

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

1011

Education Information and Accountability Services is in the process of converting the 2009-10 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																			
<p>Indicate, using the codes below, the fee status of adult general education and postsecondary vocational students.</p> <table border="0"> <tr> <td align="center"><u>CODE</u></td> <td></td> <td align="center"><u>DEFINITION</u></td> </tr> <tr> <td align="center">R</td> <td align="center">→</td> <td>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.).</td> </tr> <tr> <td align="center">U</td> <td align="center">→</td> <td>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.).</td> </tr> <tr> <td align="center">W</td> <td align="center">→</td> <td>Fee Waived for student classified as a resident for tuition purposes: Eligible fee has been waived. Fee payment waived by district school board</td> </tr> <tr> <td align="center">X</td> <td align="center">→</td> <td>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.</td> </tr> <tr> <td align="center">D</td> <td align="center">→</td> <td> Fee Deferred: for student classified as a resident for tuition purposes: Fee payment deferred when: <ol style="list-style-type: none"> 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). </td> </tr> </table>		<u>CODE</u>		<u>DEFINITION</u>	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: <ol style="list-style-type: none"> 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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CONTINUED ON NEXT PAGE																			
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:																		
<input checked="" type="checkbox"/> State Report	WDIS Adult General Education Student Course DB9 48x WDIS Vocational Student Course Schedule DB9 47x																		
<input checked="" type="checkbox"/> Local Accountability																			
<input type="checkbox"/> F.A.S.T.E.R.																			
<input type="checkbox"/> Migrant Tracking																			
Data Element Number: 101325	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> G <input checked="" type="checkbox"/> X																		
Revised: 6/11/10	Volume I	Effective: 7/10	Page Number: 5-1																

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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS**

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

Element Name:	Adult Fee Status (Continued)		
Definition/Domain			
<u>Fee Exempt Categories</u>			
<u>CODE</u>	<u>DEFINITION</u>		
D (continued)	<p>Fee Deferred for student classified as a resident for tuition purposes: Fee payment deferred when:</p> <ol style="list-style-type: none"> 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 who 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. or who was adopted from the Department of Children and Family Services after May 5, 1997.		
N	Fee Exempt: The student is enrolled in an employment and training program under the welfare transition program to (s. 1009.25(2)(d),, 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)(e), F.S.)		
Revised: 6/11/10	Volume I	Effective: 7/10	Page Number: 5-2

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

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Implementation Date: Fiscal Year 1995-96 July 1, 1995
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Element Name: Vocational/Adult General Education, Disability, Student									
Definition/Domain									
<p>A code indicating whether the postsecondary vocational or adult general education student is self-identified as having a disability.</p> <table border="1"> <thead> <tr> <th align="center"><u>CODE</u></th> <th align="center"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td align="center">I</td> <td>Self-initiated, documented and receiving special instruction/services in order to take full advantage of or respond to educational programs and opportunities.</td> </tr> <tr> <td align="center">N</td> <td>Self-initiated, but neither requesting nor requiring special instruction/services.</td> </tr> <tr> <td align="center">Z</td> <td>Not applicable or not self-identified.</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	I	Self-initiated, documented and receiving special instruction/services in order to take full advantage of or respond to educational programs and opportunities.	N	Self-initiated, but neither requesting nor requiring special instruction/services.	Z	Not applicable or not self-identified.
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I	Self-initiated, documented and receiving special instruction/services in order to take full advantage of or respond to educational programs and opportunities.								
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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: Compatible									
Use Types:	State Reporting Formats Requiring This Data Element:								
<input checked="" type="checkbox"/> State Report	WDIS Adult General Education Student Course DB9 48x WDIS Vocational Student Course Schedule DB9 47x								
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Data Element Number: 184450	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> G <input checked="" type="checkbox"/> X								
Revised: 6/11/10	Volume I	Effective: 7/10	Page Number: 298-1						

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

17. Withdrawal Code, PK-12 must be DNE, W01, W02, W3A, W3B, W04, W05, W06, W6A, W6B, W07, W08, W8A, W09, W10, W12, W13, W15, W18, W21, W22, W23, W24, W25, W26, W27, WFA, WFB, WFT, WFW, WGA, WGD or WPO. It may also be ZZZ only for survey periods 2 and 3. -record rejected-

Note: See DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable withdrawal codes for grades PK-12 students.

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 Withdrawal Code, PK-12 is not valid. The third record would be rejected because a Withdrawal Code, PK-12 of ZZZ is not valid for the Survey Period Code.

District Number, Current Enrollment	School Number Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Withdrawal Code, PK-12
01	0301	012345678X	2	W3A
* 01	0301	012345679X	2	W54
* 01	0301	012345670X	5	ZZZ

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 Withdrawal Code, PK-12 and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

 24. If School Number, Where Credit Earned equals C901-C928, U970-U980, or P001-P999, then District Number, Where Credit Earned must equal 99. –record reject -

EXAMPLE

The first record listed below would pass the edit. The second record would be rejected because the School Number, Where Credit Earned is not correct for the District Number, Where Credit Earned.

District Number, Where Credit Earned	School Number, Where Credit Earned	Student Number Identifier, Florida
99	U970	123456789X
* 16	C901	234567891X

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 District Number, Where Credit Earned or the School Number, Where Credit Earned and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

29. **Course Substituted, State Subject Area Requirements must equal EN, MA, SC, AH, WH, EC, AG, VO, SV, PF, LM, PE, EX, EL, FL, LA, SS, NC, CE, or PA. If Course Number, Substituted is blank, Course Substituted, State Subject Area Requirements must be blank. -record rejected-**

EXAMPLE

In the example below, the first record would be loaded to the data base assuming no other reject rule would cause it to be rejected. The second record would be rejected since the Course Substituted, State Subject Area Requirements code is invalid.

Course Number	Course Number, Substituted	Course Substituted, State Subject Area Requirements
0800300	1802300	PE
*0800300	1802300	PP

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 Substituted, State Subject Area Requirements code and resubmit the record.

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

09-10

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PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

17. Withdrawal Code, PK-12 must be DNE, W01, W02, W3A, W3B, W04, W05, W06, W6A, W6B, W07, W08, W8A, W09, W10, W12, W13, W15, W18, W21, W22, W23, W24, W25, W26, W27, WFA, WFB, WFT, WFW, WGA, WGD or WPO. It may also be ZZZ only for survey periods 2 and 3. -record rejected-

Note: See DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable withdrawal codes for grades PK-12 students.

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 Withdrawal Code, PK-12 is not valid. The third record would be rejected because a Withdrawal Code, PK-12 of ZZZ is not valid for the Survey Period Code.

District Number, Current Enrollment	School Number Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Withdrawal Code, PK-12
01	0301	012345678X	2	W3A
* 01	0301	012345679X	2	W54
* 01	0301	012345670X	5	ZZZ

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 Withdrawal Code, PK-12 and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

 24. If School Number, Where Credit Earned equals C901-C928, U970-U980, or P001-P999, then District Number, Where Credit Earned must equal 99. -record reject -

EXAMPLE


The first record listed below would pass the edit. The second record would be rejected because the School Number, Where Credit Earned is not correct for the District Number, Where Credit Earned.

District Number, Where Credit Earned	School Number, Where Credit Earned	Student Number Identifier, Florida
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* 16	C901	234567891X

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 District Number, Where Credit Earned or the School Number, Where Credit Earned and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

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EXAMPLE

In the example below, the first record would be loaded to the data base assuming no other reject rule would cause it to be rejected. The second record would be rejected since the Course Substituted, State Subject Area Requirements code is invalid.

Course Number	Course Number, Substituted	Course Substituted, State Subject Area Requirements
0800300	1802300	PE
*0800300	1802300	PP

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 Substituted, State Subject Area Requirements code and resubmit the record.