



# **FDOE INFORMATION DATABASE REQUIREMENTS:**

## **VOLUME I - AUTOMATED STUDENT INFORMATION SYSTEM**

**2018-19**

**STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**

**Rule 6A-1.0014**

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## PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components. See

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1008/Sections/1008.385.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.385.html)

In order to support the statewide process of implementing compatible local- and state-level automated information systems, the Florida Department of Education developed the following documents:

- \* DOE INFORMATION DATABASE REQUIREMENTS:  
VOLUME I - AUTOMATED STUDENT INFORMATION  
SYSTEM

- \* DOE INFORMATION DATABASE REQUIREMENTS:  
VOLUME II - AUTOMATED STAFF INFORMATION  
SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated student information system. Further information or questions concerning this document should be addressed to PK - 12 Education Information Services, Florida Department of Education, 532 Turlington Building, Tallahassee, Florida 32399-0400 or [askeias@fldoe.org](mailto:askeias@fldoe.org).

**A. AUTOMATEDSTUDENTINFORMATIONSYSTEM  
REQUIREMENTS**

## **AUTOMATED STUDENT INFORMATION SYSTEM REQUIREMENTS**

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing student information which is compatible with the statewide comprehensive management information system.

The automated student information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

### **HISTORY**

1. An automated student information system was required to be implemented in each school district by June 30, 1987.

Each school district must install an automated student information system that includes the data elements as listed in the Automated Student Information System and as prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsections 4. and 5. Each system shall provide all district schools with the local automated functions of basic student information recordkeeping, course scheduling, attendance, test recordkeeping and academic grade and credit reporting (report cards, permanent records and postsecondary transcripts). Automated report cards for elementary schools are optional for each district.

2. State-level automated student information database design was required to be implemented in the Florida Department of Education by July 1, 1987.

A state-level student database of information has been installed for access by state and local education managers and the Legislature. The database design integrates existing department reports previously collected separately from school districts within the automated reporting formats defined in subsection 5., thereby reducing data burden, improving compatibility among data elements, and providing a more comprehensive and flexible database of information. The Florida Department of Education was required to implement strict controls for privacy and security of student records as contained in Section C of this document.

3. Automated state reporting functions were required to be implemented by each school district beginning July 1, 1987.

Current state reporting functions are defined in subsection 5.

4. Automated state records transfer of postsecondary transcripts, permanent records and selected Category B information is to be implemented by each school district using the procedures described in the Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.) document provided by the Florida Department of Education. See <http://www.fldoe.org/faster/>.

The Florida Automated System for Transferring Records (F.A.S.T.E.R.) is an electronic mail system customized to meet the student transfer needs of the Florida school districts, colleges and universities. The F.A.S.T.E.R. system is used to request the transfer of student records from districts or postsecondary institutions and to respond to such requests. The sending district or postsecondary institution will transmit student records through the Florida Information Resources Network (FIRN), which will be stored at Northwest Regional Data Center and then forwarded to the requesting district, postsecondary institution, the Florida Department of Education or other approved entity.

Each school district was required to implement electronic transfer of records with other school districts and public postsecondary institutions as listed below. The timelines may differ among districts depending on the district's F.A.S.T.E.R. Implementation Plan, which was required to be completed by June 30, 1993, for students in grades PK-12, Adult Basic and Adult Secondary Education.

#### December 1, 1991

All school districts must electronically transfer student records using state-defined record formats containing permanent record and appropriate Category B information for students in grades 9 through 12 to Florida public postsecondary institutions and between Florida public school districts.

#### April 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades 6 through 8 who transfer between Florida public school districts.

#### December 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades PK through 5 who transfer between Florida public school districts.

All school districts must electronically transfer student records using state-defined record formats for transcripts when adult students transfer between Florida public school districts or apply for admission to public postsecondary institutions.

**AUTOMATED STATE REPORTING FUNCTIONS**

5. Each school district shall implement the following automated state reporting functions according to the timelines provided.

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD								
		JUL 1	AUG 8	SEP 6	OCT 2	DEC 9	FEB 3	JUN 4	AUG 5	
Student Demographic Information	DB9 13x	A	S	A	A	S		A	A	A
Student Course Schedule	DB9 14x	A			A			A	A	
Teacher Course	DB9 15x	A			A			A	A	
Exceptional Student	DB9 23x	S			S			S	S	S
Federal/State Indicator Status	DB9 22x				A			A		A
Student End of Year Status	DB9 17x									A
Student Discipline/Resultant Action	DB9 19x				S			S		S
Career and Technical Education Teacher Course	DB9 24x									S
Career and Technical Education Student Course Schedule	DB9 16x									S
Federal/State Compensatory Project Evaluation	DB9 18x									S
Dropout Prevention Program Data	DB9 11x									S
English Language Learners Information	DB9 10x				S			S		S
Student Course Transcript Information	DB9 39x									S
School Environmental Safety Incident Report	DB9 42x				S			S		S
Prior School Status/Student Attendance	DB9 55x				A			A		A
Student Transportation	DB9 56x	S			S			S	S	
Title I Supplemental Educational Services	DB9 57x					S		S		S
Student Assessment	DB9 59x									S
Student Additional Funding										S
Industry Certification										S

A = ALL STUDENTS      S = SELECTED STUDENTS      V = VOLUNTARY      X = 'A', 'B' OR 'C' DEPENDING ON THE FISCAL YEAR

(continued on next page)

**AUTOMATED STATE REPORTING FUNCTIONS (continued)**

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD			
		AUGUST A	OCTOBER B	JANUARY C	MARCH D
McKay Prepayment Verification	DB9 61x	S	S	S	S

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD		
		Sept/Oct F and G	Jan/Feb W and X	June/July S
WDIS Adult General Education Test Record	DB9 62x	S	S	S
WDIS Student Demographic Information	DB9 46x	S	S	S
WDIS Career and Technical Education Student Course Schedule	DB9 47x	S	S	S
WDIS Adult General Education Student Course	DB9 48x	S	S	S
WDIS Teacher Course	DB9 49x	S	S	S
WDIS Student End of Term Status	DB9 50x	S	S	S
WDIS Supplemental Information	DB9 60x	S	S	S

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A = ALL STUDENTS                      S = SELECTED STUDENTS                      V = VOLUNTARY  
X = 'A', 'B' OR 'C' DEPENDING ON THE FISCAL YEAR

**SURVEY PERIOD DATES  
2018-2019**

**STUDENT, PK-12**

**Survey 1:**

Survey Week July 9-13, 2018  
Due Date: July 27, 2018  
State Processing: July 23 – September 14, 2018  
Final Update/Amendment Date: September 30, 2018

**Survey 8:**

State Processing: July 23 - September 27, 2018

**Survey 6:**

Survey Dates: August 24 and September 7, 2018  
Due Dates: August 24 and September 7, 2018  
State Processing: August 24 - September 14, 2018

**Survey 2:**

Survey Week: October 8-12, 2018  
Due Date: October 19, 2018  
State Processing: October 15 – November 2, 2018  
Final Update/Amendment Date: December 15, 2018

**Survey 3:**

Survey Week: February 4-8, 2019  
Due Date: February 15, 2019  
State Processing: February 11 – March 1, 2019  
Final Update/Amendment Date: April 15, 2019

**Survey 4:**

Survey Week: June 10-14, 2019  
Due Date: July 5, 2019  
State Processing: June 24 – July 12, 2019  
Final Update/Amendment Date: August 15, 2019

**Survey 5:**

Due Date: July 26, 2019  
State Processing: July 22 – August 23, 2019  
Final Update/Amendment Date: October 31, 2019

**SURVEY PERIOD DATES  
2018-2019**

**STUDENT, PK-12 (continued)**

**Survey 9:**

Due Date: December 7, 2018

State Processing: November 26, 2018 – January 11, 2019

**STUDENT, McKAY**

**Survey A:**

Verification File Available: August 3, 2018

Submission Deadline: August 8, 2018

Final Update: August 10, 2018

State Processing: August 3-10, 2018

**Survey B:**

Verification File Available: October 3, 2018

Submission Deadline: October 5, 2018

Final Update: October 10, 2018

State Processing: October 3-10, 2018

**Survey C:**

Verification File Available: January 4, 2019

Submission Deadline: January 8, 2019

Final Update: January 10, 2019

State Processing: January 4-10, 2019

**Survey D:**

Verification File Available: March 5, 2019

Submission Deadline: March 8, 2019

Final Update: March 12, 2019

State Processing: March 5-12, 2019

**B. AUTOMATED STUDENT INFORMATION SYSTEM  
DATA ELEMENT REQUIREMENTS**

## INTRODUCTION

All automated student data elements included in Volume I of the Automated Student Information System must be incorporated within each school district's automated student information system. Districts may add additional data elements within their local automated system to meet local needs.

### **DEFINITION:**

There is a working definition associated with each data element, along with applicable examples, codes, notes and exceptions.

### **LENGTH AND DATA TYPE:**

Length and data type define the technical field characteristics to be maintained in the automated system for each element. Numeric elements must have a number in every position, including leading zeros.

### **GRADES AND PROGRAMS REQUIRING THE DATA ELEMENT:**

The data elements contained in Volume I do not apply uniformly to all grade levels or instructional programs within the school districts. Accordingly, each data element description lists the specific grade levels and programs which are applicable to the data element. For example, "Dual Enrollment Indicator" pertains only to grades 9 through 12.

### **COMPATIBILITY REQUIREMENT:**

All elements must use the specified length, data type and coding definitions provided whenever:

- 1) automated state reporting is performed;
- 2) a permanent record is built for internal district use;
- 3) interdistrict transfer of automated permanent records occurs; or
- 4) automated transcripts are sent to postsecondary institutions.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **compatible**, while others must meet stricter **state standards**.

## Compatible elements

For data elements which are designated 'No', for State Standard the coding structures used by the districts, the data element names presented in user documentation, and the length and format of the data fields may be the same as that contained in Volume I or they may be completely locally defined depending on the district's student information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required.

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these compatible elements, districts are encouraged to keep each of these elements in the state format whenever possible to minimize the need for and cost of conversion.

## State Standard elements

For data elements which are designated 'Yes' for **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

- 1) the state codes **must be used locally exactly as defined** in this document for automated student data elements;
- 2) user documentation must list the **State Standard** data element name;
- 3) input and output documents and reports must use the state-defined codes; and
- 4) local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in the paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the student record system while, at the same time, using **State Standard** codes for display, input, reports, and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with nonusers system documentation recording this fact.

These standards do not require the district to show or print the Student Number Identifier, Florida on screens or reports. A local identification number may be displayed or printed as long as the local identification number can be crosswalked to the Student Number Identifier, Florida for state reporting purposes.

In many of the data element definitions included in Volume I, a code has been defined for “not applicable.” In cases of very specialized data elements, such as “Disciplinary/Resultant Action Code” or “Exceptionality, Primary,” it would seem more sensible in terms of the design of the student records system to record information for such specialized elements only for students to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as “not applicable” need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is “not applicable” for an individual student, the value meaning “not applicable” may be programmatically inserted into the reporting structure at that time.

This interpretation should allow segmentation of records: for example, discipline records should be maintained only for those students who have been disciplined by school officials. The data element, “Adult Fee Status”, should be maintained only for adult students. This should help reduce the need to store large numbers of characters of “noninformation” in the local data records and thus reduce the need for disk or other data storage space.

#### **USE TYPES:**

**Use Types** define the major purposes for which information is collected, maintained and utilized as follows:

**State reporting** means the data element is required for a state report and must be forwarded to the Florida Department of Education as per the format descriptions.

**Local accountability** identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities. These include **permanent record** data elements as required by Rule 6A-1.0955, F.A.C., and defined as Category A items which school districts must maintain on a permanent basis for each student.

**FASTER** indicates the data element is included in one or both of the following:

**Postsecondary transcript** sent by school districts to state colleges or universities upon request of the student.

**District records transfer** forwarding to a requesting school district a prescribed set of data elements pertaining to a student to facilitate an initial and prompt placement of the student in the receiving district’s programs. District records transfer includes all permanent record elements plus Category B information deemed to be essential for initial placement of the student.

**Migrant Tracking** refers to the Migrant Student Information Exchange (MSIX). Section 1308(b) of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind (NCLB) Act of 2001 requires methods for electronically exchanging student records among districts and states for migrant students. MSIX data are used to facilitate the timely enrollment, grade and course placement and credit accrual of migrant students who move from one district or state to another due to their migrant lifestyle.

## **STATE REPORTING FORMATS REQUIRING THE DATA ELEMENT:**

A section is included with this document which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which require the data element.

## **DATA ELEMENT NUMBER:**

The data element number is an internal number assigned by the P K - 12 Education Information Services office to facilitate use of the data elements. School districts need not maintain this number in their local automated system.

## **SURVEY PERIODS REQUIRED:**

See data element "Survey Period Code" for an explanation of these codes. The Survey Periods that pertain are listed for each data element. If the Survey Period has 'Yes' next to it, the data element is fully reported in the survey period indicated. If the Survey Period has 'Default' next to it, the data element must contain the default value when submitted to the department for the survey period. If the Survey Period has 'Varies' next to it, the data element must be fully reported on at least one format for the survey period and a default value must be reported on at least one additional format for the survey period, as indicated in the notes on the format layouts. If the Survey Period has 'Optional' beside it, the district has the option of sending actual data or the default value for the element for the survey period. For survey periods with "Optional" indicated, the data or default value will be ignored by the department's system and default values will be loaded to the database for these elements.

**YEAR:**

The Year indicates the fiscal year for which this version of the data element is applicable. The Year is updated each July 1 for the next fiscal year until the element is no longer active. Only active data elements are included in each year's listing of data elements in the Automated Student Information System.

The Year Implemented indicates that a data element was first required at the beginning of the indicated fiscal year (July 1).

**APPENDICES**

Each appendix that applies to the data element is listed. Each appendix provides one or more of the following: the universe of codes that are valid for the element, expanded explanation of the codes that are valid for the data element, background information about the data element and coding structure and additional information relevant to understanding and reporting the element.

**DESCRIPTION OF CHANGES:**

Beginning with 2011-12, each change to the data element is listed with the date the change was made, the part of the data element that was changed (e.g., definition, codes, required formats, required surveys, etc.) and a detailed description of the change.

**C. PRIVACY, SECURITY AND RETENTION  
OF PUBLIC SCHOOL  
AUTOMATED STUDENT RECORDS**

## **PRIVACY, SECURITY AND RETENTION OF PUBLIC SCHOOL AUTOMATED STUDENT RECORDS**

The following procedures shall be implemented by the Florida Department of Education for the privacy, security and retention of public school student records collected, maintained and utilized at the state level.

### **Privacy of Student Records:**

Individual, personally identifiable student records collected and maintained by the Florida Department of Education shall be accessible only to authorized state education officials for the purposes of auditing, monitoring and evaluation of state and federal education programs, or for the completing of federal or state mandated activities requiring access to such records, as prescribed by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. The Florida Department of Education shall not disclose personally identifiable, individual student records to any person, institution, agency or organization, except as authorized by 20 U.S.C. 1232g. Personally identifiable, individual student records shall be utilized by the Florida Department of Education to only prepare and publish aggregate reports and analyses, and such personally identifiable, individual student records shall be destroyed in accordance with the records retention procedure prescribed below.

### **Data Security:**

Access to individual student records will be stringently controlled through technical security conventions and procedures established by Northwest Regional Data Center. Appropriate computer passwords and Logon ID's shall be assigned to users in order to establish each user's data access authority only to the records or data elements required to complete federal- or state-mandated activities.

### **Records Retention:**

Individual, personally identifiable student records shall be destroyed according to a records retention schedule established by the Department of State, Division of Library and Information Services, Records Management Program, consistent with the requirements of Section 257.36, F.S. Personally identifiable student records shall be maintained for five years or until applicable federal or state audit functions have been completed, at which time all such records shall be destroyed except for those required for the evaluation of state or federal education programs. Personally identifiable, individual student records maintained for the evaluation of state or federal education programs shall be destroyed when no longer required.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **100075**

Data Element Name: **Additional Hours Credited**

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A six-byte numeric field representing the cumulative count of clock hours credited the student in the current career and technical education program number, excluding clock hours reported on the Career and Technical Education Student Course Schedule. These hours include those credited due to work completed prior to enrollment in the reporting institution (transfer, life experience, etc). Additional Hours Credited are not reported for Continuing Workforce Education, Adult General Education, or Apprenticeship.

<b>Code</b>	<b>Definition/Example</b>
000150	Student is given credit for OCP A in the program for "life experience" (for example, skills gained while in the military). OCP A has a length of 150 hours. Report 150 hours for Additional Hours Credited.

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000150	Student transfers from another institution with credit for Course A, a 150 hour course. Report 150 hours for Additional Hours Credited.
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**Length:** 6

**Data Type:** Numeric

**Year Implemented:** 0910

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Supplemental Information DB9 60x

**Surveys Required:**

Survey F Yes

Survey S Yes

Survey W Yes

**Appendixes:**

None

Data Element Number: **100075**

Data Element Name: **Additional Hours Credited**

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**Description of Changes:**

7/1/2015 Definition Deleted words from definition “

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **100125**

Data Element Name: **Additional School Year Student**

A code to indicate that the student being reported:

(I) has accepted a Certificate of Completion, but has returned to school during an additional school year beyond Grade Level 12 for the purpose of completing graduation requirements in order to be awarded a Standard Diploma or;

(II) is a student with a disability opting to remain in school after receiving a special diploma, certificate of completion, special certificate of completion or GED with no intention of working toward a standard diploma or;

(III) is a student with a disability and meets the standard high school diploma requirements and has deferred receipt of the standard high school diploma because (1) student has an IEP that prescribes special education; transition planning, transition services, or related services through age 21; and (2) is enrolled in accelerated college credit instruction pursuant to s 1007.27, industry certification courses that lead to college credit, a collegiate high school program, courses necessary to satisfy the Scholar designation requirements, or a structured work-study, internship, or pre-apprenticeship program. (Section 1003.4282(10)(c)1.2., F.S.)

Code	Definition/Example
D	Deferred receipt of standard diploma for students with disabilities per section 1003.4282(10)(c) F.S. (for students who met all graduation requirements in 2014-15 school year and beyond).
F	Opting to continue to receive FAPE* (use this code for students with disabilities who opted for special diploma and entered 9th grade prior to 2014-15 school year).
S	Seeking a Standard Diploma (may be used for students with disabilities or non-disabled students)
Z	Not Applicable

\*FAPE equals a free appropriate public education as defined in the Individuals with Disabilities Education Act (IDEA). Federal IDEA regulations require that districts must provide a free and appropriate education (FAPE) to all students who have not reached age 22 and who have not earned a regular high school diploma (34 CFR 300.101). This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion or a GED. Additionally, districts may choose to continue to offer FAPE through the school year in which students turn 22.

**Length:** 1  
**Data Type:** Alphanumeric  
**Year Implemented:** 9899  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes  
 FASTER: No  
 Migrant Tracking: No  
**Required Grades:** 12

Data Element Number: 100125

Data Element Name: Additional School Year Student

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**Programs Required:**

Secondary

**Formats Required:**

Student Demographic Information DB9 13x

**Surveys Required:**

Survey 1	Yes
Survey 2	Yes
Survey 3	Yes
Survey 4	Yes
Survey 5	Yes
Survey 6	Default
Survey 9	Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
3/12/2015	Codes	Added new code for students with disabilities who defer receipt of standard diploma (effective in 2014-15 school year and beyond).
3/12/2015	Definition	Added new definition for students with disabilities who defer receipt of standard diploma (effective in 2014-15 school year and beyond).

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **100225**

Data Element Name: **Address, Mailing**

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The student's mailing address as follows:

(25 characters) - Line 1 - Street number and name, P. O. Box, or route and box number.

(10 characters) - Line 2 - Apartment number, building number, etc.

(20 characters) - Line 3 - City and state. Positions 19-20 must always be the two-character state code. See Appendix H: State Codes.

(9 characters) - Line 4 - Zip code left justified.

<b>Code</b>	<b>Definition/Example</b>
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	Not applicable for this element
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**Length:** 64

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs (Grades PK-12)

Adult Basic Skills

Adult Postsecondary Education

Adult Secondary Education

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

Data Element Number: **100225**

Data Element Name: **Address, Mailing**

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**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
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AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **100425**

Data Element Name: **Address, Residence**

---

The student's residence address (if different from mailing address).

This is a free-form field.

<b>Code</b>	<b>Definition/Example</b>
	Not applicable for this element

---

**Length:** 64

**Data Type:** Alphanumeric

**Year Implemented:** 9394

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs Grades

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **100425**

Data Element Name: **Address, Residence**

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FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **100700**

Data Element Name: **Adult Educational Functioning Level, Final**

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A federally defined code indicating the Adult General Education or English Language functioning level of the adult student for the course at the end of the reporting period.

A student may be assigned only one final adult educational functioning level for each course on each reporting record. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), Literacy for Adult ESOL Learners, Adult ESOL, or Adult VESOL.

For the final Adult General Education functioning level, use the following codes to relate functioning levels to grade levels. See Appendix M for grade levels crosswalked by year. If you use a "Comprehensive" course, enter the code for the lowest "score" and track that through the end of the reporting period.

Code	Definition/Example
<b>Adult General Education</b>	
B	ABE Beginning Literacy (grade level 0 through 1.9)
F	ABE Beginning Basic Education (grade level 2.0 through 3.9)
H	ABE Intermediate Low (grade level 4.0 through 5.9)
J	ABE Intermediate High (grade level 6.0 through 8.9)
K	Adult Secondary Education Low (grade level 9.0 through 10.9)
L	Adult Secondary Education High (grade level 11.0 through 12.9 WITHOUT a high school diploma or its equivalent)
M	Adult Secondary Education High (grade level 11.0 through 12.9, WITH a high school diploma or its equivalent)

---

For additional ESOL code conversions refer to the Division of Workforce Development's Technical Assistance Paper cited at <http://www.firn.edu/doe/workforce/pdf/vocscr.pdf>

NOTE: When testing on an instrument that assesses two or more subject areas, always place and promote the student according to the lowest score.

Beginning in 2002-03 there is a new course called Literacy For Adult ESOL Learners for adult ESOL students who are functioning initially at less than the second grade level AND who are illiterate in their native language. For these students, use Code 1. Code 1 students should not be included in Codes 2-7 or Codes C, D, or E in the charts that follow.

**ESOL**

1	Literacy for Adult ESOL Learners
	CASA Score range is from 0 - 190
	TABE Grade Level Equivalent range is from 0.0 - 1.9

---

For the final Adult ESOL functioning level, use the following codes to relate functioning level to CASAS Scores, or TABE  
Page 1 of 3

Data Element Number: **100700**

Data Element Name: **Adult Educational Functioning Level, Final**

---

Grade Level Equivalents.

**Final ESOL**

2	ESL Beginning Literacy/Foundation	CASA Score range is from 0 - 190 TABE Grade Equivalent range is from 0.0 - 1.9
3	ESL Beginning	CASA Score range is from 191 - 200 TABE Grade Level Equivalents range is from 2.0 - 2.9
4	ESL Intermediate Low	CASA Score range is from 201 - 210 TABE Grade Level Equivalent range is from 3.0 - 4.5
5	ESL Intermediate High	CASA Score range is from 211 - 220 TABE Grade Level Equivalent range is from 4.6 - 5.9
6	ESL Low Advanced	CASA Score range is from 221 - 235 TABE Grade Level Equivalent range is from 6.0 - 7.4
7	ESL High Advanced	CASA Score range is from 236 - 245 TABE Grade Level Equivalent range is from 7.5 - 8.9

For the final Adult VESOL functioning level, use the following codes to relate functioning level to CASAS Scores, or TABE Grade Level Equivalents.

**VESOL**

C	Beginning	CASA Score range is from 181 - 200 TABE Grade Level Equivalent range is from 1.0 - 2.9
D	Intermediate	CASA Score range is from 201 - 220 TABE Grade Level Equivalent range is from 3.0 - 5.9
E	Advanced	CASA Score range is from 221 - 245 TABE Grade Level Equivalent range is from 6.0 - 8.9
Z	Not Applicable	

Data Element Number: 100700

Data Element Name: **Adult Educational Functioning Level, Final**

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** None

**Programs Required:**

None

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **101075**

Data Element Name: **Adult Educational Functioning Level, Initial**

---

A federally-defined code indicating the Adult General Education or English Language 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. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), Adult ESOL Literacy Skills, Adult ESOL, Adult ELCATE, Adult ESOL College and Career Readiness, or Applied Academics for Adult Education (AAAE). Functioning level reported may not be based on out of range test scores as determined using publisher guidelines. For the initial Adult General Education functioning level, use the following codes to relate functioning levels to grade levels.

<b>Code</b>	<b>Definition/Example</b>
<b>1) Adult General Education</b>	
B	ABE Level 1 (grade level 0 through 1.9),
F	ABE Level 2 (grade level 2.0 through 3.9),
H	ABE Level 3 (grade level 4.0 through 5.9),
J	ABE Level 4 (grade level 6.0 through 8.9),
K	ABE Level 5 (grade level 9.0 through 10.9 WITH a U.S. high school diploma or its equivalent)
L	ABE Level 6 (grade level 11.0 through 12.9 WITHOUT a U.S. high school diploma or its equivalent),
M	ABE Level 6 (grade level 11.0 through 12.9, WITH a U.S. high school diploma or its equivalent).
N	ABE Level 5 (grade level 9.0 through 10.9 WITHOUT a U.S. high school diploma or its equivalent)

NOTE: When determining initial placement for GED® Prep Social Studies (9900132) or GED® Prep Science (9900133) using the TABE, placement should be based on the Reading or Language Arts subtest with the lowest score.

NOTE: Students may only be enrolled in Applied Academics for Adult Education (AAAE) if their initial functioning level is equivalent to grade level 9.0 or higher (Codes K, L, M, or N) and the student is enrolled in or planning to enroll in a career certificate program with a basic skills requirement.

<b>2) ESOL</b>	
Q	ESOL Pre Literacy – Level A
R	ESOL Basic Literacy – Level B
S	ESOL Advanced Literacy – 2 Level C

---

For the initial Adult ESOL functioning level, use the following codes to relate functioning level to approved test scores per Rule 6A-6.014, Florida Administrative Code (F.A.C.)

**3) ESOL initial**

Data Element Number: 101075

Data Element Name: Adult Educational Functioning Level, Initial

1 ESL Level 1

2 ESL Level 2

3 ESL Level 3

4 ESL Level 4

5 ESL Level 5

6 ESL Level 6

For the initial Adult ELCATE functioning level, use the following codes to relate functioning level to approved test scores per r. 6A-6.014, F.A.C.

**4) ELCATE**

D ESL Level 5

E ESL Level 6

This program is for students who wish to enter a university or community college, to take post-secondary level credit courses, or who wish to study academic English for personal enrichment. It is open to students who have completed the core ESOL curriculum or the ELCATE course, or to new students who demonstrate strong English language ability.

**5) Open**

7 Adult ESOL College and Career Readiness

Z Not Applicable

NOTE: Students may only be enrolled in Applied Academics for Adult Education (AAAE) if their initial functioning level is equivalent to grade level 9.0 or higher (Codes K, L, M, or N) and the student is enrolled in or planning to enroll in a career certificate program with a basic skills requirement.

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

Data Element Number: **101075**

Data Element Name: **Adult Educational Functioning Level, Initial**

---

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Student Course DB9 48x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

**Appendixes:**

Appendix R: Core Academic Subjects Course Number Prefixes

**Description of Changes:**

7/1/2017	Codes	Changed labels for codes to reflect new federal National Reporting
7/1/2016	Notes	Added clarifying language and removed obsolete note.
7/1/2016	Codes	Added value N, removed value C, corrected numbering, and added clarifying language.
7/1/2016	Definition	Updates to definition to reflect programmatic changes in adult general education
4/6/2016	Codes	Updated the name of the Adult ESOL College and Career Readiness program
6/5/2015	Definition	Clarifying language and additions to notes for AAAE and GED
10/31/2014	Definition	Remove reference to comprehensive courses in definition and remove ambiguous references in code notes.

FLORIDA DEPARTMENT OF EDUCATION  
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **101325**

Data Element Name: **Adult Fee Status**

---

Indicate, using the codes below, the fee status of adult general education and postsecondary career and technical education students.

<b>Code</b>	<b>Definition/Example</b>
AA	Out-of-State Fee Waived: Out-of-state fees shall be waived for an honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution (s.1009.26, F.S.)
B	Fee Waived: Tuition waiver for Purple Heart recipient or another combat decoration superior in precedence Tuition shall be waived when: 1. The student is enrolled full-time, part-time, or in summer school in a program that terminates in an associate or a baccalaureate degree, a college credit certificate or a career certificate 2. The student is currently, or was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida The student submits to the career center the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence. If the DD-214 is not available, other documentation may be acceptable if recognized by the United States Department of Defense or the United States Department of Veterans Affairs as documenting the award. (s.1009.26, F.S.)
BB	Out-of-State Fee Waived: Out-of-state fees shall be waived for a person who is entitled to and uses educational assistance provided by the United States Department of Veterans and who physically resides in this state while enrolled in the institution. (s.1009.26, F.S.)
C	Fee Exempt: Co-enrolled adult high school. Any K-12 student who is co-enrolled in the adult high school program (s. 1011.80(10), F.S.).
CC	Out-of-State Fee Waived: Out-of-state fee waiver for active duty members of the Armed Forces of the United States who are residing in or stationed outside of the state. (s.1009.26, F.S.)
D	Fee Deferred: Fee payment required and deferred when:  1. Financial aid from a federal or state assistance program is delayed in transmissions to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid (1009.27(1), F.S).  2. A Veteran or other student eligible for benefits under Chapter 30, 31, 32, 34 or 35 of Title 38, U. S. Code, or Chapter 106 of Title 10, U.S. Code is entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits for fee payment (1009.27(2), F.S).  3. The district has a written authorization for payment or charges for fees, books and supplies from an approved business, industry, governmental unit, nonprofit organization or civic organization.  4. Fees are delayed because of a district-adopted criterion of need or adopted installment payment schedule.
H	Out-of-State Fee Waived: Out-of-state fee waiver for students, including but not limited to students who are undocumented for federal immigration purposes

Data Element Number: 101325

Data Element Name: **Adult Fee Status**

---

Out-of-state fees shall be waived when:

- 1.The student attended a secondary school in this state for 3 consecutive years immediately before graduating from a high school in this state.
  - 2.The student has applied for enrollment in an institution of higher education within 24 months after high school graduation.
  - 3.The student submits an official Florida high school transcript as evidence of attendance and graduation. (s.1009.26, F.S.
- 

I Fee Exempt: Dependent of deceased or disabled veteran  
The student is a dependent of a deceased or disabled veteran pursuant to Section 295.01 through 295.05, F.S.

---

J Fee Waiver: Dependent of deceased special risk member  
The student is a dependent of a deceased special risk member (Sections 112.19(3) F.S., and 112.191(3), F.S.

---

K Fee Exempt: Registered apprenticeship  
The student is enrolled in an approved registered apprenticeship program as defined in s. 446.021, F.S. (1009.25(1)(b)F. S.)

---

M Fee Exempt: Custody of the Department of Children and Family Services  
The student is or was at the time he or she reached 18 years of age in the custody of the Department of Children and Family Services or, after spending at least 6 months in the custody of the department after reaching 16 years of age, was placed in a guardianship by the court. Such exemption includes fees associated with enrollment in career-preparatory instruction. The exemption remains valid until the student reaches 28 years of age. (1009.25(1)( c ))

---

N Fee Exempt: Welfare transition  
The student is enrolled in an employment and training program under the welfare transition program to (s. 1009.25(1)(c),, F.S.

---

O Fee Exempt: Custody of relative through the Department of Children and Families (DCF) or adoption from DCF  
The student is or was at the time he or she reached 18 years of age in the custody of a relative under s. 39.5085 or was adopted from the Department of Children and Family Services after May 5, 1997. Such exemption includes fees associated with enrollment in career-preparatory instruction. The exemption remains valid until the student reaches 28 years of age. (1009.25(1)(d),F.S.)

---

P Fee Exempt: Homeless student  
Any student who lacks a fixed, regular and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (1009.25(1)(f), F.S.)

---

Q Fee Exempt: : Dual enrollment or early admission  
The student is enrolled in a dual enrollment or early admission program pursuant to s. 1007.27 or s. 1007.271 (1009.25(1)(a).

---

R Fee Required: Fee payment required (see s. 1009.22(3)(a)). Fee was not waived, deferred or exempted.

---

Data Element Number: **101325**

Data Element Name: **Adult Fee Status**

---

T	Fee Waived: Wrongful conviction Tuition and fees waiver for up to 120 hours of instruction for victims of wrongful conviction. 961.06(1)(b), F.S.
W	Fee Waived: Eligible fee has been waived for a non-fee exempt student in accordance with s.1009.26 and the provisions of the General Appropriations Act. Fee payment waived by district school board.
Z	Fee not Required: Enrollment not state fundable –Student is a federal or state inmate (FS 1011.80(7)(b) as amended in Chapter 2011-063) or other inmate only funded with a federal grant and is therefore not required to pay tuition and fees as specified in s.1009.22, F.S

---

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2017 Codes Removed value V.

7/1/2017 Codes Changed wording in definition of codes AA, BB, CC, H, and I.

7/1/2017 Codes Updates to code definition

7/1/2016 Data Length Change the Length of the data element from 1 to 2.

Data Element Number: **101325**

Data Element Name: **Adult Fee Status**

---

7/1/2016	Codes	Removed value A and added values AA, BB and CC.
8/17/2015	Codes	Added language to definition of value "A" to meet the requirements of s. 702 Federal Choice Act.
7/1/2014	Codes	New codes and definitions and modifications to existing codes.
8/2/2013	Codes	Add new value of "Z" to list of codes
6/1/2012	Codes	Numerous changes and deletions for code values. For codes D and Q, removed reference to resident status. Deleted codes E, F, G, U and X.
11/2/2011	Codes	Updates to values to match changes in Florida Statute: References to 1009.25(2) changed to 1009.25(1). Addition of year "2010" to statutory references in definition of code values of "F" and "G" as they reference statute that was in place in 2010 which still applies to students in the current reporting year. Definitions for code values of "M" and "O" revised to match current statutes. References to "basic skills examination" in definition of code value of "Q" does not appear in the referenced statute.
7/27/2011	Codes	Added Code V for adult education students who were "grandfathered in" when it comes to residency status.
6/1/2011	Codes	For codes R and U, added statutory reference s. 1009.22(3)(a). For code D, 3, removed reference to Rule 6A-6.084(10) F.A.C. . For code D, 4, removed reference to Rule 6A-6.084(11) F.A.C. For codes F and G, added that it is valid only for survey F, 2011-12 for courses which began before July 1, 2011. Deleted codes L and S. Added codes C and O.
6/1/2011	Notes	Added note that, beginning July 1, 2011, students enrolled in adult general education must be assessed fees based on a residency for tuition determination.

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AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **101742**

Data Element Name: **Adult Test Form**

---

A four-character code indicating the specific form of the test which was administered.

Values are listed below:

<b>Code</b>	<b>Definition/Example</b>
<b>BEST</b>	
B	BEST Literacy (Reading and Writing)
C	BEST Literacy (Reading and Writing)
D	BEST Literacy (Reading and Writing)
NA	BEST PLUS ("Form" is "Not Applicable" for BEST PLUS)
<b>CASAS</b>	
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
27R	CASAS Beginning Literacy Reading Level A
28R	CASAS Beginning Literacy Reading Level A
31M	CASAS Life Skills Series Level A Mathematics
32M	CASAS Life Skills Series Level A Mathematics
33M	CASAS Life Skills Series Level B Mathematics
34M	CASAS Life Skills Series Level B Mathematics
35M	CASAS Life Skills Series Level C Mathematics
36M	CASAS Life Skills Series Level C Mathematics

Data Element Number: **101742**

Data Element Name: **Adult Test Form**

---

37M	CASAS Life Skills Series Level D Mathematics
38M	CASAS Life Skills Series Level D Mathematics
81R	CASAS Life and Work Skills Series Level A Reading
81RX	CASAS Life and Work Skills Series Level A Reading
82R	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
901R	CASAS Reading GOALS (ABE Reading Only)
902R	CASAS Reading GOALS (ABE Reading Only)
903R	CASAS Reading GOALS (ABE Reading Only)
904R	CASAS Reading GOALS (ABE Reading Only)
905R	CASAS Reading GOALS (ABE Reading Only)
906R	CASAS Reading GOALS (ABE Reading Only)
907R	CASAS Reading GOALS (ABE Reading Only)
908R	CASAS Reading GOALS (ABE Reading Only)
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

---



Data Element Number: 101742

Data Element Name: Adult Test Form

---

985L CASAS Life and Work Skills Series Level C Listening

---

986L CASAS Life and Work Skills Series Level C Listening

---

**TABE**

10 TABE form 10

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11 TABE form 11

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12 TABE form 12

---

9 TABE form 9

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A TABE CLAS E

---

B TABE CLAS E

---

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 1011

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Test Record DB9 62x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

**Appendixes:**

None

Data Element Number: **101742**

Data Element Name: **Adult Test Form**

---

**Description of Changes:**

7/1/2018	Codes	Added eight new CASAS Reading Test Form codes.
3/21/2018	Codes	Added TABE Form 11 and TABE Form 12
7/1/2017	Codes	Removed Wonderlic GAIN from Adult Test Form.
7/1/2016	Codes	Removal of or modification of obsolete test forms for CASAS
12/18/2015	Codes	Addition of new valid forms for CASAS listening as required by the Division of Career and Adult Education
11/19/2013	Codes	Correction of the "Level" for five CASAS forms
8/15/2012	Codes	Add forms back for CASAS Listening (81L, 82L, 83L, 84L, 85L & 86L).
6/1/2012	Codes	For BEST Literacy Tests deleted codes 1 and 2 and added codes B, C and D. For CASAS, deleted codes 81L, 82L, 83L, 84L, 85L and 86L.

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Year: 2018-19

Data Element Number: **101759**

Data Element Name: **Adult Test Level**

---

A code provided by the test vendor indicating the difficulty level of the test.

<b>Code</b>	<b>Definition/Example</b>
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**Value for BEST PLUS**

NA	"Level" is "Not Applicable" for BEST PLUS
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**Values for BEST Literacy ONLY**

B	Easy
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C	Medium
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D	Difficult
---	-----------

---

**Values for CASAS ONLY (Reading for ESOL or ABE)**

A	Easy
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B	Medium
---	--------

---

C	Difficult
---	-----------

---

D	Advanced
---	----------

---

**Values for TABE CLAS E ONLY**

1	Easy
---	------

---

2	Medium
---	--------

---

3	Difficult
---	-----------

---

4	Advanced
---	----------

---

**Values for TABE ONLY**

A	Advanced
---	----------

---

D	Difficult
---	-----------

---

Data Element Number: **101759**

Data Element Name: **Adult Test Level**

---

E Easy

---

L Literacy

---

M Medium

---

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 1011

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Test Record DB9 62x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2017 Codes Removed Wonderlic GAIN.

Data Element Number: **101759**

Data Element Name: **Adult Test Level**

---

FLORIDA DEPARTMENT OF EDUCATION  
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AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **101776**

Data Element Name: **Adult Test Name**

---

A three-character code representing the name of a test given to an individual student.

<b>Code</b>	<b>Definition/Example</b>
BSL	BEST Literacy
BSP	BEST-Plus
CAS	Comprehensive Adult Student Assessment System (CASAS)
TAB	Test of Adult Basic Education (TABE)
TBE	TABE CLAS E

---

**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 1011

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Test Record DB9 62x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

Data Element Number: **101776**

Data Element Name: **Adult Test Name**

---

**Appendixes:**

None

**Description of Changes:**

7/1/2017 Codes

Wonderlic GAIN test must no longer be used to test students entering Adult General Education Programs

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **101793**

Data Element Name: **Adult Test Score**

---

The scale score achieved on a specific test.

Test score ranges listed below.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

0 – 249	CASAS Listening
---------	-----------------

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0 – 265	CASAS Reading (Life and Work Skills for ESOL and ELCATE)
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0 – 268	CASAS Math
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0 – 78	BEST Literacy Reading
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0 – 78	BEST Literacy Writing
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088-999	BEST Plus Listening
---------	---------------------

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160-795	TABE 9-10 Math
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160-812	TABE 9-10 Reading
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165-262	CASAS Reading (GOALS for ABE)
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225 – 600	TABE CLASE-E Reading
-----------	----------------------

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230 – 600	TABE-CLASE-E Listening
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235-826	TABE 9-10 Language
---------	--------------------

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300-800	TABE 11-2 Math
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---

300-800	TABE 11-12 Reading
---------	--------------------

---

300-800	TABE 11-12 Language
---------	---------------------

---

**Length:** 4

Data Element Number: **101793**

Data Element Name: **Adult Test Score**

---

**Data Type:** Alphanumeric

**Year Implemented:** 1011

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Test Record DB9 62x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2018 Codes

Added CASAS Reading score code 165-262; Added example to CASAS Reading score code 0-265.

3/21/2018 Codes

Added TABE 11-12 Math, Reading & Language Scores

7/1/2017 Codes

Wonderlic GAIN Adult Test Score will no longer be used.

6/1/2012 Codes

Added BEST Literacy Writing and Wonderlic GAIN Language (English). Deleted TABE CLASE-E Reading and Writing and TABE CLASE-E Listening and Speaking. Updated test score values for most tests.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **101810**

Data Element Name: **Adult Test Subject Content**

---

A one-character code for each subject area of the test.

Valid Values

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

M	Mathematics or Algebra
---	------------------------

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N	Language (TABE)
---	-----------------

---

O	ESL
---	-----

---

R	Reading
---	---------

---

S	Listening
---	-----------

---

W	Writing
---	---------

---

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 1011

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Test Record DB9 62x

**Surveys Required:**

Survey F Yes

Survey W Yes

Data Element Number: **101810**

Data Element Name: **Adult Test Subject Content**

---

Survey S Yes

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **101825**

Data Element Name: **Advanced International Certificate Program**

---

A code which indicates that the student completed the Advanced International Certificate Program.

<b>Code</b>	<b>Definition/Example</b>
N	No
Y	Yes
Z	Not Applicable

---

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0203

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **101825**

Data Element Name: **Advanced International Certificate Program**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **102125**

Data Element Name: **Alternate Assessment Administered**

---

A one-digit alpha indicator used to identify whether or not a student with disabilities will be participating in the Florida Standards Alternate Assessment (FSAA)-Datafolio or Florida Standards Alternate Assessment (FSAA)-Performance Task.

<b>Code</b>	<b>Definition/Example</b>
D	The student will be assessed using the FSAA-Datafolio.
P	The student will be assessed using the FSAA-Performance Tasks.
Z	The student will take statewide FSA and other districtwide assessment, or student is in a grade/course where FSA and other districtwide assessment are not administered.

---

This element is to be used only for students with disabilities. Students identified as gifted only must be coded Z.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9899

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 03-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

Exceptional Student DB9 23x

**Surveys Required:**

Survey 1 Default

Survey 2 Yes

Survey 3 Yes

Survey 4 Default

Survey 5 Default

**Appendixes:**

None

Data Element Number: **102125**

Data Element Name: **Alternate Assessment Administered**

---

**Description of Changes:**

7/1/2017	Definition	Updated language in definition.
7/1/2017	Codes	Added codes D and P; removed code Y.
7/1/2016	Grades Required	Updated from 03-11 to 03-12.
7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
7/1/2015	Codes	Codes Y & Z: Replaced FCAT with Florida Standard Assessment (FSA)

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **102625**

Data Element Name: **Attendance, Adult**

A three-character code which indicates the presence or absence of the adult student for each scheduled class meeting of the course. Attendance records are to be kept for each course in which the adult student is enrolled. See Automated Student Attendance Recordkeeping for procedures.

For all adult students, use the following method of indicating presence and absence.

Code	Definition/Example
A	Not present (Absent)
hhmm	Present (A numeric value). With an implied: (colon) between the second and third positions indicate to the nearest minute the total amount of time the student was actually present: 1)if the adult students attend classes at their convenience whether or not an overall schedule has been established; or  2)if a secondary student is taking the course for high school credit in order to earn a regular high school diploma and he or she is in class less than the number of hours he or she is scheduled to be in class.
P or Blank	Present.

Note: Some districts have adult courses that meet longer than 9 hours and 59 minutes in one class period. Those districts may expand the field length to four characters. Those districts which need only three characters may leave the field length as three in their local systems.

**Length:** 4  
**Data Type:** Alphanumeric  
**Year Implemented:** 9495  
**State Standard:** No  
**Use Types:**  
 State Reporting: No  
 Local Accountability: Yes  
 FASTER: No  
 Migrant Tracking: No  
**Required Grades:** Adult  
**Programs Required:**  
 Adult Basic Skills  
 Adult Secondary  
 Adult Postsecondary  
**Formats Required:**  
 None

Data Element Number: **102625**

Data Element Name: **Attendance, Adult**

---

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **102825**

Data Element Name: **Attendance, Daily**

---

A one-character code which indicates the daily presence or absence of the PK-12 student in school as required by state statute.

Code a U, E or T or leave blank for the student as defined by district policy. Codes D and N may optionally replace code U. Code H may optionally be used in lieu of withdrawing the student who is assigned temporarily to a hospital program in another district. See Automated Student Attendance Recordkeeping for procedures.

<b>Code</b>	<b>Definition/Example</b>
<b>AD1</b>	
Blank	Present
E	Excused absence as defined by district policy
H	Hospital/Homebound student scheduled in a hospital program in another district pursuant to the rule regarding alternately-assigned students, 6A-6.03020(6), FAC. (Code H should not be counted as a day absent, but rather should be considered a day of non-enrollment.)
T	Tardy
U	Unexcused absence as defined by district policy
The following codes may optionally replace Code U.:	
<b>AD2</b>	
D	Unexcused absence related to discipline as defined by district policy
N	Unexcused absence not related to discipline as defined by district policy

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

Data Element Number: 102825

Data Element Name: Attendance, Daily

---

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None



Data Element Number: 103025

Data Element Name: Attendance, Period

---

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **104025**

Data Element Name: **Birth Date**

---

The numeric representation of the date on which the student was born.

<b>Code</b>	<b>Definition/Example</b>
MMDDYYYY	Example: 12011969 = December 1, 1969

---

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

**Required Grades:** PK-12

**Programs Required:**

All Programs Grades PK-12

Workforce Development Education

**Formats Required:**

Prior School Status / Student Attendance DB9 55x

Student Demographic Information DB9 13x

Student Discipline/Resultant Action DB9 19x

WDIS Student Demographic Information DB9 46x

**Surveys Required:**

Survey 8 Yes

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Yes

Data Element Number: **104025**

Data Element Name: **Birth Date**

---

Survey 9 Yes  
Survey F Yes  
Survey G Yes  
Survey S Yes  
Survey W Yes  
Survey X Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Surveys Required Survey 7 Removed from Required Surveys  
None

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **104425**

Data Element Name: **Birth Date Verification**

A one-character code which indicates the legal evidence for verifying the student's Birth Date as specified in Section 1003.21, F.S. The definitions listed below are in summary form.

Code	Definition/Example
1	A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of record births.
3	Baptismal certificate showing date of birth and place of baptism, accompanied by parents' sworn affidavit.
4	Insurance policy on child which has been in force at least two years.
5	Bible record of child's birth accompanied by parents' sworn affidavit.
6	Passport or certificate of arrival in the United States showing age of child.
7	School record, at least four years prior, showing date of birth.
8	Parents' sworn affidavit accompanied by a certificate of examination from a health officer or physician verifying the child's age.
9	No verification.
T	Verification obtained from out-of-state transfer records or from the MSRTS record for a migrant student. (Not valid for entrance into Prekindergarten and Kindergarten.)

For code 6, a copy of the passport or certificate of arrival may not be placed in the student's permanent record.

Both the official birth registration card and the official birth certificate are sufficient documentation for code 1. Local district policy may require other information for registration purposes in addition to the birth registration card. Passports or certificates of arrival may not be required as birth date verification, but may be accepted if voluntarily offered.

This element is optional for All Adult Programs

**Length:** 1  
**Data Type:** Alphanumeric  
**Year Implemented:** 9192  
**State Standard:** Yes  
**Use Types:**  
 State Reporting: No  
 Local Accountability: No  
 FASTER: Yes

Data Element Number: **104425**

Data Element Name: **Birth Date Verification**

---

Migrant Tracking: Yes

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **104825**

Data Element Name: **Birth Place**

---

The city, state/territory or foreign country where the student was born. Free-form field.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

This element is optional for All Adult Programs

**Length:** 18

**Data Type:** Alphanumeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

Appendix G: Country Codes

Appendix H: State Codes

**Description of Changes:**

None

Data Element Number: **104825**

Data Element Name: **Birth Place**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **105225**

Data Element Name: **Bus Number**

---

The official number of the bus to which the student is assigned for transportation purposes. Z-fill may be used for Vehicle Categories E, P and G.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Example: 1234567 - Bus number is 1234567
--	--

---

	Example: 1992ABC - Bus number is 1992ABC
--	--

---

	Example: ZZZZZZZZZZZZ - Privately owned motor vehicle
--	---

---

**Length:** 12

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Transported Students

**Formats Required:**

Student Transportation DB9 56x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

**Appendixes:**

None

Data Element Number: **105225**

Data Element Name: **Bus Number**

---

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **105625**

Data Element Name: **Bus Route Number**

---

The number assigned to each school bus route to which the student is assigned. Z-fill may be used for Vehicle Categories E, P and G.

**Code**                      **Definition/Example**

Examples: 01211992ABC - Route number is 01211992ABC

---

Examples: 2345678 - Route number is 2345678

---

Examples: ZZZZZZZZZZZZZZZZ - Privately owned motor vehicle

---

**Length:**                                      15

**Data Type:**                                Alphanumeric

**Year Implemented:**                      9091

**State Standard:**                         No

**Use Types:**

State Reporting:                            Yes

Local Accountability:                      Yes

FASTER:                                      No

Migrant Tracking:                          No

**Required Grades:**                        PK-12

**Programs Required:**

Transported Students

**Formats Required:**

Student Transportation DB9 56x

**Surveys Required:**

Survey 1                                      Yes

Survey 2                                      Yes

Survey 3                                      Yes

Survey 4                                      Yes

**Appendixes:**

None

Data Element Number: **105625**

Data Element Name: **Bus Route Number**

---

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **106025**

Data Element Name: **Bus Stop Number**

---

The number of the location where the student is picked up by the school bus.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

XXXX	The number
------	------------

---

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Transported Students

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: 106025

Data Element Name: **Bus Stop Number**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **107775**

Data Element Name: **Career and Professional Academy Identifier**

---

The identifier assigned by the Department of Education to the Career and Professional Academy in which the student participated.

To be classified as a Career and Professional Academy, an academy must meet requirements in the Florida Career and Professional Education Act, s. 1003.493, F.S., and be registered with the Florida Department of Education.

See Appendix Y for a list of Career and Professional Academies and their identification numbers.

<b>Code</b>	<b>Definition/Example</b>
ZZZ	Not Applicable. On the Federal/State Indicator Status format, ZZZ means the student did not participate in a Career and Professional Academy. On the CTE Student Course Schedule format, ZZZ means the student did not participate in a Career and Professional Academy or the student did not earn an Industry Certification.

---

**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 06-12

**Programs Required:**

Workforce Development

**Formats Required:**

Federal/State Indicator Status DB9 22x

Industry Certification

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

Appendix Y: Career and Professional Academies Registered with FLDOE

Data Element Number: **107775**

Data Element Name: **Career and Professional Academy Identifier**

---

**Description of Changes:**

9/20/2012	Codes	Added information to definition of ZZZ to indicate the meaning for each of the formats on which this element occurs.
6/1/2011	Formats Required	Added Career and Technical Education Student Course Schedule as a required format.
6/1/2011	Grades Required	Added grade levels 06-08 making the grades required 06-12.
2/1/156	Formats Required	Added Industry Certification Format

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108025**

Data Element Name: **Certificate of Completion, Date**

---

The month, day and year the certificate was awarded, normally the last day of the term.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

MMDDYYYY	Example: 12101982
----------	-------------------

---

Note: This information can be derived from the attendance system.

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **108025**

Data Element Name: **Certificate of Completion, Date**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108125**

Data Element Name: **Certificate of Completion, Type**

---

The type of certificate of completion awarded to the student in lieu of a high school diploma.

<b>Code</b>	<b>Definition/Example</b>
W08	<p>Certificate of Completion, 24-Credit Option:</p> <p>Certificate awarded to students who have completed the 24-credit option per section 1003.4282, F.S. but failed to earn passing scores on the state approved graduation test or earn a concordant and/or comparative score and/or to achieve a cumulative grade point average of 2.0 on a 4.0 scale.</p>
W09	<p>Special Certificate of Completion:</p> <p>Certificate awarded to students who have been properly classified as deaf or hard-of-hearing, specific learning disabled, orthopedically impaired, other health impaired, traumatic brain injured, language impaired, emotional/behavioral disabled, dual-sensory impaired, intellectually disabled or autism spectrum disorder and who have met all applicable requirements prescribed by the local school board but are unable to meet the appropriate special state minimum requirements.</p>
W44	<p>Adult Certificate of Completion, 24-Credit Option:</p> <p>Certificate of Completion, see definition above (for W08), awarded to an adult student enrolled in the adult high school program.</p>
W53	<p>Adult Postsecondary Education Readiness Test (P.E.R.T.) - Eligible Certificate of Completion, 24-Credit Option:</p> <p>Certificate awarded to an adult student who completed all of the requirements to receive an adult standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except passing the state approved graduation test or concordant and/or comparative score. Students who receive this certificate of completion are eligible to take a common placement test and be admitted to remedial or credit courses at a state community college, as appropriate.</p>
W56	<p>Adult Certificate of Completion, 18-Credit ACCEL Option:</p> <p>Certificate awarded to adult students who have completed the 18-credits ACCEL option, section 1002.3105(3), F.S. but failed to earn passing scores on the state approved graduation test or concordant and/or comparative score or to achieve a cumulative grade point average of 2.0 on a 4.0 scale.</p>
W8A	<p>Postsecondary Education Readiness Test (P.E.R.T.) – Eligible Certificate of Completion, 24-Credit Option:</p> <p>Certificate awarded to students who have completed all requirements for the standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except for passage of the state approved graduation test or concordant and/or comparative score. Students who receive this certificate of completion are eligible to take a common placement test and be admitted to developmental education or credit courses at the state community college, as appropriate.</p>

Data Element Number: **108125**

Data Element Name: **Certificate of Completion, Type**

---

W8B Certificate of Completion, 18-Credit ACCEL Option:

Certificate awarded to students who have completed the 18-credits ACCEL option, section 1002.3105(3), F.S. but failed to earn passing scores on the state approved graduation test or concordant and/or comparative score or to achieve a cumulative grade point average of 2.0 on a 4.0 scale.

---

ZZZ Not applicable.

---

**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: Yes

**Required Grades:** 12, Adult

**Programs Required:**

All Programs

Workforce Development

**Formats Required:**

Student End of Year Status DB9 17x

WDIS Student End of Term Status DB9 50x

**Surveys Required:**

Survey 5 Yes

Survey F Yes

Survey W Yes

Survey S Yes

**Appendixes:**

None

**Description of Changes:**

1/6/2017 Codes Replaced test name for W53 ("Common Placement Test" with "Postsecondary Education Readiness Test")

7/1/2016 Codes Replaced test name for W8A ("Common Placement Test" with "Postsecondary Education Readiness Test")

6/15/2015 Codes Reinstated codes W8C and W57 for 1415 S5 and updated language for W8A and W53 for 1415 only.

3/27/2015 Codes Replaced term 'Alternative Assessment' with 'Concordant and/or Comparative Score' ; removed code W57

Data Element Number: **108125**

Data Element Name: **Certificate of Completion, Type**

---

3/12/2015	Codes	Revised language in codes W08 and W09 (to parallel language used in ESE primary codes data element). Remove code W8C (applies to 24-credit only).
7/22/2014	Codes	Updates to the definition of codes.
5/28/2014	Codes	Addition of codes for 18 credit ACCEL option, and added language specific to 24 credit options.
10/31/2013	Codes	W53 – Update the definition and replaced the 'College Placement Test' with the Postsecondary Education Readiness Test
7/1/2013	Codes	CPT is replaced with PERT (Postsecondary Education Readiness Test)

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108150**

Data Element Name: **Certification/Licensure/Qualification Status**

---

A code indicating the type of certification, licensure, or qualification status applicable to the teacher's position in the class being reported.

<b>Code</b>	<b>Definition/Example</b>
A	Instructional staff member holding an adjunct teaching certificate issued by the district as per s. 1012.57, F.S.
B	Substitute teacher (out-of-field).
H	Instructional staff member holding a valid Florida Educator's Certificate and teaching in a core academic subject for which qualified status was previously documented pursuant to a High Objective Uniform State Standard of Evaluation (HOUSSE) plan, as per Rule 6A-1.0503, FAC.
I	Instructional staff member holding a valid Florida Educator's Certificate in the field being taught.
L	Instructional staff member licensed to provide specialized student support services directly related to their licensed field.
M	Instructional staff member holding a valid Florida Educator's Certificate and teaching in a field that was the teacher's minor field of study, as per s. 1012.42, F.S. and Rule 6A-1.0503, FAC.
N	Instructional staff member who does not hold a valid Florida Educator's Certificate, a district-issued certificate, or a specialized student Services License but possesses expert skill, talent or knowledge in the particular subject being taught and appointed by the school board to teach out-of-field under Rule 6A-1.0502, FAC.
O	Instructional staff member holding a valid Florida Educator's Certificate appointed by the school board to teach out-of-field under Rule 6A-1.0503, FAC.
P	Instructional staff member with a professional certificate covering grades 6 -12 who holds a master's or higher degree in the area of science, technology, engineering or mathematics teaching a high school course in the subject of the advanced degree, rated highly effective and achieved a passing score on the Florida professional education competency examination per section 1012.56(7)(a)(1-5), F.S.
S	Instructional staff member holding a valid Florida Educator's Certificate and teaching in a field in which the teacher has demonstrated sufficient subject area expertise, as per s. 1012.42, F. S. and Rule 6A-1.0503, FAC.
T	Instructional staff member certified by the district as a nondegreed teacher of career and technical education courses
V	Prekindergarten instructor qualified to teach Voluntary Prekindergarten classes per ss. 1002.63(5), 1002.55(3)(c), and 1002.55(4), F.S.

Data Element Number: **108150**

Data Element Name: **Certification/Licensure/Qualification Status**

---

Note: Substitute teacher job codes (i.e. 51080, 52080, 53080, 54080, 55080, 59080) should not automatically be assigned the Certification/Licensure/Qualification Status code of B (Substitute Teacher) if the substitute teacher holds a valid certificate or license.

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 9697

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Adult Postsecondary

**Formats Required:**

Teacher Course DB9 15x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2018 Notes

Added note regarding substitute teachers that hold a valid certificate or license.

7/1/2018 Codes

Revised existing qualification status code descriptions to provide more clarity. Added new codes T and L.

7/1/2018 Codes

Revised existing qualification status code descriptions to provide more clarity.

7/1/2016 Codes

Added code P

10/5/2011 Codes

Updated the definition for code V. "Certified/licensed" was changed to "qualified."

Data Element Number: **108150**

Data Element Name: **Certification/Licensure/Qualification Status**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108275**

Data Element Name: **Citizenship Status**

---

Record the code that best identifies the status of the postsecondary student's citizenship and/or residency in the United States.

<b>Code</b>	<b>Definition/Example</b>
A	Non-Resident alien – An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (i.e., alien students)
C	U. S. Citizen - An individual who is a citizen of only the United States regardless of how this status was acquired.
P	Permanent Resident Alien - An individual who has been admitted temporarily to the United States for permanent residency but is not a citizen of the United States.
X	Unknown or not reported

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0304

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Student Demographic Information DB9 46x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

Data Element Number: **108275**

Data Element Name: **Citizenship Status**

---

Survey G Yes

Survey X Yes

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108425**

Data Element Name: **Class Minutes, Weekly**

---

The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based. See the FTE General Instructions for further explanation concerning the reporting of "Class Minutes, Weekly" for grades PK-5 course.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8889

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

McKay Prepayment Verification DB9 61x

Student Course Schedule DB9 14x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

Data Element Number: **108425**

Data Element Name: **Class Minutes, Weekly**

---

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108500**

Data Element Name: **Class Rank, Effective Date**

---

The date the student's class rank was determined.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Example: 00000000 - Not applicable or class rank has not been determined.

---

MMDDYYYY	Example: 01161990 - Class rank was determined on January 16, 1990.
----------	--

---

Note: Optional and may be blank at district discretion.

This data element is used in the T1 format (Student Information) of the F.A.S.T.E.R. System.

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 11-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **108500**

Data Element Name: **Class Rank, Effective Date**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108525**

Data Element Name: **Class Rank, Numerical Position**

---

The numerical position of the graduating high school student in the completion group based on district grade point average.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 11-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **108525**

Data Element Name: **Class Rank, Numerical Position**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108625**

Data Element Name: **Class Rank, Percentile**

---

The percentile rank indicating the position of the graduating high school student in the completion group. This will be based on the district grade point average.

<b>Code</b>	<b>Definition/Example</b>
	Not applicable for this element

---

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 11-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **108625**

Data Element Name: **Class Rank, Percentile**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108725**

Data Element Name: **Class Rank, Total Number**

---

The total number of graduating high school students in the completion group.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 11-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **108725**

Data Element Name: **Class Rank, Total Number**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108732**

Data Element Name: **Classroom Identification (FISH) Number**

---

This element is based on the FISH number assigned by each district to every classroom in the district. If a FISH number has been assigned, then the FISH (Florida Inventory of School Houses) number should be entered in the following configuration:

Facility - Positions 1 - 5, numeric, right justified with leading zeroes.

Facility Suffix - Position 6, must be A for FISH standard, single-use school, B for multi-use/primarily ancillary, C for a conversion charter school, F for ancillary, or S for ancillary facility with student stations. For parcels and/or buildings for which the district does not have legal responsibility (e.g., a Department of Juvenile Justice Facility, charter school, hospital, jail, storefront program, Homebound student, virtual school etc.), enter O. \*

Parcel - Positions 7 - 11, numeric, right justified with leading zeroes.

Building - Positions 12 - 16, numeric, right justified with leading zeroes.

Room - Positions 17 - 21, alphanumeric, left justified

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

\*Notes:

1. For parcels and/or buildings for which the district does not have legal responsibility, the district must generate a unique number following the above scheme to designate the Parcel/ Building/ Room, with Position 6 always 'O'.

2. For Survey 1 and 4, the FISH number must be blank, Z or zero filled.

**Length:** 21

**Data Type:** Alphanumeric

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Teacher Course DB9 15x

Data Element Number: **108732**

Data Element Name: **Classroom Identification (FISH) Number**

---

**Surveys Required:**

Survey 1 Default

Survey 2 Yes

Survey 3 Yes

Survey 4 Default

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108767**

Data Element Name: **Comment**

---

A field used to send comments on a FASTER format.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 80

**Data Type:** Alphanumeric

**Year Implemented:** 0203

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **108767**

Data Element Name: **Comment**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108771**

Data Element Name: **Communications, Date Passed for Graduation Purposes**

---

A six-digit field used to indicate the month and year when the regular student passed the communications section of a test used to determine graduation eligibility.

<b>Code</b>	<b>Definition/Example</b>
MMYYYY	Example: 031999 - Test passed March 1999

---

**Length:** 6

**Data Type:** Numeric

**Year Implemented:** 0203

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **108771**

Data Element Name: **Communications, Date Passed for Graduation Purposes**

---

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108781**

Data Element Name: **District Community/ Volunteer Service Requirement Met**

A code indicating that the student has satisfied the District Community/Volunteer service hours requirement established by the school district.

Code	Definition/Example
N	No
Y	Yes
Z	Not applicable

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 9899

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

7/1/2017	Element Name	Revised data element name per FASTER.
7/1/2017	Definition	Updated definition to align with data element name change.

Data Element Number: **108781**

Data Element Name: **District Community/ Volunteer Service Requirement Met**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108791**

Data Element Name: **Cost Reporting Code**

---

Report the appropriate Workforce Development Cost Reporting Code for the postsecondary instruction provided to the adult student for the term [1011.80(10), F.S.].

**Code**                      **Definition/Example**

**Adult General Education (AGE)**

401                      Literacy/Adult Basic Education (ABE)

---

402                      Adult High School (Adult Secondary)

---

403                      GED Preparatory

---

404                      ESOL

---

405                      Career and Technical Education Preparatory Instruction

---

409                      Other Adult General Education

---

Adult General Education instruction under the Course Code Directory seven-digit codes assigned to adult general education [1004.02(3), F.S].

**Applied Technology Diploma (ATD)**

364                      Postsecondary career and technical education instruction under the Course Code Directory seven-digit codes assigned to applied technology diploma programs/courses. Section 1004.02(8), F.S.

---

**Apprenticeship (APP)**

371                      Related classroom instruction (RTI)

---

372                      On the job training (OJT)

---

Postsecondary career and technical education instruction in an approved Registered Apprenticeship program (446.021, F.S.)

**Continuing Workforce Education (CWE)**

341                      Continuing Workforce Education instruction listed under the seven-digit code assigned to program/course E91010A, E91010B, E91010C, E91010D, E91010E, E91010F, E91010G, E91010H, E91010J, E91010K, E91010L, E91010M, , E91010N, E91010S, E91010T, E91010X, or E91010Y. , (1004.02(12) F.S).

---

**Postsecondary Career and Technical Education (PSAV)**

351                      Agriscience and Natural Resources

---

352                      Business Education

Data Element Number: 108791

Data Element Name: Cost Reporting Code

---

353 Family and Consumer Science

---

354 Health Science

---

355 Industrial

---

356 Marketing (Distributive)

---

357 Public Service

---

359 Other CTE

---

**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 9899

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

**Appendixes:**

None

Data Element Number: **108791**

Data Element Name: **Cost Reporting Code**

---

**Description of Changes:**

12/12/2014	Codes	For 341 - corrected the statutory reference and the list of programs associated with CWE.
11/2/2011	Codes	Update code description for value 364, Applied Technology Diploma, to remove dual Enrollment references no longer in statute, and to add statutory reference to ATD.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108800**

Data Element Name: **Country of Birth**

---

A two-character code which identifies the country or US Commonwealth/Territory of birth of the student.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

See Appendices G and Q for countries, United States Commonwealths and Territories.

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Student Demographic Information DB9 13x

**Surveys Required:**

Survey 8 Default

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey 6 Default

Survey 9 Yes

**Appendixes:**

Appendix G: Country Codes

Appendix Q: United States Commonwealth and Territories

Data Element Number: **108800**

Data Element Name: **Country of Birth**

---

**Description of Changes:**

7/1/2015 Surveys Required

Survey 7 Removed from Required Surveys  
None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108825**

Data Element Name: **Course Absences**

---

The number of periods of instruction which a grade 9-12 student has not attended while in course membership.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **108825**

Data Element Name: **Course Absences**

---

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **109125**

Data Element Name: **Course Flag**

Up to four characters describing course attributes which give additional information needed by the district or state for counseling, tracking of credits, flagging for use with weighted grade point averages, etc. The letter or number codes defined below will be standard statewide. Any time one of the codes below is printed under "Course Flag" on the permanent record printout, it must correspond to the meaning given below. The field may also be used for locally defined codes which are consistent with state requirements for the use of state course numbers and titles.

On the Student Course Transcript Information reporting format up to four codes may be reported for a specified course. The coded values do not have to appear in any specific order and must be left-justified.

Code	Definition/Example
*	Generic State Course Substitution Indicator. This flag is used to indicate that the course with which it is associated is being used as a Department of Education approved substitute for another course, the code for which is being supplied in a companion data element (Course Number, Substituted). For the time being, this indicator will only be used for course substitutions created on or after July 1, 2007. Course substitutions having course flags in existence prior to July 1, 2007, will continue to use their existing course flags.
7	Sub for ANAT PHYSIO 2000350. Job Preparatory Program substitutions for Anatomy and Physiology. Prior to 2010-11 the valid substitutions were courses 8115110, 8417130-8417210, 8418300, and 8417230. Beginning in 2010-11 the valid substitutions are 8418300 or both 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417130, 8417140, 8417150, 8417160, 8417170, 8417180, 8417190, 8417200, 8417210, 8115110, and 8417230. Beginning with 2011-12, the valid substitutions are courses 8418300 and 8115110 or both 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417130, 8417140, 8417150, 8417160, 8417170, 8417180, 8417000, 8417190, 8417200, 8417210, and 8417230. Beginning with 2014-15, the valid substitutions are courses 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417000, 8417130, 8417140, 8417150, 8417160, 8417170, 8417190, 8417200, 8417210, 8417230, and 8417280. Beginning with 2015-16, the valid substitutions are courses 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417000, 8417130, 8417140, 8417150, 8417160, 8417170, 8417190, 8417200, 8417210, 8417230, 8417280, and 8427100
9	Ninth Grader. A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high school graduation as provided through the district's pupil progression plan.
G	Gifted. The course section is entirely composed of gifted students.
H	Honors. This is a course identified as "Honors" in the state Course Code Directory. To identify an honors course by district definition, use a code reserved for local district use.
I	Include. Include in grade point average (used only in combination with an "X").
N	No Credit. No credit awarded - per district policy (e.g., 9-12 grade student did not meet the 135 hour rule).
P	Course in Progress. For use in 1) interdistrict records transfer to indicate the courses the student was taking and had not yet completed at the time when he or she left the sending district; and 2) for Exceptional Student Education courses taken over a longer period of time than usual. Credit would be zero until the course is completed (Time Modification).

Data Element Number: 109125

Data Element Name: Course Flag

---

T Transferred. Credit transferred from an out-of-state school or nonpublic school by equating of courses.

---

W Exclude from State GPA. Exclude from State GPA, but include in District GPA

---

X Exclude from state and local grade point average (used only in combination with an "I" for tracking forgiveness).

---

**Obsolete Codes - May not be assigned in the current school year.**

# Sub for ENV SCI 2001340 (Valid prior to 7/1/01). Career and Technical Education substitution for Environmental Science. The valid substitutions are courses 8113000, 8118300 and 8112100.

---

\$ Sub for Arts Graduation Requirements. Journalism substitution for Arts (PA) graduation requirement. The valid Journalism substitution courses are 1006300-1006330 effective for students entering grade nine through 2008-09. The Combined Practical and Performing Fine Arts (PF) graduation requirement was in effect for students entering grade nine prior to 2007-08.

---

% Sub for PHY SCI 2003310 (Valid prior to 7/1/01). Career and Technical education substitution for Physical Science. The valid substitutions are courses 8103400, 8103200 and 8103300.

---

& Sub for Life Management Skills Graduation Requirements. (Effective through incoming 9th grade class of 0607). JROTC Air Force substitution for Life Management Skills. The valid JROTC Air Force substitution courses are the completion of program 1800400-1800410.

---

@ Sub for BIO TECH 2000430 (Valid prior to 7/1/01). Career and Technical Education substitution for Biology Technology. The valid substitutions are courses 8121000, 8121300, 8121400, 8121600, 8106200, 8115110, 8106800, 8112000, 8106500 and 8106100.

---

0 (ZERO) Sub for Practical Arts Graduation Requirements. JROTC substitution for Practical Arts graduation requirement. The valid JROTC substitution courses are the completion of courses 1800300-1800360, or 1801300-1801330, or 1802300-1802330, or 1803300-1803330, or 1804300-1804350.

---

1 Sub for Arts Graduation Requirements. Computer Education substitution for Arts (PA) graduation requirement. The valid Computer Education substitution courses are 0200300-0200380, 0200800-0200810, 0201300-0201360, 0201380, and 0200890 effective for students entering grade nine through 2008-09. The Combined Practical and Performing Fine Arts (PF) graduation requirement was in effect for students entering grade nine prior to 2007-08.

---

2 Sub for BUS EN I 1001440. Job Preparatory Program substitutions for Business English I. The valid substitutions are courses 8200330, 8212110, 8212120, 8215120, and 8215130. Beginning with 2011-12, the valid substitutions are courses 8209020, 8212110, 8212120, 8215120, and 8215130. This substitution was last valid in the 2013-14 school year.

---

3 Sub for BUS EN I 1001440 and/or BUS EN II 1001450. Job Preparatory Program substitutions for Business English I or II. The valid substitution courses are 8200330, 8212110, and 8212120. Beginning with 2011-12, the valid substitutions are courses 8209020, 8212110, and 8212120. This substitution was last valid in the 2013-14 school year.

---

Sub for BUS MA 1205540. Job Preparatory Program substitutions for Business Mathematics. The valid substitutions are courses 8200330, 8203310, 8203320, 8206010, 8206020, 8212110, 8212120, 8216110, and 8216120. Beginning with 2011-12, the valid substitutions are courses 8209020, 8203310, 8203320,

Data Element Number: **109125**

Data Element Name: **Course Flag**

---

8206010, 8206020, 8212110, 8212120, 8216110, and 8216120. This substitution was last valid in the 2013-14 school year.

---

5 Sub for MA 1 1205380/II 1205390 (valid prior to 7/1/97). Career and Technical Education substitution for Mathematics 1: Course number 1205380 and Mathematics II: Course Number 1205390.

---

6 Sub for GEN SCI 2002310 (Valid prior to 7/1/01). Career and Technical Education substitution for General Science. The valid substitutions are courses 8121600, 8121000, 8121300, 8121400, 8106200, 8115110, 8106800, 8106400, 8118300, 8112100, 8112000, 8106500 and 8106100.

---

8 Sub for Basic Mathematics Skills. Job Preparatory Program substitution for Basic Mathematics Skills. The valid substitution is course 8730091. Beginning with 2011-12, the valid substitution is program 8730000. This substitution was last valid in the 2013-14 school year.

---

A Sub for Science Graduation Requirements (Effective through incoming 9th grade class of 0910). JROTC Coast Guard substitution for Marine Science I (2002500). The valid JROTC Maritime substitution courses are the completion of program 1804320-1804350.

---

B Home Language and/or ESOL Instruction (Valid prior to 7/1/07). English Language Learners: Instructional Strategy code indicating the type of instruction of the ELL student. (This code is only valid for elementary self-contained courses.)

---

D ESOL Instruction (Valid prior to 7/1/07). English Language Learners: Instructional Strategy code indicating the ELL student is receiving instruction in English in the course. (ESOL Instruction is valid in language arts, math, science, social studies and computer literacy.)

---

E Academic Scholar - Elective (Code valid prior to 7/1/00.) The course meets an Academic Scholar elective.

---

F Sub for Science Graduation Requirements (Effective through incoming 9th grade class of 0910). JROTC Air Force substitution for Physical Science (2003310). The valid JROTC Aerospace substitution courses are the completion of program 1800300-1800320.

---

K Sub for Science Graduation Requirements (Effective through incoming 9th grade class of 0910). JROTC Navy Substitution for Physical Science. The valid JROTC Naval Science substitution courses are the completion of program 1802300-1802330.

---

M Home Language Instruction (Valid prior to 7/1/07). English Language Learners: Instructional Strategy code indicating the ELL student is receiving instruction in their home language in the course. (Home Language instruction is valid in math, science, social studies and computer literacy.)

---

O Sub for Life Management Skills Graduation Requirements (Effective through incoming 9th grade class of 0607). JROTC Army substitution for Life Management Skills. The valid JROTC Army substitution courses are the completion of program 1801300-1801310.

---

Q Sub for Life Management Skills Graduation Requirements (Effective through incoming 9th grade class of 0607). JROTC Marine Corps substitution for Life Management Skills. The Valid JROTC Marine Corps substitution courses are the completion of courses 1803300-1803310.

---

R College Preparatory. The course meets a university admissions requirement. (Definition prior to 7/1/00: The course meets an academic Scholar requirement.)

---

Data Element Number: **109125**

Data Element Name: **Course Flag**

---

S SLEP (Valid 7/1/82 – 6/30/87). Credit awarded by passing the Secondary Level Examination Program (SLEP) examination.

---

Example: H9 - The course is being offered as an Honors course; the individual who is taking the course is a student below the ninth grade who is able to count the course toward fulfilling graduation requirements and university admissions requirements because the district's pupil progression plan addresses this specific situation.

NOTE: Codes C, J, L, U, V, Y and Z are reserved for local district use. The Department will not assign values to those codes at any time in the future. Districts may also define other codes for local use, but should recognize that it is possible that the Department may define standard values for them sometime in the future.

NOTE: Code 0 (zero) is now state defined.

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

**Formats Required:**

Student Course Transcript Information DB9 39x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015	Codes	Added 1516 requirements to Code 7; deleted reference to JROTC in code *.
7/1/2014	Codes	Code 7 was revised.
7/1/2014	Codes	Codes 2, 3, 4 and 8 moved to Obsolete section
7/1/2013	Codes	Updated definition for code * and course title change for code 8. Moved codes to the Obsolete section that may not be assigned in the current school year.
7/1/2013	Examples	Updated Example – Changed RH9 to H9
6/1/2012	Codes	Moved obsolete codes to the Obsolete Codes section. Revised code O to change the word program to courses.

Data Element Number: **109125**

Data Element Name: **Course Flag**

---

6/1/2012	Codes	Revised code 0 (zero) to change the word program to courses. Revised code 8 to change the word course to program. Corrected course number 88200330 to 8200330 in code 2.
6/1/2011	Codes	Deleted "+" code and added substitution courses valid for 2011-12 for codes 2, 3, 4, 7 and 8. Changed "vocational" to "job preparatory program."

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **109225**

Data Element Name: **Course Grade**

---

The academic letter or number grade earned by a student in a course or other codes to indicate the current course status.

Right justify. Use leading blanks.

Coding values:

Grades 6-12, Adult Secondary Education, Adult Postsecondary Career and Technical Education (optional)

Beginning with School Year 2001-02, Section 1003.437, F.S., requires that the following scale be used in determining high school grades: Beginning with School Year 2007-08, the scale also applies to middle school grades:

A = 90%-100%, B = 80%-89%, C = 70%-79%, D = 60%-69%, F = 0%-59%

The district may use either a letter or a numeric grade on the permanent report card and transcript. Plus (“+”) or minus (“-”) signs may be displayed on the local report card, automated permanent record, and transcript but cannot be included in calculating the state grade point average.

Grades PK-5, Adult Basic Skills (optional)

For grades PK-5, use any designator which falls within the three alphanumeric character definitions.

Codes displayed for PK-5 grades other than those listed must be defined in the text section of the automated permanent record file.

Code	Definition/Example
------	--------------------

A	
---	--

---

A-	
----	--

---

A+	
----	--

---

B	
---	--

---

B-	
----	--

---

B+	
----	--

---

C	
---	--

---

C	
---	--

---

C+	
----	--

---

Data Element Number: 109225

Data Element Name: **Course Grade**

---

D	
D-	
D+	
E	Excellent
F	
FL	Fail on a Pass/Fail basis
I	Incomplete
IP	In-Progress
N	Needs Improvement
NG	No Grade Assigned
NNN	Numeric Grade
P	Passing
S	Satisfactory
SB	Florida Seal of Biliteracy Program Eligible – Only applicable in Survey 5
T	Passed Exam (Applicable only to AP, EOC and CLEP) – Only applicable in Survey 5
U	Unsatisfactory
W	Withdrew (Dual Enrolled only)
WF	Withdrew Failing
WP	Withdrew Passing
Z	Not Applicable (Only applies in Student Course Schedule and if the course is not a virtual course offered in a virtual charter school, the school of instruction is not 7001, 7004, 7006 or 7023, or district of instruction does not equal 71.)

---

NOTES: Code "W," new for 2007-08, is to be used for Dual Enrollment courses only. Districts must record the grade assigned by the college or university. Codes "IP" and "Z" are new for 2013-14 and are only to be applied to specific virtual

Data Element Number: **109225**

Data Element Name: **Course Grade**

---

courses in Student Course Schedule records. These codes are not to be applied in any Student Course Transcript record.

Rules 6A-6.0981 and 6A-6.0982 F.A.C. requires student completion rate calculations for any student who is enrolled in a virtual course for more than fourteen (14) calendar days.

**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

**Formats Required:**

Student Course Schedule DB9 14x

Student Course Transcript Information DB9 39x

**Surveys Required:**

Survey 5 Yes

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

**Appendixes:**

None

**Description of Changes:**

5/11/2017	Codes	Added new code SB per Rule 6A-1.09951, F.A.C.
7/1/2016	Codes	Added new code T.
7/1/2015	Notes	Added Note about Course Grade for Virtual.
7/17/2013	Codes	Added codes IP and Z to only be used in Student Course Schedule

Data Element Number: **109225**

Data Element Name: **Course Grade**

---



Data Element Number: **109325**

Data Element Name: **Course In Progress Hours**

---

FLORIDA DEPARTMENT OF EDUCATION  
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AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **109525**

Data Element Name: **Course Number**

---

The official state number assigned to school district courses listed or referenced in the Course Code Directory, community college or state university courses listed or referenced in the Statewide Course Numbering System, or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 1011.62, F.S.

The postsecondary course numbers for lab or combined lecture and lab courses (which use eight character numbers) will need to be recoded to seven-character numbers using the following conventions:

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

**Combined Lecture and Lab Courses**

PHY1050C	Postsecondary format.
----------	-----------------------

---

PHYC050	Secondary format.
---------	-------------------

---

XXX9999C	Postsecondary format in the Statewide Course Numbering System.
----------	--

---

XXXC999	Secondary format: replace the first numeric character with C.
---------	---

**Lab Courses**

PHY1050L	Postsecondary format.
----------	-----------------------

---

PHYL050	Secondary format.
---------	-------------------

---

XXX9999L	Postsecondary format in the Statewide Course Numbering System.
----------	--

---

XXXL999	Secondary format: replace the first numeric character with L.
---------	---

**Lecture Courses**

XXX9999	Postsecondary format in the Statewide Course Numbering System.
---------	--

---

XXX9999	Secondary format: use the actual seven-character alphanumeric course number.
---------	--

**Special Codes for Bright Futures Reporting**

ZZZ9999	For Bright Futures reporting, use this code to report dual enrollment credits earned at private colleges or universities.
---------	---

---

ZZZC99A	For Bright Futures reporting, use this code to report a full 1.0 science credit for a student completing a dual enrollment science course with a lab at a private college or university.
---------	--

---

ZZZC99B	For Bright Futures reporting, use this code to report a full 1.0 science credit for a student completing a second dual enrollment science course with a lab at a private college or university.
---------	---

Data Element Number: **109525**

Data Element Name: **Course Number**

---

ZZZC99C For Bright Futures reporting, use this code to report a full 1.0 science credit for a student completing a third dual enrollment science course with a lab at a private college or university.

---

**Length:** 7

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Workforce Development

**Formats Required:**

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Industry Certification

Student Course Schedule DB9 14x

Student Course Transcript Information DB9 39x

Teacher Course DB9 15x

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

WDIS Teacher Course DB9 49x

**Surveys Required:**

Survey 1

Survey 2

Survey 3

Survey 4

Survey 5

Survey 9

Survey F

Survey W

Survey S

Data Element Number: **109525**

Data Element Name: **Course Number**

---

Survey G

Survey X

**Appendixes:**

None

**Description of Changes:**

2/16/2015	Formats Required	Added Industry Certification Format
6/1/2011	Codes	Added special code examples for Bright Futures reporting.

FLORIDA DEPARTMENT OF EDUCATION  
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **109563**

Data Element Name: **Course Number, Substituted**

---

The official state number assigned to the course for which a substitution is being made, as described or referenced in the Course Code Directory.

Certain course graduation requirements may be fulfilled by successful completion of another course as described in the Course Code Directory. When a substitute course is used to satisfy a high school graduation requirement; the Course Number, Substituted carries the number of the course that is required for graduation and for which a substitution is being made.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 7

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

Student Course Transcript Information DB9 39x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **109563**

Data Element Name: **Course Number, Substituted**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **109600**

Data Element Name: **Course, Sequence Number**

---

A five-character code, assigned by the district, to each course record transmitted to the state in the Student Course Transcript Information format in Survey 5. The code must be unique for each course sent for a student within a school year. The code may be generated at the time the district generates the course records to be submitted to the state.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

NOTE: The sequence number is needed in order to provide a unique identifier for each course sent for a student within the same school year.

**Length:** 5

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

Student Course Transcript Information DB9 39x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **109600**

Data Element Name: **Course, Sequence Number**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **109625**

Data Element Name: **Course, State Subject Area Requirements**

---

A code indicating the subject in which credit toward high school graduation will apply upon earning the credit. See Course Code Directory.

<b>Code</b>	<b>Definition/Example</b>
A1	Algebra I or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.
A2	Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012-13. (not a valid code beginning with the 2014-15 school year; local use only)
AG	American Government
AH	American History
BI	Biology or equivalent or postsecondary course identified as a biology credit on the Dual Enrollment High School Equivalency List. Required for use with incoming ninth grade students in 2011-12 and subsequent years.
CE	Computer Education (Effective 91-92, but may be used prior to effective date)
CH	Chemistry or equivalent course (not a valid code; local use only)
EC	Economics
EL	Electives
EN	English Language Arts
EQ	Equally rigorous course that counts for science credit
EX	Exceptional Student
FL	World (Foreign) Language Electives
GE	Geometry or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.
LA	Language Arts Elective (Effective for students who entered high school prior to the 2007-08 academic year.)

Data Element Number: 109625

Data Element Name: Course, State Subject Area Requirements

LM	Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.)
MA	Mathematics
NC	Non Credit
PA	Practical Arts with artistic content
PE	Physical Education
PF	Performing Fine Arts
PH	Physics or equivalent course (not a valid code; local use only)
S3	Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school scholar designation. (not a valid code; local use only)
SC	Science (Not a valid code beginning with the 2015-16 school year; local use only.)
SS	Social Studies Elective (Effective through school year 1314)
SV	Half Science and Half career and technical education (Effective school year 0708 through 1213)
VO	Career & Technical (excluding courses coded PA)
WH	World History

Students entering ninth grade on or after the 2007-08 school year may use Performing Fine Arts (PF) or Practical Arts with Artistic Content (PA) to meet graduation requirements as defined in section 1003.4282(3)(e), Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the Course Code Directory.

Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC - Economics, WH - World History, AH - American History, and AG - American Government.

Courses in World Languages should be coded as World Language (FL)

Beginning with the 2011-12 year, it is mandatory to use the codes A1, BI, or GE for the incoming 9th grade cohort for Mathematics and Science courses listed as Algebra 1 (or equivalent), Biology (or equivalent), Geometry (or equivalent) in the Course Code Directory.

Courses in Science should be coded with EQ with the exception of the Biology Course that is coded with BI. Section 1003.4282(1)(3)(C), F.S. A student must earn one credit in Biology I and two credits in equally rigorous courses (EQ).

Length: 2

Data Type: Alphabetic

Year Implemented: 9192

Data Element Number: 109625

Data Element Name: Course, State Subject Area Requirements

---

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 06-12, Adult

**Programs Required:**

All Programs

**Formats Required:**

Student Course Transcript Information DB9 39x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2017	Codes	Updated definition to codes A1, BI, EN and GE.
10/24/2015	Notes	Added note
10/24/2015	Codes	Code 'SC' not a valid code beginning with the 2015-16 school year; local use only
7/1/2015	Notes	Updated first note and deleted those pertaining to Art, half credit and Life Management.
7/1/2015	Codes	Updated definition to codes A2, BI, FL and LA
2/13/2015	Codes	Included language for Code A2 which is for local use only now.
7/1/2014	Codes	Revised Codes CH, PH and S3 to non-valid codes and local use only.
10/16/2013	Codes	Removed Obsolete Section and revised codes FL, SS, SV and S3.
9/12/2013	Codes	Reinstated code EC as a valid code.
9/9/2013	Codes	Moved Code CE to the Obsolete Section. Reinstated Code SS as a valid code. Deleted (For local use only) language for Code EL.
9/9/2013	Notes	Deleted note: Code EL should be converted to spaces prior to state processing.
8/26/2013	Notes	Revised note regarding code SV to include effective year through 1213.
8/26/2013	Codes	Added new codes and moving old ones to the obsolete section.
6/1/2012	Notes	Changed "Foreign" to "World" in notes.
6/1/2012	Codes	Added code A2. Revised code LM to apply only to students who entered high school prior to 2007-2008.
6/1/2011	Definition	Delete "successful completion of the course" and replace with "earning the credit."
6/1/2011	Notes	Deleted the note regarding coding of Mathematics and Science courses and added note regarding coding of Algebra 1, Biology and Geometry courses.
6/1/2011	Codes	Added word "World" to code FL.
6/1/2011	Codes	Added three codes: A1, GE and BI.

Data Element Number: **109625**

Data Element Name: **Course, State Subject Area Requirements**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **109675**

Data Element Name: **Course Substituted, State Subject Area Requirements**

---

A code indicating the subject area in which credit towards high school graduation will apply. This field is used in conjunction with the Course Number, Substituted field which is used to record a second course, for which credit is also being earned. See Course Code Directory.

<b>Code</b>	<b>Definition/Example</b>
A1	Algebra I or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.
A2	Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012-13. (not a valid code beginning with the 2014-15 school year; local use only)
AG	American Government
AH	American History
BI	Biology or equivalent or postsecondary course identified as a biology credit on the Dual Enrollment High School Equivalency List. Required for use with incoming ninth grade students in 2011-12 and subsequent years.
Blank	This course has no Course Number, Substituted associated with it.
CE	Computer Education (Effective 91-92, but may be used prior to effective date)
CH	Chemistry or equivalent course (not a valid code; local use only)
EC	Economics
EL	Electives
EN	English Language Arts
EQ	Equally rigorous course that counts for science credit
EX	Exceptional Student
FL	World (Foreign) Language Electives
GE	Geometry or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.

Data Element Number: **109675**

Data Element Name: **Course Substituted, State Subject Area Requirements**

LA	Language Arts Electives (Effective for students who entered high school prior to the 2007-08 academic year.)
LM	Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.)
MA	Mathematics
NC	Non Credit
PA	Practical Arts with artistic content
PE	Physical Education
PF	Performing Fine Arts
PH	Physics or equivalent course (not a valid code; local use only)
S3	Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school scholar designation. (not valid code; local use only)
SC	Science (Not a valid code beginning with the 2015-16 school year; local use only.)
SS	Social Studies Elective (Effective through school year 1314)
SV	Half Science and Half career and technical education (Effective school year 0708 through 1213)
VO	Career & Technical (excluding courses coded PA)
WH	World History

Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC - Economics, WH - World History, AH - American History, and AG - American Government

Courses in World Languages should be coded as World Language (FL).

Beginning with the 2011-2012 year, it is mandatory to use the codes A1, BI, or GE for the incoming 9th grade cohort for Mathematics and Science courses listed as Algebra 1 (or equivalent), Biology (or equivalent), or Geometry (or equivalent) in the Course Code Directory.

Students entering ninth grade on or after the 2007-08 school year may use Performing Fine Arts (PF) or Practical Arts with Artistic Content (PA) to meet graduation requirements as defined in section 1003.4282(3)(e), Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the Course Code Directory.

Courses in Science should be coded with EQ with the exception of the Biology Course that is coded with BI. Section 1003.4282(1)(3)(C), F.S. A student must earn one credit in Biology I and two credits in equally rigorous courses (EQ).

Note: This element is required beginning with the 2009-10 school year for Local and FASTER reporting by districts authorized to offer additional credit courses. This element must be used in connection with course(s) using a "+" course flag.

Data Element Number: 109675

Data Element Name: Course Substituted, State Subject Area Requirements

---

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Workforce Development

**Formats Required:**

Student Course Transcript Information DB9 39x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2017	Codes	Updated definition to codes A1, BI, EN and GE.
11/25/2015	Notes	Added note
11/25/2015	Codes	Code 'SC' not a valid code beginning with the 2015-16 school year; local use only
7/1/2015	Notes	Updated first note and deleted those pertaining to Art, half credit and Life Management.
7/1/2015	Codes	Updated definition to codes A2 and BI.
2/13/2015	Codes	Included language for Code A2 which is for local use only now.
7/1/2014	Codes	Revised Codes CH, PH and S3 to non-valid codes and local use only.
10/17/2013	Codes	Removed Obsolete Section and revised codes FL, SS, SV and S3.
9/9/2013	Codes	Reinstated codes FL and SS as valid codes. Deleted (For local use only) language for Code EL.
9/9/2013	Notes	Deleted note: Code EL should be converted to spaces prior to state processing. Deleted the word "Electives" after World Language Electives (FL).
6/26/2013	Notes	Revised note regarding code SV to include effective year through 1213.
6/26/2013	Codes	Added new codes and moved old codes to the obsolete section.
6/1/2012	Notes	Changed "Foreign" to "World" in notes.
6/1/2012	Codes	Added code A2. Revised code LM to apply only to students who entered high school prior to 2007-2008.
10/11/2011	Notes	Deleted note that referenced code '+', a code that was never used and subsequently removed. Also removed asterisk on the Life Manage Skills note because it was no longer useful.

Data Element Number: **109675**

Data Element Name: **Course Substituted, State Subject Area Requirements**

---

6/1/2011	Codes	Added word "World" to code FL.
6/1/2011	Codes	Deleted the note regarding coding of Mathematics and Science courses and added note regarding coding of Algebra 1, Biology and Geometry courses.
6/1/2011	Codes	Added three codes: A1, BI, and GE.

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Year: 2018-19

Data Element Number: **109725**

Data Element Name: **Course Title, Abbreviated**

---

The abbreviated title assigned to courses listed in the Course Code Directory.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 20

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **109725**

Data Element Name: **Course Title, Abbreviated**

---

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **109825**

Data Element Name: **Course Title, Official**

---

The official title assigned to courses listed in the Course Code Directory.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 70

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: Yes

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **109825**

Data Element Name: **Course Title, Official**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **110125**

Data Element Name: **Credit Attempted, Course**

---

The number of credits attempted in a term for a grade 9-12 course. Credit attempted for a course cannot exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

0.00	Noncredit course
------	------------------

---

0.50	One-half credit
------	-----------------

---

1.00	One credit
------	------------

---

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

Adult Postsecondary

**Formats Required:**

Student Course Transcript Information DB9 39x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

Data Element Number: **110125**

Data Element Name: **Credit Attempted, Course**

---

**Description of Changes:**

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **110225**

Data Element Name: **Credit Attempted, Cumulative**

---

The total number of credits attempted to date in grade 9-12 courses by the student.

<b>Code</b>	<b>Definition/Example</b>
NNNN	12.50 - Twelve and one-half credits attempted

---

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

Adult Postsecondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: 110225

Data Element Name: **Credit Attempted, Cumulative**

---

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **110325**

Data Element Name: **Credit Attempted, Term**

---

The total number of credits attempted in a term for grade 9-12 courses by the student.

<b>Code</b>	<b>Definition/Example</b>
0650	06.50 - Six and one-half credits attempted

---

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

Adult Postsecondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: 110325

Data Element Name: **Credit Attempted, Term**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **110425**

Data Element Name: **Credit Earned, Course**

---

The number of credits earned in a term for a course based upon successful completion of the course. Credit earned for a course cannot exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

<b>Code</b>	<b>Definition/Example</b>
000	0.00 - For noncredit or failing grade

---

050	0.50 - One-half credit
-----	------------------------

---

100	1.00 - One credit
-----	-------------------

---

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9192

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

Adult Postsecondary

**Formats Required:**

Student Course Transcript Information DB9 39x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

Data Element Number: **110425**

Data Element Name: **Credit Earned, Course**

---

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **110525**

Data Element Name: **Credit Earned, Cumulative**

---

The total number of credits earned by the student in grades 9-12 upon successful completion of courses.

<b>Code</b>	<b>Definition/Example</b>
0700	07.00 - Seven credits earned

---

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

Adult Postsecondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **110525**

Data Element Name: **Credit Earned, Cumulative**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **110625**

Data Element Name: **Credit Earned, State Subject Area Requirements**

---

The total number of credits earned in each state subject area toward state high school graduation requirements based upon successful completion of courses in the subject area. See Course, State Subject Area Requirements.

<b>Code</b>	<b>Definition/Example</b>
250	2.50 - Two and one-half credits earned in English

---

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **110625**

Data Element Name: **Credit Earned, State Subject Area Requirements**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **110725**

Data Element Name: **Credit Earned, Term**

---

The total number of credits earned by the student in grades 9-12 based on successful completion of courses taken during one term.

<b>Code</b>	<b>Definition/Example</b>
0700	07.00 - Seven credits earned

---

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

Adult Postsecondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **110725**

Data Element Name: **Credit Earned, Term**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **110825**

Data Element Name: **Credit Needed, State Subject Area Requirements**

---

The number of credits to be earned by the student in each state subject area taken to meet state high school graduation requirements. See Course, State Subject Area Requirements.

<b>Code</b>	<b>Definition/Example</b>
150	1.50 - One and one-half credits needed to complete state requirements in English

---

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **110825**

Data Element Name: **Credit Needed, State Subject Area Requirements**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **110925**

Data Element Name: **Credit Needed Value, Course**

---

The numeric value of the course may not exceed the value indicated in the state curriculum framework where a curriculum framework exists.

<b>Code</b>	<b>Definition/Example</b>
000	0.00 - For noncredit or failing grade
050	0.50 - One-half credit
100	1.00 - One credit
150	1.50 - One and one-half credits

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

Adult Postsecondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

Data Element Number: **110925**

Data Element Name: **Credit Needed Value, Course**

---

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **111063**

Data Element Name: **Credit Needed, Local Subject Area Requirements**

---

The number of credits to be earned by the student in each local subject area taken to meet local high school graduation requirements. (Two implied decimal places.)

<b>Code</b>	<b>Definition/Example</b>
0150	One and one-half credits needed to complete local requirements in the subject area.

---

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 0203

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 09-12, Adult

**Programs Required:**

All Programs

Adult Secondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

Data Element Number: **111063**

Data Element Name: **Credit Needed, Local Subject Area Requirements**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **111200**

Data Element Name: **Critical/Chronic Health Information - 911 Medical Alert**

---

Medical alert of a potentially life-threatening condition.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

N	No
---	----

---

Y	Yes
---	-----

---

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9697

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12, Birth - 21 Years Old

**Programs Required:**

All Programs

Migrant

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **111200**

Data Element Name: **Critical/Chronic Health Information - 911 Medical Alert**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **111210**

Data Element Name: **Critical/Chronic Health Information - 911 Medical Alert Contact**

---

The name and telephone number of the school contact designated to provide critical/chronic health information - 911 medical alert information on the student.

<b>Code</b>	<b>Definition/Example</b>
	Not applicable for this element

---

**Length:** 45

**Data Type:** Alphanumeric

**Year Implemented:** 9697

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12, Birth - 21 Years Old

**Programs Required:**

Migrant

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **111210**

Data Element Name: **Critical/Chronic Health Information - 911 Medical Alert Contact**

---



Data Element Number: 111306

Data Element Name: **Date of Consent for Evaluation**

---

**Appendixes:**

None

**Description of Changes:**

7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
7/1/2015	Definition	Added additional language to definition ("the signed").
6/1/2011	Notes	Added note specifying zero-fill for students with an Exceptional Student Placement Status of T.
6/1/2011	Data Type	Changed from alphanumeric to numeric.
6/1/2011	Definition	Added "initial" before "evaluation" and changed "each special education program" to "exceptional student education."
6/1/2011	Surveys Required	Added survey periods 1,4 and 7.
6/1/2011	Formats Required	Moved Exceptional Student Program format to Exceptional Student format.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **111406**

Data Element Name: **Date of Entry, Program/Course/Section**

---

The numeric representation of the date the student entered the program, course, and section during the current reporting survey. For a program/course/section that is continuing into the current reporting survey from a previous survey, the Date of Entry, Program/Course/Section is the first day of the current survey.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

MMDDYYYY	09222008 = September 22, 2008
----------	-------------------------------

---

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 0809

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

**Appendixes:**

None

**Description of Changes:**

4/15/2016	Notes	Remove Note
7/1/2014	Definition	Update of definition to clarify the purpose and use of the data element
6/1/2012	Notes	Added CTE Student Course Schedule format to note.
6/1/2012	Formats Required	Added to CTE Student Course Schedule format.

Data Element Number: **111406**

Data Element Name: **Date of Entry, Program/Course/Section**

---

8/26/2011 Notes

Remove sentence "Date of Entry, Program/Course/Section is required only for those students who have an employment-related Adult Student Goal."

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **111441**

Data Element Name: **Date of Exit, Program/Course/Section**

---

The numeric representation of the date the student exited the program, course, and section during the current reporting survey. For a program/course/section that is continuing in to the next reporting survey, the Date of Exit, Program/Course/Section is the last day of the current survey.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

MMDDYYYY	09262008 = September 26, 2008
----------	-------------------------------

---

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 0809

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2016 Notes Remove note.

7/1/2014 Definition Update of definition to clarify the purpose and use of the data element

6/1/2012 Notes Added CTE Student Course Schedule format to note.

6/1/2012 Formats Required Added to CTE Student Course Schedule format.

Data Element Number: **111441**

Data Element Name: **Date of Exit, Program/Course/Section**

---

8/26/2011 Notes

Remove sentence "Date of Exit, Program/Course/Section is required only for those students who have an employment-related Adult Student Goal."

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112025**

Data Element Name: **Days Absent, Annual**

---

A numeric value representing the total days the student is absent from a school or district during the 180 day school year.

This is a calculated value using daily attendance.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**NOTE:**

a) For the Prior School Status/Student Attendance format (DB9 55x), Days Absent, Annual means the total number of days the student is absent for each entry or reentry in each school in which the student is enrolled during the 180-day school year.

b) For the permanent record, Days Absent, Annual means the total number of days the student is absent from all district schools during the 180 day school year.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Prior School Status / Student Attendance DB9 55x

**Surveys Required:**

Survey 2 Default

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

Data Element Number: **112025**

Data Element Name: **Days Absent, Annual**

---

**Description of Changes:**

12/20/2011	Surveys Required	Changed Survey 3 from Default to Yes.
12/20/2011	Notes	Adjusted wording in Note (a) to reflect current name of format.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112031**

Data Element Name: **Days Absent, Annual - Unexcused Not Related to Discipline**

---

The total number of days the student was absent from a school or district with an unexcused absence that was not related to discipline during the 180 day school year. Unexcused Absence Not Related to Discipline is defined by district policy.

This is a calculated value using daily attendance.

For Survey Periods 2, this field should be zero-filled.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**NOTES:**

a) For the Prior School Status/Student Attendance format (DB9 55x), Days Absent, Annual - Unexcused Not Related to Discipline means the total number of days the student is absent, unexcused and not related to disciplinary actions for each entry or reentry in each school in which the student is enrolled during the 180 day school year.

b) For the permanent record, Days Absent, Annual - Unexcused Not Related to Discipline means the total number of days the student is absent, unexcused not related to discipline from all district schools during the 180 day school year.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0607

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Prior School Status / Student Attendance DB9 55x

**Surveys Required:**

Survey 2 Default

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

Data Element Number: 112031

Data Element Name: **Days Absent, Annual - Unexcused Not Related to Discipline**

---

**Description of Changes:**

6/1/2012	Surveys Required	Changed Survey 3 to Yes.
6/1/2012	Definition	Removed reference to Survey 3 being zero-filled.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112050**

Data Element Name: **Days Absent, Summer Terms**

---

A numeric value representing the total days the student is absent from a school or district during the summer terms or intersessions.

This is a calculated value using daily attendance.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**NOTES:**

a) For the Student Attendance format (DB9 40x), Days Absent, Summer Terms means the total number of days the student is absent for each entry or reentry in each school in which the student is enrolled during the summer terms or intersessions.

b) For the permanent record, Days Absent, Summer Terms means the total number of days the student is absent from all district schools during the summer terms or intersessions.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Prior School Status / Student Attendance DB9 55x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

**Appendixes:**

None

Data Element Number: 112050

Data Element Name: Days Absent, Summer Terms

---

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112425**

Data Element Name: **Days In Term (For FTE Purposes)**

---

The number of school days the course is scheduled to meet or the student is scheduled to be transported during the reported term.

Examples:

Survey Periods 2 and 3 should have the value 090 if the course is scheduled for the entire semester.

For reporting PK-12 short courses scheduled during the regular 180-day school year, use the actual number of days the course is scheduled to meet.

Survey Periods 1 and 4 (summer sessions) record the actual number of days the course meets.

For adult short courses in all surveys, record the actual number of days the course meets.

For reporting Prekindergarten Early Intervention students in all surveys, record the actual number of days the course meets.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

Notes (Pertaining to Student Transportation format):

For most students in survey periods 2 and 3 the number of days will be 90.

For students in programs that meet once a week, the number of days will be 18 (90 day term divided by 5).

For the June and July summer periods and for intersessions report the scheduled days students are required to attend for each reporting period.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Adult Basic Skills

Adult Postsecondary

Adult Secondary

**Formats Required:**

Data Element Number: 112425

Data Element Name: **Days In Term (For FTE Purposes)**

---

Student Transportation DB9 56x

Teacher Course DB9 15x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112525**

Data Element Name: **Day of Week Scheduled, Alternate Date Certain**

“Date Certain” is the Friday of survey week. This code indicates that a student is scheduled in a course/section that meets on an “alternate date certain” of survey week. An alternate date certain is typically used by schools who do not have core courses scheduled on Friday of survey week, for class size consideration.

Code	Definition/Example
N	The student is NOT scheduled in a course/section on an alternate date certain for class size consideration.
Y	The student is scheduled in a course/section on an alternate date certain because no core courses are scheduled on date certain (Friday of survey week) for the entire school.
Z	Not applicable

Note: Code Y should ONLY be used if an entire school would not be included in the class size average calculation because NO core courses meet on Friday/date certain. In that case, choose another representative day and code ‘Y’ for “Day of Week Scheduled, Alternate Date Certain” for all of the courses that meet on that day.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0304

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**  
All Programs

**Formats Required:**  
Student Course Schedule DB9 14x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**  
None

Data Element Number: 112525

Data Element Name: Day of Week Scheduled, Alternate Date Certain

---

**Description of Changes:**

7/1/2018	Notes	Added clarifying language to note.
7/1/2018	Codes	Added clarifying language to codeS N and Y.
7/1/2018	Definition	Added clarifying language to data element definition.
7/1/2018	Element Name	Changed the data element name.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112625**

Data Element Name: **Day of Week Scheduled, Friday**

---

A code indicating that a student is scheduled in a course/section on Friday.

<b>Code</b>	<b>Definition/Example</b>
N	The student is NOT scheduled in a course/section on this day.
Y	The student is scheduled in a course/section on this day.

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Student Course Schedule DB9 14x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **112625**

Data Element Name: **Day of Week Scheduled, Friday**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112635**

Data Element Name: **Day of Week Scheduled, Monday**

---

A code indicating that a student is scheduled in a course/section on Monday.

<b>Code</b>	<b>Definition/Example</b>
N	The student is NOT scheduled in a course/section on this day.
Y	The student is scheduled in a course/section on this day.

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Student Course Schedule DB9 14x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: 112635

Data Element Name: **Day of Week Scheduled, Monday**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112645**

Data Element Name: **Day of Week Scheduled, Saturday**

---

A code indicating that a student is scheduled in a course/section on Saturday.

<b>Code</b>	<b>Definition/Example</b>
N	The student is NOT scheduled in a course/section on this day.
Y	The student is scheduled in a course/section on this day.

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Student Course Schedule DB9 14x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **112645**

Data Element Name: **Day of Week Scheduled, Saturday**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112655**

Data Element Name: **Day of Week Scheduled, Thursday**

---

A code indicating that a student is scheduled in a course/section on Thursday.

<b>Code</b>	<b>Definition/Example</b>
N	The student is NOT scheduled in a course/section on this day.
Y	The student is scheduled in a course/section on this day.

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Student Course Schedule DB9 14x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: 112655

Data Element Name: **Day of Week Scheduled, Thursday**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112665**

Data Element Name: **Day of Week Scheduled, Tuesday**

---

A code indicating that a student is scheduled in a course/section on Tuesday.

<b>Code</b>	<b>Definition/Example</b>
N	The student is NOT scheduled in a course/section on this day.
Y	The student is scheduled in a course/section on this day.

---

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Student Course Schedule DB9 14x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: 112665

Data Element Name: **Day of Week Scheduled, Tuesday**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112675**

Data Element Name: **Day of Week Scheduled, Wednesday**

---

A code indicating that a student is scheduled in a course/section on Wednesday.

<b>Code</b>	<b>Definition/Example</b>
N	The student is NOT scheduled in a course/section on this day.
Y	The student is scheduled in a course/section on this day.

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Student Course Schedule DB9 14x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

Appendix Z: Industry Certification Identifier

**Description of Changes:**

None

Data Element Number: 112675

Data Element Name: **Day of Week Scheduled, Wednesday**

---



Data Element Number: **112825**

Data Element Name: **Days Per Week**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **113225**

Data Element Name: **Days Present, Annual**

---

A numeric value representing the total days the student is present in a school or district during the 180 day school year.

This is a calculated value using daily attendance.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**NOTES:**

a) For the Prior School Status/Student Attendance format (DB9 55x), Days Present, Annual means the total number of days the student is present for each entry or reentry in each school in which the student is enrolled during the 180 day school year.

b) For the permanent record, Days Present, Annual means the total number of days the student is present at all district schools during the 180 day school year.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Prior School Status / Student Attendance DB9 55x

**Surveys Required:**

Survey 2 Default

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

Data Element Number: 113225

Data Element Name: Days Present, Annual

---

**Description of Changes:**

12/10/2011	Surveys Required	Changed Survey 3 from Default to Yes
12/10/2011	Notes	Adjusted wording in Note (a) to reflect the current format name.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **113250**

Data Element Name: **Days Present, Summer Terms**

---

A numeric value representing the total days the student is present in a school or district during the summer terms or intersessions.

This is a calculated value using daily attendance.

<b>Code</b>	<b>Definition/Example</b>
	Not applicable for this element

---

**NOTES:**

- a) For the Student Attendance format (DB9 40x), Days Present, Summer Terms means the total number of days the student is present for each entry or reentry in each school in which the student is enrolled during the summer terms or intersessions.
- b) For the permanent record, Days Present, Summer Terms means the total number of days the student is present at all district schools during the summer terms or intersessions.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Prior School Status / Student Attendance DB9 55x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

**Appendixes:**

None

Data Element Number: 113250

Data Element Name: Days Present, Summer Terms

---

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **113625**

Data Element Name: **Diploma Date**

---

The date the diploma was awarded to the student or the last day of the term, if different.

<b>Code</b>	<b>Definition/Example</b>
MMDDYYYY	Example: 06121983

---

NOTE: This information can be derived from the attendance system.

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Adult Secondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **113625**

Data Element Name: **Diploma Date**

---

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **114025**

Data Element Name: **Diploma Type**

The type of diploma awarded to the student upon high school graduation.

<b>Code</b>	<b>Definition/Example</b>
W06	Standard High School Diploma
W07	Special Diploma (option one) NOTE: This will not be a valid diploma type after the 2022-23 school year This option is valid only for students who began 9th grade in 2013-14 or earlier.
W10	State of Florida High School Performance-Based Diploma (GED and State Approved Graduation Test)
W27	Special Diploma (option two) NOTE: This will not be a valid diploma type after the 2022-23 school year. This option is valid only for students who began 9th grade in 2013-14 or earlier.
W43	Adult Standard High School Diploma (24-credit option)
W45	Adult State of Florida Diploma (GED)
W52	Adult Standard High School Diploma (Concordant and/or Comparative Score)
W54	Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)), 18 Credit Option
W55	Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) Concordant and/or Comparative Score, 18-Credit Option
W58	Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) (statewide assessment waiver), 18-Credit Option
W59	Adult Standard High School Diploma (statewide assessment wavier), 24 credit option
WD1	Standard High School Diploma (Deferred Receipt)
WFT	Standard High School Diploma (Concordant and/or Comparative Score)
WFW	Standard High School Diploma (FCAT waiver) NOTE: This code is valid for students who entered 9th grade prior to the 2013-14 school year
WGA	State of Florida High School Performance-Based Diploma (GED and Concordant and/or Comparative Score)

Data Element Number: 114025

Data Element Name: **Diploma Type**

WGD	State of Florida Diploma (Performance-Based Exit Option Model Program, GED only)
WPR	Puerto Rico High School Graduation Option Diploma
WRW	Standard High School Diploma (Statewide Standardized Assessment Results Waiver) NOTE: This applies to students entering 9th grade beginning in the 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) Concordant and/or Comparative Score
WXW	Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) statewide assessment waiver.
ZZZ	Not applicable
	Terms:

### **Adult Standard High School Diploma**

Diploma awarded to adult students, enrolled in a school district adult high school program, who have earned passing scores on the state approved graduation tests, successfully completed the minimum number of academic credits as identified in s. 1003.4282 (6)(b) F.S. and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W43)

Diplomas awarded to adult students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score and successfully met all other requirements for a standard diploma, s. 1003.4282, F.S. Florida Department of Education approved standardized tests for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (s. 1008.22(8), F.S.). (W52)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., including earning passing scores on the state approved graduation tests. (W54)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (W55)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed the minimum number of academic credits to receive a standard diploma as identified in s. 1003.4282(6)(b) F.S. and satisfied the state graduation test requirement with an approved statewide assessment waiver. (W59)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed the minimum number of academic credits to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., and satisfied the state graduation test requirement with an approved statewide assessment waiver. (W58)

Data Element Number: 114025

Data Element Name: **Diploma Type**

---

**Differentiated Diploma:**

Diploma awarded in lieu of the standard diploma to those students exceeding the prescribed minimums. Differentiated diplomas are to be recorded as standard diplomas (W06).

---

**Special Diploma:**

Diploma awarded to students who have been properly identified as intellectually disabled, deaf or hard-of-hearing, specific learning disabled, emotional/behavioral disabled, orthopedically impaired, dual sensory impaired, other health impaired, traumatic brain injury, autism spectrum disorder, or language impaired. Effective with the 1994-95 school year, school boards may award Special Diplomas based on two (2) options :

a) Option one shall include procedures for determining and certifying mastery of student performance standards for exceptional students as prescribed in Rule 6A-1.09961(1)(a), FAC. (W07)

b) Option two shall include procedures for determining and certifying mastery of demonstrated employment and community competencies in accordance with Rule 6A-1.09961(1)(b), FAC. (W27)

---

**Standard Diploma using a Concordant and/or Comparative Score\*:**

Standard diploma awarded to students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WFT)

Standard Diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (WXT)

\*Note: Florida Department of Education approved standardized test for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (Section 1008.22(7)-(8), F.S.).

---

**Standard Diploma:**

Diploma awarded to students who have earned passing scores on the state approved graduation test, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W06)

Standard diploma awarded to students with disabilities who have received an FCAT waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (Valid for students who entered 9th grade prior to the 2013-14 school year). (WFW)

Standard diploma awarded to students with disabilities who have received a Statewide Standardized Assessment Results Waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WRW)

Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5). (WXL)

Standard diploma awarded to students with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement with an approved statewide assessment waiver. (WXW)

Data Element Number: 114025

Data Element Name: Diploma Type

---

**State of Florida Diploma (GED):**

Diploma awarded to students based on the student's satisfactory completion of the General Education Development Tests.

A) Diploma awarded to high school students who successfully completed the Performance-Based Exit Option Model Program requirements, successfully passed the GED, but did not pass the state approved graduation tests. (WGD)

b) Diplomas awarded to adult students should be recorded as W45.

NOTE: This information can be derived from the attendance system.

---

**State of Florida High School Performance-Based Diploma**

State of Florida High School Performance-Based High School Diploma

Performance-based diploma awarded to students who successfully completed the Performance-Based Exit Option Model Program requirements and have passed the GED Tests and the state approved graduation tests. (W10)

Performance-based diploma awarded to students who have successfully completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, and who have satisfied the state approved graduation test requirement through a concordant and/or comparative score\*. (WGA)

Note: Students in the Performance-Based Exit Option Model must be in the 10th grade or higher in order to take the state approved graduation test.

---

**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 12

**Programs Required:**

All Programs

Workforce Development

**Formats Required:**

Student End of Year Status DB9 17x

WDIS Student End of Term Status DB9 50x

**Surveys Required:**

Survey 5 Yes

Data Element Number: 114025

Data Element Name: Diploma Type

---

Survey F Yes  
Survey W Yes  
Survey S Yes

**Appendixes:**

Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12

Appendix B: Attendance Recordkeeping Required Codes for Adult

**Description of Changes:**

4/17/2018	Codes	Added code "WPR" for displaced 11th & 12th Grade Puerto Rican students as a graduation option.
1/16/2018	Codes	Revised code W57 to W59 (W57 previously used).
12/18/2017	Codes	added language "Adult High School Diploma," after W55 paragraph.
12/18/2017	Codes	Add new code/definitions: W57 & W58;
7/1/2017	Codes	Added notes to codes W07 and W27.
5/12/2017	Codes	Revised language to code WRW to clarify the students applicable for this code.
7/28/2015	Codes	Added code WD1, which is to be included in grad rate calculations
7/1/2015	Codes	Removed codes W6A, W6B, WFA, WFB (not valid after 2014-15)
3/27/2015	Codes	Replaced term 'Alternative Assessment' with 'Concordant and/or Comparative Score'
3/12/2015	Codes	Added code WRW; revised definition of code WFT, and added notes to codes W07, W27, WFW.
3/12/2015	Notes	Added WRW note to Standard Diploma and added another statute reference for W06 and WFW.
7/22/2014	Codes	Update of the "Definition/Example" of the WGD code. Modification of notes to "Standard Diploma using an Alternate Assessment" and addition of notes for "Adult Standard High School Diplomas"
5/28/2014	Codes	Addition of adult standard HS diploma codes W54 and W55 to include 18 credit option . Specified 24 credit option for W43. Updated "notes" for W6A, W6B, WFA, WFB.
1/30/2014	Codes	WXT and WXW standard diploma types added
10/31/2013	Codes	W6A and W6B – Added a note within the definition of the codes.
9/17/2013	Notes	Added note for diploma type: WXL.
9/17/2013	Codes	Addition of new diploma type: WXL.
7/1/2013	Codes	The definitions for codes W10 and WGA are modified. They are not diploma codes.
6/1/2012	Notes	Revised description of Special Diploma under Terms. Deleted educable, trainable and profoundly mentally handicapped and replaced with intellectually disabled.

Data Element Number: 114025

Data Element Name: **Diploma Type**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **114425**

Data Element Name: **Discipline/Resultant Action Code**

---

A one-character code representing the type of disciplinary action taken. The discipline code will be associated with the corresponding School Number, Where Discipline/Referral Action Occurred.

<b>Code</b>	<b>Definition/Example</b>
C	<p>Corporal Punishment</p> <p>Corporal punishment is defined as the moderate use of physical force or physical contact by a teacher or principal to maintain discipline or to enforce school rule. (Maintained for students in grades PK-12 only.)</p>
E	<p>Expelled, Without Continuing Educational Services</p> <p>Student expelled from regular school without continuing educational services provided by the district. (Maintained for students in grades PK-12 and adult)</p>
F	<p>Expelled, With Continuing Educational Services</p> <p>Student expelled from regular school with continuing educational services, which may include a disciplinary program or second chance school, and/or referred to the criminal justice or juvenile justice system. (Maintained for students in grades PK-12 and adult)</p>
H	<p>Suspension Extended, Pending Hearing</p> <p>Suspension (out-of-school) extended beyond 10 school days pending School Board hearing for expulsion. (This code should only be used when the district Superintendent grants an extension for suspension beyond 10 school days as per Ch. 1006.08, F.S.).</p>
I	<p>Suspension, In-School</p> <p>In-school suspension is defined as the temporary removal of a student from the school program not exceeding ten days. (Maintained for students in grades PK-12 only.)</p> <p>In accordance with the Individuals with Disabilities Education Act, this code must be used for all instances in which a child with a disability is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel.</p>
L	<p>Seclusion</p> <p>The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.</p>
M	<p>Mechanical Restraint</p> <p>The use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for</p>

Data Element Number: 114425

Data Element Name: **Discipline/Resultant Action Code**

---

which such devices were designed, such as:

Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;

Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;

Restraints for medical immobilization; or

Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

---

O Suspension, Out-of-School

Out-of-school suspension is defined as the temporary removal of a student from a school and the school program for a period not exceeding ten days. (Maintained for students in grades PK-12 only.)

---

P Placement in Alternative Educational Setting

Student is removed from the school for an offense, i.e., disobedient, disrespectful, violent, abusive, uncontrollable or disruptive behavior, not expelled, and placed in an alternative educational setting

---

R Physical Restraint

A personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

---

S Other SESIR Defined

Other SESIR defined is all other types of disciplinary action administered for a SESIR defined incident that cannot be reported using any other code in this element. For example, this code may be used when districts require students to attend additional activities such as "Saturday School", tobacco cessation programs, drug prevention programs, counseling, anger management programs, or community service while they continue their regular course of study. (This code is to be used only when the action is related to a SESIR defined incident).

---

U Change in Placement

Change in placement (not to exceed 45 days) due to a unilateral decision by school personnel following a drug, weapon or serious bodily injury offense. (This code is for students with disabilities only.)

---

Notes:

CODE U: Use Code "U" only for those students with disabilities involved in drug, weapon or serious bodily injury offenses who were unilaterally removed to an interim alternative education setting by school personnel other than the IEP team, in lieu of suspension/expulsion.

LOCAL USE ONLY CODE D: Districts may record other district-defined disciplinary/resultant actions which cannot be reported using any other code in this element, and may assign them the code D in their local systems. These district-defined disciplinary/resultant actions should not be included on the Student Discipline/Resultant Action format. This code is to be used only when the action is related to a non-SESIR defined incident.

CODE H: For survey 5, most students with a record coded with H should also have a record coded E, F or P based on School Board action. This note is a reminder to districts that Code (H) – Suspension Extended, Pending Hearing will be followed by a record with (E) – Expelled, Without Continuing Educational Services, (F) – Expelled, With Continuing Educational Services, or (P) – Placement in an Alternative Educational Setting code for survey 5, based on the final school board decision.

Data Element Number: 114425

Data Element Name: Discipline/Resultant Action Code

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

Disciplined Students

Adult Secondary

Adult Basic Skills

Adult Postsecondary

**Formats Required:**

Student Discipline/Resultant Action DB9 19x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

6/1/2012	Notes	Revised the note regarding local code D to be used only when the action is related to a non-SESIR defined incident.
6/1/2011	Element Name	Name changed from Discipline/Referral Action Code to Discipline/Resultant Action
6/1/2011	Codes	Added a note to the definition of Code I - In accordance with the Individuals with Disabilities Education Act, this code must be used for all instances in which a child with a disability is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel.

Data Element Number: 114425

Data Element Name: **Discipline/Resultant Action Code**

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FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **114825**

Data Element Name: **Discipline/Resultant Action Date**

---

The date upon which each disciplinary or referral action (corporal punishment, initiation of in-school or out-of-school suspensions, expulsion or court or juvenile referral) occurred.

<b>Code</b>	<b>Definition/Example</b>
MMDDYYYY	Example: 09121985

---

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

Disciplined Students

Adult Secondary

Adult Basic Skills

Adult Postsecondary

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

7/1/2014	Element Name	Updating element name to reflect a change in the name of the format.
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Data Element Number: 114825

Data Element Name: **Discipline/Resultant Action Date**

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FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115025**

Data Element Name: **Distance Learning Delivery Indicator**

Distance Learning Delivery Indicator denotes that the student and the instructor are separated in time and/or place during more than 50% of the instruction.

<b>Code</b>	<b>Definition/Example</b>
A	Web-based or Internet-based courses.
B	Video conferencing.
C	Other distance learning delivery.
X	Those combinations of Technology which do not meet the 50% requirement.
Z	Not a Distance Learning class.

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Teacher Course DB9 49x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Data Element Number: 115025

Data Element Name: Distance Learning Delivery Indicator

---

Survey X Yes

**Appendixes:**

None

**Description of Changes:**

12/1/2014 Definition Correction to the definition from "50% or more" to "more than 50%"

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115125**

Data Element Name: **District Name**

---

The name of the Florida school district receiving or submitting the data.

<b>Code</b>	<b>Definition/Example</b>
	Not applicable for this element

---

**Length:** 12

**Data Type:** Alphanumeric

**Year Implemented:** 0910

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

McKay Prepayment Verification DB9 61x

**Surveys Required:**

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **115125**

Data Element Name: **District Name**

---

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115225**

Data Element Name: **District Number, Current Enrollment**

The two-digit number for the current school district or other agency in which the student is officially enrolled for graduation.

See Appendix C: District Name Table.

<b>Code</b>	<b>Definition/Example</b>
01 – 68, 71-75	State assigned number for school district or other agency

99	Other than Florida public school
----	----------------------------------

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Career and Technical Education Student Course Schedule DB9 16x

Dropout Prevention Program Data DB9 11x

English Language Learners Information DB9 10x

Exceptional Student DB9 12x

Exceptional Student DB9 23x

Federal/State Indicator Status DB9 22x

Industry Certification

McKay Prepayment Verification DB9 61x

Prior School Status / Student Attendance DB9 55x

Student Additional Funding

Student Assessment DB9 59x

Data Element Number: 115225

Data Element Name: District Number, Current Enrollment

---

- Student Course Schedule DB9 14x
- Student Course Transcript Information DB9 39x
- Student Demographic Information DB9 13x
- Student Discipline/Resultant Action DB9 19x
- Student End of Year Status DB9 17x
- Student Transportation DB9 56x
- Title I Supplemental Educational Services DB9 57x

**Surveys Required:**

- Survey 8 Yes
- Survey 1 Yes
- Survey 2 Yes
- Survey 3 Yes
- Survey 4 Yes
- Survey 5 Yes
- Survey 6 Yes
- Survey 9 Yes
- Survey A Yes
- Survey B Yes
- Survey C Yes
- Survey D Yes

**Appendixes:**

Appendix C: District Name Table

**Description of Changes:**

7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
2/16/2015	Formats Required	Added Industry Certification Format
7/1/2013	Formats Required	Added Student Additional Funding format.
6/1/2012	Notes	Deleted note "Although students do not enroll for graduation in district number 71, this district number is used by the Florida Virtual School for reporting District Number, Current Enrollment."
5/18/2012	Notes	Changed third note to indicate the status of the use of this element by district 71 beginning in 2011-12.
6/1/2011	Formats Required	Removed two formats that are obsolete: Department of Juvenile Justice Student Entry Assessment and Department of Juvenile Justice Student Exit Assessment.

Data Element Number: 115225

Data Element Name: **District Number, Current Enrollment**

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FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115325**

Data Element Name: **District Number, Current Instruction/Service**

The two-digit number for the current school district or other agency which is providing instruction or services. See Appendix C: District Name Table.

Code	Definition/Example
1	Use this code only on the Federal/State Indicator Status format in fields District Number, Current Instruction/Service: CAPE (First) and District Number, Current Instruction/Service: CAPE (Second) if these fields do not apply to the student.

01 – 76	State assigned number for school district or other agency, excluding 69.
---------	--

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Workforce Development

**Formats Required:**

Career and Technical Education Student Course Schedule DB9 16x

Career and Technical Education Teacher Course DB9 24x

Dropout Prevention Program Data DB9 11x

English Language Learners Information DB9 10x

Federal/State Compensatory Project Evaluation DB9 18x

Federal/State Indicator Status DB9 22x

Industry Certification

Prior School Status / Student Attendance DB9 55x

Student Additional Funding

Data Element Number: 115325

Data Element Name: District Number, Current Instruction/Service

---

- Student Course Schedule DB9 14x
- Student Demographic Information DB9 13x
- Student Transportation DB9 56x
- Teacher Course DB9 15x
- WDIS Adult General Education Student Course DB9 48x
- WDIS Adult General Education Test Record DB9 62x
- WDIS Career and Technical Education Student Course Schedule DB9 47x
- WDIS Student Demographic Information DB9 46x
- WDIS Student End of Term Status DB9 50x
- WDIS Supplemental Information DB9 60x
- WDIS Teacher Course DB9 49x

**Surveys Required:**

- |          |     |
|----------|-----|
| Survey 8 | Yes |
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 9 | Yes |
| Survey F | Yes |
| Survey W | Yes |
| Survey S | Yes |
| Survey G | Yes |
| Survey X | Yes |

**Appendixes:**

Appendix C: District Name Table

**Description of Changes:**

7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
2/16/2015	Formats Required	Added Industry Certification Format
7/1/2013	Formats Required	Added ELL and Student Additional Funding formats. Also Prior School Status/Student Attendance format

Data Element Number: **115325**

Data Element Name: **District Number, Current Instruction/Service**

---

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115475**

Data Element Name: **District Number, Reporting District**

The two-digit number for the current school district or other agency which is reporting the incident.

See Appendix C: District Name Table.

<b>Code</b>	<b>Definition/Example</b>
2 - 76	State assigned number for school district or other agency, excluding 69.

99	Other than Florida public school
----	----------------------------------

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 9596

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

School Environmental Safety Incident Report DB9 42x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

**Appendixes:**

Appendix C: District Name Table

Data Element Number: **115475**

Data Element Name: **District Number, Reporting District**

---

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115625**

Data Element Name: **District Number, Where Credit Earned**

The two-digit number for the district or other agency in which the student earned credit (for permanent record and transcripts).

Code	Definition/Example
01 – 76	State assigned number for school district or other agency, excluding 69.
99	Florida non-public school or postsecondary school
AA-ZB	Two-character code for foreign country in which the student earned credit.
AL-WY	Two-character code for out-of-state districts in which the student earned credit. See Appendix H: State Codes.

See Appendices G: Country Codes, H: State Codes and Q: United States Commonwealth and Territories.

Note: When reporting records to FASTER for the Migrant Student Information Exchange (MSIX), convert code 99 to FL.

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

**Required Grades:** PK-12, Adult

**Programs Required:**

All Programs

Adult Secondary

Adult Postsecondary Career and Technical

**Formats Required:**

Student Course Transcript Information DB9 39x

**Surveys Required:**

Survey 5 Yes

Data Element Number: 115625

Data Element Name: District Number, Where Credit Earned

---

**Appendixes:**

Appendix G: Country Codes

Appendix H: State Codes

Appendix Q: United States Commonwealth and Territories

**Description of Changes:**

6/21/2011	Notes	Added note in reference to converting code 99 to FL for MSIX reporting.
6/1/2011	Use Type	Changed Migrant Tracking from No to Yes.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115628**

Data Element Name: **District Number, Where Discipline/Referral Action Occurred**

---

The two-digit number for the current school district or other agency where the student was disciplined one or more times during the school year. The district number will be associated with the corresponding Disciplinary/Referral Action Code.

See Appendix C: District Name Table

<b>Code</b>	<b>Definition/Example</b>
01-76	State assigned number for school district or other agency, excluding 69.
99	Other than Florida public school

---

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 0304

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

Appendix C: District Name Table

**Description of Changes:**

None

Data Element Number: **115628**

Data Element Name: **District Number, Where Discipline/Referral Action Occurred**

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FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115629**

Data Element Name: **District Number, Zoned School**

The state assigned two-digit number for the Florida school district in which the student's home school is located, as outlined in State Board of Education Rule 6A-1.099822, F.A.C. and pursuant to sections 1008.34(3) and 1008.341, F.S. Home school is defined as the school to which the student would be assigned if he/she were not assigned to an alternative school or to a hospital- or homebound program. Alternative schools include separate schools for students with disabilities (also known as center schools). In addition reporting includes the state assigned two-digit number for the Florida school district in which the student's home school is located when the Educational Choice involves controlled open enrollment (public school parental choice) per s. 1002.31(1), F.S.

Code	Definition/Example
1	Not applicable – The student was not in an alternative school or designated as hospital- or homebound during survey week or the student was not assigned to an alternative school instead of the student's home school or the student was not involved in controlled open enrollment.

01 - 67	School districts assigned a unique number in the state Master School Identification file.
---------	---

Note: For the Student Demographic Information format, this element should be zero filled for survey periods 1, 4, 5, 7 and 9.

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 0607

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** KG-12

**Programs Required:**

Alternative

Exceptional Student Education

**Formats Required:**

Prior School Status / Student Attendance DB9 55x

Student Demographic Information DB9 13x

**Surveys Required:**

Survey 8 Default

Survey 1 Default

Survey 2 Yes

Data Element Number: 115629

Data Element Name: District Number, Zoned School

---

Survey 3	Yes
Survey 4	Default
Survey 5	Variable
Survey 6	Default
Survey 9	Default

**Appendixes:**

None

**Description of Changes:**

9/26/2017	Codes	Updated code '00' to reference Controlled Open Enrollment.
9/26/2017	Definition	Updated definition to include data collection for Controlled Open Enrollment purposes.
7/24/2017	Surveys Required	Survey 5 is variably required depending on format.
7/24/2017	Notes	Clarified reference to format and valid survey periods.
7/1/2017	Formats Required	Added "Prior School Status/Student Attendance" format as a required format.
7/1/2016	Surveys Required	Added Survey 2 as a requirement for Accountability Reporting.
7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
6/1/2012	Definition	Added language regarding center schools.
12/13/2011	Programs Required	Added Exceptional Student Education.
12/13/2011	Codes	Added words "or designated as hospital- or homebound" to code 0000. Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades.
12/13/2011	Definition	Added words "or to a hospital- or homebound program." Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115635**

Data Element Name: **District Number, Where Tested**

---

The two-digit state assigned number for the district or other agency in which the student was enrolled at the time of testing.

See Appendix C: District Name Table

<b>Code</b>	<b>Definition/Example</b>
2 – 68	State assigned number for the school district or other agency.
71-75	State assigned number for the school district or other agency.
78, 79	State assigned number for the school district or other agency.

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

Appendix C: District Name Table

Data Element Number: **115635**

Data Element Name: **District Number, Where Tested**

---

**Description of Changes:**

7/1/2017	Codes	Deleted District 69 (Washington Special).
6/1/2011	Formats Required	Deleted DJJ Student Entry Assessment DB9 53x and DJJ Student Exit Assessment DB9 54x.
6/1/2011	Use Type	Changed Use Type State Report from Yes to No.

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115657**

Data Element Name: **Dropout Prevention: Performance-Based Exit Option Test Results**

A one-character code to indicate the status of a student participating in the Performance-Based Exit Option Model as approved by the American Council on Education.

Code	Definition/Example
F	The student took the GED Tests and failed
P	The student took the GED Tests and passed
Z	Not Applicable

Note: Students receiving a code of P for Performance-Based Exit Option Test Results must receive one of the following for Diploma Type:

W10 (Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests and the state approved graduation test and was awarded a State of Florida High School Performance-Based Diploma.)

Or

WGA (Any student who completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, satisfied the state approved graduation test requirement through an alternate assessment and was awarded a State of Florida High School Performance-Based Diploma.)

Or

WGD (Any student who completed the Performance-Based Exit Option Model Program requirements and passed the GED Tests but did not pass the state approved graduation test and was awarded a State of Florida diploma.)

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8889

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

Student End of Year Status DB9 17x

Data Element Number: 115657

Data Element Name: Dropout Prevention: Performance-Based Exit Option Test Results

---

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115660**

Data Element Name: **Dropout Prevention Length of Prescribed Program**

The length (in school days) of the student's prescribed enrollment within each Dropout Prevention program at each school. In DJJ programs, the length of the prescribed program equals the length of adjudication. If a participant in a DJJ program is not adjudicated, then this data element does not apply. Code 000 for students in non-school institutions for neglected or delinquent students if there is no prescribed program length.

**Code Definition/Example**

**Example:**

000 The student was committed to a Detention Facility but not adjudicated or a student in a non-school institution for neglected or delinquent students and was not in a Dropout Prevention Program.

014 The student was placed in a Disciplinary program for 14 days.

090 The student was placed in a Teenage Parent program for the second semester (90 days).

180 The student was placed in an Educational Alternatives program for the full school year (180 days).

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Dropout Prevention

Juvenile Justice

**Formats Required:**

Dropout Prevention Program Data DB9 11x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

Data Element Number: **115660**

Data Element Name: **Dropout Prevention Length of Prescribed Program**

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**Description of Changes:**

None



Data Element Number: **115662**

Data Element Name: **Dropout Prevention Length of Program Participation**

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FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115664**

Data Element Name: **Dropout Prevention/Juvenile Justice Outcomes**

---

A set of codes which indicate minimum outcomes on each Dropout Prevention program at each school as described below:

<b>Code</b>	<b>Definition/Example</b>
<b>Disciplinary (Dropout Prevention Program Code A)</b>	
E	Decrease in number of expulsions
N	No decrease in disciplinary action(s)
R	Decrease in number of disciplinary referral(s)
S	Decrease in number of suspensions
T	Continued progress or completed transition plan

---

(Up to three codes apply)

**Education Services in Department of Juvenile Justice (DJJ) Programs (Code D)**

A	Received academic services
V	Received career and technical education services
W	Received academic and career and technical education services
X	Has integrated educational treatment plan
Y	Has integrated transition plan

---

(Up to three codes apply)

Note: Students in DJJ programs receiving academic or career and technical education services, the corresponding code A or V should be selected. Students in DJJ programs receiving academic services and career and technical education services, the W code should be selected.

**Educational Alternatives (Dropout Prevention Program Code U)**

D	Improvement in attendance
N	No improvement in academic performance/attendance
Y	Improvement in academic performance

---

(Up to two codes apply)

Data Element Number: 115664

Data Element Name: Dropout Prevention/Juvenile Justice Outcomes

---

**Teenage Parent (Dropout Prevention Program Code P)**

N No improvement in parenting skills

---

P Previously assessed and reported

---

Y Improvement in parenting skills

---

Z Not assessed or not applicable

---

(Only one code applies)

**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 04-12

**Programs Required:**

Dropout Prevention

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **115664**

Data Element Name: **Dropout Prevention/Juvenile Justice Outcomes**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115666**

Data Element Name: **Dropout Prevention/Juvenile Justice Placement Reasons (Optional)**

A set of codes which indicate the allowable reasons for the student's placement in each Dropout Prevention program at each school. Codes consist of one character fields which may occur a maximum of five times. At least one placement reason code is required. Codes for allowable placement reasons in Dropout Prevention programs are as follows:

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

**Disciplinary**

H	Suspension(s)
---	---------------

I	Alternative Placement*
---	------------------------

J	Disciplinary referral(s)
---	--------------------------

T	Transition from Department of Juvenile Justice
---	--

**Education Services in the Department of Juvenile Justice Programs**

Z	Not applicable
---	----------------

**Educational Alternatives**

A	Retained in grade
---	-------------------

B	Academically unsuccessful
---	---------------------------

C	Attendance/tardiness problems
---	-------------------------------

N	Habitual Truancy
---	------------------

**Teenage Parent**

E	Expectant parent
---	------------------

F	Parent
---	--------

G	Child
---	-------

\*Note: For Disciplinary Programs, code I should be used for students who are expelled and then offered an alternative placement.

This element is optional.

Data Element Number: 115666

Data Element Name: Dropout Prevention/Juvenile Justice Placement Reasons (Optional)

---

**Length:** 5

**Data Type:** Alphanumeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: No

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Dropout Prevention

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None



Data Element Number: **115675**

Data Element Name: **Dropout Prevention Program Enrollment Date**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115680**

Data Element Name: **Dropout Prevention/Juvenile Justice Programs**

---

A code indicating the type of program(s) in which the student participated.

Note: In surveys 2 and 3 the student should be in the program during survey week to be reported. Also, in surveys 2 and 3 only one code is reported. Codes R and E take priority because they are used to identify the proper status of students in the school grading system. In survey 5, in the Dropout Prevention Program Data format, report students who were served at any time during the school year and, for students participating in more than one program, school, or term, record the code for each program, in each term, at each school in which the student participates. In the Federal/State Indicator Status format, for Survey 5, report code Z.

<b>Code</b>	<b>Definition/Example</b>
A	<p>Disciplinary Programs:</p> <p>Programs designed to provide intervention for students who are disruptive in the traditional school environment. Note: This may include in-school suspension programs. This code does not apply to students who have been assigned to this program as an alternative to expulsion – use code E for these students.</p>
D	<p>Educational Services in Department of Juvenile Justice Programs:</p> <p>Educational Programs provided to students in, prevention; intervention; detention; and non-secure and secure commitment programs.</p>
E	<p>Alternative to Expulsion Programs:</p> <p>Programs designed for students who are subject to district school board policies for expulsion for repeated or serious offenders.</p>
J	<p>Programs in which students who are in a county or city jail are provided services with Title, I Part D funds as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 114-95.</p>
N	<p>Non-School Institution for Neglected Students</p> <p>Student resides in a non-school institution where services are provided or the student is provided services in a school where the student is identified as Neglected as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 114-95. This definition does not include students in Foster Care. See the element Institution Number, Neglected/Delinquent for additional information.</p>
P	<p>Teenage Parent Programs:</p> <p>Educational programs which are designed to provide a specialized curriculum and other services to meet the needs of students who are pregnant, students who are parents or babies of TAP students.</p>
R	<p>Dropout Retrieval Programs:</p> <p>Alternative programs serving students who have officially been designated as dropouts.</p>

---

Data Element Number: 115680

Data Element Name: Dropout Prevention/Juvenile Justice Programs

U	<p>Educational Alternative Programs:</p> <p>Educational programs which are designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs remain in school and obtain a high school diploma or its equivalent. This code does not apply to students who are participating in this program as a retrieved dropout - use code R for these students.</p> <p>Note: Examples of Educational Alternative Programs include but are not limited to course modifications, credit recovery, integrated curriculum, alternative curriculum, flexible schedules and self paced curriculum. Typically alternative education programs apply alternative strategies that lead to improvement in academic performance, student attendance or student behaviors.</p>
W	<p>At Risk Programs:</p> <p>Programs in which At-Risk students are provided services with Title I, Part D funds. Services are provided outside of a traditional classroom setting. Examples include after school tutoring services and summer services when school is not in session.</p>
Z	<p>Not Applicable. Report code Z on the Federal/State Indicator record for all students in survey periods 7 and 5.</p>

Length: 1

Data Type: Alphabetic

Year Implemented: 9394

State Standard: Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: PK-12

**Programs Required:**

Dropout Prevention

**Formats Required:**

Dropout Prevention Program Data DB9 11x

Federal/State Indicator Status DB9 22x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Variable

**Appendixes:**

None

Data Element Number: 115680

Data Element Name: Dropout Prevention/Juvenile Justice Programs

---

**Description of Changes:**

7/1/2018	Codes	Updated reference to Public Law.
7/1/2016	Codes	Revised language in codes D & N.
7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
7/1/2015	Codes	Added Code J for students who are provided services in Jails.
5/16/2013	Notes	Updated notes for more specific instructions about how to report this data element in Survey 5 for the Dropout Prevention Program Data format and in Surveys 5 and 7 for the Federal/State Indicator Status Format.
5/16/2013	Codes	Updated definition of code Z for Federal/State Indicator Reporting in surveys 7 and 5.
6/1/2012	Codes	Updated Code U definition to delete reference to At-Risk programs.
6/1/2012	Codes	Added code W for programs for At-Risk students.
6/1/2011	Codes	Changed definition of code D – Education Service in DJJ Programs. Removed reference to Children in Need of Services (truant, ungovernable, and runaway) and other rehabilitation programs.



Data Element Number: **115685**

Data Element Name: **Dropout Prevention Program Withdrawal Date**

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FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115770**

Data Element Name: **Dropout Prevention Student Support and Assistance Component**

---

A one character indicator as to whether a student is participating in the Student Support and Assistance Component.

<b>Code</b>	<b>Definition/Example</b>
Y	Yes, the student is a participant in the Student Support and Assistance Component.
Z	Not Applicable

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 9697

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 04-12

**Programs Required:**

Dropout Prevention

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **115770**

Data Element Name: **Dropout Prevention Student Support and Assistance Component**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115802**

Data Element Name: **Drug Description**

---

The type of drug involved in a school environmental safety incident.

<b>Code</b>	<b>Definition/Example</b>
M	Marijuana/Hashish/Other Cannabinoids
N	Not a controlled substance, but used as a drug.
O	Other controlled substance.
Z	Not applicable. No drugs were involved in this incident. Also use this code for all incidents of types Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR).

NOTE: See Appendix P for additional information concerning drug descriptions.

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

School Environmental Safety Incident Report DB9 42x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

Data Element Number: **115802**

Data Element Name: **Drug Description**

---

**Description of Changes:**

6/1/2011 Codes

Added code N and revised code O by adding the words “controlled substance.” Removed repetitious language in definition of code Z.

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115835**

Data Element Name: **Dual Enrollment Indicator**

A one character field that describes the type of dual enrollment in which the secondary student is engaged for the course or program being reported as per Section 1007.271, Florida Statutes. The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. Note that a student can be both academically and career and technical education dually enrolled at the same time.

Code	Definition/Example
A	Academic dual enrollment. Includes students working toward A.A., B.A. and B.S. degrees in community colleges and universities who are enrolled part-time in postsecondary classes.
B	Career and technical education college credit dual enrollment. Includes students working toward an A.A.S. or A.S. degree, an A.T.D., or a college credit certificate program and an industry certification.
C	Career and technical education certificate dual enrollment. Includes students working in a postsecondary adult career and technical education program and an industry certification at a school district institution or a community college designated area center.
E	Early admission student. Includes students who are working toward a high school diploma and are enrolled full-time at a postsecondary institution.
Z	Not Applicable. Includes all postsecondary students, grades 30 and 31, and all secondary students not dually enrolled.

Additional information on Dual Enrollment is available in section 1007.271, Florida Statutes.

**Length:** 1  
**Data Type:** Alphanumeric  
**Year Implemented:** 9798  
**State Standard:** No  
**Use Types:**  
 State Reporting: Yes  
 Local Accountability: Yes  
 FASTER: No  
 Migrant Tracking: No  
**Required Grades:** 09-12  
**Programs Required:**  
 Dual Enrollment  
**Formats Required:**  
 Student Course Schedule DB9 14x

Data Element Number: 115835

Data Element Name: Dual Enrollment Indicator

---

WDIS Career and Technical Education Student Course Schedule DB9 47x

**Surveys Required:**

Survey 1	Yes
Survey 2	Yes
Survey 3	Yes
Survey 4	Yes
Survey F	Yes
Survey G	Yes
Survey S	Yes
Survey W	Yes
Survey X	Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014	Codes	Revised Codes B and C.
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FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **115855**

Data Element Name: **Duration, Disciplinary Action**

A three-digit number locally assigned within a district to indicate the duration for the following disciplinary actions: in-school suspension, out-of-school suspension, extended suspension, change in placement (students with disabilities only), expulsion or alternative placement.

Code	Definition/Example
------	--------------------

**Example:**

000	Not applicable (The disciplinary action was not one for which days are assigned.)
-----	---

002	Student served extended suspension beyond the 10 out-of-school suspension days
-----	--

008	Student served in-school suspension lasting eight school days
-----	---

010	Student served out-of-school suspension lasting ten school days
-----	---

Note: The field must not contain blanks.

S. 1003.01(5) and (6), F.S.

(5) SUSPENSION

(a) Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student's parent with specific homework assignments for the student to complete.

(b) In-school suspension is the temporary removal of a student from the student's regular school program and placement in an alternative program, such as that provided in s. 1003.53, F.S. under the supervision of school district personnel, for a period not to exceed 10 school days. (6) EXPULSION – Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the school board, and for a period of time not to exceed the remainder of the term or school year and 1 additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9596

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

Data Element Number: 115855

Data Element Name: **Duration, Disciplinary Action**

---

**Programs Required:**

All Programs

**Formats Required:**

Student Discipline/Resultant Action DB9 19x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116150**

Data Element Name: **Economically Disadvantaged**

Indicate whether the career and technical education or adult general education student, for this course, qualifies under one or more of the following categories of economic disadvantage. Enter as many responses as are correct.

Code	Definition/Example
F	Meets the funding definition requirements for inclusion in the calculations of the distribution formula for the Carl D. Perkins postsecondary adult federal career and technical education funds. The student is an adult career and technical education job preparatory enrollee AND is a recipient of or a participant in one or more of the following programs: Student Education Opportunity Grant, programs assisted under the Job Training Partnership Act, Workstudy or Pell Grant.
O	Does NOT meet either of the above descriptions, but is a career and technical education or adult general education student classified as economically disadvantaged under other federal or state definitions.
P	Meets the program definition of the economically disadvantaged student under the Carl D. Perkins federal career and technical education act. The student meets the disadvantaged criteria AND the special services and assistance requirements of the federal career and technical education law. "Economic disadvantaged" means individuals (other than individuals with disabilities) who have economic disadvantages and who require special services and assistance in order to succeed in career and technical education education programs. This includes individuals who are members of economically disadvantaged families. The term "economically disadvantaged family or individual" means such families or individuals who are determined to be low income according to the latest available data from the Department of Commerce (PL 101-392, the Carl D. Perkins Career and Technical Education and Applied Technology Education Act Amendments of 1990).
Z	Not applicable

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 9899

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 06-12, Adult

**Programs Required:**

Workforce Development

Data Element Number: **116150**

Data Element Name: **Economically Disadvantaged**

---

Career and Technical

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116207**

Data Element Name: **Educational Choice**

---

The primary type of educational choice option, if any, that applies to the student's enrollment in the reported School Number, Current Enrollment.

<b>Code</b>	<b>Definition/Example</b>
A	Controlled Open Enrollment (Public School Parental Choice) – s. 1002.31(1), F.S., a public education delivery system that allows school districts to make student school assignments using parents' indicated preferential school choice as a significant factor. This includes enrollment in a school within or outside the student's district of residence if the student participated in the district's controlled open enrollment process.
B	Special Program (Public School Parental Choice) – s. 1002.31(2), F.S., programs such as magnet, alternative school, special program, Advanced Placement, Advanced International Certificate, International Baccalaureate, A Business-Community (ABC) school and others including the New World School of the Arts (District 13, School 7901) as specified in section 1002.35, F.S.
C	Choice with Transportation - Continuing participation of students who previously (prior to 2012-13) transferred from a Title I school that failed to make Adequate Yearly Progress for three or more consecutive years – Title I, Sec. 1116, ESEA.  Note: Beginning in 2012-13 this option no longer includes transportation for all eligible students. PK students are not eligible students.
D	Transfer from a Persistently Dangerous School - Title IX, Sec. 9532, ESEA.
E	Transfer due to having been the Victim of Violent Crime - Title IX, Sec. 9532, ESEA.
F	Transfer to another public school from a school that received a School Grade of F or three consecutive grades of D pursuant to s. 1008.34 and s. 1002.38(2), F.S.
M	McKay Scholarship – Transfer of a student to another public school other than the one to which the student is assigned in accordance with the John M. McKay Scholarships for Students with Disabilities Program — s. 1002.39, F.S.  Note: Students attending a private school under the John M. McKay Scholarships for Students with Disabilities Program are coded "Z" and reported using school 3518.
R	Hope Scholarship – Transfer of a student to a private school in accordance with the Hope Scholarship Program. — s. 1002.40, F.S.
U	Hope Scholarship – Transfer of a student to another public school other than the one to which the student is assigned in accordance with the Hope Scholarship Program. — s. 1002.40, F.S.
Z	None of the above or not applicable.

Data Element Number: 116207

Data Element Name: Educational Choice

---

Notes:

1. Select the most appropriate code above for charter school students. Charter Schools (as per s. 1002.33, F.S.) are flagged as "Charter Schools" on the Master School Identification file. Prior to July 1, 2008 all charter school students were coded "Z" on this element.

2. The following choice options should be coded "Z"; these options are identifiable via other means:

Developmental Research (Laboratory) Schools – s. 1002.32, F.S.; Districts 72, 73, 74 and 75

Charter Technical Career Centers – s. 1002.34, F.S.

District 55, School Number 0231

District 64, School Number 7821

Florida School for the Deaf and Blind – s. 1002.36, F.S.; District 68

Florida Virtual Schools

The Florida Virtual School - District 71, school numbers 0300 (Grades K-8 full-time), 0400 (Grades 9-12 full-time), 0500 (Grades 6-8 part-time), 0600 (Grades 9-12 part-time) – s. 1002.37, F.S.

Florida Virtual School Franchises – school number 7004 – s. 1002.37(2)(i), F.S.

Virtual Instruction Program operated through a contract with a provider that is approved by the Department of Education under s. 1002.45(2), F.S, the Florida Virtual School or a community college. – school number 7001 –

District Virtual Course Offerings – school number 7006 – s. 1003.498(2), F.S.

Virtual Instruction Program operated by the school district – school number 7023 – s. 1002.45(1)©4, F.S.

John M. McKay Scholarships for Students with Disabilities Program – s. 1002.39, F.S.; school number 3518

Home Education – s. 1002.41, F.S.; school number N998

Private Schools – s. 1002.42, F.S.; DOE online data collection form

Private Tutoring Programs – s. 1002.43, F.S.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0405

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Prior School Status / Student Attendance DB9 55x

Data Element Number: 116207

Data Element Name: Educational Choice

---

**Surveys Required:**

Survey 2 Yes  
Survey 3 Yes  
Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2018	Codes	Added code 'R' and 'U' per. Florida Statue 1002.40.
7/1/2018	Notes	Removed reference to Washington Special (Dist 69).
7/26/2016	Codes	Revised language in code 'A' to include parents' choice for students to attend school in another district
6/1/2012	Notes	Changed name of Dozier/Okeechobee to Washington Special.
6/1/2012	Codes	Revised definition of code F from a criteria of a grade of "D or F and is in one of the two lowest performing categories" to a grade of "F or three consecutive grades of D." Updated statute references. Revised definition of code C to include only students who are continuing participants. The code C note was revised to eliminate the requirement for transportation.
10/6/2011	Notes	Added virtual schools 7006 and 7023 to note 2. Added schools 0300 and 0400 (full-time programs) to the Florida Virtual School. Revised the Virtual Instruction Program, school 7001 to include only programs offered through a contract with a DOE approved provider, FLVS or a community college.
6/1/2011	Codes	Revised definition of code F to coincide with the change in section 1002.38, F.S. Deleted "for two school years in a four-year period" and replaced this with "a School Grade of D or F and is in one of the two lowest performing categories pursuant to s. 1008.33, F. S."

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116216**

Data Element Name: **English Language Learners: Program Participation**

---

A code that indicates the program in which the English Language Learner is enrolled and is receiving services.

<b>Code</b>	<b>Definition/Example</b>
E	English for Speakers of Other Languages
H	Home Language/Bilingual Education
L	English for Speakers of Other Languages and Home Language/Bilingual Education
N	Newcomer/New Beginnings Program (Primarily in grades 6-12. May be implemented in grades 1-5 based on student needs.)
Z	Not applicable

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** KG-12

**Programs Required:**

English Language Learners

**Formats Required:**

English Language Learners Information DB9 10x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Data Element Number: 116216

Data Element Name: English Language Learners: Program Participation

---

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Surveys Required

Survey 7 Removed from Required Surveys  
None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116225**

Data Element Name: **Entry (Re-Entry) Code, Adult**

---

A code indicating the status under which an adult student entered a course.

See Appendix B: Attendance Recordkeeping Required Codes for Adults.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

NOTE: This data element is kept locally for all adult general education and postsecondary career and technical education education students, but is not reported to the state for either type.

**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

Appendix B: Attendance Recordkeeping Required Codes for Adult

**Description of Changes:**

None

Data Element Number: **116225**

Data Element Name: **Entry (Re-Entry) Code, Adult**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116425**

Data Element Name: **Entry (Re-Entry) Code, PK-12**

---

A code indicating the status under which the PK-12 student entered school.

See Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Prior School Status / Student Attendance DB9 55x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12

**Description of Changes:**

None

Data Element Number: 116425

Data Element Name: **Entry (Re-Entry) Code, PK-12**

---

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AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116625**

Data Element Name: **Entry (Re-Entry) Date**

---

The numeric representation of the date on which the PK-12 student entered his or her current school.

<b>Code</b>	<b>Definition/Example</b>
MMDDYYYY	Example: 03121981

---

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: Yes

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

McKay Prepayment Verification DB9 61x

Prior School Status / Student Attendance DB9 55x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 9 Yes

Survey A Yes

Survey B Yes

Survey C Yes

Survey D Yes

**Appendixes:**

None

Data Element Number: 116625

Data Element Name: **Entry (Re-Entry) Date**

---

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116800**

Data Element Name: **Evaluation Completion Date**

---

The date all applicable initial evaluation procedures prescribed in Rules 6A-6.03011 through 6A-6.03019 and 6A-6.03020, 6A-6.03022, 6A-6.03027, 6A-6.03030 and 6A-6.03031 F.A.C., are completed for the purpose of determining a student's initial eligibility for exceptional student education.

<b>Code</b>	<b>Definition/Example</b>
MMDDYYYY	Date evaluation procedures completed
	Example: 10152008    October 15, 2008

---

**Notes:**

In Survey 5, zero-fill Evaluation Completion Date for students with an Exceptional Student Placement Status of "R".

In Surveys 2, 3, and 5, zero-fill Evaluation Completion Date for students with an Exceptional Student Placement Status of "T" who have transferred from out of state.

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

Exceptional Student DB9 23x

**Surveys Required:**

Survey 1    Yes

Survey 2    Yes

Survey 3    Yes

Survey 4    Yes

Survey 5    Yes

**Appendixes:**

None

Data Element Number: 116800

Data Element Name: Evaluation Completion Date

---

**Description of Changes:**

7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
7/1/2015	Definition	Included additional rules and corrected grammatical errors.
6/1/2011	Data Type	Changed alphanumeric to numeric.
6/1/2011	Definition	Added "initial" before "eligibility," added rule 6A-6.03031 and changed "each special education program" to "exceptional student."
6/1/2011	Surveys Required	Added surveys 1, 4, and 7.
6/1/2011	Formats Required	Changed Exceptional Student Program format to Exceptional Student format.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116825**

Data Element Name: **Entry Date, First Time in District**

---

The date of the first entry into the district in which the student is currently enrolled.

<b>Code</b>	<b>Definition/Example</b>
MMDDYYYY	Example: 09081981

---

Program Note: Optional for all Adult Programs

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **116825**

Data Element Name: **Entry Date, First Time in District**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116875**

Data Element Name: **Ethnicity**

---

A code to indicate whether the student is of Hispanic or Latino ethnicity as per the description below.

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".

**Code**                      **Definition/Example**

N                              No, the student is not of Hispanic/Latino origin.

---

Y                              Yes, the student is of Hispanic/Latino origin.

---

**Notes:**

This element is voluntary for local implementation during the 2008-09 school year. This element is required beginning with the 2009-10 school year.

Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:**                              1

**Data Type:**                          Alphanumeric

**Year Implemented:**                  0809

**State Standard:**                      Yes

**Use Types:**

State Reporting:                      Yes

Local Accountability:                  Yes

FASTER:                                  Yes

Migrant Tracking:                      No

**Required Grades:**                      PK-12

**Programs Required:**

All Programs

Workforce Development

**Formats Required:**

McKay Prepayment Verification DB9 61x

Student Demographic Information DB9 13x

WDIS Student Demographic Information DB9 46x

**Surveys Required:**

Survey 8                      Yes

Survey 1                      Yes

Survey 2                      Yes

Data Element Number: 116875

Data Element Name: **Ethnicity**

---

Survey 3	Yes
Survey 4	Yes
Survey 5	Yes
Survey 6	Default
Survey 9	Yes
Survey A	Yes
Survey B	Yes
Survey C	Yes
Survey D	Yes
Survey F	Yes
Survey W	Yes
Survey S	Yes
Survey G	Yes
Survey X	Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Surveys Required

Survey 7 Removed from Required Surveys  
None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **116925**

Data Element Name: **Even Start Family Literacy Program Participation**

---

A code which indicates whether or not the child, birth through age seven, and their family are participating in the Even Start Family Literacy Program.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

N	No
---	----

---

Y	Yes
---	-----

---

Z	Not Applicable
---	----------------

---

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9596

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-03

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **116925**

Data Element Name: **Even Start Family Literacy Program Participation**

---



Data Element Number: **117200**

Data Element Name: **Exceptional Student Reevaluation Date**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **117225**

Data Element Name: **Exceptional Student, Dismissal Date**

---

The code indicating the date of dismissal by the Exceptional Student Education administrator or designee from exceptional student education for students with disabilities.

Dismissal date occurs when:

(A) Upon reevaluation, the student is determined no longer to be a student with a disability in need of special education and related services, or

(B) The parent of the student revokes consent for services as a student with a disability

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

Example: 05212009 Student was dismissed from ESE May 21, 2009

---

MMDDYYYY	Date dismissed from ESE
----------	-------------------------

---

NOTE: Do not enter a withdrawal date in the Exceptional Student Dismissal Date field at the time a student moves between schools/districts, graduates or withdraws unless the student was actually dismissed as a student with a disability in need of special education and related services.

Report the most recent Exceptional Student, Dismissal Date in Survey 5 for any student who has exited all Exceptional programs during the school year and is no longer receiving special education and related services.

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

Exceptional Student DB9 23x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Data Element Number: 117225

Data Element Name: **Exceptional Student, Dismissal Date**

---

Survey 4 Yes

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015 Surveys Required

6/1/2015 Notes

6/1/2011 Data Type

Survey 7 Removed from Required Surveys

Added language to Note.

Changed alphanumeric to numeric.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **117425**

Data Element Name: **Exceptional Student Eligibility Determination Date**

---

The date the initial eligibility or ineligibility determination for exceptional student education was made.

<b>Code</b>	<b>Definition/Example</b>
MMDDYYYY	Example: 10012008      October 1, 2008

---

Note: For Survey 5 students with Exceptional Student Placement Status = R, the Exceptional Student Eligibility Determination Date must be zero-filled.

In Surveys 2, 3 and 5, zero-fill Exceptional Student Eligibility Determination Date for students with an Exceptional Student Placement Status of T (transferred from out-of-state).

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

Exceptional Student DB9 23x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

**Appendixes:**

None

Data Element Number: 117425

Data Element Name: **Exceptional Student Eligibility Determination Date**

---

**Description of Changes:**

7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
7/1/2015	Definition	Deleted language from definition ("by the staffing committee").
6/1/2011	Data Type	Changed alphanumeric to numeric.
6/1/2011	Notes	Added note regarding zero-fill for students with Exceptional Student Placement Status of T.
6/1/2011	Definition	Added "initial" before "eligibility," changed "each ESE program" to "exceptional student education" and deleted "or Individual Educational Plan."
6/1/2011	Surveys Required	Added surveys 1, 4 and 7.
6/1/2011	Formats Required	Changed Exceptional Student Program format to Exceptional Student format.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **117525**

Data Element Name: **Exceptional Student, IDEA Educational Environments**

---

A one character code to identify the educational environment in which a student with disabilities is served. Separate codes are provided for (1) students with disabilities ages 3-5 and (2) students with disabilities ages 6-21. Use codes applicable to the age of the student as of date certain survey 2. For students identified as gifted who are not also identified as disabled use code Z. For all students ages 0-2, use code Z. For all surveys other than survey 2, the element should be z-filled.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

**Ages 3-5**

A	Home (ages 3-5 only) - Children with disabilities who do not attend an early childhood program or kindergarten provided in a separate class, separate school, or residential facility, but who receive special education and related services in the principal residence of the child's family or caregivers. Include children who receive special education both at home and in a service provider location.
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B	Special Education Program in a Residential Facility (ages 3-5 only) -Children with disabilities attending a residential school or residential medical facility on an inpatient basis that includes less than 50 percent nondisabled children.
---	---

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J	Service Provider (ages 3-5 only) - Children with disabilities who do not attend an early childhood program, kindergarten, or special education program provided in a separate class, separate school, or residential facility, who receive all of their special education and related services from a service provider. Examples: speech instruction provided in private clinician's office, clinician's office located in a school building, hospital facility on an outpatient basis, library or other public location.
---	---

---

K	Early Childhood Program Receiving the Majority of Special Education Services Inside the Early Childhood Program (ages 3-5 only) - Children with disabilities attending an early childhood program that includes 50 percent or more nondisabled children and who are receiving the majority of special education and related services inside the early childhood program setting. Include any child attending an early childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week who gets the majority of special education and related services in that program. Examples: The child may receive therapy in the therapy room and the teacher and therapist collaborate regularly. Child may attend programs such as Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds
---	--

---

L	Special Education Program at a Regular School Campus or Community Based Setting (ages 3-5 only) – Children with disabilities attending an early childhood program or kindergarten that includes less than 50 percent nondisabled children in a regular school building, in a portable building outside a regular school building, in a community-based setting such as a child care facility, or in a hospital facility on an outpatient basis. Examples: Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds.
---	--

---

M	Early Childhood Program Receiving the Majority of Special Education Services Outside the Early Childhood Program (ages 3-5 only) - Children with disabilities attending an early childhood program that includes 50 percent or more nondisabled children and who are receiving the majority of special education and related services outside the early childhood program setting. Include any child attending an early childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week who gets the majority of special education and related services outside of that program. Examples: Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds.
---	--

---

Data Element Number: 117525

Data Element Name: **Exceptional Student, IDEA Educational Environments**

---

S Special Education Program in a Separate School (ages 3-5 only) - Children with disabilities attending an early childhood program or kindergarten in a school designed specifically for children with disabilities.

---

NOTE: FOR STUDENTS WITH DISABILITIES AGES 3-5,  
(Including Kindergarten students who are age 5)  
USE ONLY CODES K, L, M, S, B, A, OR J AND DETERMINE WHICH ONE OF THE CODES APPLY.

**Ages 6-21**

C Correction Facility (ages 6-21 only) - Students with disabilities receiving special education and related services in Department of Juvenile Justice facilities, county jail or State prison (School Function/Setting D or J in Master School Identification File).

---

D Separate School (ages 6-21 only) - Students with disabilities receiving special education and related services for greater than 50 percent of the school day in non-residential public or private separate day school facilities. (Also known as center schools, where all of the students are disabled.) This would also include students who may attend school at a residential facility but do not live there.

---

F Residential Facility (ages 6-21 only) - Students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private residential facilities and live in the residential facility during the school week.

---

H Home/Hospital (ages 6-21 only) - Students with disabilities receiving special education and related services at home or in an inpatient hospital program.

---

P Private Schools (ages 6-21 only) - Students with disabilities enrolled by their parents or guardians in regular parochial or other private schools and who receive special education and/or related services at public expense from a local educational agency. Include McKay Scholarship students who have a services plan. Do not include charter school students.

---

NOTE: FOR STUDENTS WITH DISABILITIES AGES 6-21,  
(Including Kindergarten students who are age 6 or older)  
USE ONLY CODES C, P, D, F, H, OR Z AND DETERMINE WHICH ONE OF THE CODES APPLY.

**Other**

Z None of the Above - For these students, educational environment will be calculated using the two elements, Time, Total School Week and Time with Non-disabled Peers found on the Exceptional Student Format.

---

NOTE: FOR ALL STUDENTS WITH DISABILITIES REPORTED USING ANY OF THE ABOVE CODES, DISTRICTS MUST ALSO REPORT ELEMENTS "TIME WITH NONDISABLED PEERS" AND "TIME TOTAL SCHOOL WEEK."

NOTE: Use code Z for all students with disabilities ages 0-2, all students identified as gifted who are not also identified as disabled, and students with disabilities ages 6-21 for whom codes C, P, D, F, Or H do not apply.

NOTE: Placement should be determined as of date certain of survey week. The element is only reported for exceptional students during Survey 2. Districts must Z-fill this element for other survey periods.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0001

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Data Element Number: 117525

Data Element Name: **Exceptional Student, IDEA Educational Environments**

---

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

Exceptional Student DB9 23x

**Surveys Required:**

Survey 1 Default

Survey 2 Yes

Survey 3 Default

Survey 4 Default

Survey 5 Default

**Appendixes:**

None

**Description of Changes:**

7/1/2017	Notes	All NOTES were placed below the codes. Age group 0-2 were removed and the information was added as a note.
7/1/2017	Codes	Removed language re: pullout services from code M
7/1/2016	Codes	Added more information to the "Example" for Code K.
7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
7/1/2015	Codes	Ages 6-21: Added additional language to code C.

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AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **117625**

Data Element Name: **Exceptional Student Plan Date**

---

The date of the most recent Individual Educational Plan, Individualized Family Support Plan, Educational Plan or Services Plan development or review meeting.

<b>Code</b>	<b>Definition/Example</b>
MMDDYYYY	Example: 05101983

---

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

Exceptional Student DB9 23x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

**Appendixes:**

None

Data Element Number: 117625

Data Element Name: **Exceptional Student Plan Date**

---

**Description of Changes:**

7/1/2015	Definition	Corrected name of Plan ("Individualized" FSP).
6/1/2011	Data Type	Changed alphanumeric to numeric.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **118025**

Data Element Name: **Exceptional Student Placement Status**

---

A code defining the initial eligibility and placement status of the student.

For students referred and pending evaluation (R) or determined eligible and not placed (N) submit an Exceptional Student Education record for the student with 'Z' codes for Exceptionality, Primary and Exceptionality, Other. For students evaluated and ineligible (I) submit an Exceptional Student Education record only if the student is not already identified as an exceptional education student and is identified with 'Z' Exceptionality, Primary and Exceptionality, Other codes.

<b>Code</b>	<b>Definition/Example</b>
E	Evaluated and pending eligibility determination (Effective 7-1-09)
I	Evaluated and determined ineligible
N	Determined eligible and not placed
P	Determined eligible and placed
R	Referred and pending evaluation
T	Transferred and placed

**NOTES:**

Code P should be used for in-state transfers and Code T applies to students who transfer from outside the state.

Codes P and T are reported on the Exceptional Student format in surveys 1, 2, 3, 4, 5, and 7.

Codes R, E, I and N are only reported in survey 5.

For students reported with a code of R zero-fill Evaluation Completion Date.

For students reported with code I, E, N, or R zero-fill Exceptional Student Placement Date.

For students reported with a code of R or E, zero-fill Exceptional Student Eligibility Determination Date. For

students reported with code I, E, N, or R; report Z in Exceptionality, Primary and Exceptionality, Other.

For students reported with code T who have transferred from out of state, zero-fill Evaluation Completion Date and Eligibility Determination Date.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

Data Element Number: 118025

Data Element Name: **Exceptional Student Placement Status**

---

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

Exceptional Student DB9 23x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
7/1/2015	Codes	Code I: Added to definition ("determined").
6/1/2011	Notes	Changed reference from Exceptionality to Exceptionality, Primary and Exceptionality, Other.
6/1/2011	Definition	Added the word "initial" before eligibility and deleted "for each exceptionality." Changed reference from Exceptionality to Exceptionality, Primary and Exceptionality, Other.
6/1/2011	Surveys Required	Added survey periods 1, 4 and 7.
6/1/2011	Formats Required	Changed Exceptional Student Program format to Exceptional Student format

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **118125**

Data Element Name: **Exceptional Student Referral Reason**

A code which gives the reason for which the initial student referral for exceptional education was made.

Code	Definition/Example
D	The student is suspected of having a disability.
G	The student is suspected of being gifted.
M	The student is suspected of having a disability and being gifted.
Z	Not Applicable

NOTE: Codes D and G should be reported on the Exceptional Student format in Survey 5 for students whose Exceptional Student Placement Status is R or I. For all other surveys, enter Code Z.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

Exceptional Student DB9 23x

**Surveys Required:**

Survey 1 Default

Survey 2 Default

Survey 3 Default

Survey 4 Default

Survey 5 Yes

Data Element Number: 118125

Data Element Name: **Exceptional Student Referral Reason**

---

**Appendixes:**

None

**Description of Changes:**

7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
7/1/2015	Codes	Added a new code "M" for a combination of reasons.
6/1/2011	Notes	Updated format and removed words "and is not already served in any Exceptional Student Program."
6/1/2011	Definition	Added word "initial" before "student referral," added "for exceptional education" and changed "is" to "was".
6/1/2011	Surveys Required	Revised Survey 1, ,2, 3, 4, 7 to Default
6/1/2011	Formats Required	Changed Exceptional Student Program format to Exceptional Student format.

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AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **118313**

Data Element Name: **Exceptional Student Career and Technical Education Course Setting**

---

The following codes are used only for secondary career and technical education students with disabilities who have an IEP to identify certain characteristics of the instructional setting for this career and technical education course.

The career and technical education student with disabilities who have an IEP is:

<b>Code</b>	<b>Definition/Example</b>
E	Included in CTE course with modified outcomes and/or student performance standards.
M	Included in CTE course for this instruction.
S	Receiving this instruction in a separate class for exceptional students.
Z	Not Applicable

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 06-12

**Programs Required:**

Career and Technical

**Formats Required:**

Career and Technical Education Student Course Schedule DB9 16x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

Data Element Number: **118313**

Data Element Name: **Exceptional Student Career and Technical Education Course Setting**

---

**Description of Changes:**

7/1/2015	Codes	Updated definitions to codes E & M.
7/1/2015	Definition	Added language to definition

FLORIDA DEPARTMENT OF EDUCATION  
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AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **118400**

Data Element Name: **Exceptionality**

---

A code to identify each exceptionality including the primary exceptionality and all other exceptionalities (including related services) for any student enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. The codes to be used are:

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

C	Orthopedically Impaired
---	-------------------------

---

D	Occupational Therapy
---	----------------------

---

E	Physical Therapy
---	------------------

---

F	Speech Impaired
---	-----------------

---

G	Language Impaired
---	-------------------

---

H	Deaf or Hard of Hearing
---	-------------------------

---

I	Visually Impaired
---	-------------------

---

J	Emotional/Behavioral Disability
---	---------------------------------

---

K	Specific Learning Disabled
---	----------------------------

---

L	Gifted
---	--------

---

M	Hospital/Homebound
---	--------------------

---

O	Dual-Sensory Impaired
---	-----------------------

---

P	Autism Spectrum Disorder
---	--------------------------

---

S	Traumatic Brain Injured
---	-------------------------

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T	Developmentally Delayed
---	-------------------------

---

U	Established Conditions
---	------------------------

---

Data Element Number: 118400

Data Element Name: Exceptionality

---

V Other Health Impaired

---

W Intellectual Disability

---

Z Not Applicable

---

Historical Notes:

1995-96 Code R was collapsed into Code H

2007-08 Code Q was collapsed into Code J [s. 1003.01(3)(a), Florida Statutes]

2008-09 Codes A, B, and N were collapsed into Code W [s. 1003.01(3)(a), Florida Statutes]

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9798

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

7/1/2017	Definition	Replaced "child or youth" with 'student.'
7/1/2016	Definition	Updated definition to include "related services."
10/18/2011	Codes	This is not a revision, but a correction resulting from an error made during the conversion process to the new data element format. Code 'W' was omitted from the 2011-12 element that should have carried forward from 2010-11. Thus, code 'W' is being added back to the list of exceptionalities.
8/4/2011	Surveys Required	Removed Exceptionality from all Surveys required.
8/4/2011	Formats Required	Removed Exceptionality from all formats required.
8/4/2011	Use Type	Removed State Reporting from Use Type.

Data Element Number: **118400**

Data Element Name: **Exceptionality**

---

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AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **118475**

Data Element Name: **Exceptionality, Other**

---

A code to identify each exceptionality or related service beyond the primary exceptionality for any student enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. A maximum of nine exceptionalities may be included. The codes to be used are:

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

C	Orthopedically Impaired
---	-------------------------

---

D	Occupational Therapy
---	----------------------

---

E	Physical Therapy
---	------------------

---

F	Speech Impaired
---	-----------------

---

G	Language Impaired
---	-------------------

---

H	Deaf or Hard of Hearing
---	-------------------------

---

I	Visually Impaired
---	-------------------

---

J	Emotional/Behavioral Disability
---	---------------------------------

---

K	Specific Learning Disability
---	------------------------------

---

L	Gifted
---	--------

---

M	Hospital/Homebound
---	--------------------

---

O	Dual-Sensory Impaired
---	-----------------------

---

P	Autism Spectrum Disorder
---	--------------------------

---

S	Traumatic Brain Injured
---	-------------------------

---

T	Developmentally Delayed
---	-------------------------

---

U	Established Conditions
---	------------------------

---

Data Element Number: 118475

Data Element Name: Exceptionality, Other

---

V Other Health Impaired

W Intellectual Disability

Z Not Applicable

---

Historical Notes:

1995-96 Code R was collapsed into Code H

2007-08 Code Q was collapsed into Code J [s. 1003.01(3)(a), Florida Statutes]

2008-09 Codes A, B, and N were collapsed into Code W [s. 1003.01(3)(a), Florida Statutes]

**Length:** 9

**Data Type:** Alphabetic

**Year Implemented:** 9798

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

**Required Grades:** PK-12

**Programs Required:**

Exceptional Student Education

**Formats Required:**

Exceptional Student DB9 23x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2017 Definition Replaced "child or youth" with 'student.'

Data Element Number: **118475**

Data Element Name: **Exceptionality, Other**

---

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AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **118575**

Data Element Name: **Exceptionality, Primary**

---

A code to identify the primary exceptionality for student enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. Primary indicates that exceptionality which most affects the student's ability to learn. The codes to be used are:

<b>Code</b>	<b>Definition/Example</b>
C	Orthopedically Impaired
F	Speech Impaired
G	Language Impaired
H	Deaf or Hard of Hearing
I	Visually Impaired
J	Emotional/Behavioral Disability
K	Specific Learning Disability
L	Gifted
M	Hospital/Homebound
O	Dual-Sensory Impaired
P	Autism Spectrum Disorder
S	Traumatic Brain Injured
T	Developmentally Delayed
U	Established Conditions
V	Other Health Impaired
W	Intellectual Disability

Data Element Number: 118575

Data Element Name: Exceptionality, Primary

---

Z Not Applicable

---

Historical Notes:

1995-96 Code R was collapsed into Code H.  
2007-08 Code Q was collapsed into Code J [s. 1003.01(3)(a), Florida Statutes].  
2008-09 Codes A, B, and N were collapsed into Code W [s. 1003.01(3)(a), Florida Statutes].

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9495

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**

Exceptional Student Education

Workforce Development

**Formats Required:**

Exceptional Student DB9 23x

WDIS Student Demographic Information DB9 46x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey F Yes

Survey W Yes

Survey S Yes

Survey G Yes

Survey X Yes

**Appendixes:**

None

Data Element Number: 118575

Data Element Name: **Exceptionality, Primary**

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**Description of Changes:**

7/1/2017	Definition	Removed descriptive language.
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FLORIDA DEPARTMENT OF EDUCATION  
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AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **119025**

Data Element Name: **Extracurricular Eligibility**

---

A code indicating that a student scheduled to participate in extracurricular activities was ruled ineligible at least one time during the school year due to grade point average as defined by state statute.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

I	Ineligible
---	------------

---

Z	Not Applicable
---	----------------

---

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **119025**

Data Element Name: **Extracurricular Eligibility**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **120025**

Data Element Name: **Facility Type**

---

Facility Type denotes the principal site of instruction.

<b>Code</b>	<b>Definition/Example</b>
00	School District Facility
01	Church
02	Hospital
03	DCF Residential Institution
04	DCF Community-Based Program
05	State Correctional Facility
06	Federal Correctional Facility
07	County Correctional Facility
08	City Correctional Facility
09	Other Facility operated or owned by an agency or other provider other than the school district in which instructional services or classes are conducted.
10	Home
11	Work Site
12	Public Library
13	Community-Based Organization Facility
14	Private Residential Facility
15	Private Day School
16*	Learning Center

Data Element Number: 120025

Data Element Name: Facility Type

---

17\*\* Community Correctional Programs

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18\*\*\* Public/Private Nonprofit Organizations

---

19 Charter School

---

20 Virtual School

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\*Federally defined as "...an adult instructional setting that features (1) extensive use of programmed instruction, (2) flexible participant scheduling and attendance, and (3) being open for extended periods of time and on a daily basis...". Due to Florida accountability data needs, one modification is required in the federal instructions regarding reporting of Learning Center data. In cases where a Learning Center is found in any of the other types of locations listed, participants should be counted as attending that other facility and not a Learning Center.

\*\*Federally defined as "...adults who are required to attend or live in a community-based rehabilitation facility or halfway house."

\*\*\*Federally defined as "...agencies established as nonprofit in accordance with Section 501(3)(c) of the Internal Revenue code."

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

Workforce Development

**Formats Required:**

Career and Technical Education Teacher Course DB9 24x

Teacher Course DB9 15x

WDIS Teacher Course DB9 49x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Data Element Number: 120025

Data Element Name: Facility Type

---

Survey F Yes

Survey W Yes

Survey S Yes

**Appendixes:**

None

**Description of Changes:**

6/1/2012 Codes

Revise Code Definition. Removed Conversion Charter language.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **120225**

Data Element Name: **Federal Impact Aid Eligibility Indicator**

---

A code indicating whether the student is eligible to generate PL 81-874 funding.

<b>Code</b>	<b>Definition/Example</b>
A	The student resides on federal property and the parent is employed on federal property and the parent is not in the Uniformed Services of the United States. [Section 3(a)(1)]
B	The student resides in low rent housing and the parent is employed on low rent housing or other federal property and the parent is not in the Uniformed Services of the United States. [Section 3(a)(1) LRH]
C	The student resides on federal property and the parent is on active duty in the Uniformed Services of the United States. [Section 3(a)(2)]
D	The student resides in low rent housing and the parent is on active duty in the Uniformed Services of the United States. [Section 3(a)(2) LRH]
E	The student resides on Indian lands. [Section 3(a)(2) IND]
F	The student is a special education (handicapped) student who resides on federal property and has a parent on active duty in the Uniformed Services of the United States. [Section 3(a)(2) SPED]
G	The student is a special education (handicapped) student who resides in low rent housing and has a parent on active duty in the Uniformed Services of the United States. [Section 3(a)(2) SPED LRH]
H	The student is a special education (handicapped) student who resides on Indian lands. [Section 3(a)(2) SPED IND]
I	The student resides on federal property and the parent is not employed on federal property. [Section 3(b)(1)]
J	The student resides in low rent housing and the parent is not employed on federal property. [Section 3(b)(1) LRH]
K	The student resides on nonfederal property with a parent employed on federal property situated in whole or in part in the county in which the school district is located. [Section 3(b)(2)(A)]
L	The student resides on nonfederal property with a parent employed on low rent housing property situated in whole or in part in the county in which the school district is located. [Section 3(b)(2)(A) LRH]
M	The student resides on nonfederal property with a parent employed on federal property situated in whole or in part within the state in which the school district is located. [Section 3(b)(2)(B)]

Data Element Number: 120225

Data Element Name: Federal Impact Aid Eligibility Indicator

---

N	The student resides on nonfederal property with a parent employed on low rent housing situated in whole or in part within the state in which the school district is located. [Section 3(b)(2)(B) LRH]
O	The student resides on nonfederal property and has a parent on active duty in the Uniformed Services of the United States. [Section 3(b)(3)]
P	The student is a special education (handicapped) student who resides on nonfederal property and has a parent on active duty in the Uniformed Services of the United States. [Section 3(b)(3) SPED]
Z	Not Applicable

---

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: 120225

Data Element Name: **Federal Impact Aid Eligibility Indicator**

---



Data Element Number: 120425

Data Element Name: Federal/State Project Type

---

**Description of Changes:**

7/1/2017	Codes	Retained only "project type" (1st digit) for revised data element. Deleted codes for the 2nd through 5th digits (created separate data elements).
7/1/2017	Data Type	Revised 'Data Type' to align with revised data element.
7/1/2017	Notes	Revised 'Note' to align with revised data element.
7/1/2017	Definition	Revised the definition to align with revised data element name.
7/1/2017	Element Name	Changed data element name (separated data element into four (4) separate data elements).
7/1/2017	Data Length	Revised "length" from 5 to 1 to align with revised data element.
7/1/2016	Notes	Added clarifying language "Title I Migrant – Part C" to High School Credit Accrual
7/1/2016	Codes	Added clarifying language "Title I Migrant – Part C to Model Code 13
7/1/2015	Codes	Added "Service Provider" label to 5th Digit.
7/1/2015	Codes	Added new code "T" code to 5th Digit for instructional service by a teacher only.
7/1/2015	Codes	Added narrative "non-Title I Schools) to Model 11
7/1/2014	Codes	Added "Title I Part A, Set Aside" to Model Code 11 Homeless & Deleted "s" from word Set-Asides in Model Code 10
7/1/2013	Notes	Added delinquent following the word neglected in the first note
7/1/2013	Codes	Clarified definition 2nd Digit, Code 5 changed Tutorial to Tutoring and added Extended Learning Opportunities / 3rd-4th Digit, Code 10 added Delinquent – Title 1 Part A, Set-Asides.
7/1/2013	Codes	Code 10 added Delinquent – Title 1 Part A, Set-Asides
6/1/2012	Codes	Added Reading to Codes 1 and 3.
6/1/2011	Codes	Editorial changes in Third-Fourth Digits-Model from School-Wide to Schoolwide and in the Fifth Digit from Applicable to Not applicable.
6/1/2011	Codes	Deleted code 08 (Add-on) from Third-Fourth Digits Model.



Data Element Number: **122120**

Data Element Name: **Federal/State Project - Placement Date**

---

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122160**

Data Element Name: **Federal/State Project - Support Services**

This data element is used to record the type(s) of Title I, Title I Migrant or Title I Homeless Set-Aside funded support services provided to any Title I Basic, Title I Migrant or Homeless participants. Codes consist of one-character fields which may occur a maximum of four times. Allowable support services codes are as follows:

<b>Code</b>	<b>Definition/Example</b>
A	Attendance, Guidance, Psychological Services
D	Dental Services
H	Health Services
N	Nutrition
O	Outreach, Advocacy, Mentoring
R	At-risk
S	Social Work, Social Services, Case Management
T	Transportation
X	Needs Assessment
Z	Not Applicable

Examples:

AHZZ Student received support services in Guidance and Health.

ZZZZ Not applicable. (Student did not receive support services.)

NOTE: If the Title I Migrant participant received any type of counseling service (codes A, O and S), count that service first. Attendance, Guidance, Psychological Services (A), Outreach, Advocacy (O), or Social Work (S) services take priority when reporting Migrant Federal/State Project - Support Services.

**Length:** 4  
**Data Type:** Alphanumeric  
**Year Implemented:** 9495  
**State Standard:** No  
**Use Types:**

Data Element Number: 122160

Data Element Name: Federal/State Project - Support Services

---

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Federal/State Compensatory Project Evaluation DB9 18x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014	Codes	Added language to code S.
7/1/2014	Definition	Edited definition to read Title I Homeless Set –Aside and added Homeless to list of participants. Added Case Management.
7/1/2013	Definition	Added Mentoring to code 'O' and added Social Services to code 'S'.
7/1/2013	Codes	Added Mentoring to code 'O' and added Social Services to code 'S'.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122200**

Data Element Name: **FEFP Membership Minutes, Weekly**

---

The number of instructional minutes (carried to four decimal places) for which the grade PK-12 student is eligible for funding in a course during the FTE survey week.

The FEFP membership minutes for all classes reported may not exceed a maximum total of 1500 minutes for the week for PK-12 students during Survey Periods 2 and 3.

<b>Code</b>	<b>Definition/Example</b>
NNNN.NNNN	Example: 1500.0000 1500 (Minutes)

---

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **122200**

Data Element Name: **FEFP Membership Minutes, Weekly**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122225**

Data Element Name: **FEFP Program Number**

---

The number of the Florida Education Finance Program in which a student earns FTE in a class or section of a course.

For Career and Technical Education dually enrolled students, report FTE earned under FEFP program number 103 (9-12 basic) ONLY on Student Course Schedule, Surveys 1-4, and NOT on Career and Technical Education Student Course Schedule, Survey 5.

See Appendix E: FEFP Program Numbers.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Career and Technical Education Student Course Schedule DB9 16x

McKay Prepayment Verification DB9 61x

Student Course Schedule DB9 14x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Survey A Yes

Data Element Number: 122225

Data Element Name: FEFP Program Number

---

Survey B Yes

Survey C Yes

Survey D Yes

**Appendixes:**

Appendix E: FEFP Program Numbers

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122235**

Data Element Name: **FHSAA Consent Indicator**

A code to indicate whether the student has a signed Florida High School Athletic Association (FHSAA) Consent and Release from Liability Certificate, commonly known as an EL3 form, for the current school year.

Code	Definition/Example
N	The student and his/her parent/guardian have not completed and signed the FHSAA Consent and Release from Liability Certificate. No information regarding this student may be released by the school district to the FHSAA.
Y	The student and his/her parent/guardian have completed and signed the FHSAA Consent and Release from Liability Certificate for this school year. This signifies that elements specified in the FHSAA by-laws regarding that student may be released by the school district to the FHSAA.
Z	Not applicable. (Covers students in Grades PK-5.)

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 1011

**State Standard:** No

**Use Types:**

- State Reporting: No
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

**Required Grades:** 06-12

**Programs Required:**  
All Programs

**Formats Required:**  
None

**Surveys Required:**  
None

**Appendixes:**  
None

Data Element Number: 122235

Data Element Name: FHSAA Consent Indicator

---

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122244**

Data Element Name: **First-Time Student Indicator**

A representation of the first-time enrollment status of a student in any postsecondary instruction.

Code	Definition/Example
D	A first-time student in any postsecondary dual enrollment, or an early admission student. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment.
N	Not a first-time student in postsecondary education, postsecondary dual enrollment, nor an early admission student. Student is enrolled in at least one course in one of the following instructional areas: Postsecondary Adult Vocational, Applied Technology Diploma, or Apprenticeship.
Y	A first-time student in any postsecondary education, other than dual enrollment or early admission. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment.
Z	Not Applicable – Student is exclusively enrolled in Adult General Education or Continuing Workforce Education.

Note: A student may only be reported as a First-Time Student in only one year.

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 9899

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Student Demographic Information DB9 46x

**Surveys Required:**

Survey F Yes

Data Element Number: 122244

Data Element Name: **First-Time Student Indicator**

---

Survey W	Yes
Survey S	Yes
Survey G	Yes
Survey X	Yes

**Appendixes:**

None

**Description of Changes:**

6/1/2012	Codes	Added sentence to definition of code value "N" and added new code value "Z" and its definition.
10/11/2011	Notes	Deleted "one time, i.e. in only one term" and replaced these words with "in only one year."

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122300**

Data Element Name: **Florida Educators Certificate Number**

The ten-digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with the assignment codes below:

Code	Definition/Example
0000000000	Employee has no assigned certificate number.
0000999999	A number assigned to a community college or university instructor for reporting purposes.
7777777777	District Issued Certificate Number (i.e. nondegreed teacher of career and technical education courses)
8888888888	Specialized Student Services License Number (directly related to their licensed field, i.e. Licensed Occupational Therapist, Licensed Speech Language Pathologist, Licensed Audiologist, Licensed Occupational Therapy Assistant, Licensed Athletic Trainer, Certified Member of the Florida Registry of Interpreters for the Deaf (FRID), Certified by the National Registry of Interpreters for the Deaf (RID))
9999999999	A number assigned to a teacher providing special education and related services to an exceptional education student with a disability through a contractual arrangement with an approved nonpublic school or community facility in accordance with Rule 6A-6.0361, FAC.
<b>Regular</b>	
0000000001-6001999999	Educator's Certificate License Numbers assigned by the Bureau of Educator Certification of the Department of Education. (Excluding 0000999999)
6002000001-6002999999	Speech Language License Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6003000001-6003999999	Athletic Coach License Numbers assigned by the Bureau of Educator Certification of the Department of Education
6004000001-6004999999	Exchange Teacher License Numbers assigned by the Bureau of Educator Certification of the Department of Education.

All numbers should be right justified.

Note: Substitute teacher job codes (i.e. 51080, 52080, 53080, 54080, 55080, 59080) should not automatically be assigned Florida Educator Certificate Number 0000000000 if the substitute teacher holds a valid certificate or license.

**Length:** 10  
**Data Type:** Numeric  
**Year Implemented:** 9495  
**State Standard:** Yes

Data Element Number: 122300

Data Element Name: Florida Educators Certificate Number

---

**Use Types:**

State Reporting: Yes  
Local Accountability: Yes  
FASTER: No  
Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Career and Technical Education Teacher Course DB9 24x  
Teacher Course DB9 15x

**Surveys Required:**

Survey 1 Yes  
Survey 2 Yes  
Survey 3 Yes  
Survey 4 Yes  
Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2018	Notes	Added note regarding substitute teachers that hold a valid certificate or license.
7/1/2018	Codes	Added codes 7777777777 and 8888888888
2/12/2018	Codes	New Florida Educator Certification License Numbers assigned by the Versa System from the Bureau of Educator Certification of the Department of Education

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122363**

Data Element Name: **Florida First Start Program Participation**

---

A code which indicates whether or not the child, birth through age three, and their family are participating in the Florida First Start Program.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

N	No
---	----

---

Y	Yes
---	-----

---

Z	Not Applicable
---	----------------

---

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9596

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** PK

**Programs Required:**

All Programs

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **122363**

Data Element Name: **Florida First Start Program Participation**

---

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122394**

Data Element Name: **Financial Assistance Received**

Indicate whether the career and technical education or adult general education student received any of the following forms of need-based financial assistance for the instruction and term being reported. The record is for postsecondary career and technical education and adult general education. Enter as many responses as apply, left justified.

<b>Code</b>	<b>Definition/Example</b>
A	Pell Grant
B	SEOG - Supplemental Educational Opportunity Grant
C	Workstudy
D	ITA - Individual Training Account through the Workforce Innovation and Opportunity Act
E	Other need-based financial assistance, such as scholarships, loans or grants
F	District Financial Aid, need-based only (Section 1009.22(5), F.S.)
G	Florida Work Experience
H	Florida Public Postsecondary Career Education Student Assistant Grant
Z	Did NOT receive need-based financial assistance for this instruction

**Length:** 5

**Data Type:** Alphanumeric

**Year Implemented:** 9900

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

Data Element Number: 122394

Data Element Name: **Financial Assistance Received**

---

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

**Surveys Required:**

Survey F

Survey W

Survey S

**Appendixes:**

None

**Description of Changes:**

7/1/2017 Codes

Changed wording in definition of code D.

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122425**

Data Element Name: **Fiscal Year**

---

The state fiscal year (running from July 1 to June 30) for which the reported data are applicable.

<b>Code</b>	<b>Definition/Example</b>
8788	Fiscal Year July 1, 1987 through June 30, 1988

---

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Federal/State Indicator Status DB9 22x

Student Course Schedule DB9 14x

Student Transportation DB9 56x

Teacher Course DB9 15x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

**Appendixes:**

None

Data Element Number: 122425

Data Element Name: Fiscal Year

---

**Description of Changes:**

7/1/2015 Surveys Required

Survey 7 Removed from Required Surveys

6/1/2011 Formats Required

Deleted Exceptional Student Program DB9 12x

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122525**

Data Element Name: **FTE Earned, Advanced International Certificate of Education Diploma**

The weighted FTE earned by a student who earns an Advanced International Certificate of Education. Two decimal places are assumed.

Code	Definition/Example
0.00	Not applicable
0.30	Standard value of .3 FTE

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0203

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

Student Additional Funding

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Required

Data element has been moved to the NEW Student Additional Funding Format.

Data Element Number: **122525**

Data Element Name: **FTE Earned, Advanced International Certificate of Education Diploma**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122575**

Data Element Name: **FTE Earned, Advanced International Certificate of Education Score**

---

The weighted FTE generated by a student who earns a score of E or higher on an advanced International Certificate of Education subject examination who has been enrolled in a full-credit course taken during the current year is 0.16. For each student enrolled in a half-credit Advanced International Certificate of Education Course who receives a score of E or higher on a subject examination, a value of 0.08 full-time equivalent student membership shall be calculated. Two decimal places are assumed to the right of the decimal.

See Section 1011.62(1)(m), Florida Statutes.

<b>Code</b>	<b>Definition/Example</b>
0.00	Not applicable
0.08	One-half credit course with score of E or higher on exam
0.16	One credit course with score of E or higher on exam
0.64	Four courses at 0.16 each

Notes: Records submitted with values that are not multiples of .08 will be rejected

Prior to 2007-08 values were .24 per exam with score of E or higher for full-credit courses and .12 for half-credit courses.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0203

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

Student Additional Funding

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

Data Element Number: **122575**

Data Element Name: **FTE Earned, Advanced International Certificate of Education Score**

---

**Description of Changes:**

7/1/2013    Formats Required

Data element has been moved to the NEW Student Additional Funding Format.

FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
 AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122625**

Data Element Name: **FTE Earned, College Entrance Examination Board Advanced Placement Test**

The weighted FTE earned by a student for a score of three or higher on a CEEB advanced placement examination taken during the current year. Two decimal places are assumed to the right of the decimal.

Code	Definition/Example
0.00	Not applicable
0.16	Standard value is .16
0.64	Four courses at .16 each

Note: Prior to 2007-08 values were .24 per exam with a score of three or higher.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9091

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

Student Additional Funding

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Required Data element has been moved to the NEW Student Additional Funding Format.

11/2/2011 Definition Updated statute reference.

Data Element Number: **122625**

Data Element Name: **FTE Earned, College Entrance Examination Board Advanced Placement Test**

---

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122825**

Data Element Name: **FTE Reported, Course**

---

The four-decimal numeric value for the FTE reported under the Florida Education Finance Program (FEFP) for the student in each course listed or referenced in the state Course Code Directory. For dually enrolled students, enter the FTE reported for the student for courses listed in the state Course Code Directory or, if necessary, the Statewide Course Numbering System.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element
--	---------------------------------

---

Note: For career and technical education dually enrolled students, report FTE under FEFP program number 103 (9-12 basic) ONLY on Student Course Schedule, Surveys 1-4, and NOT on Career and Technical Education Student Course Schedule, Survey 5.

Note: FTE reported is a calculated value based on state requirements and procedures.

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

McKay Prepayment Verification DB9 61x

Student Course Schedule DB9 14x

**Surveys Required:**

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey A Yes

Survey B Yes

Survey C Yes

Data Element Number: 122825

Data Element Name: FTE Reported, Course

---

Survey D Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014	Notes	Revised language in Note to align with data element name change.
7/1/2014	Definition	Revised language in definition to align with data element name change.
7/1/2014	Element Name	Change data element name to "FTE Reported, Course" to accurately describe FTE submitted by districts.



Data Element Number: **122850**

Data Element Name: **FTE Earned, International Baccalaureate Diploma**

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FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **122875**

Data Element Name: **FTE Earned, International Baccalaureate Score**

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The weighted FTE earned by a student for a score of four or higher on a subject exam for an International Baccalaureate course. Two decimal places are assumed.

<b>Code</b>	<b>Definition/Example</b>
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0.00	Not applicable
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0.16	Standard value is .16
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0.80	Five courses at .16 each
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Note: Prior to 2007-08 values were .24 per exam with a score of four or higher

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9091

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** 09-12

**Programs Required:**

All Programs

**Formats Required:**

Student Additional Funding

**Surveys Required:**

Survey 5

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Required

Data element has been moved to the NEW Student Additional Funding Format.

Data Element Number: **122875**

Data Element Name: **FTE Earned, International Baccalaureate Score**

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