

**Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems**

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

2002-2003 Teacher Course

1. Submit a separate record for each combination of Course Number, Section Number, Period Number, Term and Social Security Number operating during reporting periods 1-4 and 9. The combination of Course Number, Section Number, Period Number and Term must be the same as that reported for each student in this class.
2. DAYS IN TERM: For PK-12 short courses, Days in Term will be the actual number of days scheduled. For Prekindergarten Early Intervention courses, Days in Term will be the actual number of days scheduled for the term being reported. For reporting periods 1 and 4, Days in Term will be the actual Summer Session days.
3. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 13, and 20. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 TEACHER COURSE

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: April 2001 Effective Date: July 2001 Format No.: 6283 Record Type: 1 of 1 Activity No.: DB9 15B
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Item Number	From-To	Size	Field Char.	Field Description										
1	1-2	2	N/R	<p>District Number, Current Instruction/Service</p> <p>The two digit number for the current school district or other agency which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C</u>, for acceptable codes.</p>										
2	3-6	4	A/N/R	<p>School Number, Current Instruction/Service</p> <p>The state assigned four digit school number of the school which provides instruction or services during the current school year.</p> <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;">C901-C928</td> <td>DPS/MIS reporting number for public community colleges in Florida.</td> </tr> <tr> <td style="padding-left: 20px;">U970-U979</td> <td>DPS/MIS reporting number for public state universities in Florida.</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.</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 20px;">(CONTINUED ON NEXT PAGE)</p>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.	C901-C928	DPS/MIS reporting number for public community colleges in Florida.	U970-U979	DPS/MIS reporting number for public state universities in Florida.	N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.
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2002-2003 TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description												
				<p>P001-P999 DPS/MIS reporting number for eligible postsecondary non-public colleges and universities.</p> <p>See Appendix F and Appendix K of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for Florida Public Community College, State University and Private Postsecondary Reporting Numbers.</p>												
3	7-7	1	A/N	<p>Survey Period Code</p> <p>A code representing one of the state reporting periods.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>July</td> </tr> <tr> <td>2</td> <td>October</td> </tr> <tr> <td>3</td> <td>February</td> </tr> <tr> <td>4</td> <td>June</td> </tr> <tr> <td>9</td> <td>December</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	1	July	2	October	3	February	4	June	9	December
<u>Code</u>	<u>Definition</u>															
1	July															
2	October															
3	February															
4	June															
9	December															
4	8-11	4	N	<p>Fiscal Year</p> <p>The state fiscal year (running from July 1 through June 30) for which the report data are applicable.</p> <p>Example: 8788 Fiscal Year July 1, 1987 - June 30, 1988</p>												
5	12-18	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 1011.62, 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>(CONTINUED ON NEXT PAGE)</p>												

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
				<p><u>Lecture Courses:</u> Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number.</p> <p><u>Lab Courses:</u> Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L. Example: PHY1050L would be reported PHYL050</p> <p><u>Combined Lecture & Lab Courses:</u> Postsecondary Format = XXX9999C in the statewide Course Numbering System. Replace the first numeric character with C. Example: PHY1050C would be reported PHYC050</p>
6	19-23	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>
7	24-27	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>(CONTINUED ON NEXT PAGE)</p>

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
				<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>0101 A one period course beginning and ending the 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>
8	28-29	2	A/N/R	Facility Type
				<p>A facility in which school district instructional services or classes are conducted. Where more than one facility type is used to provide instruction in the course, report only the main facility. For state reporting, code the facility type for each course where instruction or services are provided in one of the following:</p> <p>(CONTINUED ON NEXT PAGE)</p>

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
				<p><u>Code</u> <u>Definition</u></p> <p>00 School District Facility</p> <p>01 Church</p> <p>02 Hospital</p> <p>03 HRS Residential Institution</p> <p>04 HRS Community Based Program</p> <p>05 State Correctional Facility</p> <p>06 Federal Correctional Facility</p> <p>07 County Correctional Facility</p> <p>08 City Correctional Facility</p> <p>09 Other Facility operated or owned by an agency or other provider other than the school district in which instructional services or classes are conducted.</p> <p>10 Home</p> <p>11 Work Site</p> <p>12 Public Library</p> <p>13 Community Based Organization Center</p> <p>14 Private Residential Facility</p> <p>15 Private Day School</p> <p>16 Learning Center</p> <p>17 Community Correctional Programs</p> <p>18 Public/Private Nonprofit Organizations.</p>
9	30-32	3	N/R	<p>Days in Term (for FTE purposes)</p> <p>The number of school days in the term for which the course is scheduled to meet during the term reported for the survey.</p> <p>Survey periods 2 and 3 should have the value 090.</p> <p>Survey periods 1 and 4 (Summer Sessions) record the actual number of days the course meets.</p> <p>For adult short courses in all surveys, record the actual number of days the course meets.</p>

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EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description										
10	33-33	1	A/N	Filler										
11	34-34	1	A/N	Filler										
12	35-44	10	N/R	Florida Educators Certificate Number										
				<p>The ten digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with the assignment codes below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>0000000000</td> <td>Employee has no assigned certificate number</td> </tr> <tr> <td>0000000001 - 0000999998, 0001000000 - 0009999999</td> <td>The regular number assigned by the Certification Section of the Florida Department of Education.</td> </tr> <tr> <td>0000999999</td> <td>A number assigned to a community college or university instructor for reporting purposes.</td> </tr> <tr> <td>9999999999</td> <td>A number assigned to a teacher providing special education programs through contractual arrangements in a non-public school or facility in accordance with Rule 6A-6.0361, FAC.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	0000000000	Employee has no assigned certificate number	0000000001 - 0000999998, 0001000000 - 0009999999	The regular number assigned by the Certification Section of the Florida Department of Education.	0000999999	A number assigned to a community college or university instructor for reporting purposes.	9999999999	A number assigned to a teacher providing special education programs through contractual arrangements in a non-public school or facility in accordance with Rule 6A-6.0361, FAC.
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13	45-54	10	A/N/L	Social Security Number										
				The number assigned to an individual by the Social Security Administration. Report for all instructional staff.										
14	55-55	1	A/N	Filler										

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EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
15	56-56	1	A	Transaction Code
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting record.</p> <p><u>Code</u> <u>Definition</u></p> <p>A Add Record</p> <p>C Update Record (Change)</p> <p>D Delete Record</p>
16	57-57	1	A/N	Certification/Licensure Status
				<p>A code indicating the type of certification/licensure or qualification status applicable to the teacher's position in the class being reported.</p> <p><u>Code</u> <u>Definition</u></p> <p>A Instructional staff member holding an adjunct teaching certificate as per 231.1726, F.S.</p> <p>B Substitute Teacher.</p> <p>I Instructional staff member certified/licensed in the field being taught.</p> <p>O Instructional staff appointed by the school board to teach out-of-field under Rule 6A-1.0503, FAC.</p> <p>M Instructional staff member teaching in a field that was the teacher's minor field of study, as per s. 231.095, F.S.</p> <p>S Instructional staff members teaching in a field in which the teacher has demonstrated sufficient subject area expertise, as per s. 231.095, F.S.</p> <p>N Non certificated instructional staff member possessing expert skill in or knowledge of a particular subject or talent appointed by the school board under Rule 6A-1.0502, FAC.</p> <p>(CONTINUED ON NEXT PAGE)</p>

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
17	58-60	3	N	Full-Time Aide Indicator
				<p>A number that indicates the percentage of one full-time aide for the class being reported.</p> <p><u>Code</u> <u>Definition</u></p> <p>NNN A three digit numeric field that would represent the percentage of one full-time equivalent aide for the class being reported.</p> <p>Examples: NNN</p> <p>100 (100%) = One full-time equivalent teacher aide assigned to this class.</p> <p>050 (50%) = 1/2 full-time equivalent teacher aide assigned to this class.</p> <p>033 (33%) = 1/3 full-time equivalent teacher aide assigned to this class.</p> <p>025 (25%) = 1/4 full-time equivalent teacher aide assigned to this class.</p> <p>NOTE: This element refers to the assignment of a percentage of an aide full-time to an individual teacher for the school day.</p>
18	61-61	1	A	Primary Instructor Indicator
				<p>A code that indicates the primary instructor for a class.</p> <p><u>Code</u> <u>Definition</u></p> <p>Y Teacher is the primary instructor for this class.</p> <p>N Teacher is not the primary instructor for this class.</p>
19	62-81	20	A/N	Filler
20	82-82	1	A/N	Term
				<p>The time of the school year during which the student was enrolled in courses.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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21	83-83	1	A/N	<p>Highly Qualified Teacher Y/N ←</p> <p>A code to indicate that the course being taught by the teacher meets the definition of a Highly Qualified Teacher according to the following criteria.</p> <p>All teachers who give instruction in the core academic subjects of Arts-Visual Arts, Dance, Drama-Theatre, Foreign Languages, Language Arts, Mathematics, Music, Science, Social Studies and Graded Self-Contained at any level must meet the following criteria in order for a "yes" response to be provided (see Appendix R):</p> <ul style="list-style-type: none"> ◆ holds an acceptable bachelor's or higher degree, and holds a valid Florida certificate in-field in the subject area assigned <p>(CONTINUED ON NEXT PAGE)</p>																																																																				

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				<p>In addition:</p> <p>All (elementary, middle, and secondary) "not new" teachers of core academic subjects must meet one of the following criteria in order for a "yes" response to be provided:</p> <ul style="list-style-type: none"> ◆ has passed the appropriate subject area test in the area assigned OR ◆ has a satisfactory or better performance evaluation in the area assigned (s.1012.34), OR ◆ has a major or equivalent courses in the subject area assigned as shown on a valid certificate for middle and secondary teachers only. <p>"New" elementary teachers (hired after the first day of school in the 2002-03 school year) must meet one of the following criteria in order for a "yes" response to be provided:</p> <ul style="list-style-type: none"> ◆ has passed the appropriate subject area test in the area assigned OR ◆ holds a valid in-field Professional Certificate in the area assigned. <p><u>CODE</u> <u>DEFINITION</u></p> <p>Y Teacher meets the definition of Highly Qualified Teacher for this course</p> <p>N Teacher does not meet the definition of Highly Qualified Teacher for this course</p> <p>Z Course is not considered a core academic subject.</p>
22	84-104	21	A/N	<p>Classroom Identification (FISH) Number ←</p>
				<p>This element is based on the FISH number assigned by each district to every classroom in the district. If a FISH number has been assigned, then the FISH (Florida Inventory of School Houses) number should be entered in the following configuration:</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p>Facility - Positions 1 - 5, numeric, right justified with leading zeroes.</p> <p>Facility Suffix - Position 6. Must be 'A' for FISH standard, single-use school. For parcels and/or buildings for which the district does not have legal responsibility. (e.g., a Department of Juvenile Justice Facility, charter school, hospital, jail, storefront program, Homebound student, etc.), enter 'O'. *</p> <p>Parcel - Positions 7 - 11, numeric, right justified with leading zeroes.</p> <p>Building - Positions 12 - 16, numeric, right justified with leading zeroes.</p> <p>Room - Positions 17 - 21, alphanumeric, left justified.</p> <p>*Note: For parcels and/or buildings for which the district does not have legal responsibility, the district must generate a unique number following the above scheme to designate the Parcel/Building/Room with Position 6 always "O".</p>						
23	105-105	1	A/N	<p style="text-align: center;">Scheduling Method ←</p>						
				<p>A code to indicate the scheduling method employed:</p> <table border="0"> <thead> <tr> <th data-bbox="699 1444 797 1476"><u>CODE</u></th> <th data-bbox="902 1444 1084 1476"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="727 1486 748 1518">A</td> <td data-bbox="902 1486 1409 1665">Alternate Week Schedule – Teacher meets with different groups of students in same course/classroom on same day, but alternate weeks.</td> </tr> <tr> <td data-bbox="727 1675 748 1707">B</td> <td data-bbox="902 1675 1409 1854">Semester Block Scheduling (4 X 4, accelerated-block scheduling) – Course is scheduled so that students may earn one credit in the course in a semester.</td> </tr> </tbody> </table> <p>(CONTINUED ON NEXT PAGE)</p>	<u>CODE</u>	<u>DEFINITION</u>	A	Alternate Week Schedule – Teacher meets with different groups of students in same course/classroom on same day, but alternate weeks.	B	Semester Block Scheduling (4 X 4, accelerated-block scheduling) – Course is scheduled so that students may earn one credit in the course in a semester.
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				<u>CODE</u> <u>DEFINITION</u>
				<p style="text-align: center;">C Co-teaching – A classroom in which two or more teachers share responsibility for planning, delivering, and evaluating instruction for all students in a class. In order to be considered co-teaching, this delivery system is provided whenever a class/subject is taught by two or more teachers and must continue for the entire class period.</p> <p style="text-align: center;">G Individual or Small Group Instruction – Teacher meets with an individual student or small group of students in a separate setting.</p> <p style="text-align: center;">I In-Class One-on-One – Teacher meets with an individual student or small group of students on an individualized basis within a traditional classroom but not as a co-teacher.</p> <p style="text-align: center;">P Parallel Block Scheduling – Large blocks of time are scheduled each day for students who may be in various courses or grade levels in the same classroom during the same period(s).</p> <p style="text-align: center;">S Self-contained – One teacher provides total instruction for the entire class period.</p> <p style="text-align: center;">(CONTINUED ON NEXT PAGE</p>

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