THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

1112

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.

Year: 2011-12

Data Element Number: **197235**

Data Element Name: **Online Course**

An indicator of whether the student took this course under conditions that met the definition of an online course as per s. 1002.321(3) and s. 1003.428(2), F.S. An online course is one that is delivered using distance learning technology in an interactive learning environment.

An online course has these key characteristics:
- Curriculum is accessed and a majority of the instruction is delivered online; and
- Teacher-student interaction.

Code	Definition/Example
N	This course was not taken under conditions that met the requirements to be an online course as per s. 1002.321(3) and s. 1003.428(2), F.S.
Y	This course was taken under conditions that met the requirements of being an online course as per s. 1002.321(3) and s. 1003.428(2), F.S.

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

  FASTER: Yes

  Migrant Tracking: No

Required Grades: 06-12

Programs Required:
  Virtual Instruction
Formats Required:
  Student Course Transcript Information DB9 39x

Surveys Required:
  Survey 5   Yes

Appendixes:
None

Data Element Number: **197235**

Data Element Name: **Online Course**

Description of Changes:

10/24/2011   New Data Element

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

Year: 2011-12

Data Element Number: **185875**

Data Element Name: **Career and Technical Education/Adult General Education Program Code**

For secondary students:
Record the seven-digit numeric program code listed in the Course Code Directory, which is associated with the career and technical education course in which the student is enrolled.

For all postsecondary adult career and technical education students:
Record the seven-digit alphanumeric program code listed in the Course Code Directory.

For the adult general education students:
Record the appropriate valid code from the Course Code Directory.

   Code   **Definition/Example**

                 Not applicable for this element

NOTE: To report the appropriate code for dually enrolled students in FTE Surveys 1-4:

For regular secondary career and technical education students, enter the secondary program number. For a dually enrolled student taking postsecondary adult career and technical education in a district setting, enter the postsecondary adult career and technical education program number. (See Appendix I in the WDIS Data Base Handbook for current program numbers.)

If reporting a dually enrolled student taking an academic or career and technical education class for college credit through a state university or community college, zero fill this field.

In Survey 5, report only the instruction actually provided to the student by the school of instruction. Dual enrollment courses are reported in Survey 5 if the student took an industry certification or technical skill assessment listed in Appendix Z that is related to the dual enrollment course.

Length: 7
Data Type: Alphanumeric

Year Implemented: 9192
State Standard: No
Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: Yes
  Migrant Tracking: No

Required Grades: 06-12

Programs Required:
   Career and Technical
Formats Required:

  Career and Technical Education Student Course Schedule DB9 16x

  Student Course Schedule DB9 14x

  WDIS Adult General Education Student Course DB9 48x

  WDIS Career and Technical Education Student Course Schedule DB9 47x

WDIS Supplemental Information DB9 60x

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 F	Yes
Survey X	Yes

Appendixes:

Appendix Z: Industry Certification Identifier

Description of Changes:

10/18/2011	Notes	Added the words 'for college credit' to the note regarding taking a class through a state university or community college.

Year: 2011-12

Data Element Number: **118400**

Data Element Name: **Exceptionality**

A code to identify each exceptionality including the primary exceptionality and all other exceptionalities for any child or youth 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 follow:

Code	Definition/Example
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
T	Developmentally Delayed
U	Established Conditions
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

Data Element Number: **118400**

Data Element Name: **Exceptionality**

Required Grades: PK-12

Programs Required:

  Exceptional Student Education

Formats Required:

  None

Surveys Required:

  None

Appendixes:

None

Description of Changes:

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.

8. **If Course Number begins with a number; and**
    - **Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730); and**
    - **Is not 1006300, 2001310, 2001340, 2003310, 2102360, 2102370, 3027010, 3027020, 2000350, or 2000360 with an FEFP Program number other than 300;**
    - **Then the Career and Technical Education/Adult General Education Program Code must be a valid program number for the Course Number submitted, as listed in file F61730.**

If the Course Number begins with three alphabetic characters followed by a zero in the fourth position, and
- **Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);**
- **Then the Career and Technical Education/Adult General Education Program Code must be a valid program number for the Course Number submitted, as listed in file F61730.**

If Course Number begins with one alphabetic character, and
- **Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);**
- **Then the Career and Technical Education/Adult General Education Program Code must be the same as the Course Number.**

-record rejected-

EXAMPLE

The first, second, and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Vocational/Adult General Education Program Code is not a valid program number.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8772010	8772000
630123458X	ACR0041	C400100
630123459X	H170503	H170503
* 630123460X	8812100	M803010

DISTRICT RESPONSIBILITY

➡️ **35.** **Online Course must be Y or N. -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 Online Course code is not a valid code.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Online Course
02	123456789X	1200310	Y
* 02	123456791X	1200300	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 Online Course code and resubmit the record.

Florida Department of Education

Education Information & Accountability Services

Database Requirements Index Page
Education Information and Accountability Services Home Page

2011-2012 Student Course Transcript Information

1. Submit course information for all students in grades 9-12 enrolled in the district during the School Year, including summer school courses, all courses transferred in from other schools, and courses taken for high school credit when the student was in grades below grade 9.

Grade Level	Course Information to Send
12	Grades 9, 10, 11, 12 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.
11	Grades 9, 10, 11 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.
10	Grades 9, 10 and any other courses below ninth grade that the student took in order to earn credit toward a high school diploma.
9	Grade 9 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.

2. Also submit a record for each Algebra course taken by a student in Grade Levels 7 and 8 at any time during the school year and accompanying summer sessions. Algebra courses are course numbers 1200310, 1200320, 1200370 and 1200380.

3. Send all courses the student has taken in order to earn credit toward a high school diploma.

4. For example, if a student took Algebra in Grade 8 and is currently in Grade 9, report the Algebra course along with the courses the student took in Grade 9.

5. SCHOOL YEAR: Report both the school year in which the course was taken (School Year - Course Taken) and the school year for which the record is being submitted (School Year - Record Submission).

6. COURSE GRADE: The Course Grade field may contain I for incomplete, NG for no grade assigned or similar grades other than A, B, C, D and F as defined in the DOE Information Data Base Requirements: Volume I -- Automated Student Information System.

7. GRADE LEVEL: The Grade Level field should contain the Grade Level the student was in at the time the course was taken. NOTE: Only report credits on grade 30 if the student left a secondary K-12 program, entered the Adult High School program as grade 30 and subsequently returned to a secondary K-12
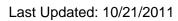
program prior to graduation.

8. SCHOOL NUMBER, WHERE CREDIT EARNED: The School Number, Where Credit Earned field may contain 0001-9899, 9900, N997, N998, N999, C901-C928 Florida public colleges, U970-U980 Florida public state universities or P001-P999 eligible postsecondary non-public institutions.

9. COURSE NUMBER, SUBSTITUTED: This field is used with the Course Flag field. The presence of an asterisk (*) as one of the four flags in the Course Flag field indicates that the course specified by the number in the Course Number field is a Department of Education approved substitute for the course specified by the number in this field.

    For example: Course Number is 1802300 (Navy JROTC), Course Flag is *, and Course Number Substituted is 0800300 (Life Management Skills). This indicates that the Navy JROTC course (18023000) will substitute for completion of Life Management Skills (0800300), satisfying the student's Life Management Skills graduation requirement.

10. KEY FIELDS: The key fields for this format are item numbers 2-5 and 10-14. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

11. 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	1-14	14	A/N	Filler
2	15-15	1	N/R	Survey Period Code *
3	16-17	2	N/R	District Number, Current Enrollment *
4	18-21	4	A/N/R	School Number, Current Enrollment *
5	22-31	10	A/N	Student Number Identifier, Florida *
6	32-33	2	N/R	District Number, Where Credit Earned
7	34-37	4	A/N/R	School Number, Where Credit Earned
8	38-58	21	A/N	Filler
9	59-62	4	N	School Year - Record Submission*
10	63-66	4	N	School Year - Course Taken*
11	67-68	2	A/N	Grade Level *
12	69-69	1	A/N	Term *

13	70-76	7	A/N	Course Number *
14	77-81	5	A/N	Course, Sequence Number *
15	82-88	7	A/N	Course Number, Substituted
16	89-96	8	A/N	Filler
17	97-98	2	A/N	Course, State Subject Area Requirements
18	99-102	4	A/N	Course, Flag
19	103-103	1	A/N	Course Assessment Status
20	104-106	3	N	Credit Attempted, Course
21	107-109	3	N	Credit Earned, Course
22	110-112	3	A/N/R	Course Grade
23	113-113	1	A	Transaction Code
24	114-115	2	A	Course Substituted, State Subject Area Requirements
25	116-117	1	A	Online Course
26	118-142	26	A/N	Filler
27	143-152	10	A/N	Student Number Identifier, Local
28	153-160	8	A/N	Filler/Error Codes

Last Updated: 10/21/2011

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

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9.   Course Number must not contain blanks. 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 and if the Course Number is not all zeros; then the Course Number must be a valid Course Number on the Career and Technical/Adult General Education Program Edit file for the School Year, Course Taken (DPS.DISTRICT.GQ.F61730.Yyyyy).   If School Number, Current Instruction/Service begins with C or U and if the Course Number is not all zeros, then the Course Number must be on the Statewide Course Numbering System file for the School Year, Course Taken. -record rejected-

Note: DPS.DISTRICT.GQ.F61730.Yyyyy contains valid secondary Career and Technical and applicable exceptional education course numbers. These do not include "local use only" transfer courses. Course Code Directory number ranges for Career and Technical education programs and courses are also listed in Appendix D of the Secondary Career and Technical Data Base Handbook.

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Course Number contains blanks or it is a "local use only transfer" course. The fourth record would be rejected because the Course Number is not a secondary Career and Technical Course Number for the School Year, Course Taken.

School Number Current Instruction/ Service	Student Number Identifier, Florida	Course Number
* 0142	630123457X	87 3010
* 2533	631023458X	8199990
0031	630123459X	8206110
* 0045	630123460X	I480113

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.