THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

1011

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 Harold McLeod at harold.mcleod@fldoe.org or (850) 245-0400.

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

Implementation Date:
Fiscal Year 1994-95
July 1, 1994

Element Name:	Adult Fee Status

Definition/Domain

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

CODE	DEFINITION
R	**Fee Required** for student classified as a resident for tuition purposes: Fee payment required (see s. 1009.21, F.S. for residency for tuition purposes). Fee was not waived, deferred or exempted (1009.22, F.S.).
U	**Fee Required** for student classified as a non-resident for tuition purposes: Fee payment required for tuition and out-of-state fees (see s. 1009.21, F.S. for residency for tuition purposes). Fee was not waived, deferred or exempted (1009.22, F.S.).
W	**Fee Waived** for student classified as a resident for tuition purposes: Eligible fee has been waived. Fee payment waived by district school board
X	**Fee Waived** for student classified as a non-resident for tuition purposes: Eligible fee has been waived, including out-of-state tuition. Fee payment waived by district school board.
D	**Fee Deferred:** for student classified as a resident for tuition purposes: Fee payment 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).

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Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
⊠ **State Report**		WDIS Adult General Education Student Course DB9 48x
⊠ **Local Accountability**		WDIS Vocational Student Course Schedule DB9 47x
☐ **F.A.S.T.E.R.**		
☐ **Migrant Tracking**		
Data Element Number:		
101325		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 7 ☐ 9 ⊠ F ⊠ W ⊠ S ⊠ G ⊠ X

Element Name:	Adult Fee Status (Continued)

Definition/Domain

Fee Exempt Categories

CODE	DEFINITION
D (continued)	**Fee Deferred** for student classified as a resident for tuition purposes: Fee payment deferred when:
	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; (Rule 6A-6.084(10), F.A.C.).
	4. Fees are delayed because of a district-adopted criterion of need or adopted installment payment schedule (Rule 6A-6.084(11) F.A.C.).
E	**Fee Deferred** for student classified as a non-resident for tuition purposes (see code for details on conditions for fee deferment).
F	**Fee Exempt:** The student **does not have a high school diploma or its equivalent;** (1009.25(1)(a), F.S.) and is enrolled in adult basic skills, adult secondary education, or vocational preparatory instruction.
G	**Fee Exempt:** The student **has a high school diploma or its equivalent;** and is enrolled in adult basic skills, adult secondary education or vocational preparatory instruction; and has basic skills which have been determined to be at or below the eighth grade level as provided for by State Board Rule (1009.25(1)(b), F.S.)
I	**Fee Exempt:** The student is **a dependent of a deceased or disabled veteran** pursuant to Section 295.01 through 295.05, F.S.
J	**Fee Waiver**: 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**: The student **is enrolled in an approved registered apprenticeship program** as defined in s. 446.021, F.S. (1009.25(2)(b)F. S.)
L	**Fee Exempt:** The student is **mentally handicapped** (as defined in Rule 6A-6.03011, FAC and Rule 6A-6.084, FAC)
M	**Fee Exempt:** The student is a recipient of a Road-to-Independence Scholarship, or is or was at the time he or she reached 18 years of age in the custody of a relative under s. 39.5085, F.S. and s. 1009.25(2)(d) or **was adopted from the Department of Children and Family Services after May 5, 1997** as per s. 1009.25(2)(c), F.S.
N	**Fee Exempt:** The student is **enrolled in an employment and training program** under the welfare transition program to (s. 1009.25(2)(e),, F.S.)
P	**Fee Exempt:** 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(2)(f), F.S.)

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Element Name:	**Adult Fee Status (Continued)**
Definition/Domain	

Fee Exempt Categories

CODE	DEFINITION
Q	**Fee Exempt:** The student is enrolled in a dual enrollment or early admission program and has taken the basic skills assessment within the first six weeks of enrollment (1009.25(2)(a); 1007.271).
S	**Fee Waived:** Fees shall be waived for certain active members of the National Guard (1009.26(8), F.S.).
T	**Fee Waived:** Fee shall be waived for victims of wrongful conviction. 961.06(1)(b), F.S.

Element Name: Cost Reporting Code

Definition/Domain

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

CODE	DEFINITION

341   **Continuing Workforce Education** instruction listed under the seven-digit code assigned to program/course E91010A, E91010M, E91010H, E91010V, E91010B, E91010I, E91010P or Quick Response program/course (M899993) (1004.02(13) F.S.

351   Agriscience and Natural Resources
352   Business Education
353   Family and Consumer Science
354   Health Science
355   Industrial
356   Marketing (Distributive)
357   Public Service
359   Other CTE

Postsecondary vocational instruction under the Course Code Directory seven-digit codes assigned to vocational certificate programs/courses including Pre-apprenticeship.   In accordance with 1011.80(9), a dual enrolled student (1007.271(2), F.S.) is not eligible for workforce development funding unless the student has completed the basic skills assessment requirement (1004.91, F.S.).

364   Postsecondary vocational instruction under the *Course Code Directory* seven-digit codes assigned to **applied technology diploma** programs/courses. In accordance with 1011.80(9), a dual enrolled student (1004.91 F.S.) is not eligible for workforce development funding unless the student has completed the basic skills assessment (1007.271(2), F.S.)

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Length: 3	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	WDIS Adult General Education Student Course DB9 48x
☒ **Local Accountability**	WDIS Vocational Student Course Schedule DB9 47x
☐ **F.A.S.T.E.R.**	
☐ **Migrant Tracking**	
Data Element Number:	
108791	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 7 ☐ 9 ☒ F ☒ W ☒ S ☒ G ☒ X

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Implementation Date:
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Element Name: **Cost Reporting Code (Continued**)

Definition/Domain

CODE   **DEFINITION**

371   Related classroom instruction (RTI)
372   On the job training (OJT)

Postsecondary vocational instruction in an approved Registered Apprenticeship program (446.021, F.S.)

401   Literacy/Adult Basic Education (ABE)
402   Adult High School (Adult Secondary)
403   GED Preparatory
404   ESOL
405   Vocational Preparatory Instruction
409   Other Adult General Education

Postsecondary vocational instruction under the Course Code Directory seven-digit codes assigned to vocational certificate programs/courses including Pre-apprenticeship. In accordance with 1011.80(10), a dual enrolled student (1007.271(2), F.S.) is not eligible for workforce development funding unless the student has completed the basic skills assessment requirement (1004.91, F.S.).

Implementation Date:
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Element Name:	Course Flag

Definition/Domain

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

E = Academic Scholar - Elective

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

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

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.

N = No Credit   No credit awarded - per district policy (e.g., 9-12 grade student did not meet the 135 hour rule).

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

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

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Length: 4	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:	Adult Basic Skills (optional) Adult Secondary Education
Compatible	Adult Postsecondary Vocational

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Transcript Information DB9 39x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
☐ **Migrant Tracking**	
Data Element Number:	
109125	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 7 ☐ 9

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Element Name:	Course Flag (Continued)

Definition/Domain (Continued)

CODE	DEFINITION
I = Include	Include in grade point average (used only in combination with an "X").
X = Exclude	Exclude from state and local grade point average (used only in combination with an "I" for tracking forgiveness).
W = Exclude from State GPA	Exclude from State GPA, but include in District GPA
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	Vocational substitution for Business English I. The valid substitutions are courses 8200330, 8212110, 8212120, 8215120, and 8215130.
3 = Sub for BUS EN I 1001440 and/or BUS EN II 1001450	Vocational substitution for Business English I or II. The valid substitution courses are 8200330, 8212110, and 8212120.
4 = Sub for BUS MA I 1205540	Vocational substitution for Business Mathematics. The valid substitutions are courses 8200330, 8203310, 8203320, 8206010, 8206020, 8212110, 8212120, 8216110, and 8216120.
5 = Sub for MA 1 1205380/II 1205390 (valid prior to 7/1/97.)	Vocational 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)	Vocational substitution for General Science. The valid substitutions are courses 8121600, 8121000, 8121300, 8121400, 8106200, 8115110, 8106800, 8106400, 8118300, 8112100, 8112000, 8106500 and 8106100.
@ = Sub for BIO TECH 2000430 (Valid prior to 7/1/01)	Vocational substitution for Biology Technology. The valid substitutions are courses 8121000, 8121300, 8121400, 8121600, 8106200, 8115110, 8106800, 8112000, 8106500 and 8106100.
# = Sub for ENV SCI 2001340 (Valid prior to 7/1/01)	Vocational substitution for Environmental Science. The valid substitutions are courses 8113000, 8118300 and 8112100.
% = Sub for PHY SCI 2003310 (Valid prior to 7/1/01)	Vocational substitution for Physical Science. The valid substitutions are courses 8103400, 8103200 and 8103300.

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Element Name:	Course Flag (Continued)

Definition/Domain (Continued)

CODE

DEFINITION

7 = Sub for ANAT PHYSIO 2000350

Vocational substitution 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.

8 = Sub for Pre-Algebra

Vocational substitution for Pre-Algebra. The valid substitution is course 8730091.

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.

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).

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.)

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.)

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.)

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 180432 0-1804350.

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.

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Implementation Date:
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Element Name:	Course Flag (Continued)

Definition/Domain (Continued)

CODE

DEFINITION

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.

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.

& = 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.

0(zero) = Sub for Practical Arts Graduation Requirements

JROTC substitution for Practical Arts graduation requirement. The valid JROTC substitution courses are the completion of program 1800300-1800360, or 1801300-1801330, or 1802300-1802330, or 1803300-1803330, or 1804300-1804350.

$ = 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.

+ = Additional Credit Courses (Effective 0809)

This flag is used to report additional credit courses. It is to be used to indicate that the course is associated with a second course for which credit is also awarded. The course number of the second course will be supplied in data element Course Number, Substituted. The state subject area of the second course should be recorded in the data element Course Substituted, State Subject Area Requirements. This code is authorized in 2008-09 only for Manatee County School District. Course credit is limited to Algebra 1A, Algebra 1B, Algebra 1, Geometry and Biology.

Element Name:	Course Flag (Continued)

Definition/Domain (Continued)	
* = 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. Note: Currently can be used for course 1802300 Naval Science 1 (JROTC) and 1802310 Naval Science 2 (JROTC) which may be substituted for Life Management Skills course 0800300.
Example: **RH9**	The course meets a university admissions requirement; it 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.

13. If Survey Period Code is 2 or 3, The English Language Learners: Reclassification Date must be numeric and a valid date less than or equal to the survey date unless zero filled. If Survey Period Code is 5, English Language Learners: Reclassification Date must be numeric and a valid date less than or equal to June 30th unless zero filled. If Survey Period Code is 7, English Language Learners: Reclassification Date must be numeric and a valid date less than or equal to the last day of survey 7 processing or it must be zero filled. -record rejected-

EXAMPLE

The first two records listed below would be added to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the English Language Learners: Reclassification Date is invalid and blank, respectively.

Student Number Identifier, Florida	ELL: Reclassification Date
123456789X	10131998
223456789X	00000000
* 323456789X	04311998
* 423456789X	

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 English Language Learners: Reclassification Date and resubmit the records.

19.   If Incident, Weapon-Related code is 1 or 2, then Weapon, Description code must be K, O, or U. If Incident, Weapon-Related Code is 3 or 4, then Weapon, Description code must be F, H, M, or R. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Weapon-Related code is 2 and Weapon, Description is not one of the codes K,O,or U.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Weapon-Related	Weapon, Description
01	0271	AS000001	1	K
01	0271	DO000002	2	K
* 01	0271	SH000003	2	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 relationship between Incident, Weapon-Related code and Weapon, Description and resubmit the record.

26. If Weapon, Description code is K, O, or U, then Incident, Weapon-Related code must be 1 or 2. If Weapon, Description code is F, H, M, or R, then Incident, Weapon-Related code must be 3 or 4. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Weapon Description code is R but the Incident, Weapon-Related code is not 3 or 4.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Weapon-Related	Weapon, Description
01	0271	AS000001	1	O
01	0271	DO000002	1	K
* 01	0271	SH000003	2	R

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 relationship between Incident, Weapon-Related code and Weapon, Description and resubmit the record.

60.   For each School Environmental Safety Incident Report (SESIR) record with an Incident, Involvement Type of S or B there must be at least one matching Student Discipline/Referral Action (SDRA) record with a matching Incident Identifier and Incident Date. The match should be done using District Number, Reporting District on the SESIR format matched to District Number, Current Enrollment on the SDRA format and the following elements: School Number, Where Incident Occurred; Survey Period Code and School Year. -state validation

> **EXAMPLE**
>
> The School Environmental Safety Incident Report record listed below which is marked with an asterisk would fail the edit above because it does not have a matching Student Discipline Referral Action record.
>
> *School Environmental Safety Incident Report Records*

District Number, Reporting District	Incident, Involvement Type	Incident, Identifier	Incident, Date
01	S	C0000001	1211****
01	S	A0000002	1106***
* 01	S	S0000003	1022****

> *Student Discipline Referral Action Records*

District Number, Current/ Enrollment	Student Number Identifier, Florida	Incident, Identifier	Incident, Date
01	019876544X	C0000001	1211****
01	019876545X	A0000002	1106****
01	019876546X	S0000002	1020****

**** = Valid fiscal year for data submission.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – VALIDATION EDITS

DISTRICT RESPONSIBILITY

If the School Environmental Safety Incident Report record is valid, the district must submit the matching Student Discipline/Referral Action record. If the School Environmental Safety Incident Report record is invalid, the district must correct the invalid elements or delete the record.