


**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR**

09-10

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

Implementation Date:
Fiscal Year 2009-10
July 1, 2009

Element Name: Additional Hours Credited										
Definition/Domain										
<p>A six-byte numeric field representing the cumulative count of clock hours credited the student in the current vocational program number, excluding clock hours reported on the Vocational 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.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>EXAMPLE</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>999999</td> <td>000150</td> <td>Student transfers from another institution with credit for Course A, a 150 hour course. Report 150 hours for Additional Hours Credited.</td> </tr> <tr> <td>999999</td> <td>000150</td> <td>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.</td> </tr> </tbody> </table>		<u>CODE</u>	<u>EXAMPLE</u>		999999	000150	Student transfers from another institution with credit for Course A, a 150 hour course. Report 150 hours for Additional Hours Credited.	999999	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.
<u>CODE</u>	<u>EXAMPLE</u>									
999999	000150	Student transfers from another institution with credit for Course A, a 150 hour course. Report 150 hours for Additional Hours Credited.								
999999	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.								
Length: 6	Grades and Programs Requiring This Data Element:									
Format: Numeric	Workforce Development Education (postsecondary vocational education)									
Compatibility Requirement: Compatible										
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking	State Reporting Formats Requiring This Data Element: WDIS Supplemental Education DB9 60x 									
Data Element Number: 100075	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 type="checkbox"/> G <input type="checkbox"/> X									
Revised: 7/22/09	Volume I Effective: 7/09 Page Number: 0-250									

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

Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name: WDIS Student Instructional Hours	
Definition/Domain	
<p>WDIS Student Instructional Hours is a whole number, expressed in hours, assuming no decimal places and right justified with leading zeros.</p> <p>WDIS Student Instructional Hours may not be reported in the Workforce Development Information System (WDIS) for students enrolled in courses or programs for which the direct instructional costs have been fully funded by an external agency. Section 1011.80(5)(d), Florida Statutes:</p> <p><i>“State funding and student fees for workforce education instruction shall be established as follows: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding.”</i></p> <p><u>For Adult General Education (Cost Reporting Codes ranging from 401 – 409*):</u> For the procedures governing the reporting of WDIS Student Instructional Hours for adult general education students, see the procedures and technical assistance documents found at these links: http://info.fldoe.org/docushare/dsweb/Get/Document-3722/06_14memo.pdf http://info.fldoe.org/docushare/dsweb/Get/Document-3724/06_14att2.pdf http://info.fldoe.org/docushare/dsweb/Get/Document-3723/06_14att1.pdf</p> <p><u>For Career Certificate and Applied Technology Diploma (Cost Reporting Codes ranging from 351 – 369*):</u> For career certificate and applied technology diploma students, the WDIS Instructional hours shall be defined as the number of scheduled course hours from a student’s first day of enrollment in a course and to his/her last scheduled day of enrollment in the course. If the student’s enrollment in a course crosses reporting surveys, the instructional hours shall be pro-rated across the survey.</p> <p>WDIS Instructional hours may not exceed the contact hours for which a student has paid/deferred tuition or received a waiver/exemption for the payment of tuition; the only exception is for instructional hours of students who withdrew after the drop/add period. If a student withdraws from a course prior to the end of the reporting survey (but after a drop/add period), the instructional hours may still be reported through the end of the course for that survey. For cases in which a student transfers to a different section in the same course during the survey, the instructional hours for the first section must be reported based on the hours from the date of enrollment to the date of transfer.</p>	
(Continued on next page)	
Length: 4	Grades and Programs Requiring This Data Element:
Format: Numeric	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: Compatible	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking	State Reporting Formats Requiring This Data Element: WDIS Adult General Education Student Course DB9 48x WDIS Vocational Student Course Schedule DB9 47x
Data Element Number: 187011	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: 7/22/09	Volume I Effective: 7/09 Page Number: 307-1

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

Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	WDIS Student Instructional Hours (Continued)		
	Definition/Domain		
<p>→ <u>CODE</u> <u>EXAMPLES</u></p> <p>→ NNNN 0150 The student enrolls in a 150 hour course and is scheduled to attend 150 hours within the survey. The student remains in this course to the end of the survey. For this student, WDIS instructional hours are 150.</p> <p>→ NNNN 0100 The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey.</p> <p>→ NNNN 0150 The student enrolls in a 150 hour course and is scheduled to attend 150 hours within the survey. The student leaves the course after the district's drop/add period. For this student, WDIS instructional hours are 150.</p> <p>→ <u>For Continuing Workforce Education and Apprenticeship (Cost Reporting Codes ranging from 341 – 349, 371 and 372*):</u> For each Continuing Workforce Education and apprenticeship student, the WDIS Student Instructional Hours shall be defined as the number of scheduled hours from that student's first day of enrollment in that program and course through the last scheduled day for that program and course in the survey regardless of attendance.</p> <p>→ The following Continuing Workforce Education and apprenticeship examples apply in district XX where there are 18 weeks in a semester. The WDIS class in question is scheduled to meet for one hour twice each week for a WDIS Class Length of 36 scheduled hours.</p> <p style="margin-left: 40px;"><u>CODE</u> <u>EXAMPLE</u></p> <p style="margin-left: 40px;">NNNN 0036 The student enrolls on the first day of the course. WDIS Student Instructional Hours are calculated from the first class day of the course through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 36.</p> <p style="margin-left: 40px;"><u>CODE</u> <u>EXAMPLE</u></p> <p style="margin-left: 40px;">NNNN 0032 The student enrolls on the fifth class day of the course (missing the first four classes). WDIS Student Instructional Hours are calculated from the fifth day of class through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 32.</p> <p>→ See data element 108791, Cost Reporting Code, for valid codes at this link: http://www.fldoe.org/eias/dataweb/database_0910/st37_1.pdf</p>			
Revised: 7/22/09	Volume I	Effective: 7/09	Page Number: 307-2

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

Implementation Date:
Fiscal Year 2003-04
July 1, 2003

APPENDIX S

CORE COURSES FOR CLASS SIZE REDUCTION

PK – 05

5007000 – 5007080 Foreign Languages
5010010 – 5010090 Language Arts
5012020 – 5012070 Mathematics
5020000 - 5020060 Science
5021000 Social Studies
5100520 – 5100590 Graded Self Contained -- Prekindergarten

Secondary

0700000 – 0717314 Foreign Languages (EXCEPT 0700220, 0700980, 0700990, 0701980, 0701990, 0702980, 0702990, 0703980, 0703990, 0791920)
1000000 – 1020860 Language Arts (EXCEPT 1000220, 1000990)
1200300 – 1298310 Mathematics (EXCEPT 1200220, 1200990)
1700372 – 1700374 Research and Critical Thinking
2000010 – 2020910 Science (EXCEPT 2000220, 2000990)
2100010 – 2120910 Social Studies (EXCEPT 2100220, 2100990)
2400000 Graded Self-Contained (6)

ESE PK - 5

7650030 – 7650130 PK Disabilities
7700010 – 7755050 Academic Subject (EXCEPT 7701010, 7713010, 7715010, 7755020)
7763010 – 7763090 Special Courses (EXCEPT 7763030, 7763040, 7763050, 7763060, 7763070)

ESE 6-8

7855010 – 7855050 Academics (EXCEPT 7855020)
7810010 – 7821020 Academics Subject (EXCEPT 7813010, 7815010)
7863000 – 7863090 Special Skills (EXCEPT 7863060)

ESE 9-12

7910100 – 7961050 Academics-Subject (EXCEPT 7915010, 7919010, 7920050, 7921330)
7962010 – 7963140 Special Skills (EXCEPT 7963060)
7965010 – 7965040 Gifted (EXCEPT 7965030)

A list of the core Course Numbers for class size calculations is contained in ancillary file DPS.DISTRICT.GQ.F70554.Yyyyy.

EXCEPTIONAL STUDENT - REJECT RULES

9. If Survey Period Code = 1, 2, 3, 4 or 7, and if Exceptionality, Primary is not L, then the Exceptional Student Plan Date must be a valid date within the current or previous school year. If Survey Period Code = 1, 2, 3, 4 or 7, and if Exceptionality, Primary is L, then the Exceptional Student Plan Date must be a valid date within the current or three previous school years. If Survey Period Code = 5, Exceptional Student Plan Date may either be zeroes or a valid date.
-record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Exceptional Student Plan Date is not numeric. The second record would be rejected because the Exceptional Student Plan Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptional Student Plan Date
* 442345678X	2	****	NNNNNN
* 442345679X	2	****	02302010

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

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 Exceptional Student Plan Date and resubmit the records.

MCKAY PREPAYMENT VERIFICATION – REJECT RULES

→ 3. If Survey = A, then Entry (Re-Entry) Date must be numeric, a valid date in the format MMDDYYYY, greater than 05012000 and must not be a date later than the last day of the current school year or it may be all zeroes or all nines. If Survey = B, C or D, then Entry (Re-Entry) Date must be numeric, a valid date in the format MMDDYYYY, greater than 05012000 and must not be a date in the future or it may be all zeroes or all nines. -record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Entry (Re-Entry) Date is not numeric. The second record would be rejected because Entry (Re-Entry) Date is an invalid date. The third record would be rejected because the Entry (Re-Entry) Date is a future date beyond the current school year.

Student Number Identifier, Florida	Survey Period Code	Entry (Re-Entry) Date
* 012345678X	A	ZZZZZZZZ
* 012345679X	A	02302008
* 012345679X	A	11142099

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 Entry (Re-Entry) Dates and resubmit the records.

TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

- 30. The sum of Title I Supplemental Educational Services – Hours of Contact - Reading/Language Arts; Title I Supplemental Educational Services – Hours of Contact - Math and Title I Supplement Educational Services – Hours of Contact – Science, excluding any of these that equal 999, must be less than or equal to Title I Supplemental Educational Services – Length of Prescribed Program. -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 sum of the three Hours of Contact elements exceeds the Length of Prescribed Program.


District Number Current Enrollment	Student Number Identifier Florida	Title I Supplemental Educational Services			
		Length of Prescribed Program	Hours of Contact Reading	Hours of Contact Math	Hours of Contact Science
01	012345675X	000	000	000	999
01	012345676X	010	000	000	000
* 01	012345677X	012	006	006	003

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

DISTRICT RESPONSIBILITY

If the district wishes the data in the rejected record to be loaded to the data base, the district must correct The Title I Supplemental Educational Services - Length of Prescribed Program or one or more of the Title I Supplemental Educational Services – Hours of Contact and resubmit the record.

2009-2010 McKay Prepayment Verification Format

1. This format is used for the verification of eligibility of students who receive McKay Scholarships - prior to the payment of the scholarship each quarter.
2. Submit this record for reporting periods A, B, C and D for each student in dataset DPSxx.GQ.F70561.Yyyys created by the Department of Education prior to the designated survey period. ('xx' indicates the district number, 'yyyy' indicates the school year and 's' indicates the survey period.)
3. ENTRY (RE-ENTRY) DATE and WITHDRAWAL DATE: The initial prepayment eligibility verification file (DPSxx.GQ.F70561.Yyyys) will contain zeroes in these date fields. School districts must insert either an Entry (Re-entry) Date or a Withdrawal Date (not both) and submit the file to NWRDC under the appropriate file name. All date fields should be in the MMDDYYYY format. The dates must be valid dates greater than (after) May 1, 2000. 
4. STUDENTS NEVER ENROLLED: For students never enrolled in the school district all nines (99999999) should be entered in both the Entry (Re-entry) Date and Withdrawal Date fields.
5. UPDATES ONLY: All records submitted to the data base will be processed as updates. No records may be added or deleted from the McKay Prepayment Verification data base table.
6. Key Fields: The key fields for this format are item numbers 1, 5, 20 and 21.

' * ' 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	District Number, Current Enrollment*
2	3-14	12	A/N	District Name
3	15-18	4	A/N	School Number, Private
4	19-61	43	A/N	School Name, Private
5	62-71	10	A/N	Student Number Identifier, Florida *
6	72-88	17	A/N/L	Student Name, Legal - Last
7	89-100	12	A/N/L	Student Name, Legal - First

Item No.	From-To	Size	Field Char.	Field Description
8	101-102	2	A/N	Grade Level
9	103-105	3	N	FEFP Program Number - First
10	106-109	4	N	Class Minutes, Weekly - First
11	110-113	4	N	FTE Earned, Course- First
12	114-116	3	N	FEFP Program Number - Second
13	117-120	4	N	Class Minutes, Weekly - Second
14	121-124	4	N	FTE Earned, Course- Second
15	125-130	6	A/N	Record Identifier
16	131-134	4	A/N	School Number, Current Enrollment
17	135-142	8	A/N	Entry (Re-entry) Date
18	143-150	8	A/N	Withdrawal Date
19	151-151	1	A	Military Family Student
20	152-155	4	N	School Year *
21	156-156	1	A/N	Survey Period Code *
22	157-157	1	A	Ethnicity
23	158-158	1	A	Race: American Indian or Alaska Native
24	159-159	1	A	Race: Asian
25	160-160	1	A	Race: Black or African American
26	161-161	1	A	Race: Native Hawaiian or Other Pacific Islander
27	162-162	1	A	Race: White
28	163-232	70	A/N	Filler
29	233-240	8	A/N	Error Codes