
	1006	Gender	F
Total Indian Males		Ethnic Origin	I
	1006	Gender	M
Total Black Females		Ethnic Origin	B
	1006	Gender	F
Total Black Males		Ethnic Origin	B
	1006	Gender	M
Total Hispanic Females		Ethnic Origin	H
	1006	Gender	F
Total Hispanic Males		Ethnic Origin	H
	1006	Gender	M
Total White Females		Ethnic Origin	W
	1006	Gender	F
Total White Males		Ethnic Origin	W
	1006	Gender	M
Total		Count of Pre-Program Enrollment Students	

	DE Number	DE Name	Value
Total High School	3005	Course Dual Enrollment/Co-enrollment Flag	H, P, or S
Total Disabled	1002	Disabled Classification	A, B, H, I, L, M, O, P, S, V
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	NOT IN (NN, SS, AS, GS, MS)
OR			
	3001	Course – ICS	13101, 13102, 13103, 13104
PART B			
Awaiting Limited Access Program	2005	Program of Study – Level	3
(4) Agriculture	2002	Program of Study – CIP	01 or 11
(5) Marketing	2002	Program of Study – CIP	02 or 12
(6) Health	2002	Program of Study – CIP	03 or 13
(7) Home Economics	2002	Program of Study – CIP	04 or 14
(8) Business	2002	Program of Study – CIP	05 or 15
(9) Industrial	2002	Program of Study – CIP	06 or 16
(10) Public Service	2002	Program of Study – CIP	07 or 17
Total Alien Female	1001	Citizenship	A
	1006	Gender	F
Total Alien Male	1001	Citizenship	A
	1006	Gender	M
Total Asian Female		Ethnic Origin	A
	1006	Gender	F
Total Asian Male		Ethnic Origin	A
	1006	Gender	M
Total Indian Females		Ethnic Origin	I
	1006	Gender	F
Total Indian Males		Ethnic Origin	I
	1006	Gender	M
Total Black Females		Ethnic Origin	B
	1006	Gender	F
Total Black Males		Ethnic Origin	B
	1006	Gender	M
Total Hispanic Females		Ethnic Origin	H
	1006	Gender	F
Total Hispanic Males		Ethnic Origin	H
	1006	Gender	M
Total White Females		Ethnic Origin	W

	DE Number	DE Name	Value
	1006	Gender	F
Total White Males		Ethnic Origin	W
	1006	Gender	M
Total		Count of Pre-Program Enrollment Students	
Total High School	3005	Course Dual Enrollment/Co-Enrollment Flag	H, P, S
Total Disabled	1002	Disabled Classification	A, B, H, I, L, M, O, P, S, V
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	NOT IN (NN, SS, AS, GS, MS)
OR			
	3001	Course – ICS	13101, 13102, 13103, 13104

NOTES:

1. *Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*

2. *General Freshman is an unduplicated annual headcount of persons who were enrolled in courses with the apparent intent to obtain an award or certificate, but have not been admitted to a program of study.*

3. *Employment Related is an unduplicated annual headcount of persons who were enrolled in employment related courses with no apparent intent to earn an award or certificate.*

4. *Other Personal Objectives is an unduplicated annual headcount of persons who were enrolled in courses for which the intent was self-enrichment.*

5. *Limited Access is determined by either the College or an Accrediting Board.*

AA-1B Record Format

AA1BPARAF.TXT
AA1BPARBF.TXT

Field Structure
X   Alphanumeric
9   Numeric
V   Implied Decimal

Item No.	From/To	Length	Structure	Field Name	Field Description
1	01-02	2	9 (2)	CCNUM	College Number
2	03-12	10	X (10)	PSNID	Student Identification
3	13-13	1	9 (1)	TRM	Term
4	14-14	1	X (1)	RACE	Race
5	15-15	1	X (1)	GENDER	Gender
6	16-16	1	X (1)	CITIZEN	Citizen
7	17-17	1	X (1)	DSABLE	Disable
8	18-18	1	X (1)	LMTENG	Limited English Proficiency
9	19-23	5	9 (5)	ICS	Course – ICS
10	24-24	1	X (1)	DUAL	Dual Enrollment Flag
11	25-25	1	X (1)	DISADV	Disadvantaged
12	26-28	3	X (3)	CIPCLUST	CIP Cluster
13	29-34	6	X (6)	CIP	CIP
15	35-36	2	X (2)	CIPUNQID	CIP Unique Identifier
16	37-66	30	X (30)	TITLE	Program Title
17	67-67	1	X (1)	LEVEL	Program of Study – Level
18	68-81	14	X (14)	FLEID	Florida Education Identifier

AA-1C Report and File

From the Student Database End-of-Term files, a file will be generated for producing the Special Category Enrollment Students Report (AA1C), according to the following selection criteria. A record will be created for each college in the following enrollment groups: Continuing Workforce, Special Needs, and Apprenticeship.

College Number   01 - 28

Part A - Continuing Workforce Headcount

	DE Number	DE Name	Value
Continuing Workforce	3001	Course – ICS	12103, 12203, 12303, 12403, 12503, 12603, 12703
Total Alien Female	1001	Citizenship	A
	1006	Gender	F
Total Alien Male	1001	Citizenship	A
	1006	Gender	M
Total Asian Female		Ethnic Origin	A
	1006	Gender	F
Total Asian Male		Ethnic Origin	A
	1006	Gender	M
Total Indian Females		Ethnic Origin	I
	1006	Gender	F
Total Indian Males		Ethnic Origin	I
	1006	Gender	M
Total Black Females		Ethnic Origin	B
	1006	Gender	F
Total Black Males		Ethnic Origin	B
	1006	Gender	M
Total Hispanic Females		Ethnic Origin	H
	1006	Gender	F
Total Hispanic Males		Ethnic Origin	H
	1006	Gender	M
Total White Females		Ethnic Origin	W
	1006	Gender	F
Total White Males		Ethnic Origin	W
	1006	Gender	M
Total		Count of Vocational Supplemental Students	

Part B - Special Needs Headcount (ALL Programs)

	DE Number	DE Name	Value
Total Disabled	1002	Disabled Classification	A, B, H, I, L, M, O, P, S, V
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	NOT IN (NN, SS, AS, GS, MS)
OR			
	3001	Course – ICS	13101, 13102, 13103, 13104

Part C - Apprenticeship Headcount

	DE Number	DE Name	Value
Total Apprenticeship	3001	Course – ICS	12102, 12202, 12302, 12402, 12502, 12602, 12702, 12997, 12998
Total Alien Female	1001	Citizenship	'A'
	1006	Gender	'F'
Total Alien Male	1001	Citizenship	'A'
	1006	Gender	'M'
Total Asian Female		Ethnic Origin	'A'
	1006	Gender	'F'
Total Asian Male		Ethnic Origin	'A'
	1006	Gender	'M'
Total Indian Female		Ethnic Origin	'I'
	1006	Gender	'F'
Total Indian Male		Ethnic Origin	'I'
	1006	Gender	'M'
Total Black Female		Ethnic Origin	'B'
	1006	Gender	'F'
Total Black Male		Ethnic Origin	'B'
	1006	Gender	'M'
Total Hispanic Female		Ethnic Origin	'H'
	1006	Gender	'F'
Total Hispanic Males		Ethnic Origin	'H'
	1006	Gender	'M'
Total White Females		Ethnic Origin	'W'
	1006	Gender	'F'
Total White Males		Ethnic Origin	'W'
	1006	Gender	'M'

DE Number	DE Name	Value
Total	Count of Apprenticeship Students	

NOTE: *The Special Needs information covers all program enrollments - not just Supplemental Program Enrollments.*

OA-2 Report
Acceleration Report

Purpose of the Report

The reporting form is designed to report acceleration credits and credit equivalents awarded by a college and the number of individuals receiving them to demonstrate that the college is providing mechanisms for students to progress as rapidly as possible toward their program objectives as required in *§1007.27 F.S.*

Definitions and Instructions

The report is to include all acceleration credits and credit equivalents awarded by the college during the reporting year (summer, fall, winter), and the number of recipients. Credit accepted through student transfer is not awarded by the college. The categories in which to report the information on the form are self-explanatory or defined below.

College Credits - This is the number of college credits awarded.

College Credit Equivalents - This is the number of college credit equivalents awarded. The equivalent is computed by dividing by 30 the required clock hours to complete the instruction.

Student Headcount - This is the number of students who successfully completed an instance of acceleration. Within each category of acceleration, student headcount should be unduplicated.

Credit by Examination - This is the number of college credits or college credit equivalents awarded students and the number of students who earned such awards by demonstrating through some form of examination, without completing the instruction at the college, that they possess the knowledge and/or skill expected upon satisfactory completion of the instruction offered by the college. The subcategories are:

1.   College Level Examination Program (CLEP)
2.   CEEB Advanced Placement Program
3.   International Baccalaureate Program *(see §1007.27 F.S.)*

Other Credit by Examination - Examinations, other than CLEP and the Advanced Placement Program, devised to provide students the opportunity to demonstrate that they possess the knowledge and/or skill expected upon satisfactory completion of instruction offered by the college without undergoing the instruction.

Credit for Experiential Learning - This is credit awarded as the result of the assessment of prior learning when the transfer of "credit" is not appropriate.

Dual Enrollment (Dual Credit) - The dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course(s) creditable toward an associate degree or vocational certificate and creditable toward a high school diploma.

There are four categories of dual enrollment. These are:

1. Associate Degree - This is the number of dual enrolled students and credits earned which are creditable toward an A.A. or A.S. degree.
2. Postsecondary Adult Vocational - This is the number of dual enrolled students and credit equivalents awarded which are creditable toward a vocational certificate.
3. Early Admission - This is the number of dual enrolled students and credits earned in the Early Admission program as defined in § 1007.27 F.S. Report only that credit applicable toward an associate degree and the high school diploma.
4. Advanced Placement - This is the number of students and college credits earned because of the Advanced Placement program. Report only those students who have stated a preference for advanced placement credit instead of dual enrollment credit (*see* § *1007.272 F.S.)*.

Other Dual Enrollment - This is the number of college credits or college credit equivalents awarded to students by the college and the number of students who earned such credit while simultaneously enrolled in high school. Such credit may be applied toward a high school diploma. Dual enrollment arrangements between the college and the private high schools would be reported in this category.

SELECTION CRITERIA

Acceleration
Record Type Three: Acceleration, End-of-Term Data

College Credits -	Hour Type (DE 1201) EQ S
Column 1	Count of distinct Florida Education Identifier (DE 1000) by subtest
2	Sum of Hours (DE 1202)
College Credit Equivalents	Hour Type (DE 1201) EQ C
Column 3	Count of distinct Florida Education Identifier (DE 1000)by subtest
4	Sum of Hours (DE 1202)

Row 1

A.   College Level Examination Program (CLEP)
Acceleration Type (DE 1204) EQ A
* College Credits only

B.   CEEB Advanced Placement Program
Acceleration Type (DE 1204) EQ B
* College Credits only

C.   International Baccalaureate Program
Acceleration Type (DE 1204) EQ C
* College Credits only

D.   Other Credit by Examination
1.Institutional Exam
Acceleration Type (DE 1204) EQ D
2.Other Exam
Acceleration Type (DE 1204) EQ E

3.Other Method
Acceleration Type (DE 1204) EQ G

4.ACT-PEP
Acceleration Type (DE 1204) EQ H
5.DANTE
Acceleration Type (DE 1204) EQ I
6.AICE
Acceleration Type (DE 1204) EQ J

E.   Credit for Experiential Learning
Acceleration Type (DE 1204) EQ F

NOTE: A summary row showing Other Credit by Examination will be included.

Dual Enrollment
Record Type Six: Course, End-of-Term Data with Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S)

College Credits - Column 1	Section Hour Type (DE 3011) EQ S
	Count of distinct Florida Education Identifier (DE 1000)
2	Sum of Section Hours (DE 3012)
College Credit Equivalents - Column 3	Section Hour Type (DE 3011) EQ C
	Count of distinct Florida Education Identifier (DE 1000)
4	Sum of Section Hours (DE 3012)

Row 2   Dual Enrollment
Dual Enrollment Category (DE 3004) IN (DA, DV, EA, EV, AP) and
Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P)

A.   Associate Degree
Dual Enrollment Category (DE 3004) EQ DA
* College Credits only

B.   Postsecondary Adult Vocational
Dual Enrollment Category (DE 3004) EQ DV
* College Credit Equivalents only

C.   Early Admission
Dual Enrollment Category (DE 3004) EQ EA
* College Credits only
Dual Enrollment Category (DE 3004) EQ EV
* Non-Credits only

D.   Advanced Placement
                                Dual Enrollment Category (DE 3004) EQ AP
                                * College Credits only

Row 3   Other Dual Enrollment
                                Dual Enrollment Category (DE 3004) EQ OD

*NOTE: *A summary row showing Other Credit by Examination will be included*

EA-3 File

From the Student Database End-of-Term files, a file will be generated for producing the Adult General Education and Lifelong Learning Students Report (EA-3), according to the following selection criteria. A record will be created for each college in the following enrollment groups: College Preparatory, Vocational Preparatory, Adult Basic Instruction, Adult Secondary Instruction, Preparation for G.E.D., Lifelong Learning, and Recreation and Leisure.

College Number   01 - 28

	DE Number	DE Name	Value
Adult General Education			
(1.31) Total (unduplicated)	3001	Course – ICS	1.31.01, 1.31.02, 1.31.03, 1.31.04
(1.31.01) College Preparatory	3001	Course – ICS	1.31.01, 1.31.03
(1.31.02) Vocational Preparatory	3001	Course – ICS	1.31.02, 1.31.04
Adult Basic and Secondary Instruction			
(1.32) Total (unduplicated)	3001	Course – ICS	1.32.01, 1.32.02, 1.32.03, 1.32.04
(1.32.01) Adult Basic Instruction	3001	Course – ICS	1.32.01, 1.32.04
(1.32.02) Adult Secondary Instruction	3001	Course – ICS	1.32.02
(1.32.03) Preparatory for G.E.D.	3001	Course – ICS	1.32.03
Lifelong Learning			
(1.33.00) Lifelong Learning (Unduplicated)	3001	Course – ICS	1.33.00
Recreation and Leisure			
(1.42.00) Recreation and Leisure (Unduplicated)			

NOTES:

Preparatory:
1. *(1.31) Total (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in College Preparatory or Vocational Preparatory courses.*
2. *(1.31.01) College Preparatory is an unduplicated annual headcount of persons who were enrolled in a College Preparatory course.*
3. *(1.31.02) Vocational Preparatory is an unduplicated annual headcount of persons who were enrolled in a Vocational Preparatory course.*

Adult Basic and Secondary Instruction:

1. *(1.32) Total (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Adult Basic or Adult Secondary or G.E.D. Preparatory or Lifelong Learning or EAP Literacy courses.*
2. *(1.32.01) Adult Basic Instruction is an unduplicated annual headcount of persons who were enrolled in an Adult Basic or EAP Literacy course.*
3. *(1.32.02) Adult Secondary Instruction is an unduplicated annual headcount of persons who were enrolled in an Adult Secondary course.*
4. *(1.32.03) Preparation for G.E.D. is an unduplicated annual headcount of persons who were enrolled in a G.E.D. Preparatory course.*
5. *(1.33.00) Lifelong Learning (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Lifelong Learning course.*
6. *(1.42.00) Recreational and Leisure (Unduplicated) will be provided by the colleges.*

PSAV Readiness for College

1. All Colleges, 2017-18 Reporting Year and summer, fall, winter/spring end-of-term data.
2. Highest degree held is either a High School Diploma attained from a Florida public high school or a college ready diploma.
    High School Code (DE 1007) NOT IN (XXXXXX, ZZZZZZ, 000000, 999999) and High School Code matches a High School Code on the Public School Master School ID File.
    High School Graduation Code (DE 1008) EQ A
3. The student graduated from a Florida public high school in 2017.
    High School Graduation Date (DE 1009) is between (MMCCYY) 092016 and 082017.
4. Matriculation took place during the year. (The student has a course record in the 2017-18 Reporting Year).
5. Program of Study Level is PSAV.
    Program of Study – Level (DE 2005) IN (2, P)
6. Program of Study – Hours (DE 2004) GE 450.
7. Entry Level Test Type (DE 1104) must be CPT, TABE, ASSET, or Enhanced ASSET.
    (DE 1104 IN (C, V, T, F))
8. If pass TABE then ready or if passed other test then ready.

File layout for the Ready file: PSAVRFIL.TXT

Item	Position	Length	Field Name
1	01-06	6	HSCODE
2	07-11	5	FICE
3	12-21	10	PSNID
4	22-41	20	LNAME
5	42-51	10	SUFFIX
6	52-66	15	FNAME
7	67-96	20	MNAME
8	97-97	1	RACE
9	98-98	1	GENDER
10	99-99	1	TOOKTEST
11	100-100	1	MTYPE
17	101-106	6	GRAD CCYYMM
18	107-120	14	FLIED

NOTE: *Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*

WFD Completers Report

The Career and Technical Education Funding Completers Report displays the number of completers by degree title for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, and CIP Unique ID.

SELECTION CRITERIA

Completion Record
Completion Degree Granted (DE 2103) IN (2, 3, 4, 5, 6, 7, 8, A, P)
Completion CIP (DE 2101) NE 240101 and LT 999999

File layout for CMP file: WFCMPFIL.TXT

	Position	Length	Description
1	1-2	2	College Number
2	3-12	10	Student Identification Number
3	13-16	4	Submission Year
4	17	1	Submission Term
5	18		*FILLER*
6	19-28	10	Program CIP Code
7	29	1	Degree
8	30	1	OCP
9	31-44	14	Florida Education Identifier

An additional file with full program completions that does not have any OCPs reported for the reporting year is generated for the colleges to review and determine if OCPs are appropriate for these students. The full program completion records are compared to the cumulative OCP file to determine if a NOOCP record should be generated.

File layout for NOOCP file: WFNOCPFL.TXT

	Position	Length	Description
1	1-2	2	College Number
2	3-12	10	Student Identification Number
3	13-16	4	Submission Year
4	17	1	Submission Term
5	18		*FILLER*
6	19-28	10	Program CIP Code
7	29	1	Degree
8	30-43	14	Florida Education Identifier

WFD Occupational Completion Points Report

The Career and Technical Education Funding Occupational Completion Points Report displays the number of completers by completion CIP, program title and OCP for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID and OCP.

SELECTION CRITERIA

Completion Record
Completion Degree Granted (DE 2103) IN (9, Z)
Completion CIP (DE 2101) NE 240101 and LT 999999
Occupational Completion Point (DE 2104) NE Z

File layout for OCP file: WFOCPFIL.TXT.

	Position	Length	Description
1	1-2	2	College Number
2	3-12	10	Student Identification Number
3	13-16	4	Submission Year
4	17	1	Submission Term
5	18		*FILLER*
6	19-28	10	Program CIP Code
7	29	1	Degree
8	30	1	OCP
9	31-44	14	Florida Education Identifier

WFD Apprenticeship Completers Report

The Career and Technical Education Funding Apprenticeship Completers Report displays the number of completers who were enrolled in apprenticeship programs by completion CIP and program title for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID, and OCP.

SELECTION CRITERIA

Completion Record

Completion Degree Granted is Apprenticeship Program	DE 2103 EQ P
Completion CIP	DE 2101 NE 240101 and
	DE 2101 LT 999999

Occupational Completion Point NE

The apprentice records are compared to the valid CIP file to insure that the CIP Cluster, CIP, and CIP Unique ID is a valid apprentice program.

File layout for APP file: WFAPPFIL.TXT

	Position	Length	Description
1	1-2	2	College Number
2	3-12	10	Student Identification Number
3	13-16	4	Submission Year
4	17	1	Submission Term
5	18		*FILLER*
6	19-28	10	Program CIP Code
7	29	1	Program Level
8	30	1	OCP
9	31-60	30	Program Title
10	61-74	14	Florida Education Identifier

WFD Adult Literacy Completion Points Report

The Career and Technical Education Funding Adult Literacy Completion Points Report displays the number of completers by completion CIP and ALCP for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID, and ALCP.

SELECTION CRITERIA

Completion Table

Completion Degree Granted	DE 2103 IN (9, Z)
Completion CIP	DE 2101 IN (320102, 320103, 320105, 330102)
Literacy Completion Point	DE 2105 NE Z

File layout for LCP file: WFLCPFIL.TXT

	Position	Length	Description
1	1-2	2	College Number
2	3-12	10	Student Identification Number
3	13-16	4	Submission Year
4	17	1	Submission Term
5	18		*FILLER*
6	19-28	10	Program CIP Code
7	29	1	Degree
8	30-31	2	LCP
9	32-47	14	Florida Education Identifier

FTE Reports
SDFTE – Aggregate Hours and Calculate FTE

SELECTION CRITERIA

A. All FTE
Student Database

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000
Term Identifier	DE 1028
Disabled Classification	DE 1002
Fee Classification Residency	DE 1004
High School	DE 1007 (digits 1, 2)
High School Graduation Year	DE 1009 (digits 5, 6)
Incarceration Status	DE 1011
Birth Date	DE 1019
Transfer Flag	DE 1032
Verified Disabled Classification	DE 1035
Program of Study – Level	DE 2005
Course ICS	DE 3001
Course Dual Enrollment/Co-Enrollment Flag	DE 3005
Course Fee Kind	DE 3006
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course Lifelong Learning Flag	DE 3010
Course Section Hours	DE 3012
Course Section Location – Campus	DE 3013 part 2 (digits 2, 3)
Course Registration Period	DE 3014
FTE Flag	DE 3018

Where

Term, Term Submission	DE 1028 IN (1E, 2B) *(FTE1)*
	DE 1028 IN (1E, 2E, 3B) *(FTE2)*
	DE 1028 IN (1E, 2E, 3E) *(FTE3)*

B. FTE by Distance Learning Types
Personnel Database

Reporting Institution	DE 0110
Term Identifier	DE 0120
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Distance Learning Delivery Indicator	DE 4055

Where

Primary Course Section Classification	DE 4060 EQ S

PROCESSES AND CALCULATIONS

1. Set ICS
   Lifelong Learning – 13300   DE 3018 EQ Z and DE 3010 EQ Y
   Adults with Disabilities – 13201   DE 3006 EQ D and DE3022 EQ X

2. Set Lower/Upper Level Course Indicator
   Lower Level   DE 3008 (character 4) IN (1, 2)
   Upper Level   DE 3008 (character 4) IN (3, 4)

3. Set Selected Course Prefix

Early Childhood Ed.	DE 3001 EQ 12401 and DE 3008 (characters 1-3) IN (EEC, CHD)
Computer Engineering Technology	DE 3001 EQ 12601 and DE 3008 (characters 1-3) IN (CET,EST,EET)
Legal Assisting	DE 3001 EQ 12701 and DE 3008 (characters 1-3) EQ PLA
Criminal Justice Tech	DE 3001 EQ 12701 and DE 3008 (characters 1-3) IN (CCJ, CJT CJC, CJL, CJE)
Dental Hygiene	DE 3001 EQ 12301 and DE 3008 (characters 1-3) IN (DEH, DES)
Health Information Management	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ HIM
Emergency Medical Technician	DE 3001 EQ 12301 and DE 3008 (characters 1-4) EQ EMS1
Paramedic	DE 3001 EQ 12301 and DE 3008 (characters 1-4) EQ EMS2
Radiography	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ RTE
Respiratory Care	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ RET
Nursing	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ NUR
Physical Therapist Asst.	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ PHT
Cosmetology	DE 3001 EQ 12602 and DE 3008 (characters 1-3) EQ COS
Correctional Officer	DE 3001 EQ 12702 and DE 3008 (characters 1-3) EQ CJD
Law Enforcement Officer	DE 3001 EQ 12702 and DE 3008 (characters 1-3) EQ CJK and DE 3008 (characters 4-7) NOT IN (0031, 0040, 0050, 0095)
Combined Correctional & Law Enforcement Officer	DE 3001 EQ 12702 and DE 3008 (characters 1-7) IN (CJK0031, CJK0040, CJK0050, CJK0095)
Fire Fighter	DE 3001 EQ 12702 and DE 3008 (characters 1-3) EQ FFP
Dental Assisting	DE 3001 EQ 12302 and DE 3008 (characters 1-3) IN (DEA, DES)
Medical Assisting	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ MEA
Surgical Technology	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ STS
Practical Nursing	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ PRN
Patient Care Technician	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ HCP
Massage Therapy	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ MSS
Other	None of the above

4. Set Verified Disabled Indicator
   Verified Disabled   DE 1035 EQ D
   Not Verified Disabled   DE 1035 NE Y

5. Set Disabled Type Indicator
   Not Reported   DE 1002 EQ Z
   Disabled Type   DE 1002 IN (A, B, H, I, L, M, O, P, S, V)

6. Set High School Grad Year – Identify current year, two prior years, and other
    Year   DE 1009 (digits 5, 6) GE (current reporting year - 2)
    9999   DE 1009 (digits 5, 6) LT (current reporting year - 2)

7. Set Age Groups:
    Age = ((Oct. 15, current year – 1) – Birth date (DE 1019)) / 365.25
    999   Age LE 0
    15   Age GT 0 and LE 15
    40   Age GT 15 and LE 40
    50   Age GT 40 and LE 50
    60   Age GT 50 and LE 60
    70   Age GT 60 and LE 70
    80   Age GT 70 and LE 80
    90   Age GT 80 and LE 90
    100   Age GT 90 and LE 100
    101   Age GT 100

8. Set Florida public high school Grad Indicator
    If High School County (DE 1007 (digits 1, 2)) EQ 99 then set FHSG EQ N else set FHSG EQ Y
    Florida Public HS Grad   DE 1007 (digits 1, 2) NE 99
    Non-Florida Public HS Grad   DE 1007 (digits 1, 2) EQ 99

9. Set FTE Categories
    College Prep Repeats   DE 3018 EQ C
    College Credit Repeats   DE 3018 EQ E
    Dual Enrolled in College's Charter School DE 3018 EQ D
    Non-Fee-Paying Municipal/City Inmates   DE 3006 EQ C AND DE 1011 EQ C
    Non-Fee-Paying County Inmates   DE 3006 EQ C AND DE 1011 EQ D
    Non-Fee-Paying Federal Inmates   DE 3006 EQ C AND DE 1011 EQ E
    Non-Fee-Paying State Inmates   DE 3006 EQ C AND DE 1011 EQ S
    Fee-Paying Municipal/City Inmates   DE 3006 EQ N AND DE 1011 EQ C
    Fee-Paying County Inmates   DE 3006 EQ N AND DE 1011 EQ D
    Fee-Paying Federal Inmates   DE 3006 EQ N AND DE 1011 EQ E
    Fee-Paying State Inmates   DE 3006 EQ N AND DE 1011 EQ S
    National Guard Fee Waiver   DE 3006 EQ A
    Adult with Disabilities   DE 3006 EQ D
    State Employee Fee Waiver   DE 3006 EQ E
    Fee Waivers – Authorized   DE 3006 EQ F
    Fee Waivers - Not Authorized   DE 3006 EQ G
    Homeless   DE 3006 EQ H
    Relative Caregiver Exemptions   DE 3006 EQ Q
    Road to Independence Exemptions   DE 3006 EQ R
    Spouses of Deceased State Employees   DE 3006 EQ S
    Children of Law Enforcement Officers Killed
        in Line of Duty   DE 3006 EQ T
    Children of Fire Fighters Killed in Line of Duty   DE 3006 EQ U
    Adoption Exemptions   DE 3006 EQ V

Dual Enrollment - Home School .... DE 3005 EQ H
Dual Enrollment - Private School .... DE 3005 EQ P
Dual Enrollment - Public School .... DE 3005 EQ S
Victim of Wrongful Incarceration Waiver .... DE 3006 EQ W
Upper Division Non-Resident .... DE 1004 EQ N AND
DE 3008 (character 4) IN (3, 4)

Baccalaureate 10K Fee Waiver
Adult Co-Enrollment .... DE 3006 EQ Y
DE 3005 EQ E AND DE 3001 EQ 13202 AND
[Core Course EQ N OR (Core Course EQ Y AND
Number of Core Courses GT 2)]

10. Create separate file of Adult records where ICS IN (13104, 13201, 13202, 13203, 13204).

11. Merge Student Course Data with Distance Learning Course Data by College, Term, Course, Section.

12. Aggregate hours (DE 3012) where course/section not exempted from FTE reporting (DE 3018 EQ Z).

    a. AGE, HS Grad Year, Florida Public HS Grad (AGE/HSGY/FPHSG):
       By College (DE 1017), by Age Range, by High School Grad Year, by Florida public high school Grad, by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

    b. Verified Disabled by Disability:
       Where Verified Disabled (DE 1035) EQ D.
       By College (DE 1017), by Disability, by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

    c. Selected Course Prefixes:
       By College (DE 1017), by Selected Course Prefixes, by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

    d. Residence:
       By College (DE 1017), by Residence (DE 1004), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

    e. Site:
       By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

    f. Upper Level Students taking Lower Level Courses (ULSLLC):
       Where Program of Study – Level (DE 2005) EQ (C or E) and Lower/Upper Level EQ 1.
       By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

    g. Distance Learning Types. By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Distance Learning Type, by ICS (DE 3001), by Category.

13. For AGE/HSGY/FPHSG, Verified Disabled, Selected Course Prefixes, Residence, Site, and ULSLLC, and Distance Learning, calculate Student Semester Hours (SSH) and Credit Hour Equivalent (CHE):

   a. If credit hours (ICS LT 12000 or ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) then SSH EQ aggregate hours rounded to tenths.

   b. If non-credit hours (ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12999, 13102, 13104, 13201, 13202, 13203, 13204, 13300) then CHE EQ aggregate hours / 30, rounded to tenths.

14. For AGE/HSGY/FPHSG, Verified Disabled, IT/Nursing, Residence, Site, and ULSLLC, calculate Non-Weighted Base FTE:

   a. If credit hours (ICS LT 12000 or ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) then FTE EQ aggregate hours / 30, rounded to tenths.

   b. If non-credit hours (ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12999, 13102, 13104, 13201, 13202, 13203, 13204, 13300) then FTE EQ aggregate hours / 900, rounded to tenths.

15. For AGE/HSGY/FPHSG, Verified Disabled, Selected Course Prefixes, Residence, Site, ULSLLC, and Distance Learning, calculate Non-Weighted Funded FTE:

   a. Exclude Non-Fee-Paying Municipal/City Inmates, Non-Fee-Paying County Inmates, Non-Fee-Paying Federal Inmates, Non-Fee-Paying State Inmates, Fee Waivers - Not Authorized, Adult with Disabilities, Upper Division Non-Resident, and Lifelong Learning.

   b. If credit hours (ICS LT 12000 or ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) then FTE EQ aggregate hours / 30, rounded to tenths.

   c. If non-credit hours (ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12999, 13102, 13104, 13201, 13202, 13203, 13204, 13300) then FTE EQ aggregate hours / 900, rounded to tenths.

16. Aggregate SSH/CHE, FTE:

   a. By AGE/HSGY/FPHSG, College, Categories, Verified Disabled, IT/Nursing, Residence, Site, ULSLLC.

   b. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.

   c. By College, Level, ICS, Term, Registration Period.

17. Report 12 Hour Minimum and Excess Adult Hours:

   a. 12 Hour Minimum
      1. From Adult records file created in 10.
      2. Aggregate hours by college, PSNID, term, ICS IN (13104, 13201, 13202, 13203, 13204).
      3. Exclude Non-Funded Hours: See 14.A
      4. If total by ICS LT 10, hours are non-funded

   b. Excess Adult Hours
      1. By PSNID, by Term and year, aggregate hours:
      2. Adult courses: where ICS IN 913104, 13201, 13202, 13203, 13204)
      4. Exclude Non-funded Hours: See 14.A
      5. If Term IN (1, 2, 3), then Excess hours EQ HR - 433.3 (for information only)
      6. If Annual then Excess hours EQ HR – 1300 (non-funded hours)

    c.   Report Headcount, Base Hours, Non-Funded Hours, Excess Hours, <12 Hour Minimum.

18. Report SSH/CHE, FTE by College, ICS – SDPF205:

    a.   By College, Categories, AGE Groups, Residence, Verified Disabled, Selected Course Prefixes, HS Grad by Grad year, Fla. Public HS Grad by Grad year, Non-Fla. HS Grad by Grad year, Site, ULSLLC, and Distance Learning.

    b.   By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.

    c.   By College, Level, ICS.

19. Report SSH/CHE, FTE by College, Program Area – CCFTE201:

    a.   By College, Categories, AGE Groups, Residence, Verified Disabled, Selected Course Prefixes, HS Grad by Grad year, Fla. Public HS Grad by Grad year, Non-Fla. HS Grad by Grad year, Site, ULSLLC, and Distance Learning.

    b.   By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.

    c.   By College, Level, Program Area (A&P, College Prep, College Prep EAP, PSV, PSAV, Apprenticeship, CWE, Voc Prep, Adult Basic, Adult EAP, Adult Sec & GED, AWD, LLL).

    d.   AWD & LLL reported for Base only.

20. Report SSH/CHE, FTE by Categories, Program Area – CCFTE207:

    a.   By Categories.

    b.   By College, Level, Program Area (A&P, College Prep, PSV, PSAV, Apprenticeship, CWE, Voc Prep, Adult Basic, Adult Sec & GED, AWD, LLL).

Perkins Report

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000
First Name	DE 1014
Last Name	DE 1015
Middle Name	DE 1016

Where

Term Identifier	DE 1028 IN (1, 2, 3)

Program Table

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006

Where:

Term Identifier	DE 1028 IN (1E, 2E, 3E) **AND**
[Program of Study – Award	[DE 2001 in (2,3,4,A,D,T) **OR**
Program of Study – Level	DE 2005 in (1,2,3,7,8,A,D,P,T) **OR**
Program of Study – CIP]	DE 2002 cluster (first three digits) IN (001, 002, 003, 004, 005, 006, 007, 009, 010, 011, 012, 013, 014, 016, 017) **OR**
	(DE 2002 cluster (first three digits) EQ 015 AND DE2002 CIP (first three digits) NOT IN (320, 330))]

Course Table

College	DE 1017
Florida Education Identifier	DE 1000
Course – ICS	DE 3001

Where

Term Identifier	DE 1028 IN (1, 2, 3) **AND**
Course – ICS	[DE 3001 IN (13102, 13104) **OR**
	DE 3001 in the range (11101 and 11849) **OR**
	DE 3001 in the range (12101and 12701) **OR**
	DE 3001 in the range (12102 and 12702) **OR**
	DE 3001 IN (12997, 12998)]

From the results of the first selection of course group records, select:

Course – ICS	DE 3001 IN (13102, 13104) **OR**
Apprenticeship Courses	DE 3001 IN (12997, 12998) **OR**
Course Cooperative Education Flag	DE 3003 EQ Y

Economically Disadvantaged Table

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000
Financial Aid Award Type	DE 3102

Where

Term Identifier	DE 1028 IN (1, 2, 3) **AND**
Financial Aid Award Type	DE 3102 IN (GA, GB, GF, EA, EA)

PROCESSES AND CALCULATIONS

1. Merge Student demographic information with Program information, Course Information and Economically Disadvantaged information by College, Student Identification Number.
2. If Financial Aid Award (DE 3102) EQ GA select the student for 'PELL'
   ELSE If Financial Aid Award (DE 3102) EQ GB select the student for 'SEOG'
   ELSE If Financial Aid Award (DE 3102) EQ EA select the student for 'WORK'
   ELSE If Financial Aid Award (DE 3102) EQ GF select the student for 'STATE'
   ELSE If Financial Aid Award (DE 3102) EQ EC select the student for 'STWORK'
   ELSE select the student for 'Not Classified'.

Creation of the Perkins file PERKINSF.TXT with the selected students and the Perkins report PERKINS.PDF.

NOTES:
1. *This report is generated only for End-of-Term submissions.*
2. *Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*

Perkins Record Format

PERKINSF.TXT

LRECL = 138
BLKSIZE =
RECFM = FB

Field Structure:

X   Alpha Numeric
9   Numeric
V   Implied Decimal

	From/To	Field Size	Structure	Field Name	Field Description
1	01-02	02	X (2)	CCNUM	COLLEGE NUMBER
2	03-12	10	X (10)	PSNID	STUDENT IDENTIFICATION NUMBER
3	13-32	20	X (20)	LNAME	LAST NAME
4	33-42	10	X (10)	SUFFIX	SUFFIX
5	43-57	15	X (15)	FNAME	FIRST NAME
6	58-77	20	X (20)	MNAME	MIDDLE NAME
7	78-80	03	X (3)	CIPCLUST	CIP CLUSTER
8	*81-86*	06	X (6)	CIP	CIP
9	87-88	02	X (2)	CIPUNQID	CIP UNIQUE ID
10	89-118	30	X (30)	PNAME	PROGRAM NAME
11	119-119	01	X (1)	PELL	PELL
12	120-120	01	X (1)	SEOG	SEOG
13	121-121	01	X (1)	WKSTDY	FEDERAL WORKSTUDY
14	122-122	01	X (1)	STATE	FPPCESAGP STATE
15	123-123	01	X (1)	STSTUDY	STATE FLORIDA WORK EXPERIENCE PROGRAM
16	124-124	01	X (1)	LEVEL	PROGRAM OF STUDY - LEVEL
17	125-138	14	X (14)	FLEID	FLORIDA EDUCATION IDENTIFIER

Annual Financial Aid Counts Report

SELECTION CRITERIA

Annual Financial Aid Table

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000
Financial Aid Award Type	DE 3208
Financial Aid Paid Amount	DE 3209

Where

Term Identifier is summer, fall, or winter/spring	DE 1028 IN (1, 2, 3)

PROCESSES AND CALCULATIONS

1. Calculate headcount totals by College and Financial Aid Award Type.
2. Summarize Financial Aid Amount by College and Financial Aid Award Type.

NOTE: *This report is generated only with the Annual Financial Aid submission.*

Annual Financial Aid Summary Reports

SELECTION CRITERIA

Demographic Table

College	DE 1017
Florida Education Identifier	DE 1000

Where

Term Identifier is summer, fall, or winter/spring	DE 1028 IN (1, 2, 3)

Annual Financial Aid Table

College	DE 1017
Florida Education Identifier	DE 1000
Financial Aid Award Type	DE 3208
Financial Aid Paid Amount	DE 3209

Where

Financial Aid Term Identifier is summer, fall, or winter/spring	DE 3201 IN (1, 2, 3)

PROCESSES AND CALCULATIONS

1. Merge Student demographic information with Annual Financial Aid information by College, Florida Education Identifier.
2. Aggregate headcount totals by College and Column.

Report Groups and Columns

Grants

Column	Name	Financial Aid Award Type (DE 3208)
1	PELL	101
2	SEOG	102
3	OTHER	103, 104, 111, 112, 113,114
4	STATE	105, 106, 107
5	INT/PRV OTHER	108, 109, 110

Loans

Column	Name	Financial Aid Award Type (DE 3208)
6	FED	201, 202, 203, 204, 205, 206, 207, 208
7	STATE	209
8	INST	210, 211

Scholarships

Column	Name	Financial Aid Award Type (DE 3208)
9	FAS	302
10	FGVS	304
11	FMS	303
12	OTHER	301, 305, 306, 307

Employment

Column	Name	Financial Aid Award Type (DE 3208)
13	FED	401
14	INST	402, 403, 404

NOTE: *This report is generated only with the Annual Financial Aid submission.*

Annual Financial Aid Match Report

SELECTION CRITERIA

Demographic Table *(both current and previous year submissions)*

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000
Last name	DE 1015
First name	DE 1014
Middle Name	DE 1016

Where

Term Identifier is summer, fall, or winter/spring	DE 1028 IN (1, 2, 3)

Annual Financial Aid Table

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000

Where

Term Identifier is summer, fall, or winter/spring	DE 1028 IN (1, 2, 3)

PROCESSES AND CALCULATIONS

1. Merge Student demographic information with Annual Financial Aid Demographic information by Reporting Institution and Student Identification Number.
2. Print Annual Financial Aid Demographic records that do not have a matching Student demographic record.

NOTE: *This report is generated only with the Annual Financial Aid submission.*

Economically Disadvantaged Summary Report

SELECTION CRITERIA

Demographic Table

College	DE 1017
Florida Education Identifier	DE 1000

Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)

Economically Disadvantaged Table

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000
Financial Aid Award Type	DE 3102

Where

Financial Aid Term Identifier	DE 3201 IN (1, 2, 3)

PROCESSES AND CALCULATIONS

1. Merge Student Demographic information with Economically Disadvantaged information by College, Florida Education Identifier.
2. Aggregate headcount totals by college and column.

REPORT GROUPS AND COLUMNS

Grants

Column	Name	Financial Aid Award Type (DE 3102)
1	PELL	GA
2	SEOG	GB
3	ACG	GC
4	FPSAG	GD
5	FPPCESAGP	GF

Loans

Column	Name	Financial Aid Award Type (DE 3102)
6	NDSL	LA
7	FED INS	LB
8	STATE INS	LC

Employments

Column	Name	Financial Aid Award Type (DE 3102)
9	FED	EA
10	STATE	EC

Course Hours Attempted Report

SELECTION CRITERIA

Demographic Tale

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000

Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)

Course Table

Institution	DE 1017
Florida Education Identifier	DE 1000
Course Information Classification Structure	DE 3001
Course Grade Awarded	DE 3007
Course Section Hour Type	DE 1011
Course Section Hours	DE 3012

Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)
Course Grade Awarded	DE 3007 NE Z

PROCESSES AND CALCULATIONS

1. Aggregate Course Section Hours by Discipline using the Course Information Classification Structure.

REPORT GROUPS

Disciplines

Line	Name	Course information Classification Structure (DE 3001)
1	Advanced & Professional	11101, 11102, 11104, 11109, 11112, 11119, 11210, 11311, 11315, 1408, 11505, 11607, 11617, 11703, 11720, 11722, 11808, 11813, 11814, 11816, 11818, 11821, 11823, 11849
2	Postsecondary Vocational	12101, 12201, 12301, 12401, 12501, 12601, 12701
3	College Preparatory	13101, 13103
4	Educator Preparation Instruction	15001
5	Postsecondary Adult Vocational	12102, 12202, 12302, 12402, 12502, 12602, 12702
6	Continuing Workforce Education	12103, 12203, 12303, 12403, 12503, 12603, 12703
7	Apprenticeship	12997, 12998
8	Vocational Preparation	13102, 13104
9	Adult Basic	13201, 13204
10	Adult Secondary	13202, 13203
11	Lifelong Learning	13300

NOTE: *This report is generated only at End-of-Term submissions.*

Course Hours Earned Report

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000

Where

Term identifier is summer, fall, or winter/spring	DE 1028 IN (1E, 2E, 3E)

Course Table

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000
Course Information Classification Structure	DE 3001
Course Grade Awarded	DE 3007
Course Section Hour Type	DE 1011
Course Section Hours	DE 3012

Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)
Course Grade Awarded	DE 3007 IN (A, B, C, D, P, PR, S)

PROCESSES AND CALCULATIONS

1. Aggregate Course Section Hours by Discipline using the Course Information Classification Structure.

REPORT GROUPS
Disciplines

Line	Name	Course information Classification Structure (DE 3001)
1	Advanced & Professional	11101, 11102, 11104, 11109, 11112, 11119, 11210, 11311, 11315, 1408, 11505, 11607, 11617, 11703, 11720, 11722, 11808, 11813, 11814, 11816, 11818, 11821, 11823, 11849
2	Postsecondary Vocational	12101, 12201, 12301, 12401, 12501, 12601, 12701
3	College Preparatory	13101, 13103
4	Educator Preparation Instruction	15001
5	Postsecondary Adult Vocational	12102, 12202, 12302, 12402, 12502, 12602, 12702
6	Continuing Workforce Education	12103, 12203, 12303, 12403, 12503, 12603, 12703
7	Apprenticeship	12997, 12998
8	Vocational Preparation	13102, 13104
9	Adult Basic	13201, 13204
10	Adult Secondary	13202, 13203
11	Lifelong Learning	13300

NOTE: *This report is generated only on End-of-Term submissions.*

Unduplicated Headcount of Students Enrolled in Funded FTE Courses Report (SDPHDCNT – Aggregate Headcount)

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Florida Education Identifier	DE 1000
Term Identifier	DE 1028
Disabled Classification	DE 1002
Fee Classification Residency	DE 1004
High School	DE 1007 (digits 1, 2)
High School Graduation Year	DE 1009 (digits 5, 6)
Incarceration Status	DE 1011
Student Birth Date	DE 1019
Verified Disabled Classification	DE 1035

Course Table

Course – ICS	DE 3001
Course Dual Enrollment/Co-Enrollment Flag	DE 3005
Course Fee Kind	DE 3006
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course Lifelong Learning Flag	DE 3010
Course Section Hours	DE 3012
Course Section Location – Campus	DE 3013 part 2 (digits 2, 3)
Course Registration Period	DE 3013
FTE Flag	DE 3018

Where

Term, Term Submission	DE 1028 IN (1E, 2B) *(FTE1)*
	DE 1028 IN (1E, 2E, 3B) *(FTE2)*
	DE 1028 IN (1E, 2E, 3E) *(FTE3)*

PROCESSES AND CALCULATIONS

1. Set ICS
Lifelong Learning – 13300	DE 3018 EQ Z AND DE 3010 EQ Y
Adults with Disabilities – 13201	DE 3006 EQ D AND DE 3022 EQ X

2. Set Lower/Upper Level Course Indicator
Lower Level	DE 3008, character 4 IN (1, 2)
Upper Level	DE 3008, character 4 IN (3, 4)

3. Set Verified Disabled Indicator
Verified Disabled	DE 1035 EQ Y
Not Verified Disabled	DE 1035 NE Y

4. Set Disabled Type Indicator

Disabled Type   DE 1002 IN (A, B, H, I, L, M, O, P, S, V Z)

5. Set Dual Enrollment
   Home Schooled   DE 3004 EQ H
   Private School   DE 3004 EQ P
   Public School   DE 3004 EQ S

6. Set FTE Categories
   College Prep Repeats   DE 3018 EQ C
   College Credit Repeats   DE 3018 EQ E
   Direct Instruction   DE 3018 EQ D
   Non-Fee-Paying Municipal/City Inmates   DE 3006 EQ C AND DE 1011 EQ C
   Non-Fee-Paying County Inmates   DE 3006 EQ C AND DE 1011 EQ D
   Non-Fee-Paying Federal Inmates   DE 3006 EQ C AND DE 1011 EQ E
   Non-Fee-Paying State Inmates   DE 3006 EQ C AND DE 1011 EQ S
   Fee-Paying Municipal/City Inmates   DE 3006 EQ N AND DE 1011 EQ C
   Fee-Paying County Inmates   DE 3006 EQ N AND DE 1011 EQ D
   Fee-Paying Federal Inmates   DE 3006 EQ N AND DE 1011 EQ E
   Fee-Paying State Inmates   DE 3006 EQ N AND DE 1011 EQ S
   National Guard Fee Waiver   DE 3006 EQ A
   Adult with Disabilities   DE 3006 EQ D
   State Employee Fee Waiver   DE 3006 EQ E
   Fee Waivers – Authorized   DE 3006 EQ F
   Fee Waivers - Not Authorized   DE 3006 EQ G
   Homeless   DE 3006 EQ H
   Relative Caregiver Exemptions   DE 3006 EQ Q
   Road to Independence Exemptions   DE 3006 EQ R
   Spouses of Deceased State Employees   DE 3006 EQ S
   Children of Law Enforcement Officers Killed in Line of Duty DE 3006 EQ T
   Children of Fire Fighters Killed in Line of Duty   DE 3006 EQ U
   Adoption Exemptions   DE 3006 EQ V
   Dual Enrollment - Home School   DE 3005 EQ H
   Dual Enrollment - Private School   DE 3005 EQ P
   Dual Enrollment - Public School   DE 3005 EQ S
   Victim of Wrongful Incarceration Waiver   DE 3006 EQ W
   Upper Division Non-Resident   DE 1004 EQ N AND
                         DE 3008, character 4 IN (3, 4)

7. Exclude Non-Funded
   Lifelong Learning
   Direct Funded by Outside Agency
   College Prep "Threepeats"
   College Credit "Threepeats"
   Adults with Disabilities
   Non-Fee Paying Inmates
   Unauthorized Fee Waivers
   Upper Division Non-Resident

8. Unduplicate Headcount
    For College by Level, Term & Annual, Program Area
    For Dual Enrollment by College, Dual Type, Level, Term & Annual, Program Area
    For Verified Disabled by College, Disability Type, Level, Term & Annual, Program Area
    For FTE Categories (Waivers) by College, Category Type, Level, Term & Annual, Program Area

9. Report Unduplicated Headcount
    For College by Level, Term & Annual, Program Area
    For Dual Enrollment by College, Dual Type, Level, Term & Annual, Program Area
    For Verified Disabled by College, Disability Type, Level, Term & Annual, Program Area
    For FTE Categories (Waivers) by College, Category Type, Level, Term & Annual, Program Area

Section IV:
System Reports Selection Criteria

2017-18 IPEDS Fall Enrollment and 12-Month Enrollment Postsecondary Headcount Selection Criteria

The Integrated Postsecondary Education Data System (IPEDS) 2016-17 Collection Cycle will use the following criteria for both the Fall Enrollment Survey and the 12-Month Enrollment Survey. The Postsecondary Course File below is used for each of the following verification reports and the data uploaded to IPEDS:

- Postsecondary Headcount Verification for Each Submission
- IPEDS 12-Month Enrollment Survey
- IPEDS Fall Enrollment Survey

Postsecondary Course File (Term and End-of-Year):

Select from the Course Records
    DE 1017 *(Reporting Institution)*
    DE 1000 *(Florida Education Identifier)*
    DE 1028 *(Year)* = Current Reporting Year
    DE 3004 *(Course Dual Enrollment Category)*
    DE 3012 *(Course Section Hours)*

    Each Term Submission
    Where DE 1028 *(Term Current Term)* Term Submission = Current Term Submission

    OR End-of-Year
    Where DE 1028 *(Term)* EQ 1 *(Summer)*, 2 *(Fall)*, and 3 *(Winter/Spring) and*
        Term Submission EQ E *(End-of-Term)*

Where   DE 3001 *(Course – ICS)*

Advanced and Professional	1.11.01 thru 1.18.49	
Postsecondary Vocational	1.21.01, 1.22.01, 1.23.01, 1.24.01, 1.25.01, 1.26.01, 1.27.01	
Apprenticeship	1.29.97 Classroom	
Postsecondary Adult Vocational	1.21.02, 1.22.02, 1.23.02, 1.24.02, 1.25.02, 1.26.02, 1.27.02	
College Preparatory	1.31.01	
EAP College Preparatory	1.31.03	
EPI	1.50.01	

        DE 3007 *(Course Grade Awarded)* NE Z *(Audit)*
        DE 3013 *(Course Section Location)* NE 3 *(Taught at a branch campus located in a foreign country)*

Create EnrlType
    Enrollment Type EQ 3 *(Dual Enrolled Only)*
        Where DE 3004 *(Course Dual Enrollment Category)* IN (AP, DA, DV, EA, EV)
        EQ 2 Remedial Only **Where** Course ICS = 1.31.01 and 1.31.03
        EQ 1 Postsecondary Otherwise

Postsecondary Headcount for Current Term Submission

Postsecondary Cohort Term File

Postsecondary Course File **Where DE 1028 Term EQ Current Term**
  Sort by College, Student Identification, and EnrlType
  Unduplicate by College and Student Identification

Degree/Certificate Seeking file

Merge Postsecondary Cohort Term file with Student Data Base Program Records
  by College, Student Identification, Year, Term, and Term Submission
Select College, Student Identification, Award Type, Program of Study – CIP
Create DegSeek EQ Y (*Degree/Certificate Seeking*)
  Where EnrlType NE 3 *(Dual Enrolled Only)*
      And
      DE 2001 *(Program of Study – Award Type)* IN
          1   *(Associate in Arts (AA) Degree)*
          2   *(Associate in Science (AS) Degree)*
          3   *(Associate in Science (AS) Certificate)*
          4   *(Vocational Certificate*)
          6   *(Degree Seeking – Undecided)*
          A   *(Associate in Applied Science (AAS) Degree)*
          C   *(Baccalaureate)*
          D   *(Applied Technology Diploma (ATD))*
          F   *(Educator Preparation Institute (EPI) Certificate)*
          I   *(Certificate of Professional Preparation)*
          P   *(Apprenticeship Program)*
          T   *(Advanced Technical Certificate (ATC))*
      Otherwise N

  Sort by College, Student Identification, descending DegSeek, and Award Type
  Unduplicate By College and Student Identification

  Create Fed2CIP Federal CIP Prefix
        EQ First Two Digits of CIP in Degree/Certificate Seeking file

Degree/Certificate Seeking with Selected CIPS

  Select Degree/Certificate Seeking with Duplicates file
      by College, Student Identification

  Create Fed2CIP IN
      13   Education
      14   Engineering
      26   Biological and Biomedical Sciences
      27   Mathematics
      40   Physical Sciences
      52   Business, Management, Marketing, and Related Support Services
  Sort by College, Student Identification, and Fed2CIP

Unduplicate by College and Student Identification

Degree/Certificate Seeking Unduplicated file

Select Degree/Certificate Seeking with Duplicates file
Sort by College, Student Identification, descending DegSeek, and Award Type
Unduplicate by College and Student Identification

Postsecondary Term File

Merge Degree/Certificate Seeking with Selected Federal CIPS
with Student Data Base Demographic Records
by College, Student Identification, Year, Term, and Term Submission

Select DE 1001 *(Citizenship)*
DE 1004 *(Fee Classification Residency Flag)*
DE 1005 *(First-Time Student Flag)*
DE 1006 *(Gender)*
DE 1009 *(High School Graduation Date)*
DE 1018 *(State Code at Time of Admission)*
DE 1019 *(Student Birth Date)*
DE 1029 *(Term Part-Time/Full-Time Flag)*
DE 1032 *(Transfer Student Flag)*
Ethnic Origin

Create **AgRaceE** Aggregate Race/Ethnicity Codes
Where DE 1001 *(Citizenship)*
EQ N *(Non-resident)*
EQ A *(Non-resident alien)*
EQ Ethnic Origin

Create Flag **EF2FullTime**
EQ F *[DE 1029 (Term Part-Time/Full-Time Flag) = F (Full-Time)]*
Otherwise EQ P

Create Flag **EntClass** *(Entering Class Type)*
EQ Y *(FTIC)*
Where DE 1005 *(First-Time Student Flag)* EQ Y
EQ T *(First Time Transfer)*
Where DE 1032 *(Transfer Student Flag)*
EQ F *(First Time Transfer)*
EQ D *[Flag EnrlType EQ 3 (Dual Enrolled Only)]*
Otherwise EQ N *(Continuing Not Entering Class)*

Create Line
EQ 1 *(First-Time-in-College)*
Where EF2FullTime EQ F
Degree/Certificate Seeking **DegSeek** EQ Y (Yes)
EntClass EQ Y (FTIC)
EQ2 First-Time Transfer
Where: EF2FullTime EQ F

        Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
        EntClass EQ T *(First-Time Transfer)*
EQ3 *(Continuing Degree Seeking)*
Where: EF2FullTime EQ F
        Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
        EntClass NOT IN (Y *(FTIC)* or T *(First Time Transfer))*
        EntClass EQ N *(Continuing not Entering Class)*
EQ7 *(Full Time Non-Degree Seeking)*
Where: EF2FullTime EQ F
        Non-Degree/Certificate Seeking **DegSeek** EQ N *(No)*
EQ15 *(First-Time-in-College)*
Where: EF2FullTime EQ P
        Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
        EntClass EQ Y *(EF2 FTIC)*
EQ16 (*First Time Transfer*)
Where: EF2FullTime EQ P
        Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
        EntClass EQ T *(EF2 First Time Transfer)*
EQ17 *(Continuing Degree Seeking)*
Where EF2FullTime EQ P
        Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
        EntClass EQ N *(Continuing not Entering Class)*
EQ 21 *(Full Time Non-Degree Seeking)*
Where EF2FullTime EQ P
        Non-Degree/Certificate Seeking **DegSeek** EQ N *(No)*

Create EF2AgeRange Age Range **Where** Age is as of October 15, 2012

EF2FULLTIME F	Not F	Age Range
=1	=13	Under 18
=2	=14	18-19
=3	=15	20-21
=4	=16	22-24
=5	=17	25-29
=6	=18	30-34
=7	=19	35-39
=8	=20	40-49
=9	=21	50-64
=10	=22	65-over
=11	=23	Unknown Age

Unknown Age **Where** Birthdate LE October 15, current reporting Year

Create PYrHSgrads *(Prior Year High School Graduates)*

EQ Y **Where** Line IN (1,15) and High School Graduation Date (DE 1009) is between September of the prior reporting year and August of the current reporting year
EQ Z **Where** Line NOT IN (1,15)
Otherwise EQ N

Verification Reports

Postsecondary Headcount Verification Report located at Northwest Regional Data Center (NWRDC):
CCxx.STU.EF2REPT.Tttyyyy
    CCxx.STU.STttyyyy (EF2REPT) PDF
    Where xx is the college number and tt is the Term Submission and yyyy Current Reporting Year

    Postsecondary Headcount
        Unduplicated Count
            by Line, Aggregate Race/Ethnicity, and Gender
    Age Range of Postsecondary First Time Degree/Certificate Seeking Students
        Unduplicated Count
            by Age Range by Gender and Full-Time/Part-Time
    State of Residence at Admittance of First Time Degree/Certificate Seeking Students
        Unduplicated Count
            by DE 1018 State Code at Time of Admission for
                First-Time-In-College Degree/Certificate Seeking
                    Where Line IN (1,15)
                First-Time-In-College Degree/Certificate Seeking Prior Year High School Grads
                    Where Line EQ (1,15)
                      and EQ Y

NOTE: Students with Gender EQ X are not reported to IPEDS but are included in the verification reports in a footnote under Unknown Gender.

IPEDS 12-Month Enrollment Survey (End-of-Year)

Postsecondary Cohort End-of-Year File

Sort Postsecondary Course File
Where DE 1028 *(Term)* IN (1, 2, 3)
by College, Student Identification, and descending Term
Unduplicate by College and Student Identification

Instructional Activity file for End-of-Year

Postsecondary Course End-of-Year file
Sum Postsecondary Course File End-of-Year: Section Hours by College
Credit Hours
Where DE 3001 *(Course – ICS)* LE 1.18.49
Or   DE 3001 *(Course – ICS)* IN (1.21.01, 1.22.01, 1.23.01, 1.24.01, 1.25.01,
1.26.01, 1.27.01, 1.50.01, 1.31.01, 1.31.03)

Contact Hours
Where DE3001 *(Course – ICS)* IN (1.21.02, 1.22.02, 1.23.02, 1.24.02, 1.25.02,
1.26.02, 1.27.02, 1.29.97)
NOTE: IPEDS definition of Contact Hours is Clock Hours.

Postsecondary End-of-Year file

Merge Postsecondary Cohort End-of-Year file with Student Data Base Demographic Records
By College, Student Identification, Year, Term, and Term Submission
Select: DE 1001 *(Citizenship)*
DE 1006 *(Gender)*
Ethnic Origin

Create AgRaceE *(Aggregate Race/Ethnicity Codes)*
EQ N *(Non-resident)*
Where DE 1001 *(Citizenship)* EQ A *(Non-resident alien)*
Otherwise
EQ *Ethnic Origin*

IPEDS Verification Reports

IPEDS E12 Verification Report are located at Northwest Regional Data Center (NWRDC) in PDF format with
the filename: CCxx.IPEDS.Y2013(E12Y2012) (where xx is the college number).

E12 Part A: 12-Month Unduplicated Headcount
Headcount by Race/Ethnicity and Gender

NOTE: Students where Gender EQ X are not reported to IPEDS.

E12 Part B: Instructional Activity
Instructional Activity File
by College
Report Credit Hours and Contact Hours

IPEDS Fall Enrollment Survey

IPEDS EF2 Part A, Part B, Part C, and Part D

Former Dual Enrollment Students First Time after HS Graduation file

    Match Postsecondary Term File (Fall BOT only) with Student Data Base Course Records
        By College and Student Id
        And By Student Id
            Where First Character of the Student Id is not Alphabetic
    Select from Postsecondary Term File (Fall BOT only)
        College and Student Identification from Fall Term File
            Where: EntClass NE Y *(EF2FTIC)* and NE D *(Dual)*
                DE 1009 *(High School Graduation Date)* = September through August of
                the prior reporting year
    Select from Student Data Base Course Records
        Student Identification and DE 3004 *(Course Dual Enrollment Category)*
            Where: DE Term Submission EQ E *(End-of-Term)*
                DE 1028 *(Year)* EQ Prior Year Two Years
                DE 1029 *(Term)* IN (1, 2, 3)
    Sort by College, Student Id, descending Year, descending Term, and Course Dual Enrollment
Category
    Unduplicate by College and Student Id
    Select Where DE 3004 *(Course Dual Enrollment Category)* IN (AP, DA, DV, EA, EV)

Prior Summer FTIC File

    Match Postsecondary Term File (Fall BOT only) with the Student Data Base Demographic Records
    by College and Student Identification
    Select College, Student Identification, and State Code at Time of Admission
        Where: Term File (Fall BOT only)
            DE 1028 Term EQ 2 *(Fall)*
            DE Term Submission EQ B *(Beginning-of-Term)*
            EntClass NE Y *(EF2FTIC)* and NE D *(Dual)*
        And Student Data Base Demographic Records
            Where: DE 1028 Term EQ 1 *(Summer)*
            DE 1005 *(First-Time Student Flag)* EQ Y

Prior Summer First-Time Transfer file

    Match Postsecondary Term File (Fall BOT only) with the Student Data Base Demographic
    By College and Student Identification
    Select   College and Student Identification
        Where Term File (Fall BOT only)
            DE 1028 Term EQ 2 *(Fall)*
            DE Term Submission EQ B *(Beginning-of-Term)*
            DE 1032 EQ Y *(Yes)*
            EntClass NE Y *(EF2FTIC)* and NE D *(Dual)*
        Student Records
        Where DE 1028 EQ 1 *(summer)*
            DE 1032 EQ F

IPEDS EF2 file

Merge Postsecondary Term File *(Fall beginning-of-term only)*
Prior Summer FTIC file
Prior Summer Transfer file
Former Dual Enrolled
by College and Student ID
      Where Postsecondary Term File
          DE 1028 Term EQ 2 *(Fall)*
          DE Term Submission EQ B *(Beginning-of-Term)*
   Where Prior Summer FTIC file, or Prior Summer Transfer file, or Former Dual Enrolled
      Modify EntClass *(Entering Class)*
      EQ Y Where College and Student Identification in Prior Summer FTIC file
      Else EQ F Where College and Student Identification in Former Dual File
      Else EQ T Where College and Student Identification in Prior Summer First-Time
          Transfer file
      Modify Line - Line Number
          EQ 1 First Time in College
               EF2FullTime EQ F *(Full-time)*
               Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
               EntClass EQ F *(Former Dual First Time after HS Grad)*
               Or Prior Summer First-Time Student Flag in EQ Y *(Yes)*
          EQ 2 First Time Transfer
               EF2FullTime EQ F *(Full-time)*
               Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
               EntClass EQ T *(First Time Transfer)*
          EQ 15 First-Time-in-College
               EF2FullTime EQ P *(Part-time)*
               Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
               EntClass EQ F *(Former Dual First Time after HS Grad)*
               Or Prior Summer First-Time Student Flag in EQ Y *(Yes)*
          EQ 16 First Time Transfer
               EF2FullTime EQ P *(Part-time)*
               Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
               EntClass EQ T *(First Time Transfer)*
Modify PYrHSgrads *(Prior Year High School Graduates)*
      EQ Z **Where** Line NOT IN (1,15)
      EQ Y **Where** Line IN (1,15) and DE 1009 High School Graduation Date is GE September 1, yyyy-
          and LE August 31, yyyy-1
          Where yyyy Current Reporting Year
      EQ N otherwise
Create R2State
      EQ 12 (Florida)
          Where Line IN (1,15) and EntClass EQ F *(Former Dual First Time after HS Grad)*
      EQ Prior Summer DE 1018 *(State Code at Time of Admission)*
          Where Line IN (1,15) and Prior Summer First-Time Student Flag in EQ Y
      Otherwise
      EQ DE 1018 State Code at Time of Admission

IPEDS EF2 Part E

Prior Year IPEDS Fall First-Time-In-College Full and Part-Time Students Retained as of Current IPEDS Fall Enrollment

Retention of Prior Year First-Time-In-College Students
 Prior Year FTIC File
  Prior Year IPEDS EF2 file Select College, Student ID, and Line
  Where Line IN (1,15) FTIC Full/Part-Time
 Merge Prior Year FTIC File
  by College and Student ID
  Select if in the Prior Year FTIC file
 With Prior and Current Year Student Data Base Completions
  Select College and Student Id
  Where DE 2103 *(Completion Degree Granted)* IN
   1 (Associate in Arts (AA) Degree)
   2 (Associate in Science (AS) Degree)
   3 (Associate in Science Certificate)
   4 (Vocational Certificate)
   5 (Advanced Technical Certificate (ATC))
   7 (Applied Technology Diploma (ATD))
   A (Associate in Applied Science (AAS) Degree)
   C (Baccalaureate)
   F (Educator Preparation Institute (EPI))
   I (Certificate of Professional Preparation)
   P (Apprenticeship Program)

And Current Reporting Year Postsecondary Term File *(Fall Beginning-of-Term only)*
 Where: DE 1028 *(Term)* EQ 2 *(Fall)*
  Term Submission EQ B *(Beginning-of-Term)*

Create Retained
 EQ 1 *(Retained)*
  Where College and Student Id in Completions
  Or Current Reporting Year Term File
 EQ 0 *(Not Retained)*
 (Otherwise)

Sort by College, Student ID, and descending Retained
Unduplicate by College and Student ID

IPEDS EF2 Verification Report (Fall Beginning-of-Term Only)

IPEDS EF2 Survey Verification Report in PDF format from North West Regional Data Center (NWRDC):
  CCxx.STU.ST2Byyyy (EF2Yyyyy)
  where xx is the college number and yyyy is the Current Reporting Year

  EF2 Part A IPEDS Fall Enrollment Headcount
      Unduplicated count of Race/Ethnicity and Gender
      by Full/Part-Time and Enrollment Status

  EF2 Part B Age Range
      Unduplicated count Age Range
      by Gender and Full-Time/Part-Time

  EF2 Part C State Residence at Admittance
      First-Time-In-College Degree/Certificate Seeking Students
      Unduplicated count of State Code at Time of Admission for:
          First-Time-In-College Degree/Certificate Seeking
          First-Time-In-College Degree/Certificate Seeking Prior Year High School Grads

  EF2 Part D Total Entering Class
      Unduplicated count of Entering Class
      by Full/Part-Time and Enrollment Status

  EF2 Part E Retention of Prior Year First-Time-In-College Students
      By Full/Part-Time
      Unduplicated count of:
          First Time in College the Prior Year
          Retained following Fall
      Retention Rate

  Old Format EF2 IPEDS Fall Enrollment Part A
  Uses 2011 format with Deg/Cert Other First Year and Other reported on separate lines
      Unduplicated count of Race/Ethnicity and Gender
      by Full/Part-Time and Enrollment Status

  NOTE: Students where Gender EQ X are not reported to IPEDS but are included in the EF2 Part A footnote.

Create College IPEDS EF2 Data file from EF2 file at NWRDC:
  CCxx.STU.EF2IPFIL.T2Byyyy
  where xx is the college number and yyyy is the Current Reporting Year

IPEDS EF1 Verification Report (Fall Beginning-of-Term Only and Four Year Institutions Only)

IPEDS EF1 Survey Verification Report in PDF format from NWRDC:
  CCxx.STU.ST2Byyyy (EF1yyyy)
  where xx is the college number and yyyy is the Current Reporting Year

EF1 Part A IPEDS Fall Enrollment Headcount Selected Fields of Study
      Unduplicated count of Race/Ethnicity and Gender by Selected Fields of Study

IPEDS EF2 Data File Record Format

IPEDS EF2 Data file is located at Northwest Regional Data Center (NWRDC): CCxx.STU.EF2IPFIL.T2Byyyy where xx is the college number and yyyy is the Current Reporting Year

	DE#	From/To	Field Size	Field Char	Name	Field Description
1		01-04	04	N	YEAR	YEAR
2	1028	05-05	01	N	TERM	TERM
3		06-06	01	X (	TERMSUB	TERM SUBMISSION
4		07-08	02	N	CCNUM	COLLEGE NUMBER
5	1021	09-18	10	X (	PSNID	STUDENT IDENTIFICATION NUMBER
6	1006	19-19	01	X (	GENDER	GENDER
7		20-20	01	X (	ETHNIC_ORIGIN	H = Hispanic U = Unknown W = White B = Black A = Asian I = American Indian P = Native Hawaiian/Pacific Island M = Two or More
8	1001	21-21	01	X (	CITIZEN	CITIZENSHIP
9	1005	22-22	01	X (	FTIC	FIRST-TIME STUDENT FLAG
10		23-23	01	X (		FILLER
11	1029	24-24	01	X (	PTIME	TERM PART-TIME/FULL-TIME
12		25-25	01	X (	EntClass (formerly EF2FTIC)	ENTERING CLASS TYPE Y = FTIC F = Former Dual First Time after HS Grad T = First-Time Transfer D = Currently Dual Enrolled Only N = Continuing
13	2001	26-26	01	X (	AWARD	PROGRAM OF STUDY – AWARD TYPE
14		27-27	01	X (	DEGSEEK	DEGREE/CERTIFICATE SEEKING Y = Yes N = No
15	1032	28-28	01	X (	TRANSFER	TRANSFER STUDENT FLAG
16		29-30	02	N	LINE (Full-Time/Part-time)	IPEDS EF2 PART A LINE NUMBER – 1 = Degree/Cert Seeking First-Time Full-time 2 = Degree/Cert Seeking Transfer-in Full-time 3 = Degree/Cert Seeking Continuing Full-time 7 = Non-Degree/Cert Seeking Full-time 15 = Degree/Cert Seeking First-Time Part-time 16 = Degree/Cert Seeking Transfer-in Part-time 17 = Degree/Cert Seeking Continuing Part-time 21 = Non-Degree/Cert Seeking Part-time
17		31-31	01	X (	PYrHSgrads	PRIOR YEAR HS GRAD Y = Yes FTIC Prior HS Grad N = No FTIC Not Prior HS Grad Z = Not FTIC
18		32-32	01	X (	RESIDE	Fee Classification Residency Flag
19		33-34	02	X (	R2State	STATE CODE AT TIME OF ADMISSION
20		35-35	01			FILLER
21	1019	36-43	08	N	BIRDATE	STUDENT BIRTHDATE (MM/DD/YY)
22	1000	44-57	14	X (	FLEID	FLORIDA EDUCATION IDENTIFIER

NOTE: *Additional fields have been created; preexisting fields have not changed location*

Appendix A

Appendix A is to be used by colleges in reporting when students complete segments of Adult Programs. These segments are defined as Literacy Completion Points. This appendix is used in conjunction with Completion – CIP (DE 2101) and Adult Literacy Completion Point Indicator (DE 2105). The designated CIP codes will also be used when reporting program enrollment for the student (Program – CIP (DE 2002)).

Adult Basic Education (ABE)

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
ABE Mathematics (DE 2101 *(Completion – CIP):* 1532010200)		
ABE Level 1	Level 1 (0.0-1.9) (TABE < 314) (CASAS < 201) Mathematics	A
ABE Level 2	Level 2 (2.0-3.9) (TABE 314-441) (CASAS 201-210) Mathematics	B
ABE Level 3	Level 3 (4.0-5.9) (TABE 442-505) (CASAS 211-220) Mathematics	C
ABE Level 4	Level 4 (6.0-8.9) (TABE 506-565) (CASAS 221-235) Mathematics	D

ABE Reading (DE 2101 *(Completion – CIP):* 1532010200)		
ABE Level 1	Level 1 (0.0-1.9) (TABE < 368) (CASAS < 201) Reading	E
ABE Level 2	Level 2 (2.0-3.9) (TABE 368-460)) (CASAS 201-210) Reading	F
ABE Level 3	Level 3 (4.0-5.9) (TABE 461-517)) (CASAS 211-220) Reading	G
ABE Level 4	Level 4 (6.0-8.9) (TABE 518-566) (CASAS 221-235) Reading	H

ABE Language (DE 2101 *(Completion – CIP):* 1532010200)		
ABE Level 1	Level 1 (0.0-1.9) (TABE < 390) (CASAS < 201) Language	J
ABE Level 2	Level 2 (2.0-3.9) (TABE 390-490) (CASAS 201-225) Language	K
ABE Level 3	Level 3 (4.0-5.9) (TABE 491-523) (CASAS 226-242) Language	M
ABE Level 4	Level 4 (6.0-8.9) (TABE 524-559) (CASAS 243-260) Language	N

NOTES:
1. *The TABE ranges above are scaled scores.*
2. CASAS is an acceptable test for Adult Basic students – the scores above are scaled.

English Literacy for Career & Technical Education (ELCATE)*

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
Adult ELCATE (DE 2101 *(Completion – CIP):* 1532010301)		
ESL Level 5	Basic skills assessment at appropriate Vocational level EFL 5 (CASAS 80R Series 211-220) (CASAS 980L Series 210-218)	B
ESL Level 6	Basic skills assessment at appropriate Vocational level EFL 6 (CASAS 80R Series 221-235) (CASAS 980L Series 219-227)	C

NOTE: *The EFL level is based on CASAS Test only using a scaled score.*

Other Adult Programs

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
Citizenship (DE 2101 *(Completion – CIP):* 1533010200)		
Citizenship	Mastery Test of Citizenship Materials (TABE CLAS-E Listening >468 and Reading >476) CASAS 80L Series >200)	A

Adult General Education for Adults with Disabilities (DE 2101 *(Completion – CIP):* 1532010204)		
Adult General Education for Adults with Disabilities	(hours vary depending on IEP)	A

Adult ESOL College and Career Readiness (DE 2101 *(Completion – CIP):* 1532010302)		
Adult ESOL Academic Skills	EFL 7 or Higher (CASAS 80L Series > 235/Grade Level 7.5-12) (TABE CLAS-E Listening >607 and Reading >588)	A

Adult High School – Adult Secondary and Students Seeking an Adult High School Diploma

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
Adult Secondary (DE 2101 *(Completion – CIP)*: 1532010202)		
English	4 credits	LA, LB, LC, LD, LE, LF, LG, LH
Mathematics	4 credits	MA, MB, MC, MD, ME, MF, MG, MH
Science	4 credits	SA, SB, SC, SD, SE, SF, SG, SH
U.S. History	1 credit	HA, HB
World History	1 credit	WA, WB
Economics	.5 credit	JA
U.S. Government	.5 credit	GA
Practical Arts Career Ed. or Exploratory Career Ed. or Performing Fine Arts	1 credit	CA, CB
Social Studies	1 credit	KA, KB
Electives	9 credits	EA, EB, EC, ED, EE, EF, EG, EH, EJ, EK, EL, EM, EN, EP, ER, ES, ET, EU, EV

NOTES:
1. *To show attainment of the High School Diploma by a student, code the following:*
    a. *DE 2101 (Completion – CIP): 1532010202*
    b. *DE 2103 (Completion Degree Granted): 6 (student attained an Adult High School Diploma)*
    c. *DE 2105 (Adult Literacy Completion Point): Z (not applicable).*
2. *90 hours = 1/2 credit*
3. *Life Management Skills is no longer a required Adult High School credit and is now available as an elective.*
4. *The fourth credit for Science and the first credit for Social Studies are only required in certain counties.*
5. *The fourth credit for Math is required only for students starting as Freshmen in 2007-08.*

Adult High School Co-Enrolled – Adult Secondary

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
CO_ENROLLED (Adult High School) (DE 2101 *(Completion – CIP):* 1532019900)		

NOTE: Use the same LCPs as in the Adult High School – Adult Secondary Program ABOVE CIP 1532010202 but remember to use CIP 1532019900 to report the Co-enrolled LCPs for this program AND use this program ONLY for the co-enrolled students. A co-enrolled student is any student who has not been withdrawn from the K-12 system, including summer students who are expected to return to the K-12 system in the Fall.

Applied Academics for Adult Education

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
Applied Academics for Adult Education (DE 2101 *(Completion – CIP):*1532010503)		
Applied Academics for Adult Education – Comprehensive	Attainment of level appropriate for Program	D

Adult English for Speakers of Other Languages (ESOL)

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
Adult ESOL (DE 2101 *(Completion – CIP):* 1532010300)		
ESL Level 1	Successfully complete level benchmarks EFL 0-1 (CASAS 80R Series < 181 for Reading)* (CASAS 980L < 181 for Listening) (TABE CLAS-E 230-389 for Listening and 250-392 for Reading) (BEST Plus <401) (BEST Literacy <21)	A
ESL Level 2	Successfully complete level benchmarks EFL 2 (CASAS 80R Series 181-190 for Reading)* (CASAS 980L 181-189 for Listening) (TABE CLAS-E 390-437 for Listening and 393-436 for Reading) (BEST Plus 401-417) (BEST Literacy 21-52)	B
ESL Level 3	Successfully complete level benchmarks EFL 3 (CASAS 80R Series 191-200 for Reading)* (CASAS 980L 190-199 for Listening) (TABE CLAS-E 438-468 for Listening and 437-476 for Reading) (BEST Plus 418-438) (BEST Literacy 53-63)	C
ESL Level 4	Successfully complete level benchmarks EFL 4 (CASAS 80R Series 201-210 for Reading)* (CASAS 980L 200-209 for Listening) (TABE CLAS-E 469-514 for Listening and 477-508 for Reading) (BEST Plus 439-472) (BEST Literacy 64-67)	D

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
ESL Level 5	Successfully complete level benchmarks EFL 5 (CASAS 80R Series 211-220 for Reading)* (CASAS 980L 210-218 for Listening) (TABE CLAS-E 515-549 for Listening and 509-557 for Reading) (BEST Plus 473-506) (BEST Literacy 68-75)	E
ESL Level 6	Successfully complete level benchmarks EFL 6 (CASAS 80R Series 221-235 for Reading)* (CASAS 980L 219-227 for Listening) (TABE CLAS-E 550-607 for Listening and 558-588 for Reading) (BEST Plus 507-540) (BEST Literacy 76-78)	F

Adult Literacy Skills

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
Adult Literacy Skills (DE 2101 *(Completion – CIP):* **1532010303**)		
ESOL Literacy - Pre Literacy	Achieve Pre Literacy Concepts - Native Language/English EFL 0	A
ESOL Literacy - Basic Literacy	Achieve Basic Literacy Concepts - English EFL 0	B
ESOL Literacy - Advanced Literacy	Achieve Advanced Literacy Concepts - English EFL 0	C

General Education Development (GED®) Preparation-2014

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
GED Preparation (DE 2101 *(Completion – CIP):* **1532010207**)		
GED® Prep Reasoning through Language Arts – 2014	Receive passing score on GED® Reasoning through Language Arts subtest	V
GED® Prep Social Studies – 2014	Receive passing score on GED® Social Studies subtest	W
GED® Prep Science – 2014	Receive passing score on GED® Science subtest	X

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
GED® Mathematical Reasoning – 2014	Receive passing score on GED® Mathematical Reasoning subtest	Y

NOTE: *To show attainment of the GED Diploma by a student, code the following: DE 2101 (Completion – CIP): 1532010207, DE 2103 (Completion Degree Granted): 8 (student attained a GED), and DE 2105 (Adult Literacy Completion Point Indicator): Z (not applicable).*