THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

1213

Education Information and Accountability Services is in the process of converting the 2010-11 Database Manuals to a 508 compliant format. If you are visually impaired and need assistance reading the manuals, please contact Education Information and Accountability Services at askeias@fldoe.org or (850) 245-0400.

9. Course Number must not contain blanks and must not be all zeros.

If School Number, Current Instruction/Service does not begin with C, P or U and if the Course Number does not begin with an alphabetic character; then the Course Number must be a valid Course Number in the Course Code Directory for the School Year, Course Taken.

If School Number, Current Instruction/Service does not begin with C, P, or U and if the Course Number begins with an alphabetic character, then the Course Number must be a valid Program Number in the Course Code Directory.

If School Number, Current Instruction/Service begins with C or U, then the Course Number must be on the Statewide Course Numbering System file for the School Year, Course Taken. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Course Number contains blanks. The third record would be rejected because the Course Number is not a valid Program Number in the Course Code Directory.

School Number Current Instruction/Service	Student Number Identifier, Florida	Course Number
* 0142	630123457X	87 3010
0031	630123459X	8772110
* 0045	630123460X	TDR0070

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

14.   The School Year – Course Taken must be a valid school year greater than or equal to 0506 and less than or equal to the current school year.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the School Year – Course Taken is all zeros. The third record would be rejected because the School Year – Course Taken is less than 0506. The fourth record would be rejected because the School Year – Course Taken is not a valid school year.

District Number, Current Instruction	Student Number Identifier, Florida	School Year - Record Submission	Industry Certification Identifier	School Year - Course Taken
01	019876543X	0910	NIASE007	0910
* 01	019876544X	0910	CISCO004	0000
* 01	019876545X	0910	CISCO004	0203
* 01	019876548X	0910	NIASE007	0707

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Year – Course Taken fields and resubmit the records.

22. The Industry Certification Identifier (First) must not be the same as the Industry Certification Identifier (Second) or Industry Certification Identifier (Third) unless all Industry Certification Identifiers are ZZZZZZZZ. -record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first two records would be rejected because the Industry Certification Identifier (First), (Second) and (Third) are the same.

Student Number Identifier, Florida	Industry Certification Identifier (First)	Industry Certification Identifier (Second)	Industry Certification Identifier (Third)
* 012345675X	ACARI001	ACARI001	ACARI001
* 012345676X	NCCER036	NCCER036	NCCER036
012345677X	ZZZZZZZZ	ZZZZZZZZ	ZZZZZZZZ
012345679X	NIASE007	CISCO004	ZZZZZZZZ

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Industry Certification Identifier codes and resubmit the records.

23. **If the Industry Certification Identifier (Second) is a valid number that exists on Appendix Z of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual then the Industry Certification Identifier (First) must not be ZZZZZZZZ.**

If the Industry Certification Identifier (Third) is a valid number that exists on Appendix Z of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual then the Industry Certification Identifier (First) and (Second) must not be ZZZZZZZZ. –record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first two records would be rejected because the Industry Certification Identifier (First) is all Z's and the Industry Certification Identifier (Second) is a valid certification number.

Student Number Identifier, Florida	Industry Certification Identifier (First)	Industry Certification Identifier (Second)	Industry Certification Identifier (Third)
* 012345675X	ZZZZZZZZ	ACARI001	ZZZZZZZZ
* 012345676X	ZZZZZZZZ	NCCER036	ZZZZZZZZ
012345677X	ACARI001	CISCO004	ZZZZZZZZ
012345679X	NIASE007	CISCO004	ACARI001

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Industry Certification Identifier codes and resubmit the records.

26. **If the Industry Certification Outcome (Second) is P or F then the Industry Certification Outcome (First) must not be Z.**

If the Industry Certification Outcome (Third) is P or F then the Industry Certification Outcome (First) or (Second) must not be Z. –record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Industry Certification Outcome (First) is Z and the Industry Certification Outcome (Second) is F.

Student Number Identifier, Florida	Industry Certification Outcome (First)	Industry Certification Outcome (Second)	Industry Certification Outcome (Third)
* 012345676X	Z	F	Z
012345677X	P	P	F

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Industry Certification Identifier code and resubmit the record

27. **If the Industry Certification Outcome (Second) is P or F, then the Industry Certification Identifier (Second) must not be ZZZZZZZZ.**

   If the Industry Certification Outcome (Third) is P or F, then the Industry Certification Identifier (Third) must not be ZZZZZZZZ. -record rejected-
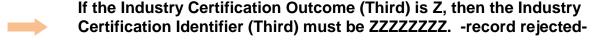
EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fourth records would be rejected because there is an invalid relationship between the Industry Certification Identifier and the Industry Certification Outcome.

Student Number Identifier, Florida	Industry Certification Identifier (Second)	Industry Certification Outcome (Second)
012345675X	NIASE007	P
* 012345676X	ZZZZZZZZ	F

Student Number Identifier, Florida	Industry Certification Identifier (Third)	Industry Certification Outcome (Third)
012345675X	CPREC001	P
* 012345676X	ZZZZZZZZ	F

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Industry Certification Identifier or the Industry Certification Outcome codes and resubmit the records.

28. **If the Industry Certification Outcome (Second) is Z, then the Industry Certification Identifier (Second) must be ZZZZZZZZ.**

If the Industry Certification Outcome (Third) is Z, then the Industry Certification Identifier (Third) must be ZZZZZZZZ. -record rejected-

EXAMPLE

The second and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and third records would be rejected because there is an invalid relationship between the Industry Certification Identifier and the Industry Certification Outcome.

Student Number Identifier, Florida	Industry Certification Identifier (Second)	Industry Certification Outcome (Second)
* 012345675X	NIASE007	Z
012345676X	ZZZZZZZZ	Z

Student Number Identifier, Florida	Industry Certification Identifier (Third)	Industry Certification Outcome (Third)
* 012345675X	CPREC001	Z
012345676X	ZZZZZZZZ	Z

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Industry Certification Identifier or the Industry Certification Outcome codes and resubmit the records.

47. Industry Certification Identifier (First), Industry Certification Identifier (Second) and Industry Certification Identifier (Third) must exist on Appendix Z of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual or they must be ZZZZZZZZ. -record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first two records would be rejected because the Industry Certification Identifiers are invalid codes.

Student Number Identifier, Florida	Industry Certification Identifier (First)	Industry Certification Identifier (Second)	Industry Certification Identifier (Third)
* 012345675X	ABCDE002	ZZZZZZZZ	ZZZZZZZZ
* 012345676X	EFGDP001	ABCDE002	ABCDE003
012345677X	CISCO004	ZZZZZZZZ	ZZZZZZZZ
012345679X	NIASE007	CISCO004	ZZZZZZZZ

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Industry Certification Identifier codes and resubmit the records

48. The Industry Certification Outcome (First), the Industry Certification Outcome (Second) and the Industry Certification Outcome (Third) codes must be P, F, or Z. -record rejected-

EXAMPLE

The first record listed below would be rejected because the Industry Certification Outcome (First) code is not valid. The second record would be loaded to the data base assuming no other edit caused it to be rejected.

Student Number Identifier, Florida	District Number, Current Instruction/Servic e	Industry Certification Outcome (First)	Industry Certification Outcome (Second)	Industry Certification Outcome (Third)
* 011234567X	01	Y	Z	Z
011234568X	01	P	Z	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Industry Certification Outcome code and resubmit the record.

(DELETED FOR 1213)
~~**4B.   If Course Number is all zeros, then Industry Certification Identifier (First) must not be all Zs. -record rejected-**~~

~~**EXAMPLE**~~

~~The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Industry Certification Identifier must not be all Zs if Course Number is all zeros.~~

~~District Number, Current Instruction~~	~~Student Number Identifier, Florida~~	~~Course Number~~	~~Industry Certification Identifier~~
~~01~~	~~019876543X~~	~~00000000~~	~~NIASE007~~
~~01~~	~~019876544X~~	~~00000000~~	~~CISCO004~~
~~* 01~~	~~019876545X~~	~~00000000~~	~~ZZZZZZZZ~~

~~**DISTRICT RESPONSIBILITY**~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Number or the Industry Certification Identifier (First) and resubmit the record.~~

(DELETED FOR 1213)
~~**4D.**~~ ~~**If either the School Year, Course Taken or the Course Number is all zeros then both must be all zeros. If either the School Year, Course Taken or the Course Number is non-zero then both must be non-zero. – record rejected**~~

~~**EXAMPLE**~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Course Number is zero and the School Year, Course Taken is non-zero. The third record would be rejected because the School Year, Course Taken is zero and the Course Number is non-zero.~~

~~Student Number Identifier, Florida~~	~~Course Number~~	~~School Year Course Taken~~
~~630123457X~~	~~8206110~~	~~1011~~
~~* 630123458X~~	~~0000000~~	~~1011~~
~~* 630123458X~~	~~8206110~~	~~0000~~

~~**DISTRICT RESPONSIBILITY**~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Year, Course Taken or the Course Number and resubmit the records~~

50. If School Number, Current Instruction/Service does not begin with C, P and U, and if School Year – Course Taken is the same as School Year – Record Submission and if Course Number is not a valid CTE Course Number on the Career and Technical Education/Adult General Education Program Edit file (F61730) and if Course Number does not begin with an alphabetical character; then each Career and Technical Education Student Course record must have a matching Career and Technical Education Teacher Course record based on the key fields of District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year – Record Submitted; Course Number; Section Number; Period Number and Term. -state validation-

EXAMPLE

The first and second records listed below would pass the edit criteria. However, the third Career and Technical Education Student Course Schedule record would not pass this edit because of the failure to have a matching Career and Technical Education Teacher Course Schedule record based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year – Record Submitted; Course Number; Section Number; Period Number and Term.

Career and Technical Education Student Course Records

District Number, Current Instruc./ Service	School Number, Current Instruc./ Service	Student Number Identifier, Florida	School Year – Record Submitted	Course Number	Sec. No.	Period No.	Term
01	0421	012345677X	****	8209010	00200	0404	1
01	0421	012345678X	****	8209010	00100	0202	1
* 01	0421	012345679X	****	8209010	00100	0303	1

Career and Technical Education Teacher Course Records

District Number, Current Instruc./ Service	School Number, Current Instruc./ Service	School Year	Course Number	Sec. No.	Period No.	Social Security Number	Term
01	0421	****	8209010	00200	0404	123456789	1
01	0421	****	8209010	00100	0202	123456789	1

Florida Department of Education

Text

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2012-2013 Career and Technical Education Student Course Schedule

1. 1. Submit a separate record in reporting period 5 for each Career and Technical Education (CTE) and applicable Career and Technical Education exceptional education course in which the student was in membership during the current school year and the associated summer session(s) for the current school year. Also submit a record for any Industry Certification Identifier and Industry Certification Outcome being reported that are not linked to a career and technical education course being reported, including those linked to a career-themed course. Include dual enrollment courses if the student took an industry certification or technical skill assessment listed in Appendix Z that is related to the dual enrollment course. Report prior year courses if the student was in membership during the current school year and took an industry certification or technical skill assessment that is related to the prior year course and for which the student has no related current year course.

2. SCHOOL YEAR: Report both the school year in which the course was taken and the school year of record submission. The school years will be the same for most records. The school year will be different when reporting students who took or attempted an industry certification or technical skill attainment assessment in a year subsequent to the school year in which the student took the course.

3. INDUSTRY CERTIFICATION IDENTIFIER: Report the Industry Certification Identifier from Appendix Z for students who took or attempted an industry certification or technical skill attainment assessment the current school year in the reporting district in an area that applies to the course in which the student participated. If none of these are applicable, submit all Z's in this field.

4. COURSE NUMBER: Report the career and technical education course number, the career-themed course number or basic course number, as appropriate. To report an Industry Certification Identifier and Industry Certification Outcome, report the career and technical education course number, career-themed course number or basic course number in which the certification was attempted/earned. If the course is not a career and technical education course report all zeros for the program number and no matching teacher course record is required.

5. CAREER AND PROFESSIONAL ACADEMY IDENTIFIER: Report the CAPE academy associated with the Industry Certification Identifier(s) reported. If there

is no CAPE academy associated with the reported Industry Certification(s) or if no Industry Certifications are being reported, report ZZZ in this field.

6. CAREER AND TECHNICAL EDUCATION/ADULT GENERAL EDUCATION PROGRAM CODE: Report the CTE/AGE Program Code for the CTE course number as listed in the Career and Technical Education/Adult General Education Program Edit file (F61730). If the course is not a career education course report all zeros for the program code and no matching teacher course record is required.

7. KEY FIELDS: The key fields for this format are item numbers 3, 4, 5, 6, 7, 8, 9, 10 and 11. If a key field needs to be changed, the record must be deleted and re-submitted as an add. For item number 8, Course Number, the range of valid values may be found in Secondary Career and Technical Education Data Base Handbook: Appendix D.

8. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Student Number Identifier, Florida *
4	17-17	1	N	Survey Period Code *
5	18-21	4	N	School Year – Record Submission*
6	22-23	2	N/R	District Number, Current Instruction/Service *
7	24-27	4	A/N/R	School Number, Current Instruction/Service *
8	28-34	7	A/N	Course Number *
9	35-39	5	A/N	Section Number *
10	40-43	4	N	Period Number *
11	44-44	1	A/N	Term *
12	45-61	17	A/N	Filler
13	62-63	2	A/N	Grade Level
14	64-68	5	A/N	Filler
15	69-75	7	A/N	Career and Technical Education/Adult General Education Program Code
16	76-76	1	A/N	Transaction Code

17	77-84	8	A	Industry Certification Identifier (Third)
18	85-85	1	A/N	Industry Certification Outcome (Third)
19	86-89	4	A/N	Filler
20	90-92	3	N	FEFP Program Number
21	93-96	4	A/N	Filler
22	97-102	6	A/N	Career and Technical Education/Adult General Education Completion Point Code
23	103-106	4	N	Filler
24	107-107	1	A/N	Modified Occupational Completion Point
25	108-108	1	A	Exceptional Student Career and Technical Education Course Setting
26	109-109	1	A/N	Internship Participant
27	110-110	1	A/N	Filler
28	111-113	3	A/N	Career and Professional Academy Identifier
29	114-121	8	A/N	Industry Certification Identifier (First)
30	122-122	1	A/N	Industry Certification Outcome (First)
31	123-126	4	N	School Year - Course Taken
32	127-134	8	A/N	Industry Certification Identifier (Second)
33	135-135	1	A/N	Industry Certification Outcome (Second)
34	136-142	7	A/N	Filler
35	143-152	10	A/N	Student Number Identifier, Local
36	153-160	8	A/N	Filler/Error Codes

Last Updated: 2/11/2012