

**Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Educational Data Systems**

**Comprehensive Management Information System
Automated Student Reporting Format**

1998-99 Vocational Student Course Schedule

1. Submit a separate record in reporting period 5 for each vocational and applicable vocational exceptional education course in which the student was in membership during the 1998-99 school year and the associated summer session(s) for the 1998-99 school year. This includes all course codes in the Course Code Directory between 8100000 and 9001910, 9100210, ESE Courses 7980010, 7980030-7980100 and 7980190; and middle/junior high exploratory wheel courses 8000200-8000250.
2. KEY FIELDS: The key fields for this format are item numbers 3, 4, 5, 6, 7, 8, 9, 10 and 11. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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EDUCATIONAL DATA SYSTEMS**

1998-99 VOCATIONAL STUDENT COURSE SCHEDULE

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: March 1998 Effective Date: July 1998 Format No.: 6324 Record Type: 1 of 1 Activity No.: DB9 16B
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Item Number	From-To	Size	Field Char.	Field Description						
1	1-2	2	N/R	District Number, Current Enrollment						
				The number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> , Appendix C, for acceptable codes.						
2	3-6	4	A/N/R	School Number, Current Enrollment						
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td style="padding-left: 20px;">N999</td> <td>DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools or home education setting.</td> </tr> </tbody> </table>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.	N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools or home education setting.
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0001-9899	District school sites assigned a unique number in the state Master School ID File.									
N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools or home education setting.									
3	7-16	10	A/N	Student Number Identifier, Florida						
				A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students. (CONTINUED ON NEXT PAGE)						

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				<p><u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u></p> <p>nnnnnnnnX Example: 123456789X</p> <p>If a student <u>does not</u> have a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First 2 Digits</u></p> <p>NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.</p> <p><u>Last 8 Digits</u></p> <p>NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.</p> <p>See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.</p>
4	17-17	1	A/N	Survey Period Code - Always '5' ←
5	18-21	4	N	School Year
				<p>The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which the data are reported. The year is:</p> <p>YYYY Example: 8788</p>

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6	22-23	2	N/R	<p>District Number, Current Instruction/Serviced</p> <p>The two digit number for the school district which provides instruction or other services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.</p>
7	24-27	4	A/N/R	<p>School Number, Current Instruction/Service</p> <p>The state assigned four digit school number which provides instruction or other services during the current school year.</p> <p style="padding-left: 40px;">0001-9899 District school sites assigned a unique number in the state Master School ID File.</p>
8	28-34	7	A/N	<p>Course Number</p> <p>The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 236.081, F.S.</p> <p>The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions:</p> <p><u>Lecture Courses:</u> Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number.</p> <p style="text-align: right;">(CONTINUED ON NEXT PAGE)</p>

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				<p><u>Lab Courses:</u></p> <p>Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L.</p> <p>Example: PHY1050L would be reported PHYL050.</p> <p><u>Combined Lecture & Lab Courses:</u></p> <p>Postsecondary Format = XXX9999C in the statewide Course Numbering System. Replace the first numeric character with C.</p> <p>Example: PHY1050C would be reported PHYC050.</p>
9	35-39	5	A/N	Section Number
				<p>Section number identifies separate groupings of students enrolled in the same course.</p> <p>XXXXX A unique offering of a course in which the student is enrolled.</p>
10	40-43	4	N	Period Number
				<p>A period is defined as the instructional time of the school day during which a class or section of a course is offered. Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period.</p> <p>Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999.</p> <p>Examples follow:</p> <p>0000 Any class that meets prior to the first period of the regular school day.</p> <p>0002 A class beginning before the regular school day and ending second period.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p>0101 A one period course beginning and ending first period.</p> <p>0203 A two period course beginning period two and ending period three.</p> <p>0406 A three period course beginning period four and ending period six.</p> <p>0106 A self-contained elementary course meeting all day.</p> <p>Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first two characters as the first period the class meets during the week and use 88 for the third and fourth characters.</p> <p>0288 A class which meets period two on Monday and period four on Wednesday.</p> <p>Adult classes should be coded as 9999.</p>																								
11	44-44	1	A/N	Term																								
				<p>The time of the school year during which the student was enrolled in courses.</p> <table border="0" data-bbox="673 1486 1380 1722"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Semester 1</td> <td>H</td> <td>Quinmester 4</td> </tr> <tr> <td>2</td> <td>Semester 2</td> <td>I</td> <td>Quinmester 5</td> </tr> <tr> <td>3</td> <td>Annual</td> <td>J</td> <td>Six Weeks 1</td> </tr> <tr> <td>4</td> <td>Summer Session 1</td> <td>K</td> <td>Six Weeks 2</td> </tr> <tr> <td>5</td> <td>Summer Session 2</td> <td>L</td> <td>Six Weeks 3</td> </tr> </tbody> </table> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	<u>Code</u>	<u>Definition</u>	1	Semester 1	H	Quinmester 4	2	Semester 2	I	Quinmester 5	3	Annual	J	Six Weeks 1	4	Summer Session 1	K	Six Weeks 2	5	Summer Session 2	L	Six Weeks 3
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		X*	Intersession 5																																																	
12	45-48	4	N/R	<p>Vocational/Adult General Education Student Membership Hours</p> <p>Vocational/Adult General Education Student Membership Hours represents the total number of hours that the student was in membership in the vocational/adult general education class for the year (secondary) or term (postsecondary).</p> <p>NNNN Example: 0900</p>																																																
13	49-49	1	A/N	Filler																																																
14	50-52	3	A/L	<p>Vocational/Adult General Education Suffix Code</p> <p>The following codes are used to identify certain characteristics. As many alphabetic responses as apply may be entered in any order. The student is:</p> <p>(CONTINUED ON NEXT PAGE)</p>																																																

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				<p><u>Code</u> <u>Example</u></p> <p>I The <u>secondary</u> vocational student is incarcerated in a correctional institution, meaning any prison, jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center or similar institution designed for confinement or rehabilitation of criminal offenders.</p> <p>V The <u>postsecondary</u> Workforce Development Education (adult general education and postsecondary vocational) student is a veteran.</p> <p>J The <u>secondary or postsecondary</u> student is JTPA (Job Training Partnership Act) sponsored for this instruction.</p> <p>Z Not applicable for this <u>secondary or postsecondary</u> student.</p>
15	53-53	1	A/N	Filler
16	54-54	1	A/N	Vocational/Adult General Education Termination Code
				<p>The termination code indicates the status of the student at the end of the year (secondary) or term (postsecondary). The year or term must have ended prior to reporting the termination code.</p> <p><u>Code</u> <u>Definition</u></p> <p>C A student who has <u>COMPLETED</u> a planned sequence of competencies or courses and met all the requirements of the institution for occupational or literacy completion. This student has achieved one or more literacy completion points or occupational completion points and exited the program.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p>S A secondary student who has achieved an occupational, literacy, or full program completion and exited the program, <u>but is still in secondary school</u>.</p> <p>R A student who is remaining in the occupational or literacy instruction.</p> <p>Z None of the above. See the secondary vocational data base handbook and the district workforce development education database handbook for lists of codes and titles for which the termination code will always be "Z".</p>
17	55-61	7	A/N	Filler
18	62-63	2	A/N	Grade Level
				<p>The student's current grade level placement or the grade level for which data are being reported:</p> <p style="padding-left: 40px;"><u>Code</u> <u>Grade or Level</u></p> <p>06-12 Sixth through Twelfth Grade 30 Adult, Non-High School Graduate 31 Adult, High School Graduate</p>
19	64-67	4	A/N	Filler
20	68-68	1	A	Vocational Student Intent
				<p>Vocational Student Intent is used to describe the student's intent in taking the class reported.</p> <p style="padding-left: 40px;"><u>Code</u> <u>Intent</u></p> <p>J Job Preparatory instruction in the minimum competencies necessary for effective entry into an occupation.</p> <p style="text-align: center;">(CONTINUED ON NEXT PAGE)</p>

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				<p><u>Code</u> <u>Intent</u></p> <p>Z Not one of the above indicators. See the companion <u>Vocational Data Base Handbook</u> for a list of programs/courses for which the student intent code will always be "Z".</p>
21	69-75	7	A/N	<p>Vocational/Adult General Education Program Code</p> <p>For secondary students, record the seven digit numeric program code listed in the <u>Course Code Directory</u>, which is associated with the vocational course in which the student is enrolled. For all postsecondary adult vocational students, record the seven digit alphanumeric program code listed in the <u>Course Code Directory</u>.</p>
22	76-76	1	A	<p>Transaction Code</p> <p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <p><u>Code</u> <u>Definition</u></p> <p>A Add Record</p> <p>C Update Record</p> <p>D Delete Record</p>
23	77-79	3	A	<p>Vocational Instructional Setting/Method</p> <p>The following codes are used only for vocational students to identify certain characteristics of the setting or method used to provide instruction. As many alphabetic responses as apply may be entered in any order, except that only one response may be selected from each group (E, S, or M), (B or L), and (F or R).</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p>The student is:</p> <p><u>Code</u> <u>Definition</u></p> <p align="center"><u>Special</u></p> <p>D a secondary student in this program under an approved dropout prevention program <u>and is receiving instruction using a <u>modified</u> curriculum or other program standards and/or under a teacher <u>without</u> the vocational certification specified for this program.</u></p> <p>E a secondary exceptional student (excluding gifted) mainstreamed in this program with <u>modified</u> outcomes and/or student performance standards. [NOTE: federal and state laws use the terms 'disabled' and 'exceptional (excluding gifted)' interchangeably.]</p> <p>or</p> <p>S a member of a targeted population and is receiving this instruction in a separate class of such students.</p> <p>or</p> <p>M a member of a targeted population and is mainstreamed for this instruction.</p> <p>P receiving instruction in a pre-apprenticeship program registered with the Florida Department of Labor and meeting the requirements of Rule 6A-6.077, FAC.</p> <p align="center">(CONTINUED ON NEXT PAGE)</p>

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Item Number	From-To	Size	Field Char.	Field Description
				<p style="text-align: center;"><u>Cooperative Education & Apprenticeship</u></p> <p>B Receiving on-the-job training using the cooperative education method of job preparatory instruction as defined in vocational program/course standards</p> <p>or</p> <p>L Receiving classroom related instruction using the cooperative education method of job preparatory instruction as defined in vocational program/course standards.</p> <p>F Receiving on-the-job training in an apprenticeship program registered with an approved registration agency in accordance with state and federal laws and regulations.</p> <p>or</p> <p>R Receiving classroom related instruction in an apprenticeship program registered with an approved registration agency in accordance with state and federal laws and regulations.</p> <p style="text-align: center;"><u>Other</u></p> <p>Z Not applicable.</p>
24	80-81	2	A/N	Filler
25	82-83	2	A	Vocational Special Initiatives
				<p>The following codes are used only for vocational students to identify their participation under certain special initiatives. As many alphabetic responses as apply may be reported. The student is enrolled in:</p> <p style="text-align: center;">(CONTINUED ON NEXT PAGE)</p>

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				<u>Code</u> <u>Description</u> C A specific job preparatory program in a Center of Emphasis that is located at a specified school or institution. Such Centers have received Centers of Excellence funding grants through state legislative appropriations. Z Not applicable. Y A Youth Apprenticeship Education/Industry Alternative program of study beginning at the 11th grade. The program integrates technical and academic curriculum, provides paid work-site learning and experience, leads to high school graduation and advanced studies and provides standing at the postsecondary level under a sponsor in an occupation for which there is labor market demand. Z Not applicable.
82-82		1	A	
83-83		1	A	
26	84-85	2	A/N	Filler
27	86-86	1	A/N	Filler
28	87-87	1	A/N	Filler
29	88-88	1	A/N	Filler
30	89-89	1	A/N	Filler
31	90-92	3	N	FEFP Program Number
				The number of the Florida Education Finance Program in which a student earns FTE in a class or section of a course. See Appendix E: FEFP Program Numbers.

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32	93-96	4	N	FTE Earned, Course
				<p>The four-decimal numeric value for the FTE earned by the student in each course listed or referenced in the state <u>Course Code Directory</u>. For dually enrolled students, enter the FTE earned by the student for courses listed in the Statewide Course Numbering System.</p> <p>FTE earned is a calculated value based on state requirements and procedures.</p>
33	97-102	6	A/N	Vocational/Adult General Education Completion Point Code
				<p>These codes are used only for adult general education and vocational students to identify the literacy completion points and occupational completion points achieved by the student during the term.</p> <p><u>Codes</u> <u>Description</u></p> <p>A-Y Select the appropriate alphabetic codes (from the applicable list in the appropriate data base handbook) that most closely describe the literacy or occupational achievement(s) of the student in the term. Select as many codes as apply, and report them in the order in which they were achieved by the student during the term.</p> <p>8 Use the numeric code "8" to indicate that an exceptional student who is coded as an "E" on the Vocational Instructional Setting/Method data element, with an IEP that features a modified occupational outcome, achieved that modified occupational completion this term. If the student also achieved one or more listed occupational codes during the term, enter those codes and the "8" in the order in which they were received. <u>The code "8" is</u></p> <p style="text-align: right;">(CONTINUED ON NEXT PAGE)</p>

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				<p align="center"><u>not to be used for literacy completion points for adult general education.</u></p> <p>Z Not applicable. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank.</p> <p>NOTE: These codes are to be reported on the format that is associated with the type of student for whom the record is being submitted.</p>
34	103-160	58	A/N	Filler