

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

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

2002-2003 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 current school year and the associated summer session(s) for the current school year.
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. This includes all course codes in the Course Code Directory between 8100000 and 9001910, 9100110, 9100210, ESE Courses 7980010, 7980030-7980190; and middle/junior high exploratory wheel courses 8000200-8000250.



**FLORIDA DEPARTMENT OF EDUCATION
DEPUTY COMMISSIONER FOR PLANNING, BUDGETING MANAGEMENT
EDUCATIONAL DATA SYSTEMS**

2002-2003 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: April 2001 Effective Date: July 2001 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;"><u>Number</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td>N998</td> <td>DPS/MIS reporting number for home education setting.</td> </tr> <tr> <td>N999</td> <td>DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.</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.	N998	DPS/MIS reporting number for home education setting.	N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.
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0001-9899	District school sites assigned a unique number in the state Master School ID File.											
N998	DPS/MIS reporting number for home education setting.											
N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.											
3	7-16	10	A/N	Student Number Identifier, Florida								
			→	A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students. (CONTINUED ON NEXT PAGE)								

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2002-2003 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
			<p style="text-align: center;">→</p> <p style="text-align: center;">→</p>	<p><u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u></p> <p style="padding-left: 40px;">nnnnnnnnX Example: 123456789X</p> <p>If a student <u>does not</u> provide 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 style="padding-left: 40px;">YYYY Example: 8788</p>

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6	22-23	2	N/R	District Number, Current Instruction/Serviced 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.
7	24-27	4	A/N/R	School Number, Current Instruction/Service The state assigned four digit school number which provides instruction or other services during the current school year. 0001-9899 District school sites assigned a unique number in the state Master School ID File.
8	28-34	7	A/N	Course Number 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. 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: <u>Lecture Courses:</u> Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number. (CONTINUED ON NEXT PAGE)

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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>																								
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"> <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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12	45-48	4	A/N	Filler																																																
13	49-49	1	A/N	Filler																																																
14	50-52	3	A/L	Filler																																																
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16	54-54	1	A/N	Filler																																																
17	55-61	7	A/N	Filler																																																
18	62-63	2	A/N	<p>Grade Level</p> <p>The student's current grade level placement or the grade level for which data are being reported:</p> <table border="0"> <tr> <td><u>Code</u></td> <td><u>Grade or Level</u></td> </tr> <tr> <td>06-12</td> <td>Sixth through Twelfth Grade</td> </tr> <tr> <td>30</td> <td>Adult, Non-High School Graduate</td> </tr> <tr> <td>31</td> <td>Adult, High School Graduate</td> </tr> </table>	<u>Code</u>	<u>Grade or Level</u>	06-12	Sixth through Twelfth Grade	30	Adult, Non-High School Graduate	31	Adult, High School Graduate																																								
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19	64-67	4	A/N	Filler
20	68-68	1	A	Filler ←
21	69-75	7	A/N	Vocational/Adult General Education Program Code 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> .
22	76-76	1	A	Transaction Code A code indicating the appropriate action to be taken with respect to the district's data base reporting records. <u>Code</u> <u>Definition</u> A Add Record C Update Record D Delete Record
23	77-79	3	A	Filler ←
24	80-81	2	A/N	Filler
25	82-82	1	A	Filler ←
26	83-85	3	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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Item Number	From-To	Size	Field Char.	Field Description
32	93-96	4	N	Filler ←
33	97-102	6	A/N	<p>Vocational/Adult General Education Completion Point Code</p> <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 style="text-align: center;"><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>Z Not applicable, or the student is exiting the program without having achieved at least one CPC in that program. 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>

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Item Number	From-To	Size	Field Char.	Field Description										
34	103-106	4	N	Secondary Vocational Class Length ←										
				The total number of hours of instruction for which the vocational or adult general education class was scheduled for the reporting year (secondary).										
35	107-107	1	A/N	Modified Occupational Completion Point ←										
				Indicate if the student was awarded a modified occupational completion point (MOCP) during the year being reported. <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Codes</u></th> <th style="text-align: left;"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>A-Y</td> <td>Select the letter appropriate alphabetic letter of the Occupational Completion Point that was modified.</td> </tr> <tr> <td>Z</td> <td>Not Applicable.</td> </tr> </tbody> </table>	<u>Codes</u>	<u>Description</u>	A-Y	Select the letter appropriate alphabetic letter of the Occupational Completion Point that was modified.	Z	Not Applicable.				
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Z	Not Applicable.													
36	108-108	1	A	Exceptional Student Vocational Course Setting ←										
				The following codes are used only for secondary vocational students with exceptionalities (excluding gifted) to identify certain characteristics of the instructional setting for this vocational course. <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Codes</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>M</td> <td>Mainstreamed for this instruction.</td> </tr> <tr> <td>E</td> <td>Mainstreamed with modified outcomes and/or student performance standards.</td> </tr> <tr> <td>S</td> <td>Receiving this instruction in a separate class for exceptional students.</td> </tr> <tr> <td>Z</td> <td>Not applicable.</td> </tr> </tbody> </table>	<u>Codes</u>	<u>Definition</u>	M	Mainstreamed for this instruction.	E	Mainstreamed with modified outcomes and/or student performance standards.	S	Receiving this instruction in a separate class for exceptional students.	Z	Not applicable.
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37	109-109	1	A/N	Internship Participant
				<p>Indicate whether the student participated, during the current reporting year (secondary) in an Internship.</p> <p><u>Codes</u> <u>Definition</u></p> <p>Y The student participated in an Internship.</p> <p>N The student did not participate in an Internship.</p>
38	110-110	1	A/N	Youth Apprenticeship
				<p><u>Codes</u> <u>Definitions</u></p> <p>Y Student is enrolled in 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, advanced studies and provides standing at the post secondary level.</p> <p>Z Not Applicable</p>
38	111-160	50	A/N	Filler ←