




**THE FOLLOWING CHANGES ARE  
FOR FISCAL YEAR**

**08-09**


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

<b>Implementation Date:</b> Fiscal Year 1991-92 July 1, 1991
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<b>Element Name:</b> Certificate of Completion, Type									
<b>Definition/Domain</b>									
<p>The type of certificate of completion awarded to the student in lieu of a high school diploma.</p> <table border="0"> <tr> <td align="center"><u>CODE</u></td> <td align="center"><u>DEFINITION</u></td> </tr> <tr> <td align="center"><b>W08</b></td> <td> <b>Certificate of Completion:</b>             Certificate awarded to students who have completed the minimum number of credits and all other requirements prescribed by the local school board but failed to earn passing scores on the state approved graduation test or an alternate assessment or to achieve a cumulative grade point average of 2.0 on a 4.0 scale         </td> </tr> <tr> <td align="center"><b>W8A</b></td> <td> <b>College Placement Test (CPT)-Eligible Certificate of Completion:</b>    Certificate awarded to students who have completed all requirements for the standard high school diploma, <b>including a cumulative grade point average of 2.0 on a 4.0 scale</b>, except for passage of the state approved graduation test or alternate assessment. Students who receive a CPT-Eligible certificate of completion are allowed to take the College Placement Test (CPT) and be admitted to remedial or credit courses at a state community college, as appropriate.         </td> </tr> <tr> <td align="center"><b>W09</b></td> <td> <b>Special Certificate of Completion:</b>             Certificate awarded to students who have been properly classified as educable mentally handicapped, trainable mentally handicapped, profoundly mentally handicapped, deaf or hard-of-hearing, specific learning disabled, orthopedically impaired, other health impaired, traumatic brain injured, language impaired, emotional/behavioral disabled, dual-sensory impaired, or autism spectrum disorder and who have met all applicable requirements prescribed by the local school board but are unable to meet the appropriate special state minimum requirements.         </td> </tr> </table>		<u>CODE</u>	<u>DEFINITION</u>	<b>W08</b>	<b>Certificate of Completion:</b>  Certificate awarded to students who have completed the minimum number of credits and all other requirements prescribed by the local school board but failed to earn passing scores on the state approved graduation test or an alternate assessment or to achieve a cumulative grade point average of 2.0 on a 4.0 scale	<b>W8A</b>	<b>College Placement Test (CPT)-Eligible Certificate of Completion:</b>   Certificate awarded to students who have completed all requirements for the standard high school diploma, <b>including a cumulative grade point average of 2.0 on a 4.0 scale</b> , except for passage of the state approved graduation test or alternate assessment. Students who receive a CPT-Eligible certificate of completion are allowed to take the College Placement Test (CPT) and be admitted to remedial or credit courses at a state community college, as appropriate.	<b>W09</b>	<b>Special Certificate of Completion:</b>  Certificate awarded to students who have been properly classified as educable mentally handicapped, trainable mentally handicapped, profoundly mentally handicapped, deaf or hard-of-hearing, specific learning disabled, orthopedically impaired, other health impaired, traumatic brain injured, language impaired, emotional/behavioral disabled, dual-sensory impaired, or autism spectrum disorder and who have met all applicable requirements prescribed by the local school board but are unable to meet the appropriate special state minimum requirements.
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<b>Length:</b> 3	<b>Grades and Programs Requiring This Data Element:</b>								
<b>Format:</b> Alphanumeric	All Programs Grade 12								
<b>Compatibility Requirement:</b>  State Standard	Workforce Development Education (adult general education)								
<b>Use Types:</b>	<b>State Reporting Formats Requiring This Data Element:</b>								
<input checked="" type="checkbox"/> <b>State Report</b> <input checked="" type="checkbox"/> <b>Local Accountability</b> <input type="checkbox"/> <b>F.A.S.T.E.R.</b> <input checked="" type="checkbox"/> <b>Migrant Tracking</b>	Student End of Year Status DB9 17x  WDIS Student End of Term Status DB9 50x								
<b>Data Element Number:</b>  108125	<b>Reported in Survey Periods:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" 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								
<b>Revised:</b> 2/09	<b>Volume I</b>								
<b>Effective:</b> 7/08	<b>Page Number:</b> 22-1								

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<b>Implementation Date:</b> Fiscal Year 1991-92 July 1, 1991
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<b>Element Name:</b>	<b>Certificate of Completion, Type</b>
<b>Definition/Domain (Continued)</b>	
<p>The type of certificate of completion awarded to the student in lieu of a high school diploma.</p>	
<u>CODE</u>	<u>DEFINITION</u>
<b>W44</b>	<p><b>Adult Certificate of Completion:</b></p> <p>Certificate of Completion, see definition above, awarded to an adult student enrolled in the adult secondary education program.</p>
 <b>W53</b>	<p><b>Adult College Placement Test (CPT)-Eligible Certificate of Completion:</b></p> <p>Certificate awarded to an adult student who completed all of the requirements to receive an adult standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except passing the state approved graduation test or alternate assessment. Students who receive this certificate of completion are eligible to take the College Placement Test and be admitted to remedial or credit courses at a state community college, as appropriate.</p>
<b>ZZZ</b>	<p><b>Not applicable.</b></p>
<b>Revised: 2/09</b>	<b>Volume I</b>
	<b>Effective: 7/08</b>
	<b>Page Number: 22-2</b>

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<b>Implementation Date:</b> Fiscal Year 1992-93 July 1, 1992
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**APPENDIX B**

**ATTENDANCE RECORDKEEPING REQUIRED CODES FOR ADULT STUDENTS**

**ENTRY: ADULT STUDENTS**

**EA1** - The original entry of an adult student into this class.

**REENTRY: ADULT STUDENTS**

**RA1** - Reentry of an adult student into the same class after withdrawal from that class for any reason.

**WITHDRAWALS: ADULT STUDENTS**

**W28** - Any adult student who left the postsecondary adult job preparatory program as a program completer.

**W29** - Any adult student who withdraws from a class but remains enrolled in another class in the program.

**W30** - Any adult student who left the class/program to take a job, previously unemployed.

**W31** - Any adult student who left the class/program to take a better job, previously employed.

**W32** - Any adult student who left the class/program to enter another training program.

**W33** - Achieved personal objective.

**W34** - Any adult student who left the class/program for lack of interest.

**W35** - Any adult student who left the class/program because of health problems.

**W36** - Any adult student who left the class/program because of transportation problems.

**W37** - Any adult student who left the class/program because of child care problems.

**W38** - Any adult student who left the class/program because of family problems.

**W39** - Any adult student who left the class/program because of the time the class/program is scheduled.

**W40** - Any adult student who left the class/program because of other known reasons.

**W41** - Any adult student who left the class/program because of unknown reasons.

**W42** - Any adult student who was expelled from school.

**W43** - Any adult student who graduated from school with a standard diploma.

**W44** - Any adult student who left school with a certificate of completion.

**W45** - Any adult student who left school with a State of Florida diploma (GED).

**W46** - Any adult student who left the class/program because of the location where the courses met.

**W47** - Any adult student who is procedurally withdrawn at the end of the term or school year who will continue in the class/program the next term or school year.

**W48** - Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who has left before completing the class/program.

**W49** - Any adult student who left the class/program because of having changed address or left the area.

**W50** - Any adult student withdrawn from school due to death.

**W51** - Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who has completed the class/program.


**W52** - Any adult student who graduated from school with a standard diploma and satisfied the graduation test requirement through an alternate assessment.

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**APPENDIX B  
ATTENDANCE RECORDKEEPING REQUIRED CODES FOR ADULT STUDENTS**

**WITHDRAWALS: ADULT STUDENTS (continued)**

 **W53** - Any adult student who met all of the requirements to receive an adult standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except for passing the state approved graduation test or alternate assessment and received a certificate of completion and is eligible to take the College Placement Test and be admitted to remedial or credit courses at a state community college as appropriate.