

**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
--

**APPENDIX D**

**INSERVICE EDUCATION COMPONENT NUMBER**

The component number is a unique seven-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 which identifies the function which is the principal focus of the component (s 1012.98(4)(b)3., F.S.)

- 1 Subject Content
- 2 Instructional Methodology
- 3 Technology
- 4 Assessment and Data Analysis
- 5 Classroom Management
- 6 School Safety/Safe Learning Environment
- 7 Management/Leadership/Planning
- 8 General Support

**POSITIONS 2-4: FOCUS AREA** - A three-digit code which identifies the principal subject area upon which the component focuses.

**INSTRUCTION:** Components 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 PK-12 which are not part of the district or agency program in Exceptional Student Education, Vocational Education or Adult/Community Education.

- 000 Art
- 001 Bilingual Education/English for Speakers of Other Languages
- 002 Career Education
- 003 Computer Science/Technology Education
- 004 Foreign Languages
- 005 Health/Nutrition
- 006 Humanities
- 007 Intergrated Curriculum
- 008 Language Arts
- 009 Mathematics
- 010 Music
- 011 Physical Education
- 012 Prekindergarten
- 013 Reading
- 014 Safety/Driver Education
- 015 Science
- 016 Social Studies
- 017 Writing

**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
--

**APPENDIX D (Continued)**

**INSERVICE EDUCATION COMPONENT NUMBER (Continued)**

**EXCEPTIONAL STUDENT EDUCATION PROGRAMS:** Exceptional student Education programs include programs for students with disabilities and students identified as gifted. Component activities are designed to increase the competencies of the participants in generating improved learning environments and improved student outcomes for exceptional students.

- 100 Instructional Strategies
- 101 Classroom Management
- 102 Assessment
- 103 Procedural/Legal Requirements
- 104 Working With Aides, Volunteers, Mentors
- 105 Curriculum

**VOCATIONAL EDUCATION PROGRAMS:** Vocational 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.

- 200 Agribusiness and Natural Resource Education
- 201 Business Technology Education
- 202 Diversified Education
- 203 Family and Consumer Sciences
- 204 Health Science Education
- 205 Industrial Education
- 206 Marketing Education
- 207 Middle School Exploratory Vocational Wheel
- 208 Public Service Occupations Education
- 209 Technology Education
- 210 Vocational Education Instructional Support Services
- 211 Vocational/Technical Education, Unclassified

**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.

- 300 Adult Basic Education (ABE)
- 301 Adult Education, Unclassified
- 302 Adult English for Speakers of Other Languages (ESOL)
- 303 Adult General Education for Adults with Disabilities
- 304 Citizenship
- 305 General Education – Promotion (Adult High School)
- 306 General Education Development (GED) Preparatory
- 307 Vocational Preparatory Instruction
- 308 Workspace Readiness Skills

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

**DOE INFORMATION DATA BASE REQUIREMENTS**  
**VOLUME II: AUTOMATED STAFF INFORMATION SYSTEM**  
**AUTOMATED STAFF DATA ELEMENTS**

**APPENDIX D (Continued)**

**INSERVICE EDUCATION COMPONENT NUMBER (Continued)**

**STUDENT AND INSTRUCTIONAL SUPPORT PROCESSES:** Components which do not focus on any one basic program, but increase the competencies of the participants in generating improved learning environments. They include instructional support services (media, volunteers, multicultural education, organizational supports), student support services (social, counseling, psychological and health), and intervention and prevention programs.

- 400 Academic Interventions
- 401 Assessment/Student Appraisal
- 402 Attendance
- 403 Behavioral Interventions (e.g., crisis, abuse, social skills)
- 404 Classroom Management and Organization/Learning Environments
- 405 Dropout Retrieval
- 406 Human Relations/Communication Skills
- 407 Instructional Media Services
- 408 Instructional Strategies
- 409 Instructional Support Services, Unclassified
- 410 Laws, Rules, Policies, Procedures
- 411 Learning Styles, Student Differences
- 412 Multicultural Education
- 413 Parent involvement, Parent Support
- 414 Physical and Mental Health Issues
- 415 Problem-Solving Teams
- 416 Professional Standards and Ethics
- 417 Program Administration, Evaluation, Accountability
- 418 Scholarships, Financial Aid, Education Transitions
- 419 Section 504/Americans with Disabilities Act
- 420 Service Coordination, Collaboration, Integration
- 421 Student Motivation
- 422 Students Records
- 423 Supplemental Academic Instruction
- 424 Working With Volunteers, Aides and Mentors

**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
--

**APPENDIX D (Continued)**

**INSERVICE EDUCATION COMPONENT NUMBER (Continued)**

GENERAL SUPPORT: Components 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.

- 500 Board of Education
- 501 Central Services – Planning/Program Evaluation/Continuous Improvement
- 502 District-Level Management
- 503 Diversity/Ethics
- 504 Fiscal Services
- 505 Food Services
- 506 General Support Services, Unclassified
- 507 Leadership Skills/Communication/Critical Thinking
- 508 Management Information Services
- 509 Office/Clerical Services
- 510 Plant Operation and Maintenance
- 511 Safety/Security
- 512 School Improvement
- 513 School-Level Management
- 514 Service on Advisory or Instructional Materials Councils
- 515 Transportation Services

COMMUNITY SERVICES: Components 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.

- 600 Community Services, Unclassified
- 601 Lay Advisory Councils
- 602 Parent Education

POSITIONS 5-7: SEQUENTIAL NUMBER - A three-digit code which assigns a sequential number (001-999) to each component with the same function and focus area.