

**FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATA BASE REQUIREMENTS  
VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS**

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

**INSERVICE EDUCATION COMPONENT NUMBER**

The component number is a unique eight-digit number assigned by the district to each individual component and should remain the same during the life of the component. It is composed of the following codes:

**POSITION 1: FUNCTION** - A one-digit code (1-8) which identifies the primary function which is the principal focus of the component.

If the component cannot be used for certification purposes, use the following codes:

1. Instruction
2. Instructional Support
3. General Support
4. Community Services

If the component can be used for certification purposes, use the following codes:

5. Instruction
6. Instructional Support
7. General Support
8. Community Services

**POSITIONS 2-3: SUBJECT AREA** - A two-digit code which identifies the principal subject area within the function upon which the component focuses. Classify the component under one function only. If the component cannot be assigned to one specific subject area, record the two-digit code for "unclassified".

**INSTRUCTION:** Components, used with Function Numbers 1 or 5, which focus on activities which deal directly with the teaching of pupils or with pupil-teacher interaction.

**BASIC PROGRAMS:** Basic programs include those instructional programs in grades KG-12 which are not part of the district or agency program in Exceptional Student Education, Vocational-Technical Education or Adult General Education.

01. Basic Programs, Unclassified
02. Art
03. Bilingual Education
04. Foreign Languages
05. Health/Nutrition
06. Humanities
07. Language Arts

**APPENDIX D (Continued)**

**INSERVICE EDUCATION COMPONENT NUMBER (Continued)**

**BASIC PROGRAMS (Continued)**

08. Mathematics
09. Music
10. Physical Education
11. Safety/Driver Education
12. Science
13. Social Studies
14. Basic Skills, Reading
15. Basic Skills, Writing
16. Basic Skills, Arithmetic
17. English for Speakers of Other Languages
18. Reading in Content Areas
19. Metric Education
20. Career Education
21. Newspaper in Education
22. Computer Education
23. School Improvement
24. Service on Advisory or Instructional Materials Councils

**EXCEPTIONAL STUDENT EDUCATION PROGRAMS:** Exceptional student education programs are those programs of instruction which are designed for students who have been certified as handicapped or gifted and need special facilities or services in order to receive an adequate public school education.

29. Pre-K Handicapped
30. Exceptional Student Education, Unclassified
31. Basic Skills, Reading
32. Basic Skills, Writing
33. Basic Skills, Arithmetic
34. Educable Mentally Handicapped
35. Trainable Mentally Handicapped
36. Emotionally Handicapped
37. Physically Impaired
38. Homebound/Hospitalized
39. Physical Therapy/Occupational Therapy
40. Visually Impaired
41. Deaf or Hard of Hearing
43. Speech/Language Impaired
44. Specific Learning Disabled
45. Profoundly Mentally Handicapped
46. Severely Emotionally Disturbed
47. Autistic
48. Dual-Sensory Impaired
49. Gifted

**APPENDIX D (Continued)**

**INSERVICE EDUCATION COMPONENT NUMBER (Continued)**

**VOCATIONAL-TECHNICAL EDUCATION PROGRAMS:** Vocational-technical education programs are those instruction programs which are provided in order to enable persons to develop an occupational proficiency or to expose them to the world of work.

50. Vocational/Technical Education, Unclassified
51. Agribusiness/Natural Resource Education
52. Business Education
53. Marketing Education
54. Diversified Occupations Education
55. Health Occupations Education
56. Public Service Occupations Education
57. Home Economics Education
58. Industrial Education
59. Vocational Orientation/Exploration
60. Vocational Programs for the Handicapped
61. System for Applied Individualized Learning (SAIL)
62. Technology Education

**ADULT/COMMUNITY EDUCATION PROGRAMS:** Adult education programs include adult basic and high school programs for adult students, which provide instruction in the basic skills of reading, writing or arithmetic in grades 1-8 or which provide instruction at the high school level or which prepare the student to take the GED Tests. Adult education programs also include community service, noncredit courses of an educational nature.

70. Adult Education, Unclassified
71. Adult Basic/High School Education
72. Adult Community Services
73. Community Education

**PROGRAM PROCESSES:** Program processes are those training activities that do not focus on any one basic program. The activities do, however, increase the competencies of the participants in generating improved learning environments common to the basic programs. The program processes are universal to most all basic program subject/service areas.

80. Human Relations/Communications Skills
81. Instructional Strategies
82. Classroom Management and Organization
83. Student Motivation
84. Learning Styles/Student Differences
85. Assessment and Prescription
86. Use of Volunteers and Aides
87. Multicultural Education

**APPENDIX D (Continued)**

**INSERVICE EDUCATION COMPONENT NUMBER (*Continued*)**

**PREVENTION PROGRAMS:** Programs designed to meet the needs of students who are not effectively served by conventional education programs in the public school system.

88. Dropout Retrieval Program
89. Educational Alternative Program
90. Teenage Parent Program
91. Substance Abuse Program
92. Disciplinary Programs
93. Youth Services Programs
94. Community-Based Programs
95. State Compensatory Program
96. At-Risk Programs (Suicide, Child Abuse Prevention, etc.)
97. Prekindergarten

**INSTRUCTIONAL SUPPORT:** Components, used with Function Numbers 2 or 6, which focus on technical or logistical services which support the instructional process. Instructional support includes Instructional Media Services and Student Services (attendance and social work, guidance, psychological and health services).

01. Instructional Support Services, Unclassified
02. Instructional Media Services
03. Student Services

**GENERAL SUPPORT:** Components, used with Function Numbers 3 or 7, which focus on activities or services connected with establishing policy and the management of the school system or of individual schools or with the provision of facilities and services to staff. Central services include the activities of planning, research, evaluation, statistical analysis and data processing.

01. General Support Services, Unclassified
02. Board of Education
03. District-level Management
04. School-level Management
05. Fiscal Services
06. Food Services
07. Central Services/MIS
08. Transportation Services
09. Plant Operation and Maintenance
10. Office/Clerical Services

**APPENDIX D (Continued)**

**INSERVICE EDUCATION COMPONENT NUMBER (Continued)**

COMMUNITY SERVICES: Components, used with Function Numbers 4 or 8, which focus on activities which do not relate directly to the education of pupils in the school system but pertain to services provided to the community such as recreation and day care programs, civic activities or library services.

01. Community Services, Unclassified
02. Lay Advisory Councils
03. Parent Education

POSITIONS 4-5: SEQUENTIAL NUMBER - A two-digit code which assigns a sequential number (01-99) to each component with the same subject or service area and function.

POSITION 6: INSERVICE COMPETENCY - A one-digit code which corresponds to the primary type of competency (knowledge, skill or attitude) which the component addresses.

1. Communication Skills, Knowledge or Attitudes
2. Technical Skills, Knowledge or Attitudes
3. Management Skills, Knowledge or Attitudes
4. Interpersonal Skills, Knowledge or Attitudes
5. Subject Area Content
6. Analysis of Child Growth and Development
9. Add-on Certification

POSITIONS 7-8: SPECIAL PROGRAM - A two-digit code which indicates whether the component is offered primarily through one of the special programs listed below.

00. None of the Following Programs
01. Chapter 1, Basic
02. Chapter 1, Migrant
03. Prekindergarten (N-KG) Programs
04. Chapter 2, ECIA
05. Teacher Enhancement Training
06. Law Education
07. PREP
08. Professional Orientation Program/New Teacher Education Program
09. Exceptional Student Education, Federal Program
11. School Principal Certification Program
12. Management Training Program
13. Middle Grades Training Program
14. Florida Diagnostic and Learning Resources System (FDLRS)