FDOE INFORMATION DATABASE REQUIREMENTS:

VOLUME I - AUTOMATED STUDENT INFORMATION SYSTEM
2022-23 Updated

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM

Rule 6A-1.0014, F.A.C.
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PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components. See http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.385.html

In order to support the statewide process of implementing compatible local- and state-level automated information systems, the Florida Department of Education developed the following documents:

* DOE INFORMATION DATABASE REQUIREMENTS:
  VOLUME I - AUTOMATED STUDENT INFORMATION SYSTEM

* DOE INFORMATION DATABASE REQUIREMENTS:
  VOLUME II - AUTOMATED STAFF INFORMATION SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated student information system. Further information or questions concerning this document should be addressed to PK - 12 Education Information Services, Florida Department of Education, 852 Turlington Building, Tallahassee, Florida 32399-0400 or askeias@fldoe.org.
A - AUTOMATED STUDENT INFORMATION
SYSTEM REQUIREMENTS
AUTOMATED STUDENT INFORMATION SYSTEM REQUIREMENTS

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing student information which is compatible with the statewide comprehensive management information system.

The automated student information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

HISTORY

1. An automated student information system was required to be implemented in each school district by June 30, 1987.

   Each school district must install an automated student information system that includes the data elements as listed in the Automated Student Information System and as prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsections 4. and 5. Each system shall provide all district schools with the local automated functions of basic student information recordkeeping, course scheduling, attendance, test recordkeeping and academic grade and credit reporting (report cards, permanent records and postsecondary transcripts). Automated report cards for elementary schools are optional for each district.

2. State-level automated student information database design was required to be implemented in the Florida Department of Education by July 1, 1987.

   A state-level student database of information has been installed for access by state and local education managers and the Legislature. The database design integrates existing department reports previously collected separately from school districts within the automated reporting formats defined in subsection 5., thereby reducing data burden, improving compatibility among data elements, and providing a more comprehensive and flexible database of information. The Florida Department of Education was required to implement strict controls for privacy and security of student records as contained in Section C of this document.

3. Automated state reporting functions were required to be implemented by each school district beginning July 1, 1987.

   Current state reporting functions are defined in subsection 5.

4. Automated state records transfer of postsecondary transcripts, permanent records and selected Category B information is to be implemented by each school district

The Florida Automated System for Transferring Records (F.A.S.T.E.R.) is an electronic mail system customized to meet the student transfer needs of the Florida school districts, colleges and universities. The F.A.S.T.E.R. system is used to request the transfer of student records from districts or postsecondary institutions and to respond to such requests. The sending district or postsecondary institution will transmit student records through the Florida Information Resources Network (FIRN), which will be stored at Northwest Regional Data Center and then forwarded to the requesting district, postsecondary institution, the Florida Department of Education or other approved entity.

Each school district was required to implement electronic transfer of records with other school districts and public postsecondary institutions as listed below. The timelines may differ among districts depending on the district’s F.A.S.T.E.R. Implementation Plan, which was required to be completed by June 30, 1993, for students in grades PK-12, Adult Basic and Adult Secondary Education.

December 1, 1991

All school districts must electronically transfer student records using state-defined record formats containing permanent record and appropriate Category B information for students in grades 9 through 12 to Florida public postsecondary institutions and between Florida public school districts.

April 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades 6 through 8 who transfer between Florida public school districts.

December 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades PK through 5 who transfer between Florida public school districts.

All school districts must electronically transfer student records using state-defined record formats for transcripts when adult students transfer between Florida public school districts or apply for admission to public postsecondary institutions.
AUTOMATED STATE REPORTING FUNCTIONS

5. Each school district shall implement the following automated state reporting functions according to the timelines provided.

<table>
<thead>
<tr>
<th>AUTOMATED STUDENT REPORTING FORMATS</th>
<th>DATA COLLECTION ACTIVITY NUMBER</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>DEC</th>
<th>FEB</th>
<th>JUN</th>
<th>AUG</th>
<th>Monthly</th>
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<tr>
<td>Student Demographic Information</td>
<td>DB9 13x</td>
<td>A</td>
<td>S</td>
<td>A</td>
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<td>S</td>
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<td>Student Course Schedule</td>
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<tr>
<td>Teacher Course</td>
<td>DB9 15x</td>
<td>A</td>
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<td>A</td>
<td>A</td>
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<td>A</td>
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<td>Exceptional Student</td>
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<tr>
<td>Federal/State Indicator Status</td>
<td>DB9 22x</td>
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<td>A</td>
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<td>Student End of Year Status</td>
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<td>Student Discipline/Resultant Action</td>
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<td>S</td>
<td>S</td>
<td></td>
<td>S</td>
<td>S</td>
<td>A</td>
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<tr>
<td>Career and Technical Education</td>
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<td>Teacher Course</td>
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<td>Dropout Prevention Program Data</td>
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<tr>
<td>English Language Learners Information</td>
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<tr>
<td>Student Course Transcript Information</td>
<td>DB9 39x</td>
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<td>School Environmental Safety Incident Report</td>
<td>DB9 42x</td>
<td>S</td>
<td>S</td>
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<tr>
<td>Prior School Status/Student Attendance</td>
<td>DB9 55x</td>
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<td>A</td>
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<td>Student Additional Funding</td>
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<tr>
<td>Industry Certification</td>
<td>DB9</td>
<td>S</td>
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</table>

A = ALL STUDENTS  S = SELECTED STUDENTS  V = VOLUNTARY

(continued on next page)
### AUTOMATED STATE REPORTING FUNCTIONS (continued)

<table>
<thead>
<tr>
<th>AUTOMATED STUDENT REPORTING FORMATS</th>
<th>DATA COLLECTION SYSTEM</th>
<th>SURVEY PERIOD</th>
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<td>AUG/SEPT F AND G</td>
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<tr>
<td>Family Empowerment Scholarship DB9</td>
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<td>AUG/SEPT F AND G</td>
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<td>WDIS Adult General Education Test Record</td>
<td>DQ2</td>
<td>S</td>
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<tr>
<td>WDIS Student Demographic Information</td>
<td>DQ2</td>
<td>S</td>
</tr>
<tr>
<td>WDIS Career and Technical Education Student Course Schedule</td>
<td>DQ2</td>
<td>S</td>
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<tr>
<td>WDIS Adult General Education Student Course</td>
<td>DQ2</td>
<td>S</td>
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<tr>
<td>WDIS Teacher Course</td>
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<td>S</td>
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<tr>
<td>WDIS Student End of Term Status</td>
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<tr>
<td>WDIS Supplemental Information</td>
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</tbody>
</table>

A = ALL STUDENTS  S = SELECTED STUDENTS  V = VOLUNTARY
B - AUTOMATED STUDENT INFORMATION SYSTEM
DATA ELEMENT REQUIREMENTS
INTRODUCTION

All automated student data elements included in Volume I of the Automated Student Information System must be incorporated within each school district’s automated student information system. Districts may add additional data elements within their local automated system to meet local needs.

DEFINITION:

There is a working definition associated with each data element, along with applicable examples, codes, notes and exceptions.

LENGTH AND DATA TYPE:

Length and data type define the technical field characteristics to be maintained in the automated system for each element. Numeric elements must have a number in every position, including leading zeros.

GRADES AND PROGRAMS REQUIRING THE DATA ELEMENT:

The data elements contained in Volume I do not apply uniformly to all grade levels or instructional programs within the school districts. Accordingly, each data element description lists the specific grade levels and programs which are applicable to the data element. For example, “Dual Enrollment Indicator” pertains only to grades 9 through 12.

COMPATIBILITY REQUIREMENT:

All elements must use the specified length, data type and coding definitions provided whenever:

1) automated state reporting is performed;
2) a permanent record is built for internal district use;
3) interdistrict transfer of automated permanent records occurs; or
4) automated transcripts are sent to postsecondary institutions.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be compatible, while others must meet stricter state standards.

Compatible elements

For data elements which are designated ‘No’, for State Standard the coding structures used by the districts, the data element names presented in user documentation, and the length and format of the data fields may be the same as that contained in Volume I or they may be completely locally defined depending on the district’s student information needs. If local definitions are used, it must be possible to convert the
information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required.

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these compatible elements, districts are encouraged to keep each of these elements in the state format whenever possible to minimize the need for and cost of conversion.

**State Standard elements**

For data elements which are designated ‘Yes’ for State Standard, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, State Standard elements must meet these additional requirements:

1) the state codes must be used locally exactly as defined in this document for automated student data elements;
2) user documentation must list the State Standard data element name;
3) input and output documents and reports must use the state-defined codes; and
4) local screen displays must use the state-defined codes.

These requirements do not address the physical storage of the data on tape, disk or other medium, but only how the data elements are to be presented to users in the paper format or on screen displays. The stricter definition of State Standard still allows the district the flexibility to use its own district-defined codes for physically storing elements in the student record system while, at the same time, using State Standard codes for display, input, reports, and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with non-users system documentation recording this fact.

These standards do not require the district to show or print the Student Number Identifier, Florida on screens or reports. A local identification number may be displayed or printed as long as the local identification number can be cross-walked to the Student Number Identifier, Florida for state reporting purposes.

In many of the data element definitions included in Volume I, a code has been defined for “not applicable.” In cases of very specialized data elements, such as “Disciplinary/Resultant Action Code” or “Exceptionality, Primary,” it would seem more sensible in terms of the design of the student records system to record information for such
specialized elements only for students to whom the element is pertinent. For both Compatible and State Standard data elements, the codes defined as “not applicable” need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is “not applicable” for an individual student, the value meaning “not applicable” may be programmatically inserted into the reporting structure at that time.

This interpretation should allow segmentation of records: for example, discipline records should be maintained only for those students who have been disciplined by school officials. The data element, “Adult Fee Status”, should be maintained only for adult students. This should help reduce the need to store large numbers of characters of “non-information” in the local data records and thus reduce the need for disk or other data storage space.

**USE TYPES:**

**Use Types** define the major purposes for which information is collected, maintained and utilized as follows:

**State reporting** means the data element is required for a state report and must be forwarded to the Florida Department of Education as per the format descriptions.

**Local accountability** identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities. These include permanent record data elements as required by Rule 6A-1.0955, F.A.C., and defined as Category A items which school districts must maintain on a permanent basis for each student.

**FASTER** indicates the data element is included in one or both of the following:

- **Postsecondary transcript** sent by school districts to state colleges or universities upon request of the student.

- **District records transfer** forwarding to a requesting school district a prescribed set of data elements pertaining to a student to facilitate an initial and prompt placement of the student in the receiving district’s programs. District records transfer includes all permanent record elements plus Category B information deemed to be essential for initial placement of the student.

- **Migrant Tracking** refers to the Migrant Student Information Exchange (MSIX). Section 1308(b) of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind (NCLB) Act of 2001 requires methods for electronically exchanging student records among districts and states for migrant students. MSIX data are used to facilitate the timely enrollment, grade and course placement and
credit accrual of migrant students who move from one district or state to another due to their migrant lifestyle.

STATE REPORTING FORMATS REQUIRING THE DATA ELEMENT:
A section is included with this document which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which require the data element.

DATA ELEMENT NUMBER:
The data element number is an internal number assigned by the PK-12 Education Information Services office to facilitate use of the data elements. School districts need not maintain this number in their local automated system.

SURVEY PERIODS REQUIRED:
See data element “Survey Period Code” for an explanation of these codes. The Survey Periods that pertain are listed for each data element. If the Survey Period has ‘Yes’ next to it, the data element is fully reported in the survey period indicated. If the Survey Period has 'Default' next to it, the data element must contain the default value when submitted to the department for the survey period. If the Survey Period has ‘Varies’ next to it, the data element must be fully reported on at least one format for the survey period and a default value must be reported on at least one additional format for the survey period, as indicated in the notes on the format layouts. If the Survey Period has ‘Optional’ beside it, the district has the option of sending actual data or the default value for the element for the survey period. For survey periods with “Optional” indicated, the data or default value will be ignored by the department’s system and default values will be loaded to the database for these elements.

YEAR:
The Year indicates the fiscal year for which this version of the data element is applicable. The Year is updated each July 1 for the next fiscal year until the element is no longer active. Only active data elements are included in each year’s listing of data elements in the Automated Student Information System.

The Year Implemented indicates that a data element was first required at the beginning of the indicated fiscal year (July 1).

APPENDICES:
Each appendix that applies to the data element is listed. Each appendix provides one or more of the following: the universe of codes that are valid for the element, expanded explanation of the codes that are valid for the data element, background information about
the data element and coding structure and additional information relevant to understanding and reporting the element.

DESCRIPTION OF CHANGES:

Beginning with 2011-12, each change to the data element is listed with the date the change was made, the part of the data element that was changed (e.g., definition, codes, required formats, required surveys, etc.) and a detailed description of the change.
C - PRIVACY, SECURITY AND RETENTION OF PUBLIC
SCHOOL AUTOMATED STUDENT RECORDS
PRIVACY, SECURITY AND RETENTION OF PUBLIC SCHOOL AUTOMATED STUDENT RECORDS

The following procedures shall be implemented by the Florida Department of Education for the privacy, security and retention of public school student records collected, maintained and utilized at the state level.

Privacy of Student Records:

Individual, personally identifiable student records collected and maintained by the Florida Department of Education shall be accessible only to authorized state education officials for the purposes of auditing, monitoring and evaluation of state and federal education programs, or for the completing of federal or state mandated activities requiring access to such records, as prescribed by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. The Florida Department of Education shall not disclose personally identifiable, individual student records to any person, institution, agency or organization, except as authorized by 20 U.S.C. 1232g. Personally identifiable, individual student records shall be utilized by the Florida Department of Education to only prepare and publish aggregate reports and analyses, and such personally identifiable, individual student records shall be destroyed in accordance with the records retention procedure prescribed below.

Data Security:

Access to individual student records will be stringently controlled through technical security conventions and procedures established by Northwest Regional Data Center. Appropriate computer passwords and Logon ID’s shall be assigned to users in order to establish each user’s data access authority only to the records or data elements required to complete federal- or state- mandated activities.

Records Retention:

Individual, personally identifiable student records shall be destroyed according to a records retention schedule established by the Department of State, Division of Library and Information Services, Records Management Program, consistent with the requirements of Section 257.36, F.S. Personally identifiable student records shall be maintained for five years or until applicable federal or state audit functions have been completed, at which time all such records shall be destroyed except for those required for the evaluation of state or federal education programs. Personally identifiable, individual student records maintained for the evaluation of state or federal education programs shall be destroyed when no longer required.
A code to indicate that the student being reported:

(I) has accepted a Certificate of Completion, but has returned to school during an additional school year beyond Grade Level 12 for the purpose of completing graduation requirements in order to be awarded a Standard Diploma or;

(II) is a student with a disability opting to remain in school after receiving a special diploma, certificate of completion, special certificate of completion or GED with no intention of working toward a standard diploma or;

(III) is a student with a disability and meets the standard high school diploma requirements and has deferred receipt of the standard high school diploma because (1) student has an IEP that prescribes special education; transition planning, transition services, or related services through age 21; and (2) is enrolled in accelerated college credit instruction pursuant to s 1007.27, industry certification courses that lead to college credit, a collegiate high school program, courses necessary to satisfy the Scholar designation requirements, or a structured work-study, internship, or pre-apprenticeship program. (Section 1003.4282(10)(c)1.2., F.S.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Deferred receipt of standard diploma for students with disabilities per section 1003.4282(10)(c) F.S. (for students who met all graduation requirements in 2014-15 school year and beyond).</td>
</tr>
<tr>
<td>F</td>
<td>Opting to continue to receive FAPE* (use this code for students with disabilities who opted for special diploma and entered 9th grade prior to 2014-15 school year).</td>
</tr>
<tr>
<td>S</td>
<td>Seeking a Standard Diploma (may be used for students with disabilities or non-disabled students)</td>
</tr>
<tr>
<td>Z</td>
<td>Not Applicable</td>
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</tbody>
</table>

*FAPE equals a free appropriate public education as defined in the Individuals with Disabilities Education Act (IDEA). Federal IDEA regulations require that districts must provide a free and appropriate education (FAPE) to all students who have not reached age 22 and who have not earned a regular high school diploma (34 CFR 300.101). This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion or a GED. Additionally, districts may choose to continue to offer FAPE through the school year in which students turn 22.

Length: 1
Data Type: Alphabetic
Year Implemented: 9899
State Standard: No
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: No
  - Migrant Tracking: No
Required Grades: 12
Programs Required:
Secondary

Formats Required:
Student Demographic Information DB9 13x

Surveys Required:
Survey 1  Yes
Survey 2  Yes
Survey 3  Yes
Survey 4  Yes
Survey 5  Yes
Survey 6  Default
Survey 9  Yes

Appendixes:
None

Description of Changes:
7/1/2015  Surveys Required  Survey 7 Removed from Required Surveys
3/12/2015  Codes  Added new code for students with disabilities who defer receipt of standard diploma (effective in 2014-15 school year and beyond).
3/12/2015  Definition  Added new definition for students with disabilities who defer receipt of standard diploma (effective in 2014-15 school year and beyond).
Data Element Number: 100075
Data Element Name: Additional Hours Credited

A six-byte numeric field representing the cumulative count of clock hours credited the student in the current career and technical education program number, excluding clock hours reported on the Career and Technical Education Student Course Schedule. These hours include those credited due to work completed prior to enrollment in the reporting institution (transfer, life experience, etc). Additional Hours Credited are not reported for Continuing Workforce Education, Adult General Education, or Apprenticeship.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
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</thead>
<tbody>
<tr>
<td>000150</td>
<td>Student is given credit for OCP A in the program for “life experience” (for example, skills gained while in the military). OCP A has a length of 150 hours. Report 150 hours for Additional Hours Credited.</td>
</tr>
<tr>
<td>000150</td>
<td>Student transfers from another institution with credit for Course A, a 150 hour course. Report 150 hours for Additional Hours Credited.</td>
</tr>
</tbody>
</table>

Length: 6
Data Type: Numeric
Year Implemented: 0910
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: Adult

Programs Required:
- Workforce Development

Formats Required:
- WDIS Supplemental Information DB9 60x

Surveys Required:
- Survey F Yes
- Survey S Yes
- Survey W Yes

Appendixes:
- Appendix Q: United States Commonwealth and Territories
Data Element Number: 100075
Data Element Name: Additional Hours Credited

Description of Changes:

7/1/2015 Definition Deleted words from definition "

Page 2 of 2
Data Element Number: 100225
Data Element Name: Address, Mailing

The student’s mailing address as follows:

(25 characters) - Line 1 - Street number and name, P. O. Box, or route and box number.

(10 characters) - Line 2 - Apartment number, building number, etc.

(20 characters) - Line 3 - City and state. Positions 19-20 must always be the two-character state code. See Appendix H: State Codes.

(9 characters) - Line 4 - Zip code left justified.

Code             Definition/Example

Not applicable for this element

Length: 64
Data Type: Alphanumeric
Year Implemented: 9495
State Standard: No

Use Types:
State Reporting: No
Local Accountability: Yes
FASTER: Yes
Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:
All Programs (Grades PK-12)
Adult Basic Skills
Adult Postsecondary Education
Adult Secondary Education

Formats Required:
None

Surveys Required:
None

Appendixes:
None
Data Element Number: 100225
Data Element Name: Address, Mailing

Description of Changes: None
Data Element Number: 100425
Data Element Name: Address, Residence

The student’s residence address (if different from mailing address).

This is a free-form field.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 64
Data Type: Alphanumeric
Year Implemented: 9394
State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs Grades

Formats Required: None

Surveys Required: None

Appendixes: None

Description of Changes: None
Data Element Number: 100700
Data Element Name: Adult Educational Functioning Level, Final

A federally defined code indicating the Adult General Education or English Language functioning level of the adult student for the course at the end of the reporting period.

A student may be assigned only one final adult educational functioning level for each course on each reporting record. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), Literacy for Adult ESOL Learners, Adult ESOL or Adult VESOL.

For the final Adult General Education functioning level, use the following codes to relate functioning levels to grade levels. See Appendix M for grade levels crosswalked by year. If you use a “Comprehensive” course, enter the code for the lowest “score” and track that through the end of the reporting period.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>ABE Beginning Literacy (grade level 0 through 1.9)</td>
</tr>
<tr>
<td>F</td>
<td>ABE Beginning Basic Education (grade level 2.0 through 3.9)</td>
</tr>
<tr>
<td>H</td>
<td>ABE Intermediate Low (grade level 4.0 through 5.9)</td>
</tr>
<tr>
<td>J</td>
<td>ABE Intermediate High (grade level 6.0 through 8.9)</td>
</tr>
<tr>
<td>K</td>
<td>Adult Secondary Education Low (grade level 9.0 through 10.9)</td>
</tr>
<tr>
<td>L</td>
<td>Adult Secondary Education High (grade level 11.0 through 12.9 WITHOUT a high school diploma or its equivalent)</td>
</tr>
<tr>
<td>M</td>
<td>Adult Secondary Education High (grade level 11.0 through 12.9, WITH a high school diploma or its equivalent)</td>
</tr>
</tbody>
</table>

For additional ESOL code conversions refer to the Division of Workforce Development’s Technical Assistance Paper cited at http://www.firn.edu/doe/workforce/pdf/vocscr.pdf

NOTE: When testing on an instrument that assesses two or more subject areas, always place and promote the student according to the lowest score.

Beginning in 2002-03 there is a new course called Literacy For Adult ESOL Learners for adult ESOL students who are functioning initially at less than the second grade level AND who are illiterate in their native language. For these students, use Code 1. Code 1 students should not be included in Codes 2-7 or Codes C, D, or E in the charts that follow.

**ESOL**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Literacy for Adult ESOL Learners</td>
</tr>
<tr>
<td></td>
<td>CASA Score range is from 0 - 190</td>
</tr>
<tr>
<td></td>
<td>TABE Grade Level Equivalent range is from 0.0 - 1.9</td>
</tr>
</tbody>
</table>

For the final Adult ESOL functioning level, use the following codes to relate functioning level to CASAS Scores, or TABE Grade Level Equivalents.
### Final ESOL

<table>
<thead>
<tr>
<th>Number</th>
<th>Level</th>
<th>CASA Score Range</th>
<th>TABE Grade Level Equivalent Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>ESL Beginning Literacy/ Foundation</td>
<td>0 - 190</td>
<td>0.0 - 1.9</td>
</tr>
<tr>
<td>3</td>
<td>ESL Beginning</td>
<td>191 - 200</td>
<td>2.0 - 2.9</td>
</tr>
<tr>
<td>4</td>
<td>ESL Intermediate Low</td>
<td>201 - 210</td>
<td>3.0 - 4.5</td>
</tr>
<tr>
<td>5</td>
<td>ESL Intermediate High</td>
<td>211 - 220</td>
<td>4.6 - 5.9</td>
</tr>
<tr>
<td>6</td>
<td>ESL Low Advanced</td>
<td>221 - 235</td>
<td>6.0 - 7.4</td>
</tr>
<tr>
<td>7</td>
<td>ESL High Advanced</td>
<td>236 - 245</td>
<td>7.5 - 8.9</td>
</tr>
</tbody>
</table>

For the final Adult VESOL functioning level, use the following codes to relate functioning level to CASAS Scores, or TABE Grade Level Equivalents.

### VESOL

<table>
<thead>
<tr>
<th>Code</th>
<th>Level</th>
<th>CASA Score Range</th>
<th>TABE Grade Level Equivalent Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Beginning</td>
<td>181 - 200</td>
<td>1.0 - 2.9</td>
</tr>
<tr>
<td>D</td>
<td>Intermediate</td>
<td>201 - 220</td>
<td>3.0 - 5.9</td>
</tr>
<tr>
<td>E</td>
<td>Advanced</td>
<td>221 - 245</td>
<td>6.0 - 8.9</td>
</tr>
<tr>
<td>Z</td>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Data Element Name: Adult Educational Functioning Level, Final

Length: 1
Data Type: Alphanumeric
Year Implemented: 9495
State Standard: No

Use Types:
State Reporting: No
Local Accountability: Yes
FASTER: No
Migrant Tracking: No

Required Grades: None

Programs Required: None

Formats Required: None

Surveys Required: None

Appendixes: None

Description of Changes: None
A federally-defined code indicating the Adult General Education or English Language functioning level of the adult student upon initial entrance into the course. A student may be assigned only one initial adult educational functioning level for each course on each reporting record and must be the same level or a higher level than previously reported for the same course. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), Adult ESOL Literacy Skills, Adult ESOL, Adult ELCATE, Adult ESOL College and Career Readiness, or Applied Academics for Adult Education (AAAE). Functioning level reported may not be based on out of range test scores as determined using publisher guidelines.

For the initial Adult General Education functioning level, use the following codes to relate functioning levels to grade levels.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>ABE Level 1</td>
</tr>
<tr>
<td>F</td>
<td>ABE Level 2</td>
</tr>
<tr>
<td>H</td>
<td>ABE Level 3</td>
</tr>
<tr>
<td>J</td>
<td>ABE Level 4</td>
</tr>
<tr>
<td>K</td>
<td>ABE Level 5 (grade level 9.0 through 10.9 WITH a U.S. high school diploma or its equivalent)</td>
</tr>
<tr>
<td>L</td>
<td>ABE Level 6 (grade level 11.0 through 12.9 WITHOUT a U.S. high school diploma or its equivalent),</td>
</tr>
<tr>
<td>M</td>
<td>ABE Level 6 (grade level 11.0 through 12.9, WITH a U.S. high school diploma or its equivalent).</td>
</tr>
<tr>
<td>N</td>
<td>ABE Level 5 (grade level 9.0 through 10.9 WITHOUT a U.S. high school diploma or its equivalent)</td>
</tr>
</tbody>
</table>

NOTE #1: When determining initial placement for GED® Prep Social Studies (9900132) or GED® Prep Science (9900133) a student is placed when tested at a 9.0 or higher on an eligible Reading subtest.

NOTE #2: Students may only be enrolled in Applied Academics for Adult Education (AAAE) if their initial functioning level is equivalent to grade level 9.0 or higher (Codes K, L, M, or N) and the student is enrolled in or planning to enroll in a career certificate program with a basic skills requirement.

NOTE #3: Should be reported using the field “Adult Educational Functioning Level, Initial (Non-ESOL and ELCATE Programs)”.

2) ESOL

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q</td>
<td>ESOL Pre Literacy – Level A</td>
</tr>
<tr>
<td>R</td>
<td>ESOL Basic Literacy – Level B</td>
</tr>
<tr>
<td>S</td>
<td>ESOL Advanced Literacy – 2 Level C</td>
</tr>
</tbody>
</table>

For the initial Adult ESOL functioning level, use the following codes to relate functioning level to approved test scores per Rule

Page 1 of 4
Data Element Number: 101075  
Data Element Name: **Adult Educational Functioning Level, Initial**


NOTE #1: Should be reported using the field “Adult Educational Functioning Level, Initial (Non-ESOL and ELCATE Programs)”.  

3) **ESOL initial**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ESL Level 1</td>
</tr>
<tr>
<td>2</td>
<td>ESL Level 2</td>
</tr>
<tr>
<td>3</td>
<td>ESL Level 3</td>
</tr>
<tr>
<td>4</td>
<td>ESL Level 4</td>
</tr>
<tr>
<td>5</td>
<td>ESL Level 5</td>
</tr>
<tr>
<td>6</td>
<td>ESL Level 6</td>
</tr>
</tbody>
</table>

NOTE#1: IEFL based on reading should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Reading)”.

NOTE#2: IEFL based on listening should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Listening)”.

For the initial Adult ELCATE functioning level, use the following codes to relate functioning level to approved test scores per r.  
6A-6.014, F.A.C.

4) **ELCATE**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>ESL Level 5</td>
</tr>
<tr>
<td>E</td>
<td>ESL Level 6</td>
</tr>
</tbody>
</table>

NOTE#1: IEFL based on reading should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Reading)”.

NOTE#2: IEFL based on listening should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Listening)”.

This program is for students who wish to enter a university or state college, to take post-secondary level credit courses. It is open to students who have completed the core ESOL curriculum or the ELCATE course, or to new students who demonstrate strong English language ability.

5) **Open**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Adult ESOL College and Career Readiness</td>
</tr>
<tr>
<td>Z</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

NOTE #1: Students may only be enrolled in Applied Academics for Adult Education (AAAE) if their initial functioning level is equivalent to grade level 9.0 or higher (Codes K, L, M, or N) and the student is enrolled in or planning to enroll in a career certificate program with a basic skills requirement.

NOTE#2: IEFL based on reading should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Reading)”.
NOTE#3: IEFL based on listening should be reported using the field “Adult Educational Functioning Level, Initial (ESOL/ELCATE Listening).

Length: 1
Data Type: Alphanumeric
Year Implemented: 9495
State Standard: No

Use Types:
State Reporting: Yes
Local Accountability: Yes
FASTER: No
Migrant Tracking: No

Required Grades: Adult

Programs Required:
Workforce Development

Formats Required:
WDIS Adult General Education Student Course DB9 48x

Surveys Required:
Survey F Yes
Survey W Yes
Survey S Yes

Appendixes:
Appendix R: Core Academic Subjects Course Number Prefixes

Description of Changes:
10/21/2020 Notes Modified Note #2 and #3 under section 5) Open.
7/1/2020 Notes Added multiple clarification notes.
7/1/2020 Codes Modified code definition removing grade requirement.
7/1/2019 Notes Modified the Adult General Education Note #1 to clarify when a student is placed.
7/1/2017 Codes Changed labels for codes to reflect new federal National Reporting
7/1/2016 Notes Added clarifying language and removed obsolete note.
7/1/2016 Codes Added value N, removed value C, corrected numbering, and added clarifying language.
7/1/2016 Definition Updates to definition to reflect programmatic changes in adult general education
4/6/2016 Codes Updated the name of the Adult ESOL College and Career Readiness program
6/5/2015 Definition Clarifying language and additions to notes for AAAE and GED
10/31/2014 Definition Remove reference to comprehensive courses in definition and remove ambiguous references in code notes.
Data Element Number: 101075
Data Element Name: Adult Educational Functioning Level, Initial
### Data Element Number: 101325
### Data Element Name: Adult Fee Status

Indicate, using the codes below, the fee status of adult general education and postsecondary career and technical education students.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Out-of-State Fee Waived: Out-of-state fees shall be waived for an honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution (s.1009.26, F.S.)</td>
</tr>
</tbody>
</table>
| B    | Fee Waived: Tuition waiver for Purple Heart recipient or another combat decoration superior in precedence. Tuition shall be waived when:  
1. The student is enrolled full-time, part-time, or in summer school in a program that terminates in an associate or a baccalaureate degree, a college credit certificate or a career certificate.  
2. The student is currently, or was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida.  
The student submits to the career center the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence. If the DD-214 is not available, other documentation may be acceptable if recognized by the United States Department of Defense or the United States Department of Veterans Affairs as documenting the award. (s. 1009.26, F.S.) |
| BB   | Out-of-State Fee Waived: Out-of-state fees shall be waived for a person who is entitled to and uses educational assistance provided by the United States Department of Veterans and who physically resides in this state while enrolled in the institution. (s.1009.26, F.S.) |
| C    | Fee Exempt: Co-enrolled adult high school. Any K-12 student who is co-enrolled in the adult high school program (s. 1011.80(10), F.S.). |
| CC   | Out-of-State Fee Waived: Out-of-state fee waiver for active duty members of the Armed Forces of the United States who are residing in or stationed outside of the state. (s.1009.26, F.S.) |
| D    | Fee Deferred: Fee payment required and deferred when:  
1. Financial aid from a federal or state assistance program is delayed in transmissions to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid (s. 1009.27(1), F.S.).  
2. A Veteran or other student eligible for benefits under Chapter 30, 31, 32, 34 or 35 of Title 38, U. S. Code, or Chapter 106 of Title 10, U.S. Code is entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits for fee payment (s. 1009.27(2), F.S.).  
3. The district has a written authorization for payment or charges for fees, books and supplies from an approved business, industry, governmental unit, nonprofit organization or civic organization.  
4. Fees are delayed because of a district-adopted criterion of need or adopted installment payment schedule. |
Out-of-State Fee Waived: Out-of-state fee waiver for students, including but not limited to students who are undocumented for federal immigration purposes

Out-of-state fees shall be waived when:
1. The student attended a secondary school in this state for 3 consecutive years immediately before graduating from a high school in this state.
2. The student has applied for enrollment in an institution of higher education within 24 months after high school graduation.
3. The student submits an official Florida high school transcript as evidence of attendance and graduation. (s.1009.26, F.S.)

Fee Exempt: Dependent of deceased or disabled veteran
The student is a dependent of a deceased or disabled veteran pursuant to Section 295.01 through 295.05, F.S.

Fee Waiver: Dependent of deceased first responder member
The student is a dependent of a deceased first responder member (Sections 112.19(3) F.S., s.112.191(3), F.S. and s. 112.1912(2), F.S.)
First Responders include the following:
1. A law enforcement, correctional, or correctional probation officer as defined in s. 112.19(1), F.S.
2. A firefighter as defined in s. 112191(1), F.S.
3. An emergency medical technician or a paramedic, as defined in s. 112.1911(1), F.S.

Fee Exempt: Registered apprenticeship
The student is enrolled in an approved registered apprenticeship program as defined in s. 446.021, F.S. (s. 1009.25(1)(b), F. S.)

Fee Exempt: Custody of the Department of Children and Family Services
The student is or was at the time he or she reached 18 years of age in the custody of the Department of Children and Family Services or, after spending at least 6 months in the custody of the department after reaching 16 years of age, was placed in a guardianship by the court. Such exemption includes fees associated with enrollment in applied academics for adult education instruction. The exemption remains valid until the student reaches 28 years of age. (s. 1009.25(1)(c), F.S.)

Fee Exempt: Welfare transition
The student is enrolled in an employment and training program under the welfare transition program to (s. 1009.25(1)(c), F.S.)

Fee Exempt: Custody of relative or nonrelative through the Department of Children and Families (DCF) or adoption from DCF
The student is or was at the time he or she reached 18 years of age in the custody of a relative under s. 39.5085, F.S. or s. 39.6225, F.S. or was adopted from the Department of Children and Family Services after May 5, 1997. Such exemption includes fees associated with enrollment in applied academics for adult education instruction . The exemption remains valid until the student reaches 28 years of age. (s.1009.25(1)(d),F.S.)

Fee Exempt: Homeless student
Any student who lacks a fixed, regular and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (s. 1009.25(1)(f), F.S.)

Fee Exempt: Dual enrollment or early admission
The student is enrolled in a dual enrollment or early admission program pursuant to s. 1007.27, F.S. or s. 1007.271, F.S. (s. 1009.25(1)(a), F.S.).
## Adult Fee Status

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Fee Required: Fee payment required (see s. 1009.22(3)(a), F.S.). Fee was not waived, deferred or exempted.</td>
</tr>
<tr>
<td>T</td>
<td>Fee Waived: Wrongful conviction&lt;br&gt;Tuition and fees waiver for up to 120 hours of instruction for victims of wrongful conviction. s. 961.06(1)(b), F.S.</td>
</tr>
<tr>
<td>W</td>
<td>Fee Waived: Eligible fee has been waived for a non-fee exempt student in accordance with s.1009.26, F.S. and the provisions of the General Appropriations Act. Fee payment waived by district school board.</td>
</tr>
<tr>
<td>Z</td>
<td>Fee not Required:&lt;br&gt;Enrollment not state fundable –Student is a federal or state inmate (s. 1011.80(7)(b), F.S. as amended in Chapter 2011-063) or other inmate only funded with a federal grant and is therefore not required to pay tuition and fees as specified in s.1009.22, F.S.</td>
</tr>
</tbody>
</table>

**Length:** 2  
**Data Type:** Alphabetic  
**Year Implemented:** 9495  
**State Standard:** Yes  
**Required Grades:** Adult  

**Programs Required:**  
- Workforce Development

**Formats Required:**  
- WDIS Adult General Education Student Course DB9 48x  
- WDIS Career and Technical Education Student Course Schedule DB9 47x

**Surveys Required:**  
- Survey F Yes  
- Survey W Yes  
- Survey S Yes  
- Survey G Yes  
- Survey X Yes

**Appendixes:**  
None
# Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/3/2019</td>
<td>Codes</td>
<td>Updated code definitions for codes J, M and O.</td>
</tr>
<tr>
<td>7/1/2017</td>
<td>Codes</td>
<td>Removed value V.</td>
</tr>
<tr>
<td>7/1/2017</td>
<td>Codes</td>
<td>Changed wording in definition of codes AA, BB, CC, H, and I.</td>
</tr>
<tr>
<td>7/1/2017</td>
<td>Codes</td>
<td>Updates to code definition</td>
</tr>
<tr>
<td>7/1/2016</td>
<td>Data Length</td>
<td>Change the Length of the data element from 1 to 2.</td>
</tr>
<tr>
<td>7/1/2016</td>
<td>Codes</td>
<td>Removed value A and added values AA, BB and CC.</td>
</tr>
<tr>
<td>8/17/2015</td>
<td>Codes</td>
<td>Added language to definition of value “A” to meet the requirements of s. 702 Federal Choice Act.</td>
</tr>
<tr>
<td>7/1/2014</td>
<td>Codes</td>
<td>New codes and definitions and modifications to existing codes.</td>
</tr>
<tr>
<td>8/2/2013</td>
<td>Codes</td>
<td>Add new value of “Z” to list of codes</td>
</tr>
<tr>
<td>6/1/2012</td>
<td>Codes</td>
<td>Numerous changes and deletions for code values. For codes D and Q, removed reference to resident status. Deleted codes E, F, G, U and X.</td>
</tr>
<tr>
<td>11/2/2011</td>
<td>Codes</td>
<td>Updates to values to match changes in Florida Statute: References to 1009.25(2) changed to 1009.25(1). Addition of year “2010” to statutory references in definition of code values of “F” and “G” as they reference statute that was in place in 2010 which still applies to students in the current reporting year. Definitions for code values of “M” and “O” revised to match current statutes. References to “basic skills examination” in definition of code value of “Q” does not appear in the referenced statute.</td>
</tr>
<tr>
<td>7/27/2011</td>
<td>Codes</td>
<td>Added Code V for adult education students who were “grandfathered in” when it comes to residency status.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Notes</td>
<td>Added note that, beginning July 1, 2011, students enrolled in adult general education must be assessed fees based on a residency for tuition determination.</td>
</tr>
</tbody>
</table>
Data Element Number: 197270
Data Element Name: Adult General Education Diploma Date

Definition: The numeric representation of the date indicated on the diploma or high school equivalency attained by the student in the current reporting year.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMDDYYYY</td>
<td>Record the date indicated on the diploma or high school equivalency attained by the student</td>
</tr>
</tbody>
</table>

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 1617

**State Standard:** Yes

**Use Types:**
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:** Workforce Development

**Formats Required:**
- WDIS Student End of Term Status DB9 50x
- WDIS Supplemental Information DB9 60x

**Surveys Required:**
- Survey F: Yes
- Survey S: Yes
- Survey W: Yes

**Appendixes:** None

**Description of Changes:**
- 7/1/2019 Formats Required: Added the WDIS Supplemental Information format as a required format.
- 7/1/2016: New Element
Data Element Number: **157425**
Data Element Name: **Adult General Education, Institutional Setting**

A one-character code to reflect the facility type of the adult education participant at the beginning of the term.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>An adult who is a patient or resident of a medical or special institution. Should not include residents in correctional facilities or institutions for homeless adult residents.</td>
</tr>
<tr>
<td>B</td>
<td>An adult who is remanded to the custody of a state correctional facility.</td>
</tr>
<tr>
<td>C</td>
<td>An adult who is remanded to the custody of a Federal correctional facility.</td>
</tr>
<tr>
<td>D</td>
<td>An adult who is remanded to the custody of a county correctional facility.</td>
</tr>
<tr>
<td>E</td>
<td>An adult who is remanded to the custody of a city correctional facility</td>
</tr>
<tr>
<td>F</td>
<td>An adult who is participating in a community correctional program.</td>
</tr>
<tr>
<td>Z</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Length:** 1
**Data Type:** Alphanumeric
**Year Implemented:** 2003
**State Standard:** No
**Use Types:**
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No
**Required Grades:** Adult

**Programs Required:**
- Workforce Development

** Formats Required:**
- WDIS Adult General Education Student Course DB9 48x
Data Element Number: 157425
Data Element Name: Adult General Education, Institutional Setting

**Surveys Required:**
- Survey G  Yes
- Survey X  Yes
- Survey F  Yes
- Survey W  Yes
- Survey S  Yes

**Appendixes:**
None

**Description of Changes:**
- 7/1/2018 Surveys Required  Added Surveys G an X as required surveys.
- 7/1/2018 Formats Required  Changed format required from WDIS Student Demographic Information to WDIS Adult General Education Student Course.
- 7/1/2018 Codes  Added codes B-F and updated code A.
- 7/1/2018 Element Name  Changed data element name from Other Institutionalized Adult to Adult General Education, Institutional Setting
Data Element Number: 197287
Data Element Name: Adult General Education Literacy Completion Point

These codes are used only for adult general education students to identify the literacy completion points (LCP) achieved by the student during the term (postsecondary). See Appendix R.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Y</td>
<td>Report the appropriate alphabetic code (from the applicable list in the appropriate data base handbook) that most closely describes the literacy completion point achievement of the student in the term.</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable, or the student is exiting the program without having achieved at least one LCP in that program.</td>
</tr>
</tbody>
</table>

Notes:
1. If literacy completion point reported is a single alphanumeric character, it should be reported in the first position of the two byte field
2. Out of range scores may not be used to report LCPs earned based on a posttest score gain.
3. Up to six different literacy completion points may be reported on a single course record and should be reported in the order in which they are achieved by the student during the term.

Length: 2
Data Type: Alphanumeric
Year Implemented: 1819
State Standard: Yes

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: Adult

Programs Required:
- Workforce Development

Formats Required:
- WDIS Adult General Education Student Course DB9 48x

Surveys Required:
- Survey F: Yes
- Survey S: Yes
- Survey W: Yes

Appendixes:
- Appendix R: Core Academic Subjects Course Number Prefixes
Data Element Number: 197287
Data Element Name: Adult General Education Literacy Completion Point

Description of Changes:
7/1/2018 Year Implemented New Data Element - 2018-19
Data Element Number: 197288
Data Element Name: Adult General Education Online Course Delivery Indicator

Indicator denotes that the student is enrolled in an Adult General Education asynchronous online course.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Student is enrolled in an asynchronous online course enrollment per Rule 6A-10.0381(10), F.A.C.</td>
</tr>
<tr>
<td>Z</td>
<td>Student is not enrolled in an asynchronous online course.</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 1819
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: Adult

Programs Required: Workforce Development

 Formats Required:
- WDIS Adult General Education Student Course DB9 48x

Surveys Required:
- Survey F: Yes
- Survey G: Yes
- Survey S: Yes
- Survey W: Yes
- Survey X: Yes

Appendixes:
None
Data Element Number: 197288
Data Element Name: Adult General Education Online Course Delivery Indicator

Description of Changes:
7/1/2018 Year Implemented New Data Element - 2018-19
Data Element Number: 197273
Data Element Name: Adult General Education, Employment Barriers

Indicate, using the code below, whether the participant had any perceived barriers towards employment. For participants enrolled in adult general education (NRS eligible) programs.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Participant perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment</td>
</tr>
<tr>
<td>N</td>
<td>Participant is enrolled in an NRS eligible program and does not meet the conditions described above</td>
</tr>
<tr>
<td>Z</td>
<td>Participant is not enrolled in an NRS eligible program</td>
</tr>
</tbody>
</table>

Notes: Status should be collected at the beginning of each term/semester. If participant is enrolled in two or more terms in a reporting period, the code reported should be for the first term/semester.

Length: 1
Data Type: Alphabetic
Year Implemented: 1617
State Standard: Yes

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: Adult

Programs Required:
- Workforce Development

Formats Required:
- WDIS Student Demographic Information DB9 46x

Surveys Required:
- Survey F: Yes
- Survey S: Yes
- Survey W: Yes

Appendixes:
- None
Data Element Number: 197273
Data Element Name: Adult General Education, Employment Barriers

Description of Changes:

7/1/2016   New Element
Data Element Number: 197274
Data Element Name: Adult General Education, Ex-Offender

Indicate, using the code below, whether the participant was considered an ex-offender. For participants enrolled in NRS eligible adult general education programs.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>The participant has self-identified as a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.</td>
</tr>
<tr>
<td>N</td>
<td>Participant does not meet any one of the conditions presented above</td>
</tr>
<tr>
<td>Z</td>
<td>Participant was not enrolled in an NRS eligible program</td>
</tr>
</tbody>
</table>

Notes: Status should be collected at the beginning of each term/semester. If student is enrolled in two or more terms in a reporting period, the code reported should be for the first term/semester.

Length: 1
Data Type: Alphabetic
Year Implemented: 1617
State Standard: Yes

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: Adult

Programs Required:
- Workforce Development

Formats Required:
- WDIS Student Demographic Information DB9 46x

Surveys Required:
- Survey F: Yes
- Survey S: Yes
- Survey W: Yes

Appendixes: None
Data Element Number: 197274
Data Element Name: Adult General Education, Ex-Offender

Description of Changes:
7/1/2016       New Element
Indicate, using the code below, the homeless (individual, children and youth or runaway youth) status of the participant.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
</table>
| A    | Participant lacks a fixed, regular, and adequate nighttime residence; this includes an individual who is:  
- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;  
- living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;  
- is living in an emergency or transitional shelter;  
- is abandoned in a hospital; or  
- is awaiting foster care placement; |
| B    | Participant has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; |
| C    | Participant is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work |
| D    | Participant is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth) |
| N    | Participant is enrolled in an NRS eligible program but does not meet the conditions described above |
| Z    | Participant was not enrolled in an NRS eligible program |

Notes: Status should be collected at the beginning of each term/semester. If participant is enrolled in two or more terms in a reporting period, the code reported should be for the first term/semester.
Data Element Number: 197271
Data Element Name: Adult General Education, Homeless Individuals or Runaway Youth

Programs Required:
- Workforce Development

Formats Required:
- WDIS Student Demographic Information DB9 46x

Surveys Required:
- Survey F: Yes
- Survey S: Yes
- Survey W: Yes

Appendixes:
- None

Description of Changes:
7/1/2016
- New Element
Data Element Number: 197292
Data Element Name: Adult General Education, Income Status

Indicate, using the codes below, whether the participant had any income related barriers at the time of entry in the current reporting year. For participants enrolled in adult general education (NRS eligible) programs.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Participant will exhaust TANF (Part A Title IV of the Social Security Act) within 2 years of program entry.</td>
</tr>
<tr>
<td>B</td>
<td>Participant has been unemployed for 27 or more weeks at the time of program entry.</td>
</tr>
</tbody>
</table>
| C    | Participant who identifies as low income at program entry. Low Income includes any participant meeting one of the following criteria:  
  1. Participant or a member of the immediate family receive benefits through SNAP/TANF, SSI, or other state public assistance.  
  2. Total family income does not exceed the higher of the poverty line or 70% of the lower living standard income level.  
  3. Is currently in a foster program.  
  4. Has a disability and has a personal income that is at or below the poverty line, regardless of family income.  
  5. Is a youth living in a high-poverty area. |
| N    | Participant is enrolled in an NRS eligible program and does not meet any of the conditions described above. |
| Z    | Participant is not enrolled in an NRS eligible program. |

NOTE: Participants reported with values “N” or “Z” should not be reported with values “A”, “B”, or “C”.

Length: 3  
Data Type: Alphanumeric  
Year Implemented: 1920  
State Standard: No  
Use Types:  
  - State Reporting: Yes  
  - Local Accountability: No  
  - FASTER: No  
  - Migrant Tracking: No  
Required Grades: Adult
Data Element Number: 197292
Data Element Name: Adult General Education, Income Status

Programs Required:
  Workforce Development

Formats Required:
  WDIS Student Demographic Information DB9 46x

Surveys Required:
  Survey F  Yes
  Survey W  Yes
  Survey S  Yes

Appendixes:
  None

Description of Changes:
  12/3/2019  New Data Element
Data Element Number: 197301
Data Element Name: Adult General Education, Integrated Education and Training Program Number

Indicates the unique Integrated Education and Training (IET) program number assigned to each IET program offered by Adult Education programs.

See Appendix P: Integrated Education and Training (IET) Program Numbers

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
</table>

If not applicable, enter all zeros.

Length: 7
Data Type: Numeric
Year Implemented: 2223
State Standard: Yes

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: N/A

Programs Required:
- Adult General Education Program

Formats Required:
- WDIS Adult General Education Student Course DB9 48x

Surveys Required:
- Survey F Yes
- Survey G Yes
- Survey S Yes
- Survey W Yes
- Survey X Yes

Appendixes:
- Appendix P: Integrated Education and Training (IET) Program Numbers
Data Element Number: 197301
Data Element Name: Adult General Education, Integrated Education and Training Program Number

Description of Changes:

None
The numeric representation of the literacy completion point in an education program that provides instruction below the post-secondary level. For participants enrolled in adult general education (NRS eligible) programs:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**MMDDYYYY** Record the literacy completion point date earned.

Note: A date should only be reported if an LCP was reported in the same course. With the exception of students enrolled in a GED Preparation program, date reported must not be greater than 7 calendar days following the course exit date. LCPs earned more than 7 calendar days after the course exit date, should be reported with the next term's enrollment.

Length: 8
Data Type: Numeric
Year Implemented: 1617
State Standard: Yes
Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No
Required Grades: Adult
Programs Required: Workforce Development
 Formats Required: WDIS Adult General Education Student Course DB9 48x
 Surveys Required:
- Survey F Yes
- Survey S Yes
- Survey W Yes
Appendixes:
None
Description of Changes:

- **7/1/2019 Notes**: Added clarifying language to the Note.
- **3/27/2019 Element Name**: The word “Code” in the name has been deleted.
- **7/13/2018 Notes**: Added clarifying language to the Note.
- **7/1/2018 Notes**: Updated note to delete reference to the most recent date reported for more than one LCP in the same course.
- **7/1/2018 Codes**: Updated code definition for MMDDYYYY.
- **7/1/2018 Definition**: Updated data element definition to specify that for each literacy completion point reported there must be a date.
- **12/18/2017 Notes**: Add comments to Definition/Example notes: "Date reported may not be after course exit date. LCPs earned after the course exit, should be reported with the next term’s enrollment."
- **7/1/2016**: New Element
Indicate, using the codes below, whether the participant was identified as a Migrant and Seasonal Farmworker.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Participant is (A) a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency; or (B) a dependent of the person described above</td>
</tr>
<tr>
<td>B</td>
<td>Participant is (A) a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; or (B) a dependent of the person described above</td>
</tr>
<tr>
<td>N</td>
<td>Participant is enrolled in an NRS eligible program and does not meet the conditions described above</td>
</tr>
<tr>
<td>Z</td>
<td>Participant is not enrolled in an NRS eligible program</td>
</tr>
</tbody>
</table>

Notes: Status should be collected at the beginning of each term/semester. If student is enrolled in two or more terms in a reporting period, the code reported should be for the first term/semester.

Length: 1
Data Type: Alphabetic
Year Implemented: 1617
State Standard: Yes
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: No
  - Migrant Tracking: No
Required Grades: Adult
Programs Required:
  - Workforce Development
Formats Required:
  - WDIS Student Demographic Information DB9 46x
Surveys Required:
  - Survey F Yes
  - Survey S Yes
Data Element Number: 197278
Data Element Name: Adult General Education, Migrant and Seasonal Farmworker

Appendixes:
Yes

Description of Changes:
None

7/1/2016    New Element
**Data Element Number:** 197272  
**Data Element Name:** Adult General Education, Withdrawal Reason

**Definition:** Indicate, using the codes below, the reason for a student’s withdrawal from adult general education.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Participant is incarcerated or residing in an institution or facility providing 24-hour support such as a hospital or treatment center</td>
</tr>
<tr>
<td>B</td>
<td>Participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program.</td>
</tr>
<tr>
<td>C</td>
<td>Participant was found to be deceased</td>
</tr>
<tr>
<td>D</td>
<td>Participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days</td>
</tr>
<tr>
<td>E</td>
<td>Participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only)</td>
</tr>
<tr>
<td>F</td>
<td>Participant was withdrawn and exited for non-attendance</td>
</tr>
<tr>
<td>G</td>
<td>Participant exited for a reason other than those identified above. This includes students who earned a diploma or equivalent and exited adult education.</td>
</tr>
<tr>
<td>N</td>
<td>Participant is in an NRS eligible program, is still enrolled at the end of the term, and is expected to be enrolled in the next term</td>
</tr>
<tr>
<td>Z</td>
<td>Participant is not enrolled in an NRS eligible program</td>
</tr>
</tbody>
</table>

**Length:** 1  
**Data Type:** Alphabetic  
**Year Implemented:** 1617  
**State Standard:** Yes  
**Use Types:**  
- State Reporting: Yes  
- Local Accountability: Yes

**Note #1:** Code = A should only be reported when the student is withdrawing entirely from your AGE program because they are becoming incarcerated or institutionalized and will no longer be enrolled in AGE.)

**Note #2:** Codes A - E will be used in determining students for exclusion from any NRS performance outcome measures based using placement or employment data.
<table>
<thead>
<tr>
<th>Data Element Number:</th>
<th>197272</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Element Name:</td>
<td><strong>Adult General Education, Withdrawal Reason</strong></td>
</tr>
</tbody>
</table>

| FASTER: | No |
| Migrant Tracking: | No |

**Required Grades:**  
Adult

**Programs Required:**  
Workforce Development

**Formats Required:**  
WDIS Student End of Term Status DB9 50x

**Surveys Required:**  
- Survey F: Yes
- Survey S: Yes
- Survey W: Yes

**Appendixes:**  
None

**Description of Changes:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2019</td>
<td>Notes</td>
<td>Added a note explaining when to report Code A.</td>
</tr>
<tr>
<td>12/18/2017</td>
<td>Notes</td>
<td>Data Governance Request to add “Note: . . .” under Definition/Example</td>
</tr>
<tr>
<td>7/1/2016</td>
<td></td>
<td>New Element</td>
</tr>
</tbody>
</table>
Data Element Number: 197282
Data Element Name: Adult High School Diploma Option

Indication of the type of adult high school diploma program in which the student has been placed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Adult high school student seeking the 18 credit ACCEL high school diploma under the provisions of s. 1002.3105</td>
</tr>
<tr>
<td>B</td>
<td>Adult high school student seeking the 24 credit high school diploma under the provisions of s. 1003.4282</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable (student is not enrolled in adult high school)</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 1718
State Standard: Yes

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:
- Workforce Development

Formats Required:
- WDIS Student Demographic Information DB9 46x

Surveys Required:
- Survey F: Yes
- Survey W: Yes
- Survey G: Yes
- Survey S: Yes
- Survey X: Yes

Appendixes:
- None
Data Element Number: 197282
Data Element Name: Adult High School Diploma Option

Description of Changes:
7/1/2017 New Element
Data Element Number: 101742
Data Element Name: Adult Test Form

A four-character code indicating the specific form of the test which was administered.

Values are listed below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEST</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>BEST Literacy (Reading and Writing)</td>
</tr>
<tr>
<td>C</td>
<td>BEST Literacy (Reading and Writing)</td>
</tr>
<tr>
<td>D</td>
<td>BEST Literacy (Reading and Writing)</td>
</tr>
<tr>
<td>NA</td>
<td>BEST PLUS (&quot;Form&quot; is &quot;Not Applicable&quot; for BEST PLUS)</td>
</tr>
<tr>
<td>CASAS</td>
<td></td>
</tr>
<tr>
<td>185R</td>
<td>CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>186R</td>
<td>CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>187R</td>
<td>CASAS Life and Work Skills Series Level D Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>188R</td>
<td>CASAS Life and Work Skills Series Level D Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>27R</td>
<td>CASAS Beginning Literacy Reading Level A (ESOL Only)</td>
</tr>
<tr>
<td>28R</td>
<td>CASAS Beginning Literacy Reading Level A (ESOL Only)</td>
</tr>
<tr>
<td>81R</td>
<td>CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>81RX</td>
<td>CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>82R</td>
<td>CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>82RX</td>
<td>CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>83R</td>
<td>CASAS Life and Work Skills Series Level B Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>84R</td>
<td>CASAS Life and Work Skills Series Level B Reading (ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>Data Element Number</td>
<td>Data Element Name</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>85R</td>
<td>CASAS Life and Work Skills Series Level C Reading</td>
</tr>
<tr>
<td></td>
<td>(ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>86R</td>
<td>CASAS Life and Work Skills Series Level C Reading</td>
</tr>
<tr>
<td></td>
<td>(ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>901R</td>
<td>CASAS Reading GOALS (ABE Reading Only)</td>
</tr>
<tr>
<td>902R</td>
<td>CASAS Reading GOALS (ABE Reading Only)</td>
</tr>
<tr>
<td>903R</td>
<td>CASAS Reading GOALS (ABE Reading Only)</td>
</tr>
<tr>
<td>904R</td>
<td>CASAS Reading GOALS (ABE Reading Only)</td>
</tr>
<tr>
<td>905R</td>
<td>CASAS Reading GOALS (ABE Reading Only)</td>
</tr>
<tr>
<td>906R</td>
<td>CASAS Reading GOALS (ABE Reading Only)</td>
</tr>
<tr>
<td>907R</td>
<td>CASAS Reading GOALS (ABE Reading Only)</td>
</tr>
<tr>
<td>908R</td>
<td>CASAS Reading GOALS (ABE Reading Only)</td>
</tr>
<tr>
<td>913M</td>
<td>CASAS Math GOALS (ABE Math Only)</td>
</tr>
<tr>
<td>914M</td>
<td>CASAS Math GOALS (ABE Math Only)</td>
</tr>
<tr>
<td>917M</td>
<td>CASAS Math GOALS (ABE Math Only)</td>
</tr>
<tr>
<td>918M</td>
<td>CASAS Math GOALS (ABE Math Only)</td>
</tr>
<tr>
<td>981L</td>
<td>CASAS Life and Work Skills Series Level A Listening</td>
</tr>
<tr>
<td></td>
<td>(ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>982L</td>
<td>CASAS Life and Work Skills Series Level A Listening</td>
</tr>
<tr>
<td></td>
<td>(ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>983L</td>
<td>CASAS Life and Work Skills Series Level B Listening</td>
</tr>
<tr>
<td></td>
<td>(ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>984L</td>
<td>CASAS Life and Work Skills Series Level B Listening</td>
</tr>
<tr>
<td></td>
<td>(ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>985L</td>
<td>CASAS Life and Work Skills Series Level C Listening</td>
</tr>
<tr>
<td></td>
<td>(ESOL or ELCATE Only)</td>
</tr>
<tr>
<td>986L</td>
<td>CASAS Life and Work Skills Series Level C Listening</td>
</tr>
<tr>
<td></td>
<td>(ESOL or ELCATE Only)</td>
</tr>
<tr>
<td><strong>TABE</strong></td>
<td><strong>TABE form 11 - Online</strong></td>
</tr>
</tbody>
</table>
Data Element Number: 101742
Data Element Name: Adult Test Form

11PB   TABE form 11 – Paper Based

12OL   TABE form 12 - Online

12PB   TABE form 12 – Paper Based

A      TABE CLAS E (ESOL or ELCATE Only)

B      TABE CLAS E (ESOL or ELCATE Only)

Length: 4
Data Type: Alphanumeric
Year Implemented: 1011
State Standard: No

Use Types:
  State Reporting: Yes
  Local Accountability: No
  FASTER: No
  Migrant Tracking: No

Required Grades: Adult

Programs Required:
  Workforce Development

Formats Required:
  WDIS Adult General Education Test Record DB9 62x

Surveys Required:
  Survey F Yes
  Survey W Yes
  Survey S Yes

Appendixes:
  None

Description of Changes:
7/1/2022 Codes Added to definitions for CASAS codes 185R-188R, 27R, 28R, 81R, 81RX, 82R, 82RX, 83R-86R and 981L-9861L; and to TABE codes A & B.
7/1/2019 Codes Deleted CASAS Life Skills Series codes 31M-38M; added CASAS Math GOALS codes 913M – 918M; deleted TABE codes 9 and 10; modified TABE 11 to 11OL and TABE 12 to 12OL; added TABE 11PB and 12PB.
7/1/2018 Codes Added eight new CASAS Reading Test Form codes.
<table>
<thead>
<tr>
<th>Date</th>
<th>Codes</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/21/2018</td>
<td>Codes</td>
<td>Added TABE Form 11 and TABE Form 12</td>
</tr>
<tr>
<td>7/1/2017</td>
<td>Codes</td>
<td>Removed Wonderlic GAIN from Adult Test Form.</td>
</tr>
<tr>
<td>7/1/2016</td>
<td>Codes</td>
<td>Removal of or modification of obsolete test forms for CASAS</td>
</tr>
<tr>
<td>12/18/2015</td>
<td>Codes</td>
<td>Addition of new valid forms for CASAS listening as required by the Division of Career and Adult Education</td>
</tr>
<tr>
<td>11/19/2013</td>
<td>Codes</td>
<td>Correction of the “Level” for five CASAS forms</td>
</tr>
<tr>
<td>8/15/2012</td>
<td>Codes</td>
<td>Add forms back for CASAS Listening (81L, 82L, 83L, 84L, 85L &amp; 86L).</td>
</tr>
<tr>
<td>6/1/2012</td>
<td>Codes</td>
<td>For BEST Literacy Tests deleted codes 1 and 2 and added codes B, C and D. For CASAS, deleted codes 81L, 82L, 83L, 84L, 85L and 86L.</td>
</tr>
</tbody>
</table>
Data Element Number: **101759**

Data Element Name: **Adult Test Level**

A code provided by the test vendor indicating the difficulty level of the test.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Value for BEST PLUS</strong></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>“Level” is “Not Applicable” for BEST PLUS</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Values for BEST Literacy ONLY</strong></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Easy</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Difficult</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Values for CASAS 900 GOALS ONLY (Reading for ABE)</strong></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Easy</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Difficult</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Advanced</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Values for CASAS GOALS ONLY (Math)</strong></td>
<td></td>
</tr>
<tr>
<td>AB</td>
<td>Easy</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CD</td>
<td>Difficult</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Values for CASAS Life and Work 80 ONLY (Reading for ESOL or ELCATE)</strong></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Easy</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Difficult</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Advanced</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Values for CASAS Life and Work 980 ONLY (Listening for ESOL or ELCATE)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Adult Test Level

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alphanumeric</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Values for TABE CLAS E ONLY

<table>
<thead>
<tr>
<th>Value</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Easy</td>
</tr>
<tr>
<td>2</td>
<td>Medium</td>
</tr>
<tr>
<td>3</td>
<td>Difficult</td>
</tr>
<tr>
<td>4</td>
<td>Advanced</td>
</tr>
</tbody>
</table>

#### Values for TABE ONLY

<table>
<thead>
<tr>
<th>Value</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Advanced</td>
</tr>
<tr>
<td>D</td>
<td>Difficult</td>
</tr>
<tr>
<td>E</td>
<td>Easy</td>
</tr>
<tr>
<td>L</td>
<td>Literacy</td>
</tr>
<tr>
<td>M</td>
<td>Medium</td>
</tr>
</tbody>
</table>

**State Standard:** No

**Use Types:**
- State Reporting: Yes
- Local Accountability: No
- FASTER: No
- Migrant Tracking: No

**Programs Required:**
- Workforce Development
- Adult

**Year Implemented:** 1011

**State Reporting:** Yes

**Local Accountability:** No

**FASTER:** No

**Migrant Tracking:** No

**Required Grades:** Adult
Data Element Number: 101759
Data Element Name: **Adult Test Level**

**Formats Required:**
WDIS Adult General Education Test Record DB9 62x

**Surveys Required:**
- Survey F  Yes
- Survey W  Yes
- Survey S  Yes

**Appendixes:**
None

**Description of Changes:**
- **7/1/2022** Codes: Added language clarifications for CASAS (Math) and CASAS (Reading for ESOL or ELCATE); Added new sections and coding for CASAS (Reading for ABE) and CASAS (Listening for ESOL or ELCATE)
- **7/1/2019** Codes: Added Values for CASAS ONLY (Math) section and added Code AB, with description Easy, and Code CD, with description Difficult.
- **7/1/2017** Codes: Removed Wonderlic GAIN.
Data Element Number: 101776  
Data Element Name: Adult Test Name

A three-character code representing the name of a test given to an individual student.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSL</td>
<td>BEST Literacy</td>
</tr>
<tr>
<td>BSP</td>
<td>BEST-Plus</td>
</tr>
<tr>
<td>CAG</td>
<td>CASAS GOALS</td>
</tr>
<tr>
<td>CLW</td>
<td>CASAS Life and Work</td>
</tr>
<tr>
<td>TAB</td>
<td>Test of Adult Basic Education (TABE)</td>
</tr>
<tr>
<td>TBE</td>
<td>TABE CLAS E</td>
</tr>
</tbody>
</table>

Note:  
Code CAG represents the reading and math tests designed for CTE, ABE and GED Prep.  
Code CLW represents the tests consisting of reading and listening designed for ESOL.  
Code TAB represents the reading, language and math tests designed for CTE, ABE and GED Prep.  
Code TBE represents the test consisting of reading and listening designed for ESOL.  
Adult Tests are used to establish initial functioning level via Adult Educational Functioning Level, Initial (Reading, Listening, and Non-ESOL/ELCATE) when reported on the Adult General Student Course Format.

Length: 3  
Data Type: Alphanumeric  
Year Implemented: 1011  
State Standard: No  

Use Types:  
State Reporting: Yes  
Local Accountability: No  
FASTER: No  
Migrant Tracking: No  

Required Grades: Adult  

Programs Required:  
Workforce Development  

Formats Required:  
WDIS Adult General Education Student Course DB9 48x
WDIS Adult General Education Test Record DB9 62x

**Surveys Required:**
- Survey F: Yes
- Survey W: Yes
- Survey S: Yes

**Appendixes:**
None

**Description of Changes:**
- **7/1/2022** Notes: Updated ‘Notes’ to assist with clarity in reporting for some of the codes.
- **7/1/2022** Codes: CASAS split into 2 tests: CLW replaced CAS code & new CAG code
- **7/1/2020** Notes: Added note clarifying the code to report on the WDIS Adult General Education Student Course format.
- **7/1/2020** Formats Required: Add WDIS Adult General Education Student Course format as a required format.
- **7/1/2017** Codes: Wonderlic GAIN test must no longer be used to test students entering Adult General Education Programs
Data Element Number: 101793
Data Element Name: Adult Test Score

The scale score achieved on a specific test.

Test score ranges listed below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 249</td>
<td>CASAS Listening (Life and Work Skills for ESOL and ELCATE)</td>
</tr>
<tr>
<td>0 – 265</td>
<td>CASAS Reading (Life and Work Skills for ESOL and ELCATE)</td>
</tr>
<tr>
<td>0 – 268</td>
<td>CASAS Math (GOALS for ABE Math Only)</td>
</tr>
<tr>
<td>0 – 78</td>
<td>BEST Literacy 2.0 Reading and Writing</td>
</tr>
<tr>
<td>0-262</td>
<td>CASAS Reading (GOALS for ABE)</td>
</tr>
<tr>
<td>088-999</td>
<td>BEST 2.0 Plus Listening and Speaking</td>
</tr>
<tr>
<td>225 – 600</td>
<td>TABE CLASE-E Reading</td>
</tr>
<tr>
<td>230 – 600</td>
<td>TABE-CLASE-E Listening</td>
</tr>
<tr>
<td>300-800</td>
<td>TABE 11-12 Math</td>
</tr>
<tr>
<td>300-800</td>
<td>TABE 11-12 Reading</td>
</tr>
<tr>
<td>300-800</td>
<td>TABE 11-12 Language</td>
</tr>
</tbody>
</table>

NOTE: Please see the State Data Reporting Procedures for TABE 11/12 resource for information on which score to report when a test administration results in a score of “N/A” or “OOR” (Out of Range): http://www.fldoe.org/academics/career-adult-edu/adult-edu/assessment-resources.stml

Length: 4
Data Type: Alphanumeric
Year Implemented: 1011
State Standard: No
Use Types:
  State Reporting: Yes
  Local Accountability: No
  FASTER: No
Data Element Number: 101793
Data Element Name: Adult Test Score

Migrant Tracking: No

Required Grades: Adult

Programs Required:
  Workforce Development

Formats Required:
  WDIS Adult General Education Test Record DB9 62x

Surveys Required:
  Survey F Yes
  Survey W Yes
  Survey S Yes

Appendixes:
  None

Description of Changes:

7/1/2022 Codes
Test score range deleted for BEST Literacy Writing. Test score range revised for Code 0-268. Test score ranges definition revised for 0-249, 0-268, 0-78 and 088-999.

7/1/2019 Codes
Removed score codes 160-795 (TABE 9-10 Math), 160-812 (TABE 9-10 Reading) and 235-826 (TABE 9-10 Language).

1/1/2019 Notes
Added a NOTE to indicate how to report an Out of Range (OOR) or N/A score on TABE 11/12 test.

7/1/2018 Codes
Added CASAS Reading score code 165-262; Added example to CASAS Reading score code 0-265.

3/21/2018 Codes
Added TABE 11-12 Math, Reading & Language Scores

7/1/2017 Codes
Wonderlic GAIN Adult Test Score will no longer be used.

6/1/2012 Codes
Added BEST Literacy Writing and Wonderlic GAIN Language (English). Deleted TABE CLASE-E Reading and Writing and TABE CLASE-E Listening and Speaking. Updated test score values for most tests.
Data Element Number: 101810

Data Element Name: Adult Test Subject Content

A one-character code for each subject area of the test.

Valid Values

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Mathematics</td>
</tr>
<tr>
<td>N</td>
<td>Language (TABE)</td>
</tr>
<tr>
<td>R</td>
<td>Reading</td>
</tr>
<tr>
<td>S</td>
<td>Listening</td>
</tr>
<tr>
<td>W</td>
<td>Writing</td>
</tr>
</tbody>
</table>

Length: 2

Data Type: Alphanumeric

Year Implemented: 1011

State Standard: No

Use Types:

- State Reporting: Yes
- Local Accountability: No
- FASTER: No
- Migrant Tracking: No

Required Grades: Adult

Programs Required: Workforce Development

Formats Required:

- WDIS Adult General Education Test Record DB9 62x

Surveys Required:

- Survey F Yes
- Survey W Yes
- Survey S Yes
Appendixes:
None

Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2022</td>
<td>Codes</td>
<td>Removed ‘Algebra’ from definition for Code M</td>
</tr>
<tr>
<td>7/1/2019</td>
<td>Codes</td>
<td>Removed code O (ESL).</td>
</tr>
</tbody>
</table>
Data Element Number: 101825
Data Element Name: Advanced International Certificate of Education Curriculum

A code which indicates that the student completed the required seven AICE courses and took the corresponding end of course AICE exams.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>No</td>
</tr>
<tr>
<td>Y</td>
<td>Yes</td>
</tr>
<tr>
<td>Z</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 0203
State Standard: Yes
Use Types:
  - State Reporting: No
  - Local Accountability: No
  - FASTER: Yes
  - Migrant Tracking: No
Required Grades: 09-12

Programs Required: All Programs
Formats Required: None
Surveys Required: None

Appendixes: None

Description of Changes:

7/1/2021 Definition Updated definition to align with the name change.
7/1/2021 Element Name Changed “data element” name per Cambridge Assessment International Education
Data Element Number: 197249
Data Element Name: Algebra I Assessment Passed

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Student has exempted all or part of the course, and passed the Algebra I EOC Assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and thereby has successfully met the Algebra I assessment requirement. Also use code ‘E’ when awarding credit for a failed Algebra I course, when the student has passed the Algebra I EOC Assessment. The Algebra I course credit will be awarded.</td>
</tr>
<tr>
<td>N</td>
<td>Student has NOT yet taken and/or successfully satisfied the Algebra I EOC Assessment requirement.</td>
</tr>
</tbody>
</table>
| Y    | Student has successfully met the Algebra I End-of-Course (EOC) Assessment requirement by:  
1) passing the assessment or earning a comparative PSAT/NMSQT Math, ACT Math, SAT Math, or PERT Mathematics score (for students who entered grade 9 prior to 2019-2020), or by passing the Geometry EOC.  
2) receiving an assessment results waiver, or  
3) receiving a transfer student exemption, or  
4) student earned course credit in Algebra I prior to the 2011-2012 school year and is, therefore, exempt; or  
5) where states shall accept exit or end-of-course exams required for graduation from the sending state; national norm-referenced achievement tests; or alternative testing, in lieu of testing requirements for graduation in the receiving state. |
| Z    | Not applicable |

Notes:
It is the responsibility of the district to send the Algebra I course, grade, and credit information on the FASTER I/S04 course record.

If using the Postsecondary Education Readiness Test (PERT) mathematics cut score of 97 to satisfy the Algebra I assessment, use code ‘Y’.

Length: 1
Data Type: Alphabetic
Year Implemented: 2013-14
State Standard: Yes
Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: No
Required Grades: 09-12
Data Element Number: 197249
Data Element Name: *Algebra I Assessment Passed*

**Programs Required:**
All Programs

**Formats Required:**
None

**Surveys Required:**
None

**Appendixes:**
None

**Description of Changes:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2022</td>
<td>Codes</td>
<td>Updated definition to code “Y”</td>
</tr>
<tr>
<td>1/22/2019</td>
<td>Codes</td>
<td>Updated definition for code “Y” to include additional sources to validate passing of the assessment. Also added language to code “Y” for Military Student per s. 1000.36, F.S.</td>
</tr>
<tr>
<td>1/28/2015</td>
<td>Codes</td>
<td>Revised Code Definition</td>
</tr>
<tr>
<td>3/4/2014</td>
<td>Codes</td>
<td>Updated definition to Code Y.</td>
</tr>
<tr>
<td>12/20/2013</td>
<td>Codes</td>
<td>Deleted code I. The Note under code Y has been deleted because it is stated under the Notes Section.</td>
</tr>
<tr>
<td>10/31/2013</td>
<td></td>
<td>New Element</td>
</tr>
</tbody>
</table>
Data Element Number:  102125
Data Element Name:  **Alternate Assessment Administered**

A one-digit alpha indicator used to identify whether or not a student with disabilities will be participating in the Florida Standards Alternate Assessment (FSAA)-Datafolio or Florida Standards Alternate Assessment (FSAA)-Performance Task.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>The student will be assessed using the FSAA-Datafolio.</td>
</tr>
<tr>
<td>P</td>
<td>The student will be assessed using the FSAA-Performance Tasks.</td>
</tr>
<tr>
<td>Z</td>
<td>The student will take statewide FSA and other districtwide assessment, or student is in a grade/course where FSA and other districtwide assessment are not administered.</td>
</tr>
</tbody>
</table>

This element is to be used only for students with disabilities. Students identified as gifted only must be coded Z.

Length:  1
Data Type:  Alphabetic
Year Implemented:  9899
State Standard:  No
Use Types:
State Reporting:  Yes
Local Accountability:  Yes
FASTER:  Yes
Migrant Tracking:  No
Required Grades:  03-12

Programs Required:
   Exceptional Student Education

Formats Required:
   Exceptional Student DB9 23x

Surveys Required:

Survey 1  Default
Survey 2  Yes
Survey 3  Yes
Survey 4  Default
Survey 5  Default

Appendixes:
None

Page 1 of 2
<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2017</td>
<td>Definition</td>
<td>Updated language in definition.</td>
</tr>
<tr>
<td>7/1/2017</td>
<td>Codes</td>
<td>Added codes D and P; removed code Y.</td>
</tr>
<tr>
<td>7/1/2016</td>
<td>Grades Required</td>
<td>Updated from 03-11 to 03-12.</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>Surveys Required</td>
<td>Survey 7 Removed from Required Surveys</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>Codes</td>
<td>Codes Y &amp; Z: Replaced FCAT with Florida Standard Assessment (FSA)</td>
</tr>
</tbody>
</table>
Data Element Number: 197289

Data Element Name: Apprenticeship Sponsor Code

For all postsecondary and secondary students enrolled in a registered apprenticeship or pre-apprenticeship program in which the student is actively registered, record the six-digit numeric sponsor code listed in Appendix O.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 6

Data Type: Alphanumeric

Year Implemented: 1819

State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:
- All Programs

Formats Required:
- Career and Technical Education Student Course Schedule DB9 16x
- Student Course Schedule DB9 14x
- WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:
- Survey F Yes
- Survey G Yes
- Survey S Yes
- Survey W Yes
- Survey X Yes
- Survey 2 Yes
- Survey 3 Yes
- Survey 5 Yes
### Data Element Number: 197289
### Data Element Name: Apprenticeship Sponsor Code

**Appendixes:**
Appendix O: Apprenticeship Sponsor Codes

**Description of Changes:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/22/2021</td>
<td>Appendix</td>
<td>The Appendix is missing its letter designation (Appendix O).</td>
</tr>
<tr>
<td>11/18/2021</td>
<td>Appendixes</td>
<td>Corrected appendix reference - Appendix ‘O’ (not ‘Q’).</td>
</tr>
<tr>
<td>11/18/2021</td>
<td>Surveys Required</td>
<td>Added Surveys 2 &amp; 3 for Student Course Schedule reporting and Survey 5 for CTE Student Course Schedule reporting.</td>
</tr>
<tr>
<td>11/18/2021</td>
<td>Formats Required</td>
<td>Added data element to Student Course Schedule format and to CTE Student Course Schedule format.</td>
</tr>
<tr>
<td>11/18/2021</td>
<td>Programs Required</td>
<td>Updated to include ‘All Programs.’</td>
</tr>
<tr>
<td>11/18/2021</td>
<td>Grades Required</td>
<td>Updated to include grades PK-12.</td>
</tr>
<tr>
<td>11/18/2021</td>
<td>Use Type</td>
<td>Changed FASTER use to ‘No.’</td>
</tr>
<tr>
<td>11/18/2021</td>
<td>Data Type</td>
<td>Changed from Numeric to Alphanumeric</td>
</tr>
<tr>
<td>11/18/2021</td>
<td>Definition</td>
<td>Updated to include students in secondary pre-apprenticeship programs.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Year Implemented</td>
<td>New data element - 2018-19</td>
</tr>
</tbody>
</table>
Data Element Number: 102625
Data Element Name: Attendance, Adult

A three-character code which indicates the presence or absence of the adult student for each scheduled class meeting of the course. Attendance records are to be kept for each course in which the adult student is enrolled. See Automated Student Attendance Recordkeeping for procedures.

For all adult students, use the following method of indicating presence and absence.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Not present (Absent)</td>
</tr>
</tbody>
</table>

hhmm  Present (A numeric value). With an implied: (colon) between the second and third positions indicate to the nearest minute the total amount of time the student was actually present:
1) if the adult students attend classes at their convenience whether or not an overall schedule has been established; or
2) if a secondary student is taking the course for high school credit in order to earn a regular high school diploma and he or she is in class less than the number of hours he or she is scheduled to be in class.

P or Blank  Present.

Note: Some districts have adult courses that meet longer than 9 hours and 59 minutes in one class period. Those districts may expand the field length to four characters. Those districts which need only three characters may leave the field length as three in their local systems.

Length: 4
Data Type: Alphanumeric
Year Implemented: 9495
State Standard: No
Use Types:
  State Reporting: No
  Local Accountability: Yes
  FASTER: No
  Migrant Tracking: No
Required Grades: Adult
Programs Required:
  Adult Basic Skills
  Adult Secondary
  Adult Postsecondary
Formats Required:
  None
Data Element Number: 102625
Data Element Name: Attendance, Adult

Surveys Required:
None

Appendixes:
None

Description of Changes:
None
FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2022-23

Data Element Number: 102825
Data Element Name: Attendance, Daily

A one-character code which indicates the daily presence or absence of the PK-12 student in school as required by state statute.

Code a U, E or T or leave blank for the student as defined by district policy. Codes D and N may optionally replace code U. Code H may optionally be used in lieu of withdrawing the student who is assigned temporarily to a hospital program in another district. See Automated Student Attendance Recordkeeping for procedures.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD1</td>
<td>Blank</td>
</tr>
<tr>
<td>E</td>
<td>Present</td>
</tr>
<tr>
<td>H</td>
<td>Excused absence as defined by district policy</td>
</tr>
<tr>
<td>Q</td>
<td>Hospital/Homebound student scheduled in a hospital program in another district pursuant to the rule regarding alternately-assigned students, 6A-6.03020(6), FAC. (Code H should not be counted as a day absent, but rather should be considered a day of non-enrollment.)</td>
</tr>
<tr>
<td>T</td>
<td>Tardy</td>
</tr>
<tr>
<td>U</td>
<td>Unexcused absence as defined by district policy</td>
</tr>
</tbody>
</table>

The following codes may optionally replace Code U.:

| AD2  | Unexcused absence related to discipline as defined by district policy |
| D    | Unexcused absence not related to discipline as defined by district policy |

Length: 1
Data Type: Alphanumeric
Year Implemented: 8788
State Standard: No
Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: No

Page 1 of 2
<table>
<thead>
<tr>
<th>Data Element Number:</th>
<th>102825</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Element Name:</td>
<td>Attendance, Daily</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Migrant Tracking:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Grades:</strong></td>
<td>PK-12</td>
</tr>
<tr>
<td><strong>Programs Required:</strong></td>
<td>All Programs</td>
</tr>
<tr>
<td><strong>Formats Required:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Surveys Required:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Appendixes:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

**Description of Changes:**
- 8/18/2021 Codes
  - Added new code 'Q' per 6AER-21-01.
Data Element Number: 103025
Data Element Name: Attendance, Period

A one-character code which indicates the presence or absence of the 9-12 student for each period for which the student is scheduled. Code U, E, or T (optional) or leave blank for the student as defined by district policy and in accordance with Section 1003.23, F.S. Code H may optionally be used in lieu of withdrawing the student who is assigned temporarily to a hospital program in another district. See Automated Student Attendance Recordkeeping for procedures.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP1</td>
<td>Blank</td>
</tr>
<tr>
<td></td>
<td>Present</td>
</tr>
<tr>
<td>E</td>
<td>Excused absence as defined by district policy</td>
</tr>
<tr>
<td>H</td>
<td>Hospital/Homebound student scheduled in a hospital program in another district pursuant to the rule regarding alternately-assigned students, 6A-6.03020(6), FAC. (Code H should not be counted as an absence from class, but rather as a day of non-enrollment.)</td>
</tr>
<tr>
<td>T</td>
<td>Tardy (Optional)</td>
</tr>
<tr>
<td>U</td>
<td>Unexcused absence as defined by district policy</td>
</tr>
</tbody>
</table>

The following codes may optionally replace Code U.:

| AP2  | Unexcused absence related to discipline as defined by district policy |
| D    | Unexcused absence not related to discipline as defined by district policy |

Length: 1
Data Type: Alphanumeric
Year Implemented: 9192
State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: 09-12
Data Element Number: 103025
Data Element Name: Attendance, Period

Programs Required:
  All Programs

Formats Required:
  None

Surveys Required:
  None

Appendixes:
  None

Description of Changes:
  None
Data Element Number: 197250
Data Element Name: Biology Assessment Passed

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Student has exempted all or part of the course, and passed the Biology EOC Assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and has thereby earned course credit. Also use code 'E' when awarding credit for a failed Biology course, when the student has passed the Biology assessment. The Biology course credit will be awarded.</td>
</tr>
<tr>
<td>Y</td>
<td>Student has successfully met the Biology End-of-Course (EOC) Assessment.</td>
</tr>
</tbody>
</table>

Notes:
It is the responsibility of the district to send the Biology course, grade, and credit information on the FASTER I/S04 course record.

Length: 1
Data Type: Alphabetic
Year Implemented: 2013-14
State Standard: Yes

Use Types:
State Reporting: No
Local Accountability: No
FASTER: Yes
Migrant Tracking: No

Required Grades: 09-12

Programs Required:
All Programs

Formats Required:
None

Surveys Required:
None

Appendixes:
None
### Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Element Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/28/2015</td>
<td>Codes</td>
<td>Revised Code Definition.</td>
</tr>
<tr>
<td>1/7/2014</td>
<td>Codes</td>
<td>Revised code Y.</td>
</tr>
<tr>
<td>12/20/2013</td>
<td>Codes</td>
<td>Deleted codes I, N and Z. Revised code E and Y.</td>
</tr>
<tr>
<td>10/31/2013</td>
<td></td>
<td>New Element</td>
</tr>
</tbody>
</table>
Data Element Number: 104425
Data Element Name: Birth Date Verification

A one-character code which indicates the legal evidence for verifying the student’s Birth Date as specified in Section 1003.21, F.S. The definitions listed below are in summary form.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A duly attested transcript of the child’s birth record filed according to law with a public officer charged with the duty of record births.</td>
</tr>
<tr>
<td>3</td>
<td>Baptismal certificate showing date of birth and place of baptism, accompanied by parents’ sworn affidavit.</td>
</tr>
<tr>
<td>4</td>
<td>Insurance policy on child which has been in force at least two years.</td>
</tr>
<tr>
<td>5</td>
<td>Bible record of child's birth accompanied by parents’ sworn affidavit.</td>
</tr>
<tr>
<td>6</td>
<td>Passport or certificate of arrival in the United States showing age of child.</td>
</tr>
<tr>
<td>7</td>
<td>School record, at least four years prior, showing date of birth.</td>
</tr>
<tr>
<td>8</td>
<td>Parents’ sworn affidavit accompanied by a certificate of examination from a health officer or physician verifying the child’s age.</td>
</tr>
<tr>
<td>9</td>
<td>No verification.</td>
</tr>
<tr>
<td>T</td>
<td>Verification obtained from out-of-state transfer records or from the MSRTS record for a migrant student. (Not valid for entrance into Prekindergarten and Kindergarten.)</td>
</tr>
</tbody>
</table>

For code 6, a copy of the passport or certificate of arrival may not be placed in the student’s permanent record.

Both the official birth registration card and the official birth certificate are sufficient documentation for code 1. Local district policy may require other information for registration purposes in addition to the birth registration card. Passports or certificates of arrival may not be required as birth date verification, but may be accepted if voluntarily offered.

This element is optional for All Adult Programs.

Length: 1
Data Type: Alphanumeric
Year Implemented: 1992
State Standard: Yes

Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
<table>
<thead>
<tr>
<th>Data Element Number:</th>
<th>104425</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Element Name:</td>
<td>Birth Date Verification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Migrant Tracking:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Grades:</strong></td>
<td>PK-12, Adult</td>
</tr>
<tr>
<td><strong>Programs Required:</strong></td>
<td>All Programs</td>
</tr>
<tr>
<td><strong>Formats Required:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Surveys Required:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Appendixes:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Description of Changes:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>
Data Element Number: 104025
Data Element Name: Birth Date

The numeric representation of the date on which the student was born.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMDDYYYY</td>
<td>Example: 12011969 = December 1, 1969</td>
</tr>
</tbody>
</table>

Length: 8
Data Type: Numeric
Year Implemented: 9495
State Standard: No
Use Types:
State Reporting: Yes
Local Accountability: Yes
FASTER: Yes
Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:
All Programs Grades PK-12
Workforce Development Education

Formats Required:
Prior School Status / Student Attendance DB9 55x
Student Demographic Information DB9 13x
Student Discipline/Resultant Action DB9 19x
WDIS Student Demographic Information DB9 46x

Surveys Required:
Survey 8 Yes
Survey 1 Yes
Survey 2 Yes
Survey 3 Yes
Survey 4 Yes
Survey 5 Yes
<table>
<thead>
<tr>
<th>Survey</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey 6</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey 9</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey F</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey G</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey S</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey W</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey X</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Appendixes:**

None

**Description of Changes:**

- **7/1/2015**  
  Surveys Required  
  Survey 7 Removed from Required Surveys  
  None
Data Element Number: 104825
Data Element Name: Birth Place

The city, state/territory or foreign country where the student was born. Free-form field.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

This element is optional for All Adult Programs

Length: 18
Data Type: Alphanumeric
Year Implemented: 8990
State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12
Programs Required: All Programs

Formats Required: None

Surveys Required: None

Appendixes:
- Appendix G: Country Codes
- Appendix H: State Codes

Description of Changes: None
Data Element Number: 104825
Data Element Name: Birth Place
Data Element Number: 197247
Data Element Name: Blended Learning Course

An indicator of whether the student took this course under conditions that met the definition of a blended learning model as per s. 1002.321(4)(e), F.S. A blended learning course consists of both traditional classroom and online instruction. Students in a blended learning course must be a full time student of the school. In order to report a course as blended, personnel must be certified pursuant to s. 1012.55, F.S. and provide direct instruction pursuant to s. 1003.498, F.S.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>This course was not taken under the condition that met the requirements to be a blended learning course as per s. 1002.321(4)(e), F.S.</td>
</tr>
<tr>
<td>Y</td>
<td>This course was taken under the condition that met the requirements to be a blended learning course as per s. 1002.321(4)(e), F.S.</td>
</tr>
</tbody>
</table>

Notes: If School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023; or District Number, Current Instruction/Service = 71; or Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file), then Blended Learning Course must equal N.

Length: 1
Data Type: Alphabetic
Year Implemented: 1314
State Standard: Yes
Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: No
  Migrant Tracking: No
Required Grades: PK-12
Programs Required: All Programs
 Formats Required:
  Teacher Course DB9 15x
Surveys Required:
  Survey 1 Yes
  Survey 2 Yes
  Survey 3 Yes
  Survey 4 Yes
Appendixes: None
<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2018</td>
<td>Codes</td>
<td>Updated statutory references for each code.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Definition</td>
<td>Revised definition to align with statute.</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>Definition</td>
<td>Highlighted “brick &amp; mortar” requirement and included statutory reference.</td>
</tr>
<tr>
<td>7/1/2014</td>
<td>Definition</td>
<td>Added language to definition.</td>
</tr>
<tr>
<td>7/10/2013</td>
<td>New Element</td>
<td></td>
</tr>
</tbody>
</table>
Data Element Number: 197226
Data Element Name: Bullied or Harassed - Disability

An indicator of whether the student was reported as being bullied or harassed on the basis of the student’s disability during this school year.

This includes both substantiated and unsubstantiated bullying and harassment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student was reported as being bullied or harassed but it was not on the basis of the student’s disability.</td>
</tr>
<tr>
<td>Y</td>
<td>Yes, the student was reported as being bullied or harassed on the basis of the student’s disability.</td>
</tr>
<tr>
<td>Z</td>
<td>The student was not bullied or harassed.</td>
</tr>
</tbody>
</table>

Note: Code Y or N must be used for students who are reported as the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Harassment (HAR), Unsubstantiated Bullying (UBL), Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) or Sexual Harassment (SXH) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1
Data Type: Alphabetic
Year Implemented: 1112
State Standard: No
Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs

Formats Required:
- Federal/State Indicator Status DB9 22x

Surveys Required:
- Survey 2: Yes
- Survey 3: Yes
- Survey 5: Yes

Appendixes:
- Appendix P: Definitions for Incident Reporting
## Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/9/2015</td>
<td>Notes</td>
<td>Updated language for clarity.</td>
</tr>
<tr>
<td>12/9/2015</td>
<td>Codes</td>
<td>Updated language for clarity.</td>
</tr>
<tr>
<td>12/9/2015</td>
<td>Definition</td>
<td>Updated language for clarity.</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>Surveys Required</td>
<td>Survey 7 Removed from Required Surveys</td>
</tr>
<tr>
<td>6/1/2011</td>
<td></td>
<td>New Element</td>
</tr>
</tbody>
</table>
Data Element Name: **Bullied or Harassed - Race**

An indicator of whether the student was reported as being bullied or harassed on the basis of the student’s race, color or national origin during this school year.

This includes both substantiated and unsubstantiated bullying and harassment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student was reported as being bullied or harassed but it was not on the basis of the student’s race, color or national origin.</td>
</tr>
<tr>
<td>Y</td>
<td>Yes, the student was reported as being bullied or harassed on the basis of the student’s race, color or national origin.</td>
</tr>
<tr>
<td>Z</td>
<td>The student was not bullied or harassed.</td>
</tr>
</tbody>
</table>

Note: Code Y or N must be used for students who are reported as the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Harassment (HAR), Unsubstantiated Bullying (UBL), Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) or Sexual Harassment (SXH) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs

Formats Required:
- Federal/State Indicator Status DB9 22x

Surveys Required:
- Survey 2: Yes
- Survey 3: Yes
- Survey 5: Yes
Appendixes:
Appendix P: Definitions for Incident Reporting

Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/9/2015</td>
<td>Notes</td>
<td>Updated language for clarity.</td>
</tr>
<tr>
<td>12/9/2015</td>
<td>Definition</td>
<td>Updated language for clarity.</td>
</tr>
<tr>
<td>12/9/2015</td>
<td>Codes</td>
<td>Updated language for clarity.</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>Surveys Required</td>
<td>Survey 7 Removed from Required Surveys</td>
</tr>
<tr>
<td>6/1/2011</td>
<td></td>
<td>New Element</td>
</tr>
</tbody>
</table>
An indicator of whether the student was reported as being bullied or harassed on the basis of religion during this school year.

Harassment or bullying on the basis of religion refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of religion constitutes religious harassment.

This includes both substantiated and unsubstantiated bullying and harassment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student was reported as being bullied or harassed but it was not on the basis of religion.</td>
</tr>
<tr>
<td>Y</td>
<td>Yes, the student was reported as being bullied or harassed on the basis of religion.</td>
</tr>
<tr>
<td>Z</td>
<td>The student was not bullied or harassed.</td>
</tr>
</tbody>
</table>

Notes: Code Y or N must be used for students who are reported as the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Harassment (HAR), Unsubstantiated Bullying (UBL), or Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1
Data Type: Alphabetic
Year Implemented: 1415
State Standard: No
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: Yes
  - Migrant Tracking: No
Required Grades: PK-12
Programs Required: All Programs
Formats Required: Federal/State Indicator Status DB9 22x
Surveys Required:
  - Survey 2: Yes
  - Survey 3: Yes
  - Survey 5: Yes
Appendixes:
Appendix P: Definitions for Incident Reporting

Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/9/2015</td>
<td>Notes</td>
<td>Updated language for clarity.</td>
</tr>
<tr>
<td>12/9/2015</td>
<td>Codes</td>
<td>Updated language for clarity.</td>
</tr>
<tr>
<td>12/9/2015</td>
<td>Definition</td>
<td>Updated language for clarity.</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>Surveys Required</td>
<td>Survey 7 Removed from Required Surveys</td>
</tr>
<tr>
<td>7/1/2014</td>
<td></td>
<td>New Element</td>
</tr>
</tbody>
</table>
Data Element Number: 197254

Data Element Name: Bullied or Harassed – Sexual Orientation

An indicator of whether the student was reported as being bullied or harassed on the basis of sexual orientation during this school year.

Harassment or bullying on the basis of sexual orientation refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of sexual orientation constitutes sexual orientation harassment.

This includes both substantiated and unsubstantiated bullying and harassment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student was reported as being bullied or harassed but it was not on the basis of sexual orientation.</td>
</tr>
<tr>
<td>Y</td>
<td>Yes, the student was reported as being bullied or harassed on the basis of sexual orientation.</td>
</tr>
<tr>
<td>Z</td>
<td>The student was not bullied or harassed.</td>
</tr>
</tbody>
</table>

Notes: Code Y or N must be used for students who are reported as the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Unsubstantiated Bullying (UBL), or Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1

Data Type: Alphabetic

Year Implemented: 1415

State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12

Programs Required:
- All Programs

Formats Required:
- Federal/State Indicator Status DB9 22x

Surveys Required:
- Survey 2  Yes
- Survey 3  Yes
Data Element Number: 197254
Data Element Name: Bullied or Harassed – Sexual Orientation

Survey 5    Yes

Appendixes:
Appendix P: Definitions for Incident Reporting

Description of Changes:
12/9/2015  Notes    Updated language for clarity.
12/9/2015  Codes    Updated language for clarity.
12/9/2015  Definition    Updated language for clarity.
7/1/2015   Surveys Required    Survey 7 Removed from Required Surveys
7/1/2014   New Element
Data Element Number: 197228
Data Element Name: Bullied or Harassed - Sex

An indicator of whether the student was reported as being bullied or harassed on the basis of sex during this school year.

Harassment or bullying on the basis of sex is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassment or bullying on the basis of sex also includes gender-based, nonsexual harassing conduct, such as harassment based on gender stereotyping. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

This includes both substantiated and unsubstantiated bullying and harassment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student was reported as being bullied or harassed but it was not on the basis of sex.</td>
</tr>
<tr>
<td>Y</td>
<td>Yes, the student was reported as being bullied or harassed on the basis of sex.</td>
</tr>
<tr>
<td>Z</td>
<td>The student was not bullied or harassed.</td>
</tr>
</tbody>
</table>

Note: Code Y or N must be used for students who are reported as the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Unsubstantiated Bullying (UBL), or Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Length: 1
Data Type: Alphabetic
Year Implemented: 1112
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12

Programs Required:
- All Programs

Formats Required:
- Federal/State Indicator Status DB9 22x

Surveys Required:
- Survey 2 Yes
- Survey 3 Yes
- Survey 5 Yes
Data Element Number: 197228
Data Element Name: Bullied or Harassed - Sex

Appendixes:
Appendix P: Definitions for Incident Reporting

Description of Changes:

- 12/9/2015 Notes
- Updated language for clarity.
- 12/9/2015 Codes
- Updated language for clarity.
- 12/9/2015 Definition
- Updated language for clarity.
- 7/1/2015 Surveys Required
- Survey 7 Removed from Required Surveys
- 6/1/2011 New Element
Data Element Number: 105225
Data Element Name: Bus Number

The official number of the bus to which the student is assigned for transportation purposes. Z-fill may be used for Vehicle Categories E, P and G.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Example: 1234567 - Bus number is 1234567</td>
</tr>
<tr>
<td></td>
<td>Example: 1992ABC - Bus number is 1992ABC</td>
</tr>
<tr>
<td></td>
<td>Example: ZZZZZZZZZZZZ - Privately owned motor vehicle</td>
</tr>
</tbody>
</table>

Length: 12
Data Type: Alphanumeric
Year Implemented: 8788
State Standard: No
Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: No
  Migrant Tracking: No
Required Grades: PK-12
Programs Required:
  Transported Students
Formats Required:
  Student Transportation DB9 56x
Surveys Required:
  Survey 1 Yes
  Survey 2 Yes
  Survey 3 Yes
  Survey 4 Yes
Appendixes:
None
Data Element Number: 105225
Data Element Name: Bus Number

Description of Changes: None
Data Element Number: 105625
Data Element Name: Bus Route Number

The number assigned to each school bus route to which the student is assigned. Z-fill may be used for Vehicle Categories E, P and G.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Examples: 01211992ABC - Route number is 01211992ABC</td>
</tr>
<tr>
<td></td>
<td>Examples: 2345678 - Route number is 2345678</td>
</tr>
<tr>
<td></td>
<td>Examples: ZZZZZZZZZZZZZZZZ - Privately owned motor vehicle</td>
</tr>
</tbody>
</table>

Length: 15
Data Type: Alphanumeric
Year Implemented: 9091
State Standard: No
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: No
  - Migrant Tracking: No
Required Grades: PK-12
Programs Required:
  - Transported Students
Formats Required:
  - Student Transportation DB9 56x
Surveys Required:
  - Survey 1 Yes
  - Survey 2 Yes
  - Survey 3 Yes
  - Survey 4 Yes
Appendixes:
  - None
Data Element Number: 105625
Data Element Name: Bus Route Number

Description of Changes: None
Data Element Number: 106025
Data Element Name: **Bus Stop Number**

The number of the location where the student is picked up by the school bus.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX</td>
<td>The number</td>
</tr>
</tbody>
</table>

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**
- State Reporting: No
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**
- Transported Students

**Formats Required:** None

**Surveys Required:** None

**Appendixes:** None

**Description of Changes:** None
Data Element Number: 106025
Data Element Name: **Bus Stop Number**
Data Element Number: 107775
Data Element Name: Career and Professional Academy Identifier

The identifier assigned by the Department of Education to the Career and Professional Academy in which the student participated.

To be classified as a Career and Professional Academy, an academy must meet requirements in the Florida Career and Professional Education Act, s. 1003.493, F.S., and be registered with the Florida Department of Education.

See Appendix Y for a list of Career and Professional Academies and their identification numbers.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZZ</td>
<td>Not Applicable. On the Federal/State Indicator Status format, ZZZ means the student did not participate in a Career and Professional Academy. On the Industry Certification format, ZZZ means the student did not participate in a Career and Professional Academy or the student did not earn an Industry Certification.</td>
</tr>
</tbody>
</table>

Length: 3
Data Type: Alphanumeric
Year Implemented: 0708
State Standard: No
Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: Yes
  Migrant Tracking: No
Required Grades: 06-12
Programs Required:
  Workforce Development
Formats Required:
  Federal/State Indicator Status DB9 22x
  Industry Certification
Surveys Required:
  Survey 2 Yes
  Survey 3 Yes
  Survey 5 Yes
Appendixes:
Appendix Y: Career and Professional Academies Registered with FLDOE
**Description of Changes:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Change</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/8/2020</td>
<td>Codes</td>
<td>Updated reference from CTE Student Course to Industry Certification in definition for ZZZ (update oversight when Industry Cert format was created)</td>
</tr>
<tr>
<td>2/16/2015</td>
<td>Formats Required</td>
<td>Added Industry Certification Format</td>
</tr>
<tr>
<td>9/20/2012</td>
<td>Codes</td>
<td>Added information to definition of ZZZ to indicate the meaning for each of the formats on which this element occurs.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Formats Required</td>
<td>Added Career and Technical Education Student Course Schedule as a required format.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Grades Required</td>
<td>Added grade levels 06-08 making the grades required 06-12.</td>
</tr>
</tbody>
</table>
Data Element Number: 185875
Data Element Name: Career and Technical Education/Adult General Education Program Code

For secondary students:
Record the seven-digit numeric program code listed in the Course Code Directory, which is associated with the career and technical education course in which the student is enrolled.

For all postsecondary adult career and technical education students:
Record the seven-digit alphanumeric program code listed in the Course Code Directory.

For the adult general education students:
Record the appropriate valid code from the Course Code Directory.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

NOTE: To report the appropriate code for dually enrolled students in FTE Surveys 1-4:

For regular secondary career and technical education students, enter the secondary program number. For a dually enrolled student taking postsecondary adult career and technical education in a district setting, enter the postsecondary adult career and technical education program number. (See Appendix I in the WDIS Data Base Handbook for current program numbers.)

If reporting a dually enrolled student taking an academic or career and technical education class for college credit through a state university or community college, zero fill this field.

In Survey 5, report only the instruction actually provided to the student by the school of instruction. Dual enrollment courses are reported in Survey 5 if the student took an industry certification or technical skill assessment listed in Appendix Z that is related to the dual enrollment course.

Length: 7
Data Type: Alphanumeric
Year Implemented: 9192
State Standard: No
Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: Yes
  Migrant Tracking: No
Required Grades: 06-12, Adult
Programs Required:
  Career and Technical
Formats Required:
  Career and Technical Education Student Course Schedule DB9 16x
  Industry Certification
Data Element Number: 185875
Data Element Name: Career and Technical Education/Adult General Education Program Code

Student Course Schedule DB9 14x
WDIS Adult General Education Student Course DB9 48x
WDIS Career and Technical Education Student Course Schedule DB9 47x
WDIS Supplemental Information DB9 60x

Surveys Required:
Survey 1   Yes
Survey 2   Yes
Survey 3   Yes
Survey 4   Yes
Survey 5   Yes
Survey F   Yes
Survey W   Yes
Survey S   Yes
Survey F   Yes
Survey X   Yes

Appendixes:
Appendix Z: Industry Certification Identifier

Description of Changes:
2/16/2015 Formats Required Added Industry Certification Format
10/18/2011 Notes Added the words ‘for college credit’ to the note regarding taking a class through a state university or community college.
A code indicating whether the postsecondary career and technical education or adult general education student is self-identified as having a disability, and based upon documentation, requires instructional accommodations and/or related auxiliary aids and services in at least one of the following accommodation areas: flexible schedule, flexible response, flexible presentation, assistive technology, and/or direct support services. Instructional accommodations and/or related auxiliary aids and services are provided with funding from the state workforce education allocation. Workforce Funding Education (WFE) 504/ADAAA Funding Level classification is based on the level of supports documented on the accommodation areas listed above.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Student is receiving instructional accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability in order to access or respond to educational programs and opportunities. Level of instructional accommodations and/or related auxiliary aids/services received is applicable to a level A using the Workforce Funding Education (WFE) 504/ADAAA Funding Level classification system.</td>
</tr>
<tr>
<td>B</td>
<td>Student is receiving instructional accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability in order to access or respond to educational programs and opportunities. Level of instructional accommodations and/or related auxiliary aids/services received is applicable to a level B using the Workforce Funding Education (WFE) 504/ADAAA Funding Level classification system.</td>
</tr>
<tr>
<td>C</td>
<td>Student is receiving instructional accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability in order to access or respond to educational programs and opportunities. Level of instructional accommodations and/or related auxiliary aids/services received is applicable to a level C using the Workforce Funding Education (WFE) 504/ADAAA Funding Level classification system.</td>
</tr>
<tr>
<td>I</td>
<td>Student is receiving instructional accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability in order to access or respond to educational programs and opportunities. Level of instructional accommodations and/or related auxiliary aids/services received has not been evaluated using the Workforce Funding Education (WFE) 504/ADAAA Funding Level classification system.</td>
</tr>
<tr>
<td>N</td>
<td>Self-initiated, but neither requesting nor requiring accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability.</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable or not self-identified. Includes dual enrollment and students enrolled in Adult High School Co-Enrollment courses.</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 9596
State Standard: No
Use Types:
  State Reporting: Yes
Data Element Number: 184450
Data Element Name: Career and Technical Education /Adult General Education, Disability Student

Local Accountability: Yes
FASTER: No
Migrant Tracking: No

Required Grades: Adult

Programs Required:
  Workforce Development

Formats Required:
  WDIS Adult General Education Student Course DB9 48x
  WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:
  Survey F Yes
  Survey W Yes
  Survey S Yes
  Survey G Yes
  Survey X Yes

Appendixes:
  None

Description of Changes:
  7/1/2017 Codes
  Added language to description of Code Z to include dual enrollment and students enrolled in Adult High School Co-Enrollment courses.

  12/12/2014 Codes
  Revised definition for codes I and N; added codes A, B and C to include optional identification of level of services received.

  12/12/2014 Definition
  Expansion of the data element definition
## Career and Technical Education Basic Skills Examination

These codes are used only for career and technical education students. Indicate the status of the student in reference to basic skills assessment. (Section 1004.91, F.S.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Basic Skills Exempt: A student who possesses a college degree at the associate in applied science level or higher.</td>
</tr>
<tr>
<td>B</td>
<td>Basic Skills Exempt: A student who demonstrates readiness for public postsecondary education pursuant to s. 1008.30 and applicable rules adopted by the State Board of Education.</td>
</tr>
<tr>
<td>C</td>
<td>Basic Skills Exempt: A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled. (Includes students enrolled in programs that fall under the Criminal Justice Standards and Training Commission (CJSTC) standards pursuant to s. 943.17, Florida Statutes and F.A.C. 11B-35.0011(1).)</td>
</tr>
<tr>
<td>D</td>
<td>Basic Skills Exempt: An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446.</td>
</tr>
<tr>
<td>F</td>
<td>Basic Skills Exempt: An adult student with a disability as defined in s. 1004.02(7), F.S. who is exempt from meeting the required basic skills mastery level based on school district and Florida college institutions local policies adopted per s. 1004.91 (3)(a), F.S.. (Rule 6A- 10.040(4), S.B.E.).</td>
</tr>
<tr>
<td>G</td>
<td>Basic Skills Exempt: The total program length as indicated in the curriculum frameworks is less than 450 clock hours.</td>
</tr>
<tr>
<td>N</td>
<td>Student has not yet completed the initial assessment.</td>
</tr>
<tr>
<td>P</td>
<td>Student has completed initial assessment but has not demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled.</td>
</tr>
<tr>
<td>W</td>
<td>Student has demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled per DOE Order No. 2020-EO-01. For the 2019-20 school year, programs are authorized to assess basic skills by any reasonable means and are not limited to the assessments listed in Rule 6A-10.040, F.A.C. or bound by the time limits set forth in order to exit a student who meets all other criteria for completion of a clock hour certificate program that is 450 hours or greater. (Note: Students entering programs after the Fall 2020 term or students who were not assessed as required may NOT be reported with the value of &quot;W.&quot; )</td>
</tr>
<tr>
<td>Y</td>
<td>Student has demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled utilizing the assessments listed in Rule 6A-10.040, F.A.C.</td>
</tr>
<tr>
<td>Z</td>
<td>Not Applicable. (Continuing Workforce Education)</td>
</tr>
</tbody>
</table>

Note: This element is not intended to show students met postsecondary readiness requirements for dual enrollment. For dual enrollment students, the reported value should indicate the status of the student in meeting the basic skills requirement of the specific program they are enrolled in, or if the program meets one of the basic skill exemptions specified in s. 1004.91, F.S.
Data Element Number: 184625
Data Element Name: Career and Technical Education Basic Skills Examination

Note added to code W; definition revised for code Y.

Length: 1
Data Type: Alphanumeric
Year Implemented: 9495
State Standard: Yes

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: Adult

Programs Required:
- Workforce Development

Formats Required:
- WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:
- Survey F Yes
- Survey W Yes
- Survey S Yes

Appendixes:
None

Description of Changes:

10/13/2021 Codes
Note added to code W, and definition revised for code Y.

4/20/2020 Codes
Added new code W for students meeting basic skills requirements without assessments for 2019-20 per FDOE Order No. 2020-EO-01 related to the COVID-19 Pandemic.

7/1/2016 Codes
Definitions of code “F” and “N” updated and code “P” added.

10/31/2014 Codes
Addition of rule reference to value of “F”, removal of “dual enrollment” to value of Z, and addition of “Note”

7/1/2014 Codes
Added clarifying language to value of C, and added new value of Z.

7/1/2014 Codes
Expansion of valid codes and definition to meet reporting requirements of DCAE
Data Element Number: 197236
Data Element Name: Career and Technical Education Date of Program Completion

The date of the program completion reported in the Full Program Completer Data Element.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>12012011</td>
<td>December 1, 2011</td>
</tr>
</tbody>
</table>

MMDDYYYY Month, day, full year

Length: 8
Data Type: Numeric
Year Implemented: 1213
State Standard: Yes

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades:

Programs Required:
- Workforce Development

Formats Required:
- WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:
- Survey F Yes
- Survey S Yes
- Survey W Yes

Appendixes:
None
Data Element Number: 197236
Data Element Name: Career and Technical Education Date of Program Completion

Description of Changes:
6/1/2012 New Element
Data Element Number: **197283**  
Data Element Name: **Career and Technical Education Dual Enrollment Course Location**  

Indication of the physical location of the instruction provided to dual enrollment students

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>COE-accredited career center or charter technical career center campus</td>
</tr>
<tr>
<td>B</td>
<td>Other postsecondary/adult school location (non-accredited institution)</td>
</tr>
<tr>
<td>C</td>
<td>High school campus</td>
</tr>
<tr>
<td>D</td>
<td>Other K-12 public school location</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

**Length:** 1  
**Data Type:** Alphabetic  
**Year Implemented:** 1718  
**State Standard:** No  
**Use Types:**  
   - State Reporting: Yes  
   - Local Accountability: Yes  
   - FASTER: No  
   - Migrant Tracking: No  

**Required Grades:** 06-12, Adult  
**Programs Required:** Workforce Development  
** Formats Required:** WDIS Career and Technical Education Student Course Schedule DB9 47x  
**Surveys Required:**  
   - Survey F: Yes  
   - Survey W: Yes  
   - Survey G: Yes  
   - Survey S: Yes
<table>
<thead>
<tr>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2017</td>
</tr>
<tr>
<td>New Element</td>
</tr>
</tbody>
</table>
These codes are used only for career and technical education students to identify the occupational completion points achieved by the student during the term. See Appendix S.

**Code** | **Definition/Example**
--- | ---
A-Y | Select up to six of the appropriate alphabetic code or codes (from the applicable list in Appendix S) that most closely describes the occupational completion point 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.

**Z** | Not applicable, or the student is exiting the program without having achieved at least one OPC in that program. This includes all Continuing Workforce Education. When code “Z” is used, all other positions in the field must be blank.

**Length:** 6

**Data Type:** Alphanumeric

**Year Implemented:** 9596

**State Standard:** Yes

**Use Types:**
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

**Required Grades:** 06-12, Adult

**Programs Required:**
- Workforce Development

**Formats Required:**
- WDIS Career and Technical Education Student Course Schedule DB9 47x

**Surveys Required:**
- Survey F: Yes
- Survey W: Yes
- Survey S: Yes

**Appendixes:**
- Appendix S: Career Education Programs with Occupational Completion Points
Data Element Number: 185825
Data Element Name: Career and Technical Education Occupational Completion Point

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/7/2021</td>
<td>Programs Required</td>
<td>Deleted Career &amp; Technical reference.</td>
</tr>
<tr>
<td>5/7/2021</td>
<td>Notes</td>
<td>Deleted the Note.</td>
</tr>
<tr>
<td>5/7/2021</td>
<td>Codes</td>
<td>Updated the definition for codes A-Y and Z.</td>
</tr>
<tr>
<td>5/7/2021</td>
<td>Definition</td>
<td>Updated the definition.</td>
</tr>
<tr>
<td>5/7/2021</td>
<td>Surveys Required</td>
<td>Deleted Survey 5 requirement.</td>
</tr>
<tr>
<td>5/7/2021</td>
<td>Formats Required</td>
<td>Deleted CTE Student Course Schedule as a required format.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Surveys Required</td>
<td>Deleted Surveys G and X as required surveys.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Appendixes</td>
<td>Added Appendix S: Career Education Programs with Occupational Completion Points</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Formats Required</td>
<td>Deleted WDIS Adult General Education Student Course as a required format.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Notes</td>
<td>Deleted reference to Adult General Education in the note. Deleted second note regarding out of range scores.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Codes</td>
<td>Updated code A-Y.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Definition</td>
<td>Updated the element definition.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Element Name</td>
<td>Data element name changed from Career and Technical Education /Adult General Education Completion Point Code to Career and Technical Education Occupational Completion Point</td>
</tr>
<tr>
<td>7/1/2016</td>
<td>Notes</td>
<td>Add note concerning out of range test scores</td>
</tr>
<tr>
<td>5/21/2012</td>
<td>Grades Required</td>
<td>Correction</td>
</tr>
</tbody>
</table>
Data Element Number: 186075

Data Element Name: Career and Technical Education Program Name, Abbreviated

The abbreviated title assigned to courses listed in the Course Code Directory that is associated with a career and technical program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 20
Data Type: Alphanumeric
Year Implemented: 0203
State Standard: Yes

Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: No

Required Grades: 06-12

Programs Required:
Career and Technical

Formats Required:
None

Surveys Required:
None

Appendixes:
None

Description of Changes:
None
Data Element Number: 186075
Data Element Name: Career and Technical Education Program Name, Abbreviated
Data Element Number: 108025

Data Element Name: Certificate of Completion, Date

The month, day and year the certificate was awarded, normally the last day of the term.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMDDYYYY</td>
<td>Example: 12101982</td>
</tr>
</tbody>
</table>

Note: This information can be derived from the attendance system.

Length: 8
Data Type: Numeric
Year Implemented: 8990
State Standard: No

Use Types:
State Reporting: No
Local Accountability: Yes
FASTER: Yes
Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:
All Programs
Adult Secondary

Formats Required:
None

Surveys Required:
None

Appendixes:
None

Description of Changes:
None
The type of certificate of completion awarded to the student in lieu of a high school diploma.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>W08</strong></td>
<td>Certificate of Completion, 24-Credit Option:</td>
</tr>
<tr>
<td>Certificate awarded to students who have completed the 24-credit option per section 1003.4282, F.S. but failed to earn passing scores on the state approved graduation test or earn a concordant and/or comparative score and/or to achieve a cumulative grade point average of 2.0 on a 4.0 scale.</td>
<td></td>
</tr>
<tr>
<td><strong>W09</strong></td>
<td>Special Certificate of Completion:</td>
</tr>
<tr>
<td>Certificate awarded to students who have been properly classified as deaf or hard-of-hearing, specific learning disabled, orthopedically impaired, other health impaired, traumatic brain injured, language impaired, emotional/behavioral disabled, dual-sensory impaired, intellectually disabled or autism spectrum disorder and who have met all applicable requirements prescribed by the local school board but are unable to meet the appropriate special state minimum requirements.</td>
<td></td>
</tr>
<tr>
<td><strong>W44</strong></td>
<td>Adult Certificate of Completion, 24-Credit Option:</td>
</tr>
<tr>
<td>Certificate of Completion, see definition above (for W08), awarded to an adult student enrolled in the adult high school program.</td>
<td></td>
</tr>
<tr>
<td><strong>W53</strong></td>
<td>Adult Postsecondary Education Readiness Test (P.E.R.T.) - Eligible Certificate of Completion, 24-Credit Option:</td>
</tr>
<tr>
<td>Certificate awarded to an adult student who completed all of the requirements to receive an adult standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except passing the state approved graduation test or concordant and/or comparative score. Students who receive this certificate of completion are eligible to take a common placement test and be admitted to remedial or credit courses at a state community college, as appropriate.</td>
<td></td>
</tr>
<tr>
<td><strong>W56</strong></td>
<td>Adult Certificate of Completion, 18-Credit ACCEL Option:</td>
</tr>
<tr>
<td>Certificate awarded to adult students who have completed the 18-credits ACCEL option, section 1002.3105(3), F.S. but failed to earn passing scores on the state approved graduation test or concordant and/or comparative score or to achieve a cumulative grade point average of 2.0 on a 4.0 scale.</td>
<td></td>
</tr>
<tr>
<td><strong>W8A</strong></td>
<td>Postsecondary Education Readiness Test (P.E.R.T.) – Eligible Certificate of Completion, 24-Credit Option:</td>
</tr>
<tr>
<td>Certificate awarded to students who have completed all requirements for the standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except for passage of the state approved graduation test or concordant and/or comparative score. Students who receive this certificate of completion are eligible to take a common placement test and be admitted to developmental education or credit courses at the state community college, as appropriate.</td>
<td></td>
</tr>
<tr>
<td><strong>W8B</strong></td>
<td>Certificate of Completion, 18-Credit ACCEL Option:</td>
</tr>
<tr>
<td>Certificate awarded to students who have completed the 18-credits ACCEL option, section 1002.3105(3), F.S. but...</td>
<td></td>
</tr>
</tbody>
</table>
failed to earn passing scores on the state approved graduation test or concordant and/or comparative score or to achieve a cumulative grade point average of 2.0 on a 4.0 scale.

ZZZ  Not applicable.

Length: 3
Data Type: Alphanumeric
Year Implemented: 9192
State Standard: Yes
Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: No
  Migrant Tracking: Yes
Required Grades: 12, Adult
Programs Required:
  All Programs
  Workforce Development
Formats Required:
  Student End of Year Status DB9 17x
  WDIS Student End of Term Status DB9 50x
Surveys Required:
  Survey 5  Yes
  Survey F  Yes
  Survey W  Yes
  Survey S  Yes
Appendixes: None
Description of Changes:
  1/6/2017  Codes  Replaced test name for W53 ("Common Placement Test" with "Postsecondary Education Readiness Test")
  7/1/2016  Codes  Replaced test name for W8A ("Common Placement Test" with "Postsecondary Education Readiness Test")
  6/15/2015  Codes  Reinstated codes W8C and W57 for 1415 S5 and updated language for W8A and W53 for 1415 only.
  3/27/2015  Codes  Replaced term ‘Alternative Assessment’ with ‘Concordant and/or Comparative Score’ ; removed code W57
<table>
<thead>
<tr>
<th>Date</th>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/12/2015</td>
<td>Codes</td>
<td>Revised language in codes W08 and W09 (to parallel language used in ESE primary codes data element). Remove code W8C (applies to 24-credit only).</td>
</tr>
<tr>
<td>7/22/2014</td>
<td>Codes</td>
<td>Updates to the definition of codes.</td>
</tr>
<tr>
<td>5/28/2014</td>
<td>Codes</td>
<td>Addition of codes for 18 credit ACCEL option, and added language specific to 24 credit options.</td>
</tr>
<tr>
<td>10/31/2013</td>
<td>Codes</td>
<td>W53 – Update the definition and replaced the 'College Placement Test' with the Postsecondary Education Readiness Test</td>
</tr>
<tr>
<td>7/1/2013</td>
<td>Codes</td>
<td>CPT is replaced with PERT (Postsecondary Education Readiness Test)</td>
</tr>
</tbody>
</table>
Data Element Number: 108150

Data Element Name: Certification/Licensure/Qualification Status

A code indicating the type of certification, licensure, or qualification status applicable to the teacher's position in the class being reported.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Instructional staff member holding an adjunct teaching certificate issued by the district as per s. 1012.57, F.S.</td>
</tr>
<tr>
<td>B</td>
<td>Substitute teacher (out-of-field).</td>
</tr>
<tr>
<td>H</td>
<td>Instructional staff member holding a valid Florida Educator’s Certificate and teaching in a core academic subject for which qualified status was previously documented pursuant to a High Objective Uniform State Standard of Evaluation (HOUSSE) plan, as per Rule 6A-1.0503, FAC.</td>
</tr>
<tr>
<td>I</td>
<td>Instructional staff member holding a valid Florida Educator’s Certificate in the field being taught.</td>
</tr>
<tr>
<td>L</td>
<td>Instructional staff member licensed to provide specialized student support services directly related to their licensed field.</td>
</tr>
<tr>
<td>M</td>
<td>Instructional staff member holding a valid Florida Educator’s Certificate and teaching in a field that was the teacher’s minor field of study, as per s. 1012.42, F.S. and Rule 6A-1.0503, FAC.</td>
</tr>
<tr>
<td>N</td>
<td>Instructional staff member who does not hold a valid Florida Educator’s Certificate, a district-issued certificate, or a specialized student services license but possesses expert skill, talent or knowledge in the particular subject being taught as appointed by the school board under Rule 6A-1.0502, FAC., or other non-certificated persons rendering instructional service in their field of specialty including JROTC instructors, part-time personnel, dual enrollment faculty or non-paid volunteers.</td>
</tr>
<tr>
<td>O</td>
<td>Instructional staff member holding a valid Florida Educator’s Certificate appointed by the school board to teach out-of-field under Rule 6A-1.0503, FAC.</td>
</tr>
<tr>
<td>P</td>
<td>Instructional staff member with a professional certificate covering grades 6-12 who holds a master’s or higher degree in the area of science, technology, engineering or mathematics teaching a high school course in the subject of the advanced degree, rated highly effective and achieved a passing score on the Florida professional education competency examination per section 1012.56(7)(a)(1-5), F.S.</td>
</tr>
<tr>
<td>S</td>
<td>Instructional staff member holding a valid Florida Educator’s Certificate and teaching in a field in which the teacher has demonstrated sufficient subject area expertise, as per s. 1012.42, F.S. and Rule 6A-1.0503, FAC.</td>
</tr>
<tr>
<td>T</td>
<td>Instructional staff member certified by the district as a nondegree teacher of career and technical education courses</td>
</tr>
<tr>
<td>V</td>
<td>Prekindergarten instructor qualified to teach Voluntary Prekindergarten classes per ss. 1002.63(5), 1002.55(3)(c), and 1002.55(4), F.S.</td>
</tr>
</tbody>
</table>
Data Element Number: 108150
Data Element Name: Certification/Licensure/Qualification Status

Note: Substitute teacher job codes (i.e. 51080, 52080, 53080, 54080, 55080, 59080) should not automatically be assigned the Certification/Licensure/Qualification Status code of B (Substitute Teacher) if the substitute teacher holds a valid certificate or license.

Length: 1
Data Type: Alphanumeric
Year Implemented: 9697
State Standard: No

Use Types:
State Reporting: Yes
Local Accountability: Yes
FASTER: No
Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:
All Programs
Adult Postsecondary

Formats Required:
Teacher Course DB9 15x

Surveys Required:
Survey 1 Yes
Survey 2 Yes
Survey 3 Yes
Survey 4 Yes

Appendixes:
None

Description of Changes:
9/17/2018 Codes Revised existing qualification status code description to provide more clarity to code N.
7/1/2018 Notes Added note regarding substitute teachers that hold a valid certificate or license.
7/1/2018 Codes Revised existing qualification status code descriptions to provide more clarity. Added new codes T and L.
7/1/2018 Codes Revised existing qualification status code descriptions to provide more clarity.
7/1/2016 Codes Added code P
10/5/2011 Codes Updated the definition for code V. “Certified/licensed” was changed to “qualified.”
Data Element Number: 108150
Data Element Name: Certification/Licensure/Qualification Status
Data Element Number: **108275**  
Data Element Name: **Citizenship Status**

Record the code that best identifies the status of the postsecondary student’s citizenship and/or residency in the United States.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Non-Resident alien – An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (i.e., alien students)</td>
</tr>
<tr>
<td>C</td>
<td>U. S. Citizen - An individual who is a citizen of only the United States regardless of how this status was acquired.</td>
</tr>
<tr>
<td>P</td>
<td>Permanent Resident Alien - An individual who has been admitted temporarily to the United States for permanent residency but is not a citizen of the United States.</td>
</tr>
<tr>
<td>X</td>
<td>Unknown or not reported</td>
</tr>
</tbody>
</table>

Length: **1**  
Data Type: **Alphanumeric**  
Year Implemented: **0304**  
State Standard: **No**  
Use Types:  
- State Reporting: Yes  
- Local Accountability: No  
- FASTER: No  
- Migrant Tracking: No  
Required Grades: **Adult**  
Programs Required:  
- Workforce Development  
Formats Required:  
- WDIS Student Demographic Information DB9 46x  
Surveys Required:  
- Survey F: Yes  
- Survey W: Yes  
- Survey S: Yes  
- Survey G: Yes
### Data Element Number: 108275

### Data Element Name: Citizenship Status

<table>
<thead>
<tr>
<th>Survey X</th>
<th>Yes</th>
</tr>
</thead>
</table>

#### Appendixes:
None

#### Description of Changes:
None
Data Element Number: 108425
Data Element Name: **Class Minutes, Weekly**

The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based. See the FTE General Instructions for further explanation concerning the reporting of “Class Minutes, Weekly” for grades PK-5 course.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

**Length:** 4  
**Data Type:** Numeric  
**Year Implemented:** 8889  
**State Standard:** Yes  
**Use Types:**  
State Reporting: Yes  
Local Accountability: Yes  
FASTER: No  
Migrant Tracking: No  
**Required Grades:** PK-12  
**Programs Required:** All Programs  
**Formats Required:** Student Course Schedule DB9 14x  
**Surveys Required:**  
Survey 1 Yes  
Survey 2 Yes  
Survey 3 Yes  
Survey 4 Yes  
**Appendixes:** None
### Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2022</td>
<td>Surveys Required</td>
<td>Deleted McKay survey dates – no longer required.</td>
</tr>
<tr>
<td>7/1/2022</td>
<td>Formats Required</td>
<td>Deleted McKay Prepayment Verification format – no longer required.</td>
</tr>
</tbody>
</table>
Data Element Number: 108500

Data Element Name: **Class Rank, Effective Date**

The date the student’s class rank was determined.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Example: 00000000 - Not applicable or class rank has not been determined.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMDDYYYY</td>
<td>Example: 01161990 - Class rank was determined on January 16, 1990.</td>
</tr>
</tbody>
</table>

Note: Optional and may be blank at district discretion.

This data element is used in the T1 format (Student Information) of the F.A.S.T.E.R. System.

Length: 8

Data Type: Numeric

Year Implemented: 9091

State Standard: No

Use Types:

<table>
<thead>
<tr>
<th>Type</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Reporting</td>
<td>No</td>
</tr>
<tr>
<td>Local Accountability</td>
<td>No</td>
</tr>
<tr>
<td>FASTER</td>
<td>Yes</td>
</tr>
<tr>
<td>Migrant Tracking</td>
<td>No</td>
</tr>
</tbody>
</table>

Required Grades: 11-12

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None
Data Element Number: 108500
Data Element Name: Class Rank, Effective Date
Data Element Number: 108525
Data Element Name: Class Rank, Numerical Position

The numerical position of the graduating high school student in the completion group based on district grade point average.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 4
Data Type: Numeric
Year Implemented: 1988
State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: No

Required Grades: 11-12

Programs Required: All Programs
Formats Required: None

Surveys Required: None

Appendixes: None

Description of Changes: None
Data Element Number: 108525
Data Element Name: Class Rank, Numerical Position
Data Element Number: 108625
Data Element Name: Class Rank, Percentile

The percentile rank indicating the position of the graduating high school student in the completion group. This will be based on the district grade point average.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 2
Data Type: Numeric
Year Implemented: 8788
State Standard: No
Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: No
Required Grades: 11-12
Programs Required: All Programs
Formats Required: None
Surveys Required: None
Appendixes: None
Description of Changes: None
Data Element Number: 108625
Data Element Name: Class Rank, Percentile
Data Element Number: 108725
Data Element Name: Class Rank, Total Number

The total number of graduating high school students in the completion group.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 4
Data Type: Numeric
Year Implemented: 8788
State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: No

Required Grades: 11-12

Programs Required: All Programs

Formats Required: None

Surveys Required: None

Appendixes: None

Description of Changes: None
FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2022-23

Data Element Number: 108732
Data Element Name: Classroom Identification (FISH) Number

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:

Facility - Positions 1 - 5, numeric, right justified with leading zeroes.

Facility Suffix - Position 6, must be A for FISH standard school, C for a district-owned conversion charter school or F for ancillary. For a Facility which is not legally owned by the district or is not legally leased by the district long-term (defined as a term of 40 or more years) (e.g., a Department of Juvenile Justice Facility, charter school, hospital, jail, storefront program, Homebound student, virtual school etc.), enter the letter O. *

Parcel - Positions 7 - 11, numeric, right justified with leading zeroes.

Building - Positions 12 - 16, numeric, right justified with leading zeroes.

Room - Positions 17 - 21, alphanumeric, left justified

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

*Notes:

1. 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’.

2. For Survey 1 and 4, the FISH number must be blank, Z or zero filled.

*Notes:

1. For a Facility which is not legally owned by the district or is not legally leased by the district long-term (defined as a term of 40 or more years), the district must generate a unique number following the above scheme to designate the Facility/ Parcel/ Building/ Room, with Position 6 always the letter ‘O’.

2. For Survey 1 and 4, the FISH number must be blank, Z or zero filled.

Length: 21
Data Type: Alphanumeric
Year Implemented: 2003
State Standard: No
Use Types:
State Reporting: Yes
Local Accountability: No
FASTER: No
Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs

Page 1 of 2
Data Element Number: 108732
Data Element Name: Classroom Identification (FISH) Number

Formats Required:
  Teacher Course DB9 15x

Surveys Required:
  Survey 1  Default
  Survey 2  Yes
  Survey 3  Yes
  Survey 4  Default

Appendixes:
None

Description of Changes:

Notes

7/1/2021   Notes
1. For a Facility which is not legally owned by the district or is not legally leased by the district long-term (defined as a term of 40 or more years), the district must generate a unique number following the above scheme to designate the Facility/ Parcel/ Building/ Room, with Position 6 always the letter 'O'.
2. For Survey 1 and 4, the FISH number must be blank, Z or zero filled.

7/1/2021   Definition
Updated definition for Position 6.
Data Element Number: 108767
Data Element Name: **Comment**

A field used to send comments on a FASTER format.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 80  
Data Type: Alphabetic  
Year Implemented: 0203  
State Standard: Yes  
Use Types:  
  - State Reporting: No  
  - Local Accountability: No  
  - FASTER: Yes  
  - Migrant Tracking: No  
Required Grades: PK-12  
Programs Required: All Programs  
Formats Required: None  
Surveys Required: None  
Appendixes: None  
Description of Changes: None
Data Element Number: 108771

Data Element Name: Communications, Date Passed for Graduation Purposes

A six-digit field used to indicate the month and year when the regular student passed the communications section of a test used to determine graduation eligibility.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMYYYY</td>
<td>Example: 031999 - Test passed March 1999</td>
</tr>
</tbody>
</table>

Length: 6

Data Type: Numeric

Year Implemented: 0203

State Standard: Yes

Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: No

Required Grades: 09-12

Programs Required: All Programs

Formats Required: None

Surveys Required: None

Appendixes: None

Description of Changes: None
Data Element Number: 108771
Data Element Name: Communications, Date Passed for Graduation Purposes
Data Element Number: 108791
Data Element Name: **Cost Reporting Code**

Report the appropriate Workforce Development Cost Reporting Code for the postsecondary instruction provided to the adult student for the term [1011.80(10), F.S.].

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult General Education (AGE)</strong></td>
<td></td>
</tr>
<tr>
<td>401</td>
<td>Literacy/Adult Basic Education (ABE)</td>
</tr>
<tr>
<td>402</td>
<td>Adult High School (Adult Secondary)</td>
</tr>
<tr>
<td>403</td>
<td>GED Preparatory</td>
</tr>
<tr>
<td>404</td>
<td>ESOL</td>
</tr>
<tr>
<td>405</td>
<td>Career and Technical Education Preparatory Instruction</td>
</tr>
<tr>
<td>409</td>
<td>Other Adult General Education</td>
</tr>
</tbody>
</table>

Adult General Education instruction under the Course Code Directory seven-digit codes assigned to adult general education [1004.02(3), F.S].

**Applied Technology Diploma (ATD)**

364 Postsecondary career and technical education instruction under the Course Code Directory seven-digit codes assigned to applied technology diploma programs/courses. Section 1004.02(8), F.S.

**Apprenticeship (APP)**

371 Related classroom instruction (RTI)

372 On the job training (OJT)

Postsecondary career and technical education instruction in an approved Registered Apprenticeship program (446.021, F.S.)

**Continuing Workforce Education (CWE)**


**Postsecondary Career and Technical Education (PSAV)**

351 Agriscience and Natural Resources

352 Business Education
<table>
<thead>
<tr>
<th>Data Element Number</th>
<th>Data Element Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>353</td>
<td>Family and Consumer Science</td>
<td></td>
</tr>
<tr>
<td>354</td>
<td>Health Science</td>
<td></td>
</tr>
<tr>
<td>355</td>
<td>Industrial</td>
<td></td>
</tr>
<tr>
<td>356</td>
<td>Marketing (Distributive)</td>
<td></td>
</tr>
<tr>
<td>357</td>
<td>Public Service</td>
<td></td>
</tr>
<tr>
<td>359</td>
<td>Other CTE</td>
<td></td>
</tr>
</tbody>
</table>

Length: 3
Data Type: Alphanumeric
Year Implemented: 9899
State Standard: No
Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No
Required Grades: Adult
Programs Required:
- Workforce Development
Formats Required:
- WDIS Adult General Education Student Course DB9 48x
- WDIS Career and Technical Education Student Course Schedule DB9 47x
Surveys Required:
- Survey F Yes
- Survey W Yes
- Survey S Yes
- Survey G Yes
- Survey X Yes
Appendixes:
None
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2014</td>
<td>Codes For 341 - corrected the statutory reference and the list of programs associated with CWE.</td>
</tr>
<tr>
<td>11/2/2011</td>
<td>Codes Update code description for value 364, Applied Technology Diploma, to remove dual Enrollment references no longer in statute, and to add statutory reference to ATD.</td>
</tr>
</tbody>
</table>
Data Element Number: 108800
Data Element Name: Country of Birth

A two-character code which identifies the country or US Commonwealth/Territory of birth of the student.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

See Appendices G and Q for countries, United States Commonwealths and Territories.

Length: 2
Data Type: Alphanumeric
Year Implemented: 9495
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:
All Programs

Formats Required:
Student Demographic Information DB9 13x

Surveys Required:
- Survey 8  Default
- Survey 1  Yes
- Survey 2  Yes
- Survey 3  Yes
- Survey 4  Yes
- Survey 5  Yes
- Survey 6  Default
- Survey 9  Yes

Appendixes:
Appendix G: Country Codes
Appendix Q: United States Commonwealth and Territories

Description of Changes:

7/1/2015  Surveys Required  Survey 7 Removed from Required Surveys
None
Data Element Number: 108825
Data Element Name: Course Absences

The number of periods of instruction which a grade 9-12 student has not attended while in course membership.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 3
Data Type: Numeric
Year Implemented: 8788
State Standard: Yes

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: 09-12

Programs Required:
- All Programs

Formats Required:
- None

Surveys Required:
- None

Appendixes:
- None

Description of Changes:
- None
Data Element Number: 108825
Data Element Name: Course Absences
Data Element Number: 109125
Data Element Name: Course Flag

Up to four characters describing course attributes which give additional information needed by the district or state for counseling, tracking of credits, flagging for use with weighted grade point averages, etc. The letter or number codes defined below will be standard statewide. Any time one of the codes below is printed under “Course Flag” on the permanent record printout, it must correspond to the meaning given below. The field may also be used for locally defined codes which are consistent with state requirements for the use of state course numbers and titles.

On the Student Course Transcript Information reporting format up to four codes may be reported for a specified course. The coded values do not have to appear in any specific order and must be left-justified.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Generic State Course Substitution Indicator. This flag is used to indicate that the course with which it is associated is being used as a Department of Education approved substitute for another course, the code for which is being supplied in a companion data element (Course Number, Substituted). For the time being, this indicator will only be used for course substitutions created on or after July 1, 2007. Course substitutions having course flags in existence prior to July 1, 2007, will continue to use their existing course flags.</td>
</tr>
<tr>
<td>7</td>
<td>Sub for ANAT PHYSIO 2000350. Job Preparatory Program substitutions for Anatomy and Physiology. Prior to 2010-11 the valid substitutions were courses 8115110, 8417130-8417210, 8418300, and 8417230. Beginning in 2010-11 the valid substitutions are 8418300 or both 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417130, 8417140, 8417150, 8417160, 8417170, 8417180, 8417190, 8417200, 8417210, 8115110, and 8417230. Beginning with 2011-12, the valid substitutions are courses 8418300 and 8115110 or both 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417130, 8417140, 8417150, 8417160, 8417170, 8417180, 8417000, 8417190, 8417200, 8417210, and 8417230. Beginning with 2014-15, the valid substitutions are courses 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417000, 8417130, 8417140, 8417150, 8417160, 8417170, 8417190, 8417200, 8417210, 8417230, and 8417280. Beginning with 2015-16, the valid substitutions are courses 8417100 and 8417110 in any of the following programs (both courses are required for this substitution): 8417000, 8417130, 8417140, 8417150, 8417160, 8417170, 8417190, 8417200, 8417210, 8417230, 8417280, and 8427100</td>
</tr>
<tr>
<td>9</td>
<td>Ninth Grader. A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high school graduation as provided through the district’s pupil progression plan.</td>
</tr>
<tr>
<td>G</td>
<td>Gifted. The course section is entirely composed of gifted students.</td>
</tr>
<tr>
<td>H</td>
<td>Honors. This is a course identified as “Honors” in the state Course Code Directory. To identify an honors course by district definition, use a code reserved for local district use.</td>
</tr>
<tr>
<td>I</td>
<td>Include. Include in grade point average (used only in combination with an “X”).</td>
</tr>
<tr>
<td>N</td>
<td>No Credit. No credit awarded - per district policy (e.g., 9-12 grade student did not meet the 135 hour rule).</td>
</tr>
<tr>
<td>P</td>
<td>Course in Progress. For use in 1) interdistrict records transfer to indicate the courses the student was taking and had not yet completed at the time when he or she left the sending district; and 2) for Exceptional Student Education courses taken over a longer period of time than usual. Credit would be zero until the course is completed (Time Modification).</td>
</tr>
</tbody>
</table>
Data Element Number: 109125
Data Element Name: **Course Flag**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Transferred. Credit transferred from an out-of-state school or nonpublic school by equating of courses.</td>
</tr>
<tr>
<td>W</td>
<td>Exclude from State GPA. Exclude from State GPA, but include in District GPA</td>
</tr>
<tr>
<td>X</td>
<td>Exclude from state and local grade point average (used only in combination with an “I” for tracking forgiveness).</td>
</tr>
</tbody>
</table>

Example: H9 - The course is being offered as an Honors course; the individual who is taking the course is a student below the ninth grade who is able to count the course toward fulfilling graduation requirements and university admissions requirements because the district’s pupil progression plan addresses this specific situation.

NOTE: Codes C, J, L, U, V, Y and Z are reserved for local district use. The Department will not assign values to those codes at any time in the future. Districts may also define other codes for local use, but should recognize that it is possible that the Department may define standard values for them sometime in the future.

NOTE: Code 0 (zero) is now state defined.

**Length:** 4  
**Data Type:** Alphanumeric  
**Year Implemented:** 9495  
**State Standard:** No

**Use Types:**
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**
- All Programs
- Adult Basic Skills
- Adult Postsecondary
- Adult Secondary

**Formats Required:**
- Student Course Transcript Information DB9 39x

**Surveys Required:**
- Survey 5: Yes

**Appendixes:**
- None

**Description of Changes:**
- **7/1/2019** Codes: Removed entire Obsolete Codes section.
- **7/1/2015** Codes: Added 1516 requirements to Code 7; deleted reference to JROTC in code *.
- **7/1/2014** Codes: Code 7 was revised.
- **7/1/2014** Codes: Codes 2, 3, 4 and 8 moved to Obsolete section
<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2013</td>
<td>Codes</td>
<td>Updated definition for code * and course title change for code 8. Moved codes to the Obsolete section that may not be assigned in the current school year.</td>
</tr>
<tr>
<td>7/1/2013</td>
<td>Examples</td>
<td>Updated Example – Changed RH9 to H9</td>
</tr>
<tr>
<td>6/1/2012</td>
<td>Codes</td>
<td>Moved obsolete codes to the Obsolete Codes section. Revised code 0 to change the word program to courses.</td>
</tr>
<tr>
<td>6/1/2012</td>
<td>Codes</td>
<td>Revised code 0 (zero) to change the word program to courses. Revised code 8 to change the word course to program. Corrected course number 88200330 to 8200330 in code 2.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Codes</td>
<td>Deleted “+” code and added substitution courses valid for 2011-12 for codes 2, 3, 4, 7 and 8. Changed “vocational” to “job preparatory program.”</td>
</tr>
</tbody>
</table>
Data Element Number: 109225
Data Element Name: Course Grade

The academic letter or number grade earned by a student in a course or other codes to indicate the current course status.

Right justify. Use leading blanks.

Coding values:

Grades 6-12, Adult Secondary Education, Adult Postsecondary Career and Technical Education (optional)

Beginning with School Year 2001-02, Section 1003.437, F.S., requires that the following scale be used in determining high school grades: Beginning with School Year 2007-08, the scale also applies to middle school grades:

A = 90%-100%, B = 80%-89%, C = 70%-79%, D = 60%-69%, F = 0%-59%

The district may use either a letter or a numeric grade on the permanent report card and transcript. Plus (+) or minus (-) signs may be displayed on the local report card, automated permanent record, and transcript but cannot be included in calculating the state grade point average.

Grades PK-5, Adult Basic Skills (optional)

For grades PK-5, use any designator which falls within the three alphanumeric character definitions.

Codes displayed for PK-5 grades other than those listed must be defined in the text section of the automated permanent record file.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>D</td>
<td>Exceptional</td>
</tr>
<tr>
<td>D-</td>
<td>Excellent</td>
</tr>
<tr>
<td>D+</td>
<td>Excellent</td>
</tr>
<tr>
<td>E</td>
<td>Excellent</td>
</tr>
<tr>
<td>F</td>
<td>Fail on a Pass/Fail basis</td>
</tr>
<tr>
<td>FL</td>
<td>Fail on a Pass/Fail basis</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In-Progress</td>
</tr>
<tr>
<td>N</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade Assigned</td>
</tr>
<tr>
<td>NNN</td>
<td>Numeric Grade</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>SB</td>
<td>Florida Seal of Biliteracy Program Eligible – Only applicable in Survey 5</td>
</tr>
<tr>
<td>T</td>
<td>Passed Exam (Applicable only to AP, EOC and CLEP) – Only applicable in Survey 5</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew (Dual Enrolled only)</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew Passing</td>
</tr>
<tr>
<td>Z</td>
<td>Not Applicable (Only applies in Student Course Schedule and if the course is not a virtual course offered in a virtual charter school, the school of instruction is not 7001, 7004, 7006 or 7023, or district of instruction does not equal 71.)</td>
</tr>
</tbody>
</table>

NOTES: Code “W,” new for 2007-08, is to be used for Dual Enrollment courses only. Districts must record the grade assigned by the college or university. Codes “IP” and “Z” are new for 2013-14 and are only to be applied to specific virtual courses in Student Course Schedule records. These codes are not to be applied in any Student Course Transcript record.
Rules 6A-6.0981 and 6A-6.0982 F.A.C. requires student completion rate calculations for any student who is enrolled in a virtual course for more than fourteen (14) calendar days.

Length: 3
Data Type: Alphanumeric
Year Implemented: 9192
State Standard: No

Use Types:
State Reporting: Yes
Local Accountability: Yes
FASTER: Yes
Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:
All Programs
Adult Basic Skills
Adult Postsecondary
Adult Secondary

Formats Required:
Student Course Schedule DB9 14x
Student Course Transcript Information DB9 39x

Surveys Required:
Survey 5 Yes
Survey 1 Yes
Survey 2 Yes
Survey 3 Yes
Survey 4 Yes

Appendixes:
None

Description of Changes:
5/11/2017 Codes Added new code SB per Rule 6A-1.09951, F.A.C.
7/1/2016 Codes Added new code T.
7/1/2015 Notes Added Note about Course Grade for Virtual.
7/17/2013 Codes Added codes IP and Z to only be used in Student Course Schedule
Data Element Number: 109225
Data Element Name: Course Grade
Data Element Number: 109325
Data Element Name: Course In Progress Hours

The number of classroom hours which a grade 9-12 student attended a class for a course not completed for credit or grade up to the date the student withdraws from school. This element is necessary for the receiving district to determine whether a transferring student meets the 135 hour attendance requirement for high school graduation credit.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 3
Data Type: Numeric
Year Implemented: 8990
State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: Yes

Required Grades: 09-12
Programs Required: All Programs
Formats Required: None
Surveys Required: None
Appendixes: None
Description of Changes: None
Data Element Number: 109325
Data Element Name: Course In Progress Hours
Data Element Number: 109563
Data Element Name: Course Number, Substituted

The official state number assigned to the course for which a substitution is being made, as described or referenced in the Course Code Directory.

Certain course graduation requirements may be fulfilled by successful completion of another course as described in the Course Code Directory. When a substitute course is used to satisfy a high school graduation requirement; the Course Number, Substituted carries the number of the course that is required for graduation and for which a substitution is being made.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 7
Data Type: Alphanumeric
Year Implemented: 0708
State Standard: No
Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: Yes
  Migrant Tracking: No
Required Grades: 09-12
Programs Required:
  All Programs
Formats Required:
  Student Course Transcript Information DB9 39x
Surveys Required:
  Survey 5 Yes
Appendixes:
  None
Description of Changes:
  None
The official state number assigned to school district courses listed or referenced in the Course Code Directory, community college or state university courses listed or referenced in the Statewide Course Numbering System, 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 eight character numbers) will need to be recoded to seven-character numbers using the following conventions:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Combined Lecture and Lab Courses</strong></td>
<td></td>
</tr>
<tr>
<td>PHY1050C</td>
<td>Postsecondary format.</td>
</tr>
<tr>
<td>PHYC050</td>
<td>Secondary format.</td>
</tr>
<tr>
<td>XXX9999C</td>
<td>Postsecondary format in the Statewide Course Numbering System.</td>
</tr>
<tr>
<td>XXXC999</td>
<td>Secondary format: replace the first numeric character with C.</td>
</tr>
<tr>
<td><strong>Lab Courses</strong></td>
<td></td>
</tr>
<tr>
<td>PHY1050L</td>
<td>Postsecondary format.</td>
</tr>
<tr>
<td>PHYL050</td>
<td>Secondary format.</td>
</tr>
<tr>
<td>XXX9999L</td>
<td>Postsecondary format in the Statewide Course Numbering System.</td>
</tr>
<tr>
<td>XXXXL999</td>
<td>Secondary format: replace the first numeric character with L.</td>
</tr>
<tr>
<td><strong>Lecture Courses</strong></td>
<td></td>
</tr>
<tr>
<td>XXX9999</td>
<td>Postsecondary format in the Statewide Course Numbering System.</td>
</tr>
<tr>
<td>XXX9999</td>
<td>Secondary format: use the actual seven-character alphanumeric course number.</td>
</tr>
<tr>
<td><strong>Special Codes for Bright Futures Reporting</strong></td>
<td></td>
</tr>
<tr>
<td>ZZV9999</td>
<td>For Bright Futures reporting, use this code to report career dual enrollment credits earned at private colleges or universities that do not appear in the Statewide Course Numbering System (SCNS).</td>
</tr>
<tr>
<td>ZZZ9999</td>
<td>For Bright Futures reporting, use this code to report dual enrollment credits earned at private colleges or universities.</td>
</tr>
<tr>
<td>ZZZC99A</td>
<td>For Bright Futures reporting, use this code to report a full 1.0 science credit for a student completing a dual enrollment science course with a lab at a private college or university.</td>
</tr>
</tbody>
</table>
**Data Element Number:** 109525

**Data Element Name:** Course Number

### ZZZC99B

For Bright Futures reporting, use this code to report a full 1.0 science credit for a student completing a second dual enrollment science course with a lab at a private college or university.

### ZZZC99C

For Bright Futures reporting, use this code to report a full 1.0 science credit for a student completing a third dual enrollment science course with a lab at a private college or university.

<table>
<thead>
<tr>
<th>Length</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Type</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Year Implemented</td>
<td>9192</td>
</tr>
<tr>
<td>State Standard</td>
<td>Yes</td>
</tr>
<tr>
<td>Use Types:</td>
<td></td>
</tr>
<tr>
<td>State Reporting</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Accountability</td>
<td>Yes</td>
</tr>
<tr>
<td>FASTER</td>
<td>Yes</td>
</tr>
<tr>
<td>Migrant Tracking</td>
<td>No</td>
</tr>
<tr>
<td>Required Grades</td>
<td>PK-12, Adult</td>
</tr>
</tbody>
</table>

**Programs Required:**
- All Programs
- Workforce Development

**Formats Required:**
- Career and Technical Education Student Course Schedule DB9 16x
- Career and Technical Education Teacher Course DB9 24x
- Industry Certification
- Student Course Schedule DB9 14x
- Student Course Transcript Information DB9 39x
- Teacher Course DB9 15x
- WDIS Adult General Education Student Course DB9 48x
- WDIS Career and Technical Education Student Course Schedule DB9 47x
- WDIS Teacher Course DB9 49x

**Surveys Required:**
- Survey 1
- Survey 2
- Survey 3
- Survey 4
- Survey 5
Survey 9
Survey F
Survey W
Survey S
Survey G
Survey X

Appendixes:
None

Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2019</td>
<td>Codes</td>
<td>Added code ZZV9999 to capture career dual enrollment credits earned at private colleges or universities.</td>
</tr>
<tr>
<td>2/16/2015</td>
<td>Formats Required</td>
<td>Added Industry Certification Format</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Codes</td>
<td>Added special code examples for Bright Futures reporting.</td>
</tr>
</tbody>
</table>
Data Element Number: 109600
Data Element Name: Course, Sequence Number

A five-character code, assigned by the district, to each course record transmitted to the state in the Student Course Transcript Information format in Survey 5. The code must be unique for each course sent for a student within a school year. The code may be generated at the time the district generates the course records to be submitted to the state.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

NOTE: The sequence number is needed in order to provide a unique identifier for each course sent for a student within the same school year.

Length: 5
Data Type: Alphanumeric
Year Implemented: 9192
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: No
- FASTER: No
- Migrant Tracking: No

Required Grades: 09-12

Programs Required:
- All Programs

Formats Required:
- Student Course Transcript Information DB9 39x

Surveys Required:
- Survey 5 Yes

Appendixes:
None

Description of Changes:
None
A code indicating the subject in which credit toward high school graduation will apply upon earning the credit. See Course Code Directory.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Algebra I or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.</td>
</tr>
<tr>
<td>A2</td>
<td>Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012-13. (not a valid code beginning with the 2014-15 school year; local use only)</td>
</tr>
<tr>
<td>AG</td>
<td>United States (American) Government</td>
</tr>
<tr>
<td>AH</td>
<td>United States (American) History</td>
</tr>
<tr>
<td>BI</td>
<td>Biology or equivalent or postsecondary course identified as a biology credit on the Dual Enrollment High School Equivalency List. Required for use with incoming ninth grade students in 2011-12 and subsequent years.</td>
</tr>
<tr>
<td>CE</td>
<td>Computer Education (Effective 91-92, but may be used prior to effective date)</td>
</tr>
<tr>
<td>CH</td>
<td>Chemistry or equivalent course (not a valid code; local use only)</td>
</tr>
<tr>
<td>EC</td>
<td>Economics</td>
</tr>
<tr>
<td>EL</td>
<td>Electives</td>
</tr>
<tr>
<td>EN</td>
<td>English Language Arts</td>
</tr>
<tr>
<td>EQ</td>
<td>Equally rigorous course that counts for science credit</td>
</tr>
<tr>
<td>EX</td>
<td>Exceptional Student</td>
</tr>
<tr>
<td>FL</td>
<td>World (Foreign) Language Electives</td>
</tr>
<tr>
<td>GE</td>
<td>Geometry or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.</td>
</tr>
<tr>
<td>LA</td>
<td>Language Arts Elective (Effective for students who entered high school prior to the 2007-08 academic year.)</td>
</tr>
<tr>
<td>LM</td>
<td>Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.)</td>
</tr>
</tbody>
</table>

Page 1 of 4
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Mathematics</td>
</tr>
<tr>
<td>NC</td>
<td>Non Credit</td>
</tr>
<tr>
<td>PA</td>
<td>Practical Arts with artistic content</td>
</tr>
<tr>
<td>PE</td>
<td>Physical Education</td>
</tr>
<tr>
<td>PF</td>
<td>Performing Fine Arts</td>
</tr>
<tr>
<td>PH</td>
<td>Physics or equivalent course (not a valid code; local use only)</td>
</tr>
<tr>
<td>S3</td>
<td>Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school scholar designation. (not a valid code; local use only)</td>
</tr>
<tr>
<td>SC</td>
<td>Science (Not a valid code beginning with the 2015-16 school year; local use only.)</td>
</tr>
<tr>
<td>SS</td>
<td>Social Studies Elective (Effective through school year 1314)</td>
</tr>
<tr>
<td>SV</td>
<td>Half Science and Half career and technical education (Effective school year 0708 through 1213)</td>
</tr>
<tr>
<td>VO</td>
<td>Career &amp; Technical (excluding courses coded PA)</td>
</tr>
<tr>
<td>WH</td>
<td>World History</td>
</tr>
</tbody>
</table>

Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC - Economics, WH - World History, AH - United States History, and AG - United States Government.

Courses in World Languages should be coded as World Language (FL)

Beginning with the 2011-12 year, it is mandatory to use the codes A1, BI, or GE for the incoming 9th grade cohort for Mathematics and Science courses listed as Algebra 1 (or equivalent), Biology (or equivalent), Geometry (or equivalent) in the Course Code Directory.

Students entering ninth grade on or after the 2007-08 school year may use Performing Fine Arts (PF) or Practical Arts with Artistic Content (PA) to meet graduation requirements as defined in section 1003.4282(3)(e), Florida Statutes as follows: “One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination.” A listing of courses that meet the PA definition can be found in the Course Code Directory.

Courses in Science should be coded with EQ with the exception of the Biology Course that is coded with BI. Section 1003.4282(1)(3)(C), F.S. A student must earn one credit in Biology I and two credits in equally rigorous courses (EQ).

**Length:** 2  
**Data Type:** Alphabetic  
**Year Implemented:** 9192  
**State Standard:** Yes
Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: 06-12, Adult

Programs Required:
- All Programs

Formats Required:
- Student Course Transcript Information DB9 39x

Surveys Required:
- Survey 5 Yes

Appendixes:
- None

Description of Changes:
- 7/1/2019 Definition
  Updated code definitions for AG and AH per state law and aligned the code definitions to be consistent with the Florida Course Code Directory.

- 7/1/2019 Notes
  Changed “American” to “United States” for both History and Government.

- 7/1/2017 Codes
  Updated definition to codes A1, BI, EN and GE.

- 10/24/2015 Notes
  Added note

- 10/24/2015 Codes
  Code ‘SC’ not a valid code beginning with the 2015-16 school year; local use only

- 7/1/2015 Codes
  Updated definition to codes A2, BI, FL and LA

- 7/1/2015 Notes
  Updated first note and deleted those pertaining to Art, half credit and Life Management.

- 2/13/2015 Codes
  Included language for Code A2 which is for local use only now.

- 7/1/2014 Codes
  Revised Codes CH, PH and S3 to non-valid codes and local use only.

- 10/16/2013 Codes
  Removed Obsolete Section and revised codes FL, SS, SV and S3.

- 9/12/2013 Codes
  Reinstated code EC as a valid code.

- 9/9/2013 Notes
  Deleted note: Code EL should be converted to spaces prior to state processing.

- 9/9/2013 Codes
  Moved Code CE to the Obsolete Section. Reinstated Code SS as a valid code. Deleted (For local use only) language for Code EL.

- 8/26/2013 Notes
  Revised note regarding code SV to include effective year through 1213.

- 8/26/2013 Codes
  Added new codes and moving old ones to the obsolete section.

- 6/1/2012 Notes
  Changed “Foreign” to “World” in notes.

- 6/1/2012 Codes
  Added code A2. Revised code LM to apply only to students who entered high school prior to 2007-2008.

- 6/1/2011 Definition
  Delete “successful completion of the course” and replace with “earning the credit.”

- 6/1/2011 Notes
  Deleted the note regarding coding of Mathematics and Science courses and added note regarding coding of Algebra 1, Biology and Geometry courses.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2011</td>
<td>Codes</td>
<td>Added word “World” to code FL.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Codes</td>
<td>Added three codes: A1, GE and BI.</td>
</tr>
</tbody>
</table>
Data Element Number: **109675**

Data Element Name: **Course Substituted, State Subject Area Requirements**

A code indicating the subject area in which credit towards high school graduation will apply. This field is used in conjunction with the Course Number, Substituted field which is used to record a second course, for which credit is also being earned. See Course Code Directory.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Algebra I or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.</td>
</tr>
<tr>
<td>A2</td>
<td>Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012-13. (not a valid code beginning with the 2014-15 school year; local use only)</td>
</tr>
<tr>
<td>AG</td>
<td>United States (American) Government</td>
</tr>
<tr>
<td>AH</td>
<td>United States (American) History</td>
</tr>
<tr>
<td>BI</td>
<td>Biology or equivalent or postsecondary course identified as a biology credit on the Dual Enrollment High School Equivalency List. Required for use with incoming ninth grade students in 2011-12 and subsequent years.</td>
</tr>
<tr>
<td>Blank</td>
<td>This course has no Course Number, Substituted associated with it.</td>
</tr>
<tr>
<td>CE</td>
<td>Computer Education (Effective 91-92, but may be used prior to effective date)</td>
</tr>
<tr>
<td>CH</td>
<td>Chemistry or equivalent course (not a valid code; local use only)</td>
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<tr>
<td>EX</td>
<td>Exceptional Student</td>
</tr>
<tr>
<td>FL</td>
<td>World (Foreign) Language Electives</td>
</tr>
<tr>
<td>GE</td>
<td>Geometry or equivalent. Required for use with incoming ninth grade students in 2011-12 and subsequent years.</td>
</tr>
<tr>
<td>Data Element Number:</td>
<td>109675</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Data Element Name:</td>
<td>Course Substituted, State Subject Area Requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA</td>
<td>Language Arts Electives (Effective for students who entered high school prior to the 2007-08 academic year.)</td>
</tr>
<tr>
<td>LM</td>
<td>Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.)</td>
</tr>
<tr>
<td>MA</td>
<td>Mathematics</td>
</tr>
<tr>
<td>NC</td>
<td>Non Credit</td>
</tr>
<tr>
<td>PA</td>
<td>Practical Arts with artistic content</td>
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<tr>
<td>PE</td>
<td>Physical Education</td>
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<td>PF</td>
<td>Performing Fine Arts</td>
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<tr>
<td>PH</td>
<td>Physics or equivalent course (not a valid code; local use only)</td>
</tr>
<tr>
<td>S3</td>
<td>Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school scholar designation. (not valid code; local use only)</td>
</tr>
<tr>
<td>SC</td>
<td>Science (Not a valid code beginning with the 2015-16 school year; local use only.)</td>
</tr>
<tr>
<td>SS</td>
<td>Social Studies Elective (Effective through school year 1314)</td>
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<tr>
<td>SV</td>
<td>Half Science and Half career and technical education (Effective school year 0708 through 1213)</td>
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<td>VO</td>
<td>Career &amp; Technical (excluding courses coded PA)</td>
</tr>
<tr>
<td>WH</td>
<td>World History</td>
</tr>
</tbody>
</table>

Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC - Economics, WH - World History, AH - United States History, and AG - United States Government.

Courses in World Languages should be coded as World Language (FL).

Beginning with the 2011-2012 year, it is mandatory to use the codes A1, BI, or GE for the incoming 9th grade cohort for Mathematics and Science courses listed as Algebra 1 (or equivalent), Biology (or equivalent), or Geometry (or equivalent) in the Course Code Directory.

Students entering ninth grade on or after the 2007-08 school year may use Performing Fine Arts (PF) or Practical Arts with Artistic Content (PA) to meet graduation requirements as defined in section 1003.4282(3)(e), Florida Statutes as follows: “One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination.” A listing of courses that meet the PA definition can be found in the Course Code Directory.

Courses in Science should be coded with EQ with the exception of the Biology Course that is coded with BI. Section 1003.4282(1)(3)(C), F.S. A student must earn one credit in Biology I and two credits in equally rigorous courses (EQ).

Note: This element is required beginning with the 2009-10 school year for Local and FASTER reporting by districts authorized to offer additional credit courses. This element must be used in connection with course(s) using a “+” course flag.
Data Element Number: 109675
Data Element Name: Course Substituted, State Subject Area Requirements

Length: 2
Data Type: Alphabetic

Year Implemented: 0809
State Standard: Yes

Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: Yes
  Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:
  All Programs
  Workforce Development

Formats Required:
  Student Course Transcript Information DB9 39x

Surveys Required:
  Survey 5 Yes

Appendixes:
  None

Description of Changes:

7/1/2019 Definition
Updated code definitions for AG and AH per state law and aligned the code definitions to be consistent with the Florida Course Code Directory.

7/1/2019 Notes
Changed “American” to “United States” for both History and Government.

7/1/2017 Codes
Updated definition to codes A1, BI, EN and GE.

11/25/2015 Notes
Added note

11/25/2015 Codes
Code ‘SC’ not a valid code beginning with the 2015-16 school year; local use only

7/1/2015 Notes
Updated first note and deleted those pertaining to Art, half credit and Life Management.

7/1/2015 Codes
Updated definition to codes A2 and BI.

2/13/2015 Codes
Included language for Code A2 which is for local use only now.

7/1/2014 Codes
Revised Codes CH, PH and S3 to non-valid codes and local use only.

10/17/2013 Codes
Removed Obsolete Section and revised codes FL, SS, SV and S3.

9/9/2013 Codes
Reinstated codes FL and SS as valid codes. Deleted (For local use only) language for Code EL.

9/9/2013 Notes
Deleted note: Code EL should be converted to spaces prior to state processing.
Deleted the word “Electives” after World Language Electives (FL).

6/26/2013 Notes
Revised note regarding code SV to include effective year through 1213.

6/26/2013 Codes
Added new codes and moved old codes to the obsolete section.

6/1/2012 Notes
Changed “Foreign” to “World” in notes.
<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2012</td>
<td>Codes</td>
<td>Added code A2. Revised code LM to apply only to students who entered high school prior to 2007-2008.</td>
</tr>
<tr>
<td>10/11/2011</td>
<td>Notes</td>
<td>Deleted note that referenced code ‘+’, a code that was never used and subsequently removed. Also removed asterisk on the Life Manage Skills note because it was no longer useful.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Codes</td>
<td>Added word “World” to code FL.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Codes</td>
<td>Deleted the note regarding coding of Mathematics and Science courses and added note regarding coding of Algebra 1, Biology and Geometry courses.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Codes</td>
<td>Added three codes: A1, BI, and GE.</td>
</tr>
</tbody>
</table>
Data Element Number: 109725
Data Element Name: Course Title, Abbreviated

The abbreviated title assigned to courses listed in the Course Code Directory.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 20
Data Type: Alphanumeric
Year Implemented: 8788
State Standard: Yes

Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:
- All Programs
- Adult Basic Skills
- Adult Postsecondary
- Adult Secondary

Formats Required:
- None

Surveys Required:
- None

Appendixes:
- None

Description of Changes:
- None
Data Element Number: 109825
Data Element Name: Course Title, Official

The official title assigned to courses listed in the Course Code Directory.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 70
Data Type: Alphanumeric
Year Implemented: 8788
State Standard: Yes

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:
- All Programs
- Adult Basic Skills
- Adult Postsecondary
- Adult Secondary

Formats Required:
- None

Surveys Required:
- None

Appendixes:
- None

Description of Changes:
- None
Data Element Number: 110125
Data Element Name: Credit Attempted, Course

The number of credits attempted in a term for a grade 9-12 course. Credit attempted for a course cannot exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>Noncredit course</td>
</tr>
<tr>
<td>0.50</td>
<td>One-half credit</td>
</tr>
<tr>
<td>1.00</td>
<td>One credit</td>
</tr>
</tbody>
</table>

Length: 3
Data Type: Numeric
Year Implemented: 1992
State Standard: No
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: Yes
  - Migrant Tracking: No
Required Grades: 09-12, Adult
Programs Required:
  - All Programs
  - Adult Secondary
  - Adult Postsecondary
Formats Required:
  Student Course Transcript Information DB9 39x
Surveys Required:
  Survey 5 Yes
Appendixes:
  None
Data Element Number: 110125
Data Element Name: **Credit Attempted, Course**

**Description of Changes:**

None
The total number of credits attempted to date in grade 9-12 courses by the student.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>NNNN</td>
<td>12.50 - Twelve and one-half credits attempted</td>
</tr>
</tbody>
</table>

Length: 4
Data Type: Numeric
Year Implemented: 8788
State Standard: No
Use Types:
  - State Reporting: No
  - Local Accountability: Yes
  - FASTER: No
  - Migrant Tracking: No
Required Grades: 09-12, Adult
Programs Required:
  - All Programs
  - Adult Secondary
  - Adult Postsecondary
Formats Required: None
Surveys Required: None
Appendixes: None
Description of Changes: None
Data Element Number: 110225
Data Element Name: Credit Attempted, Cumulative
Data Element Number: **110325**  
Data Element Name: **Credit Attempted, Term**  

The total number of credits attempted in a term for grade 9-12 courses by the student.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>0650</td>
<td>06.50 - Six and one-half credits attempted</td>
</tr>
</tbody>
</table>

**Length:** 4  
**Data Type:** Numeric  
**Year Implemented:** 8990  
**State Standard:** No  
**Use Types:**  
State Reporting: No  
Local Accountability: Yes  
FASTER: No  
Migrant Tracking: No  
**Required Grades:** 09-12, Adult  

**Programs Required:**  
All Programs  
Adult Secondary  
Adult Postsecondary  

**Formats Required:** None  
**Surveys Required:** None  
**Appendixes:** None  
**Description of Changes:** None
Data Element Number: 110325
Data Element Name: Credit Attempted, Term
Data Element Number: 110425

Data Element Name: **Credit Earned, Course**

The number of credits earned in a term for a course based upon successful completion of the course. Credit earned for a course cannot exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>0.00 - For noncredit or failing grade</td>
</tr>
<tr>
<td>050</td>
<td>0.50 - One-half credit</td>
</tr>
<tr>
<td>100</td>
<td>1.00 - One credit</td>
</tr>
</tbody>
</table>

Length: 3

Data Type: Numeric

Year Implemented: 9192

State Standard: Yes

Use Types:
- State Reporting: Yes
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: Yes

Required Grades: 09-12, Adult

Programs Required:
- All Programs
- Adult Secondary
- Adult Postsecondary

Formats Required:
- Student Course Transcript Information DB9 39x

Surveys Required:
- Survey 5 Yes

Appendixes:
None
Data Element Number: 110425
Data Element Name: Credit Earned, Course

Description of Changes:

None
Data Element Number: 110525
Data Element Name: Credit Earned, Cumulative

The total number of credits earned by the student in grades 9-12 upon successful completion of courses.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>0700</td>
<td>07.00 - Seven credits earned</td>
</tr>
</tbody>
</table>

Length: 4
Data Type: Numeric
Year Implemented: 8990
State Standard: Yes
Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: No
- Migrant Tracking: No
Required Grades: 09-12, Adult

Programs Required:
- All Programs
- Adult Secondary
- Adult Postsecondary

Formats Required:
None

Surveys Required:
None

Appendixes:
None

Description of Changes:
None
Data Element Number: 110625
Data Element Name: Credit Earned, State Subject Area Requirements

The total number of credits earned in each state subject area toward state high school graduation requirements based upon successful completion of courses in the subject area. See Course, State Subject Area Requirements.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>2.50 - Two and one-half credits earned in English</td>
</tr>
</tbody>
</table>

Length: 3
Data Type: Numeric
Year Implemented: 8990
State Standard: Yes
Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: No
- Migrant Tracking: No
Required Grades: 09-12, Adult
Programs Required:
- All Programs
- Adult Secondary
Formats Required:
- None
Surveys Required:
- None
Appendixes:
- None
Description of Changes:
- None
Data Element Number: 110625
Data Element Name: Credit Earned, State Subject Area Requirements
Data Element Number: 110725
Data Element Name: Credit Earned, Term

The total number of credits earned by the student in grades 9-12 based on successful completion of courses taken during one term.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>0700</td>
<td>07.00 - Seven credits earned</td>
</tr>
</tbody>
</table>

Length: 4
Data Type: Numeric
Year Implemented: 8990
State Standard: Yes

Use Types:
- State Reporting: No
- Local Accountability: No
- FASTER: No
- Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:
- All Programs
- Adult Secondary
- Adult Postsecondary

Formats Required: None
Surveys Required: None
Appendixes: None
Description of Changes: None
The numeric value of the course may not exceed the value indicated in the state curriculum framework where a curriculum framework exists.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>0.00 - For noncredit or failing grade</td>
</tr>
<tr>
<td>050</td>
<td>0.50 - One-half credit</td>
</tr>
<tr>
<td>100</td>
<td>1.00 - One credit</td>
</tr>
<tr>
<td>150</td>
<td>1.50 - One and one-half credits</td>
</tr>
</tbody>
</table>

Length: 3
Data Type: Numeric
Year Implemented: 8788
State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:
- All Programs
- Adult Secondary
- Adult Postsecondary

Formats Required:
None

Surveys Required:
None

Appendixes:
None
Data Element Number: 110925
Data Element Name: Credit Needed Value, Course

Description of Changes: None
The number of credits to be earned by the student in each local subject area taken to meet local high school graduation requirements. (Two implied decimal places.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>0150</td>
<td>One and one-half credits needed to complete local requirements in the subject area.</td>
</tr>
</tbody>
</table>

Length: 4
Data Type: Numeric
Year Implemented: 0203
State Standard: Yes

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:
- All Programs
- Adult Secondary

Formats Required:
- None

Surveys Required:
- None

Appendixes:
- None

Description of Changes:
Data Element Number: 111063
Data Element Name: Credit Needed, Local Subject Area Requirements
The number of credits to be earned by the student in each state subject area taken to meet state high school graduation requirements. See Course, State Subject Area Requirements.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>1.50 - One and one-half credits needed to complete state requirements in English</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Length:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Type:</td>
<td>Numeric</td>
</tr>
<tr>
<td>Year Implemented:</td>
<td>8990</td>
</tr>
<tr>
<td>State Standard:</td>
<td>Yes</td>
</tr>
<tr>
<td>Use Types:</td>
<td></td>
</tr>
<tr>
<td>State Reporting:</td>
<td>No</td>
</tr>
<tr>
<td>Local Accountability:</td>
<td>No</td>
</tr>
<tr>
<td>FASTER:</td>
<td>No</td>
</tr>
<tr>
<td>Migrant Tracking:</td>
<td>No</td>
</tr>
<tr>
<td>Required Grades:</td>
<td>09-12, Adult</td>
</tr>
<tr>
<td>Programs Required:</td>
<td></td>
</tr>
<tr>
<td>All Programs</td>
<td></td>
</tr>
<tr>
<td>Adult Secondary</td>
<td></td>
</tr>
<tr>
<td>Formats Required:</td>
<td>None</td>
</tr>
<tr>
<td>Surveys Required:</td>
<td>None</td>
</tr>
<tr>
<td>Appendixes:</td>
<td>None</td>
</tr>
</tbody>
</table>

Description of Changes: None
Data Element Number: 110825
Data Element Name: Credit Needed, State Subject Area Requirements
Data Element Number: 111210
Data Element Name: Critical/Chronic Health Information - 911 Medical Alert Contact

The name and telephone number of the school contact designated to provide critical/chronic health information - 911 medical alert information on the student.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 45
Data Type: Alphanumeric
Year Implemented: 9697
State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12, Birth - 21 Years Old

Programs Required:
- Migrant
- All Programs

Formats Required:
- None

Surveys Required:
- None

Appendixes:
- None

Description of Changes:
- None
Data Element Number: 111200

Data Element Name: Critical/Chronic Health Information - 911 Medical Alert

Medical alert of a potentially life-threatening condition.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>No</td>
</tr>
<tr>
<td>Y</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Length: 1

Data Type: Alphabetic

Year Implemented: 9697

State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12, Birth - 21 Years Old

Programs Required:
- All Programs
- Migrant

Formats Required:
- None

Surveys Required:
- None

Appendixes:
- None

Description of Changes:
- None
Data Element Number: 197237
Data Element Name: Date Entered United States School

The month, day and year the student entered school in the United States (any of the 50 states and the District of Columbia, excluding U.S. territories and possessions).

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000</td>
<td>Not Applicable. Use this code for all other students, as well as Immigrant Students whose Grade Level = PK.</td>
</tr>
<tr>
<td>09242010</td>
<td>The student entered a United States school on September 24, 2010.</td>
</tr>
</tbody>
</table>

MMDDYYYY Month, day, full year.

Notes: This element is required for students who are coded LY or LP on the element English Language Learners, PK-12 in Survey Periods 2, 3 or 5.
This element is also required for Immigrant Students reported with a code of Y on the Federal/State Indicator Status format in Survey Periods 2, 3 or 5, unless Immigrant Student's Grade Level = PK, then date should be reported as 00000000.
If only the month and year is known, use the last day of the month in the ‘Day’ field.

Length: 8
Data Type: Numeric
Year Implemented: 1213
State Standard: No
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: No
  - Migrant Tracking: No
Required Grades: KG-12
Programs Required: All Programs
Formats Required:
  - Student Demographic Information DB9 13x
Surveys Required:
  - Survey 1 Yes
  - Survey 2 Yes
  - Survey 3 Yes
  - Survey 4 Yes
Data Element Number: 197237
Data Element Name: Date Entered United States School

Survey 5  Yes

Appendixes:
None

Description of Changes:

- **7/1/2015** Surveys Required  Survey 7 Removed from Required Surveys
- **8/7/2014** Surveys Required  Add Surveys 1 and 4 to the list of required Surveys
- **7/1/2014** Surveys Required  Surveys 2 and 5 required.
- **7/1/2014** Formats Required  Moved element to Student Demographic Information format
- **7/1/2014** Programs Required  Changed from English Language Learners to All Programs.
- **7/1/2014** Notes  Revised note to include all students KG-12 to be reported.
- **7/1/2014** Codes  Deleted date code 88888888 and revised language for date code 00000000.

- **6/1/2012** New Element
Data Element Number: 111406
Data Element Name: Date of Entry, Program/Course/Section

The numeric representation of the date the student entered the program, course, and section during the current reporting survey. For a program/course/section that is continuing into the current reporting survey from a previous survey, the Date of Entry, Program/Course/Section is the first day of the current survey.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMDDYYYY</td>
<td>09222008 = September 22, 2008</td>
</tr>
</tbody>
</table>

Length: 8
Data Type: Numeric
Year Implemented: 0809
State Standard: No
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: Yes
  - Migrant Tracking: No
Required Grades: Adult

Programs Required:
  - Workforce Development
Formats Required:
  - WDIS Adult General Education Student Course DB9 48x
  - WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:
  - Survey F Yes
  - Survey W Yes
  - Survey S Yes

Appendixes:
None

Description of Changes:
- 4/15/2016 Notes Remove Note
- 7/1/2014 Definition Update of definition to clarify the purpose and use of the data element
- 6/1/2012 Notes Added CTE Student Course Schedule format to note.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2012</td>
<td>Formats Required</td>
<td>Added to CTE Student Course Schedule format.</td>
</tr>
<tr>
<td>8/26/2011</td>
<td>Notes</td>
<td>Remove sentence “Date of Entry, Program/Course/Section is required only for those students who have an employment-related Adult Student Goal.”</td>
</tr>
</tbody>
</table>
Data Element Number: 111441

Data Element Name: Date of Exit, Program/Course/Section

The numeric representation of the date the student exited the program, course, and section during the current reporting survey. For a program/course/section that is continuing into the next reporting survey, the Date of Exit, Program/Course/Section is the last day of the current survey.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMDDYYYY</td>
<td>09262008 = September 26, 2008</td>
</tr>
</tbody>
</table>

Length: 8

Data Type: Numeric

Year Implemented: 0809

State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: Adult

Programs Required:
- Workforce Development

Formats Required:
- WDIS Adult General Education Student Course DB9 48x
- WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:
- Survey F Yes
- Survey W Yes
- Survey S Yes

Appendixes:
None

Description of Changes:
- 7/1/2016 Notes Remove note.
- 7/1/2014 Definition Update of definition to clarify the purpose and use of the data element
- 6/1/2012 Notes Added CTE Student Course Schedule format to note.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2012</td>
<td>Added to CTE Student Course Schedule format.</td>
</tr>
<tr>
<td>8/26/2011</td>
<td>Notes: Remove sentence “Date of Exit, Program/Course/Section is required only for those students who have an employment-related Adult Student Goal.”</td>
</tr>
</tbody>
</table>
“Date Certain” is the Friday of survey week. This code indicates that a student is scheduled in a course/section that meets on an "alternate date certain" of survey week. An alternate date certain is typically used by schools who do not have core courses scheduled on Friday of survey week, for class size consideration.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student is NOT scheduled in a course/section on an alternate date certain for class size consideration.</td>
</tr>
<tr>
<td>Y</td>
<td>The student is scheduled in a course/section on an alternate date certain because no core courses are scheduled on date certain (Friday of survey week) for the entire school.</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Note: Code Y should ONLY be used if an entire school would not be included in the class size average calculation because NO core courses meet on Friday/date certain. In that case, choose another representative day and code ‘Y’ for “Day of Week Scheduled, Alternate Date Certain” for all of the courses that meet on that day.

Length: 1
Data Type: Alphabetic
Year Implemented: 0304
State Standard: No
Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: No
  Migrant Tracking: No
Required Grades: PK-12
Programs Required: All Programs
Formats Required:
  Student Course Schedule DB9 14x
Surveys Required:
  Survey 2 Yes
  Survey 3 Yes
Appendixes:
None
### Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2018</td>
<td>Notes</td>
<td>Added clarifying language to note.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Codes</td>
<td>Added clarifying language to code S N and Y.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Definition</td>
<td>Added clarifying language to data element definition.</td>
</tr>
<tr>
<td>7/1/2018</td>
<td>Element Name</td>
<td>Changed the data element name.</td>
</tr>
</tbody>
</table>
Data Element Number: 112625
Data Element Name: Day of Week Scheduled, Friday

A code indicating that a student is scheduled in a course/section on Friday.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student is NOT scheduled in a course/section on this day.</td>
</tr>
<tr>
<td>Y</td>
<td>The student is scheduled in a course/section on this day.</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 0203
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs

Formats Required:
- Student Course Schedule DB9 14x

Surveys Required:
- Survey 2 Yes
- Survey 3 Yes

Appendixes: None

Description of Changes: None
Data Element Number: 112625
Data Element Name: Day of Week Scheduled, Friday
Data Element Number: 112635
Data Element Name: Day of Week Scheduled, Monday

A code indicating that a student is scheduled in a course/section on Monday.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student is NOT scheduled in a course/section on this day.</td>
</tr>
<tr>
<td>Y</td>
<td>The student is scheduled in a course/section on this day.</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 0203
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs
Formats Required:
- Student Course Schedule DB9 14x

Surveys Required:
- Survey 2 Yes
- Survey 3 Yes

Appendixes: None

Description of Changes: None
Data Element Number: 112645
Data Element Name: Day of Week Scheduled, Saturday

A code indicating that a student is scheduled in a course/section on Saturday.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student is NOT scheduled in a course/section on this day.</td>
</tr>
<tr>
<td>Y</td>
<td>The student is scheduled in a course/section on this day.</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 2003
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12

Programs Required:
- All Programs

Formats Required:
- Student Course Schedule DB9 14x

Surveys Required:
- Survey 2: Yes
- Survey 3: Yes

Appendixes:
None

Description of Changes:
None
Data Element Number: 112645
Data Element Name: Day of Week Scheduled, Saturday
Data Element Name: Day of Week Scheduled, Thursday

A code indicating that a student is scheduled in a course/section on Thursday.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student is NOT scheduled in a course/section on this day.</td>
</tr>
<tr>
<td>Y</td>
<td>The student is scheduled in a course/section on this day.</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 0203
State Standard: No
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: No
  - Migrant Tracking: No
Required Grades: PK-12
Programs Required: All Programs
Formats Required:
  - Student Course Schedule DB9 14x
Surveys Required:
  - Survey 2: Yes
  - Survey 3: Yes
Appendixes: None
Description of Changes: None
Data Element Number: 112665

Data Element Name: Day of Week Scheduled, Tuesday

A code indicating that a student is scheduled in a course/section on Tuesday.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student is NOT scheduled in a course/section on this day.</td>
</tr>
<tr>
<td>Y</td>
<td>The student is scheduled in a course/section on this day.</td>
</tr>
</tbody>
</table>

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs

Formats Required: Student Course Schedule DB9 14x

Surveys Required:
- Survey 2 Yes
- Survey 3 Yes

Appendixes: None

Description of Changes: None
Data Element Number: 112665
Data Element Name: Day of Week Scheduled, Tuesday
A code indicating that a student is scheduled in a course/section on Wednesday.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>The student is NOT scheduled in a course/section on this day.</td>
</tr>
<tr>
<td>Y</td>
<td>The student is scheduled in a course/section on this day.</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 0203
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12
Programs Required:
- All Programs

Formats Required:
- Student Course Schedule DB9 14x

Surveys Required:
- Survey 2 Yes
- Survey 3 Yes

Appendixes:
- Appendix Z: Industry Certification Identifier

Description of Changes: None
Data Element Number: 112675
Data Element Name: Day of Week Scheduled, Wednesday
Data Element Number: 112031

Data Element Name: Days Absent, Annual - Unexcused Not Related to Discipline

The total number of days the student was absent from a school or district with an unexcused absence that was not related to discipline during the 180 day school year. Unexcused Absence Not Related to Discipline is defined by district policy.

This is a calculated value using daily attendance.

For Survey Periods 2, this field should be zero-filled.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

NOTES:

a) For the Prior School Status/Student Attendance format (DB9 55x), Days Absent, Annual - Unexcused Not Related to Discipline means the total number of days the student is absent, unexcused and not related to disciplinary actions for each entry or reentry in each school in which the student is enrolled during the 180 day school year.

b) For the permanent record, Days Absent, Annual - Unexcused Not Related to Discipline means the total number of days the student is absent, unexcused not related to discipline from all district schools during the 180 day school year.

Length: 3

Data Type: Numeric

Year Implemented: 0607

State Standard: Yes

Use Types:

- State Reporting: Yes
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs

Formats Required:

- Prior School Status / Student Attendance DB9 55x

Surveys Required:

- Survey 2 Default
- Survey 3 Yes
- Survey 5 Yes

Appendixes:

None
Description of Changes:

6/1/2012  Surveys Required  Changed Survey 3 to Yes.
6/1/2012  Definition  Removed reference to Survey 3 being zero-filled.
Data Element Number: 112025
Data Element Name: Days Absent, Annual

A numeric value representing the total days the student is absent from a school or district during the 180 day school year.

This is a calculated value using daily attendance.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

NOTE:

a) For the Prior School Status/Student Attendance format (DB9 55x), Days Absent, Annual means the total number of days the student is absent for each entry or reentry in each school in which the student is enrolled during the 180-day school year.

b) For the permanent record, Days Absent, Annual means the total number of days the student is absent from all district schools during the 180 day school year.

Length: 3
Data Type: Numeric
Year Implemented: 9293
State Standard: Yes
Use Types:
  State Reporting: Yes
  Local Accountability: No
  FASTER: Yes
  Migrant Tracking: No
Required Grades: PK-12
Programs Required:
  All Programs
Formats Required:
  Prior School Status / Student Attendance DB9 55x
Surveys Required:
  Survey 2 Default
  Survey 3 Yes
  Survey 5 Yes

Appendixes:
None
## Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/20/2011</td>
<td>Surveys Required</td>
<td>Changed Survey 3 from Default to Yes.</td>
</tr>
<tr>
<td>12/20/2011</td>
<td>Notes</td>
<td>Adjusted wording in Note (a) to reflect current name of format.</td>
</tr>
</tbody>
</table>
Data Element Number: 112050

Data Element Name: Days Absent, Summer Terms

A numeric value representing the total days the student is absent from a school or district during the summer terms or intersessions.

This is a calculated value using daily attendance.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

NOTES:

a) For the Student Attendance format (DB9 40x), Days Absent, Summer Terms means the total number of days the student is absent for each entry or reentry in each school in which the student is enrolled during the summer terms or intersessions.

b) For the permanent record, Days Absent, Summer Terms means the total number of days the student is absent from all district schools during the summer terms or intersessions.

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes
Local Accountability: No
FASTER: Yes
Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Default
Survey 3 Default
Survey 5 Yes

Appendixes:

None
Data Element Number: 112050
Data Element Name: Days Absent, Summer Terms

Description of Changes:
None
The number of school days the course is scheduled to meet or the student is scheduled to be transported during the reported term.

Examples:

Survey Periods 2 and 3 should have the value 090 if the course is scheduled for the entire semester.

For reporting PK-12 short courses scheduled during the regular 180-day school year, use the actual number of days the course is scheduled to meet.

Survey Periods 1 and 4 (summer sessions) record the actual number of days the course meets.

For adult short courses in all surveys, record the actual number of days the course meets.

For reporting Prekindergarten Early Intervention students in all surveys, record the actual number of days the course meets.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Notes (Pertaining to Student Transportation format):

For most students in survey periods 2 and 3 the number of days will be 90.

For students in programs that meet once a week, the number of days will be 18 (90 day term divided by 5).

For the June and July summer periods and for intersessions report the scheduled days students are required to attend for each reporting period.

Length: 3

Data Type: Numeric

Year Implemented: 9495

State Standard: Yes

Use Types:

- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

- All Programs
- Adult Basic Skills
- Adult Postsecondary
- Adult Secondary

Formats Required:  

Page 1 of 2
Student Transportation DB9 56x
Teacher Course DB9 15x

**Surveys Required:**

<table>
<thead>
<tr>
<th>Survey</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey 1</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey 2</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey 3</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey 4</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Appendixes:**

None

**Description of Changes:**

None
Data Element Number: 112825  
Data Element Name: Days Per Week

The number of days per week the PK-12 student is scheduled to attend a course.

Adult students will report 0 (zero) in state reporting formats.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

Length: 1

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12

Programs Required:
- All Programs

Formats Required:
- Student Course Schedule DB9 14x

Surveys Required:
- Survey 1: Yes
- Survey 2: Yes
- Survey 3: Yes
- Survey 4: Yes

Appendixes:
- None

Description of Changes:
- None
Data Element Number: 112825
Data Element Name: Days Per Week
Data Element Number: 113225

Data Element Name: Days Present, Annual

A numeric value representing the total days the student is present in a school or district during the 180 day school year.

This is a calculated value using daily attendance.

Code | Definition/Example
--- | ---
Not applicable for this element

NOTES:

a) For the Prior School Status/Student Attendance format (DB9 55x), Days Present, Annual means the total number of days the student is present for each entry or reentry in each school in which the student is enrolled during the 180 day school year.

b) For the permanent record, Days Present, Annual means the total number of days the student is present at all district schools during the 180 day school year.

Length: 3

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes
Local Accountability: No
FASTER: Yes
Migrant Tracking: No

Required Grades: PK-12

Programs Required: All Programs

Formats Required:

Prior School Status / Student Attendance DB9 55x

Surveys Required:

Survey 2 Default
Survey 3 Yes
Survey 5 Yes

Appendixes:
None
<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/10/2011</td>
<td>Surveys Required</td>
<td>Changed Survey 3 from Default to Yes</td>
</tr>
<tr>
<td>12/10/2011</td>
<td>Notes</td>
<td>Adjusted wording in Note (a) to reflect the current format name.</td>
</tr>
</tbody>
</table>
Data Element Number: 113250
Data Element Name: Days Present, Summer Terms

A numeric value representing the total days the student is present in a school or district during the summer terms or intersessions.

This is a calculated value using daily attendance.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

NOTES:

a) For the Student Attendance format (DB9 40x), Days Present, Summer Terms means the total number of days the student is present for each entry or reentry in each school in which the student is enrolled during the summer terms or intersessions.

b) For the permanent record, Days Present, Summer Terms means the total number of days the student is present at all district schools during the summer terms or intersessions.

Length: 3
Data Type: Numeric
Year Implemented: 9293
State Standard: Yes

Use Types:
State Reporting: Yes
Local Accountability: No
FASTER: Yes
Migrant Tracking: No

Required Grades: PK-12

Programs Required:
All Programs

Formats Required:
Prior School Status / Student Attendance DB9 55x

Surveys Required:
Survey 2 Default
Survey 3 Default
Survey 5 Yes

Appendixes:
None
Data Element Number: 113250
Data Element Name: Days Present, Summer Terms

Description of Changes:

None
An indicator to designate that a student has earned a standard diploma under section 1003.4282, F.S., and has satisfied the Gold Seal of Biliteracy or the Silver Seal of Biliteracy requirements per section 1003.432, F.S. This seal is signified on the standard diploma and designated on the student transcript.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Both the Gold and Silver Seal of Biliteracy requirements were met.</td>
</tr>
<tr>
<td>G</td>
<td>Gold Seal of Biliteracy requirements were met.</td>
</tr>
<tr>
<td>S</td>
<td>Silver Seal of Biliteracy requirements were met.</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 1617
State Standard: Yes
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: Yes
  - Migrant Tracking: No
Required Grades: 09-12
Programs Required: All Programs
Formats Required: Student End of Year Status DB9 17x
Surveys Required:
  - Survey 5: Yes
Appendixes:
None
Data Element Number: 197267
Data Element Name: Diploma Biliteracy Seal Designation

Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/11/2017</td>
<td>New Code</td>
</tr>
<tr>
<td>7/1/2016</td>
<td>New Element</td>
</tr>
</tbody>
</table>
Data Element Number: 113625
Data Element Name: Diploma Date

The date the diploma was awarded to the student or the last day of the term, if different.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMDDYYYY</td>
<td>Example: 06121983</td>
</tr>
</tbody>
</table>

Length: 8
Data Type: Numeric
Year Implemented: 8990
State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:
- All Programs
- Adult Secondary

Formats Required:
- None

Surveys Required:
- None

Appendixes:
- None

Description of Changes:
- None

NOTE: This information can be derived from the attendance system.
Data Element Number: 113625
Data Element Name: Diploma Date
Data Element Number: 197248
Data Element Name: Diploma Designation

An indicator to designate that a student has earned a standard high school diploma under section 1003.4282, F.S., may receive a diploma designation according to section 1003.4285, F.S.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Both - Scholar and Merit – student has met the requirements of section 1003.4285, F.S., in order to earn both designations.</td>
</tr>
<tr>
<td>M</td>
<td>Merit – student has met the requirements of section 1003.4285 (1)(b) F.S., in order to earn the merit designation.</td>
</tr>
<tr>
<td>S</td>
<td>Scholar – student has met the requirements of section 1003.4285 (1)(a) F.S., in order to earn the scholar designation.</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphabetic
Year Implemented: 1314
State Standard: Yes
Use Types:
State Reporting: Yes
Local Accountability: Yes
FASTER: Yes
Migrant Tracking: No

Required Grades: 09-12
Programs Required:
All Programs
Formats Required:
Student End of Year Status DB9 17x
Surveys Required:
Survey 5 Yes
Appendixes: None
<table>
<thead>
<tr>
<th>Date</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/28/2014</td>
<td>Codes</td>
<td>Definition amended</td>
</tr>
<tr>
<td>5/28/2014</td>
<td>Definition</td>
<td>Definition amended</td>
</tr>
<tr>
<td>10/2/2013</td>
<td></td>
<td>New Element</td>
</tr>
</tbody>
</table>
**FLORIDA DEPARTMENT OF EDUCATION**  
**DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:**  
**AUTOMATED STUDENT INFORMATION SYSTEM**  
**AUTOMATED STUDENT DATA ELEMENTS**  
Year: 2022-23

Data Element Number: **114025**  
Data Element Name: **Diploma Type**

The type of diploma awarded to the student upon high school graduation.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>W06</td>
<td>Standard High School Diploma</td>
</tr>
<tr>
<td>W07</td>
<td>Special Diploma (option one) NOTE: This will not be a valid diploma type after the 2022-23 school year This option is valid only for students who began 9th grade in 2013-14 or earlier.</td>
</tr>
<tr>
<td>W10</td>
<td>State of Florida High School Performance-Based Diploma (GED and Statewide Standardized Assessment)</td>
</tr>
<tr>
<td>W27</td>
<td>Special Diploma (option two) NOTE: This will not be a valid diploma type after the 2022-23 school year. This option is valid only for students who began 9th grade in 2013-14 or earlier.</td>
</tr>
<tr>
<td>W43</td>
<td>Adult Standard High School Diploma (24-credit option)</td>
</tr>
<tr>
<td>W45</td>
<td>Adult State of Florida Diploma (GED)</td>
</tr>
<tr>
<td>W52</td>
<td>Adult Standard High School Diploma (Concordant and/or Comparative Score)</td>
</tr>
<tr>
<td>W54</td>
<td>Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)), 18 Credit Option</td>
</tr>
<tr>
<td>W55</td>
<td>Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) Concordant and/or Comparative Score, 18-Credit Option</td>
</tr>
<tr>
<td>W58</td>
<td>Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) (Statewide Standardized Assessment Results Waiver), 18-Credit Option</td>
</tr>
<tr>
<td>W59</td>
<td>Adult Standard High School Diploma (Statewide Standardized Assessment Results Waiver), 24 credit option</td>
</tr>
<tr>
<td>W61</td>
<td>Adult Standard High School Diploma (Career and Technical Education (CTE) Pathway Option)</td>
</tr>
<tr>
<td>W62</td>
<td>Adult Standard High School Diploma (CTE Pathway Option), (Concordant and/or Comparative Score)</td>
</tr>
<tr>
<td>W63</td>
<td>Adult Standard High School Diploma (CTE Pathway Option), (Statewide assessment waiver)</td>
</tr>
<tr>
<td>WD1</td>
<td>Standard High School Diploma (Deferred Receipt)</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>WEL</td>
<td>Standard High School Diploma (for English Language Leaners (ELL))</td>
</tr>
<tr>
<td>WFT</td>
<td>Standard High School Diploma (Concordant and/or Comparative Score)</td>
</tr>
<tr>
<td>WFW</td>
<td>Standard High School Diploma (FCAT waiver) NOTE: This code is valid for students who entered 9th grade prior to the 2013-14 school year</td>
</tr>
<tr>
<td>WGA</td>
<td>State of Florida High School Performance-Based Diploma (GED and Concordant and/or Comparative Score)</td>
</tr>
<tr>
<td>WGD</td>
<td>State of Florida Diploma (Performance-Based Exit Option Model Program, GED only)</td>
</tr>
<tr>
<td>WRW</td>
<td>Standard High School Diploma (Statewide Standardized Assessment Results Waiver) NOTE: This applies to students entering 9th grade beginning in the 2013-14 school year</td>
</tr>
<tr>
<td>WWE</td>
<td>Standard High School Diploma (Career and Technical Education (CTE)) Pathway option</td>
</tr>
<tr>
<td>WWT</td>
<td>Standard High School Diploma (CTE Pathway Option) Concordant and/or Comparative Score</td>
</tr>
<tr>
<td>WWW</td>
<td>Standard High School Diploma (CTE Pathway Option) statewide standardized assessment results waiver</td>
</tr>
<tr>
<td>WXL</td>
<td>Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) options.</td>
</tr>
<tr>
<td>WXT</td>
<td>Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL) Concordant and/or Comparative Score</td>
</tr>
<tr>
<td>WXW</td>
<td>Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) Statewide Standardized Assessment Results Waiver.</td>
</tr>
<tr>
<td>ZZZ</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

**Terms:**

**Adult Standard High School Diploma**

Diploma awarded to adult students, enrolled in a school district adult high school program, who have earned passing scores on the state approved graduation tests, successfully completed the minimum number of academic credits as identified in s. 1003.4282 (6)(b) F.S. and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W43)

Diplomas awarded to adult students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score and successfully met all other requirements for a standard diploma, s. 1003.4282, F.S. Florida Department of Education approved standardized tests for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (s. 1008.22(8), F.S.). (W52)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., including earning passing scores on the state approved graduation tests. (W54)
Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (W55)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed the minimum number of academic credits to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., and satisfied the state graduation test requirement with an approved statewide assessment waiver. (W58)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed the minimum number of academic credits to receive a standard diploma as identified in s. 1003.4282(6)(b) F.S. and satisfied the state graduation test requirement with an approved statewide assessment waiver. (W59)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed all of the requirements to receive a standard diploma and was exempted from being required to use assessments to earn a standard high school diploma due to the provisions of Department of Education Emergency Order 2021-EO-02. (W60)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed all the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, s. 1003.4282(11), F.S. (W61)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, s. 1003.4282(11), F.S. and satisfied the state graduation test requirement with an approved statewide standardized assessment results waiver. (W62)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, s. 1003.4282(11), F.S. and satisfied the state graduation test through an approved state concordant and/or comparative score. (W63)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have earned passing scores on the state approved graduation tests, successfully completed the minimum number of academic credits as identified in s. 1003.4282 (6)(b) F.S. and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W43)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed the minimum number of academic credits to receive a standard diploma as identified in s. 1003.4282(6)(b) F.S. and satisfied the state graduation test requirement with an approved statewide assessment waiver. (W59)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed all the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, s. 1003.4282(11), F.S. (W61)

**Differentiated Diploma:**

Diploma awarded in lieu of the standard diploma to those students exceeding the prescribed minimums. Differentiated diplomas are to be recorded as standard diplomas (W06).

**Special Diploma:**

Diploma awarded to students who have been properly identified as intellectually disabled, deaf or hard-of-hearing, specific learning disabled, emotional/behavioral disabled, orthopedically impaired, dual sensory impaired, other health impaired, traumatic brain injury, autism spectrum disorder, or language impaired. Effective with the 1994-95 school year, school boards may award Special Diplomas based on two (2) options:

a) Option one shall include procedures for determining and certifying mastery of student performance standards...
for exceptional students as prescribed in Rule 6A-1.09961(1)(a), FAC. (W07)

b) Option two shall include procedures for determining and certifying mastery of demonstrated employment and community competencies in accordance with Rule 6A-1.09961(1)(b), FAC. (W27)

**Standard Diploma using a Concordant and/or Comparative Score***:

Standard diploma awarded to students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WFT)

Standard Diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (WXT)

Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (WWT)

*Note: Florida Department of Education approved standardized test for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (Section 1008.22(7)-(8), F.S.).

**Standard Diploma**:

Diploma awarded to students who have earned passing scores on the state approved graduation test, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W06)

Standard diploma awarded to any English Language Learner student who has been enrolled in an ESOL program for less than two years who graduated from school with a standard diploma and a formative assessment in lieu of the Statewide Standardized Assessment, per Senate Bill 1108 (2021). (WEL)

Standard diploma awarded to students with disabilities who have received an FCAT waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale.(Valid for students who entered 9th grade prior to the 2013-14 school year). (WFW)

Standard diploma awarded to students with disabilities who have received a Statewide Standardized Assessment Results Waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WRW)

Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5). (WXL)

Standard diploma awarded to students with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement with an approved statewide assessment waiver. (WXW)

Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S. 1003.4282(11). (WWE)

Standard diploma awarded to students with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Career and Technical Education (CTE) Pathway option, F.S.
1003.4282(11) and satisfied the state graduation test requirement with an approved statewide standardized assessment results waiver. (WWW)

State of Florida Diploma (GED):
Diploma awarded to students based on the student’s satisfactory completion of the General Education Development Tests.

a) Diploma awarded to high school students who successfully completed the Performance-Based Exit Option Model Program requirements, successfully passed the high school equivalency subject area examinations, but did not pass the statewide standardized assessments. (WGD)

b) Diplomas awarded to adult students should be recorded as W45.

NOTE: This information can be derived from the attendance system.

State of Florida High School Performance-Based Diploma
State of Florida High School Performance-Based High School Diploma Performance-based diploma awarded to students who successfully completed the Performance-Based Exit Option Model Program requirements and have passed the high school equivalency subject area examinations and the statewide standardized assessments. (W10)

Performance-based diploma awarded to students who have successfully completed the Performance-Based Exit Option Model Program requirements, passed the high school equivalency subject area examinations, and who have satisfied the statewide standardized assessments requirement through a concordant and/or comparative score*. (WGA)

Note: Students in the Performance-Based Exit Option Model must be in the 10th grade or higher in order to take the state approved graduation test.

Length: 3
Data Type: Alphanumeric
Year Implemented: 9495
State Standard: Yes
Use Types:
  State Reporting: Yes
  Local Accountability: Yes
  FASTER: No
  Migrant Tracking: No
Required Grades: 12
Programs Required:
  All Programs
  Workforce Development
Formats Required:
  Student End of Year Status DB9 17x
Page 5 of 7
**Survey Required:**
- Survey 5: Yes
- Survey F: Yes
- Survey W: Yes
- Survey S: Yes

**Appendixes:**
- Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12
- Appendix B: Attendance Recordkeeping Required Codes for Adult

**Description of Changes:**

- **7/1/2022**
  - **Codes**
    - Updated language for code W10; added new "WEL" diploma type for ELL students
  - **Notes**
    - Updated language for code W10, WGA and WGD; and added new "WEL" standard diploma code for ELL students

- **7/1/2021**
  - **Codes**
    - Deleted codes “WCO” and “W60” – not valid in 2021-22
  - **Codes**
    - Deleted notes for codes “WCO” and “W60” – not valid in 2021-22
  - **Codes**
    - Deleted codes “WCO” and “W60” – not valid in 2021-22
  - **Notes**
    - Deleted notes for codes “WCO” and “W60” – not valid in 2021-22
  - **Codes**
    - Added "Notes" for codes WCO and W60 for 2021 graduating students exempt from required assessments per DOE Emergency Order 2021-EO-02.

- **5/3/2021**
  - **Codes**
    - Added codes WCO and W60 for 2021 graduating students exempt from required assessments per DOE Emergency Order 2021-EO-02.

- **7/1/2020**
  - **Codes**
    - Deleted codes WCO and W60 which were only valid for 2019-20 school year reporting.

- **4/20/2020**
  - **Codes**
    - Added new codes WCO and W60 for students graduating in 2019-20 per FDOE Order No. 2020-EO-01 suspending statewide assessments related to COVID-19 Pandemic.

- **12/3/2019**
  - **Codes**
    - Added three (3) new codes and definitions: W61, W62 and W63.
    - Updated the term “Adult Standard High School Diploma”.

- **7/26/2019**
  - **Codes**
    - Added new codes WWE, WWT & WWW for Workforce Education Pathways to graduation per HB 7071.
  - **Notes**
    - Added a note for new code WWT under the Standard Diploma using a Concordant and/or Comparative Score section; and added notes for new codes WWE & WWW under the Standard Diploma section.

- **7/1/2019**
  - **Formats Required**
    - Added the WDIS Supplemental Information format as a required format.

- **5/12/2017**
  - **Codes**
    - Revised language to code WRW to clarify the students applicable for this code.
<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/28/2015</td>
<td>Codes</td>
<td>Added code WD1, which is to be included in grad rate calculations</td>
</tr>
<tr>
<td>7/1/2015</td>
<td>Codes</td>
<td>Removed codes W6A, W6B, WFA, WFB (not valid after 2014-15)</td>
</tr>
<tr>
<td>3/27/2015</td>
<td>Codes</td>
<td>Replaced term ‘Alternative Assessment’ with ‘Concordant and/or Comparative Score’</td>
</tr>
<tr>
<td>3/12/2015</td>
<td>Notes</td>
<td>Added WRW note to Standard Diploma and added another statute reference for W06 and WFW.</td>
</tr>
<tr>
<td>3/12/2015</td>
<td>Codes</td>
<td>Added code WRW; revised definition of code WFT, and added notes to codes W07, W27, WFW.</td>
</tr>
<tr>
<td>7/22/2014</td>
<td>Codes</td>
<td>Update of the “Definition/Example” of the WGD code. Modification of notes to “Standard Diploma using an Alternate Assessment” and addition of notes for “Adult Standard High School Diplomas”</td>
</tr>
<tr>
<td>5/28/2014</td>
<td>Codes</td>
<td>Addition of adult standard HS diploma codes W54 and W55 to include 18 credit option. Specified 24 credit option for W43. Updated “notes” for W6A, W6B, WFA, WFB.</td>
</tr>
<tr>
<td>1/30/2014</td>
<td>Codes</td>
<td>WXT and WXW standard diploma types added</td>
</tr>
<tr>
<td>10/31/2013</td>
<td>Codes</td>
<td>W6A and W6B – Added a note within the definition of the codes.</td>
</tr>
<tr>
<td>9/17/2013</td>
<td>Codes</td>
<td>Addition of new diploma type: WXL.</td>
</tr>
<tr>
<td>9/17/2013</td>
<td>Notes</td>
<td>Added note for diploma type: WXL.</td>
</tr>
<tr>
<td>7/1/2013</td>
<td>Codes</td>
<td>The definitions for codes W10 and WGA are modified. They are not diploma codes.</td>
</tr>
<tr>
<td>6/1/2012</td>
<td>Notes</td>
<td>Revised description of Special Diploma under Terms. Deleted educable, trainable and profoundly mentally handicapped and replaced with intellectually disabled.</td>
</tr>
</tbody>
</table>
Disaster Affected Student

Indicator of whether the student moved to this school district or changed schools within the district this school year due to a disaster such as a hurricane or earthquake. This information is limited to declared disasters.

Indicate whether the student changed school because his/her school was closed due to the disaster. Closed means that the disaster rendered a school non-operational long enough that its students had to be re-assigned to another school or another location temporarily while the damaged school was made operational.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Yes, this student moved to this district this school year due to an earthquake, but not due to a school closing.</td>
</tr>
<tr>
<td>F</td>
<td>Yes, this student moved to this district this school year due to an earthquake and a school closing.</td>
</tr>
<tr>
<td>O</td>
<td>Yes, this student moved to this district this school year due to another type of natural disaster other than a hurricane or earthquake, but not due to a school closing.</td>
</tr>
<tr>
<td>P</td>
<td>Yes, this student moved to this district this school year due to another type of natural disaster other than a hurricane or earthquake and a school closing.</td>
</tr>
<tr>
<td>Q</td>
<td>Yes, this student changed schools within this district this school year due to an earthquake, but not due to a school closing.</td>
</tr>
<tr>
<td>R</td>
<td>Yes, this student changed schools within this district this school year due to an earthquake and a school closing.</td>
</tr>
<tr>
<td>V</td>
<td>Yes, this student changed schools within this district this school year due to a hurricane and a school closing.</td>
</tr>
<tr>
<td>W</td>
<td>Yes, this student changed schools within this district this school year due to a hurricane, but not due to a school closing.</td>
</tr>
<tr>
<td>X</td>
<td>Yes, this student moved to this district this school year due to a hurricane and a school closing.</td>
</tr>
<tr>
<td>Y</td>
<td>Yes, this student moved to this district this school year due to a hurricane, but not due to a school closing.</td>
</tr>
<tr>
<td>Z</td>
<td>No, this student did not move to this district and did not change schools within this district this school year due to a disaster.</td>
</tr>
</tbody>
</table>

Length: 1

Data Type: Alphanumeric

Year Implemented: 0405
<table>
<thead>
<tr>
<th>Description of Changes:</th>
<th>7/1/2019 Codes</th>
<th>Deleted code B; added language to codes E, Q, W &amp; Y; and added new codes F, O, P, R, V &amp; X to align with federal reporting requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1/2019 Definition</td>
<td>Added language to the definition for clarity.</td>
</tr>
</tbody>
</table>
Data Element Number: **114425**

**Data Element Name:** Discipline/Resultant Action Code

A one-character code representing the type of disciplinary action taken. The discipline code will be associated with the corresponding School Number, Where Discipline/Referral Action Occurred.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Corporal Punishment</td>
</tr>
<tr>
<td></td>
<td>Corporal punishment is defined as the moderate use of physical force or physical contact by a teacher or principal to maintain discipline or to enforce school rule. (Maintained for students in grades PK-12 only.)</td>
</tr>
<tr>
<td>E</td>
<td>Expelled, Without Continuing Educational Services</td>
</tr>
<tr>
<td></td>
<td>Student expelled from regular school without continuing educational services provided by the district. (Maintained for students in grades PK-12 and adult)</td>
</tr>
<tr>
<td>F</td>
<td>Expelled, With Continuing Educational Services</td>
</tr>
<tr>
<td></td>
<td>Student expelled from regular school with continuing educational services, which may include a disciplinary program or second chance school, and/or referred to the criminal justice or juvenile justice system. (Maintained for students in grades PK-12 and adult)</td>
</tr>
<tr>
<td>H</td>
<td>Suspension Extended, Pending Hearing</td>
</tr>
<tr>
<td></td>
<td>Suspension (out-of-school) extended beyond 10 school days pending School Board hearing for expulsion. (This code should only be used when the district Superintendent grants an extension for suspension beyond 10 school days as per Ch. 1006.08, F.S.).</td>
</tr>
<tr>
<td>I</td>
<td>Suspension, In-School</td>
</tr>
<tr>
<td></td>
<td>In-school suspension is defined as the temporary removal of a student from the school program not exceeding ten days. (Maintained for students in grades PK-12 only.)</td>
</tr>
<tr>
<td></td>
<td>In accordance with the Individuals with Disabilities Education Act, this code must be used for all instances in which a child with a disability is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel.</td>
</tr>
<tr>
<td>L</td>
<td>Seclusion</td>
</tr>
<tr>
<td></td>
<td>The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.</td>
</tr>
<tr>
<td>M</td>
<td>Mechanical Restraint</td>
</tr>
<tr>
<td></td>
<td>The use of any device or equipment to restrict a student’s freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:</td>
</tr>
</tbody>
</table>
Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; Restraints for medical immobilization; or Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

N No Discipline

Student was found to have committed a SESIR offense but did not receive discipline as a result because, when taking into account developmentally age-appropriate behavior or disability, if any, the student did not have the capacity to understand his or her behavior and the inappropriateness of his or her actions. This code should be used for either very young students or students with disabilities who otherwise meet these criteria.

O Suspension, Out-of-School

Out-of-school suspension is defined as the temporary removal of a student from a school and the school program for a period not exceeding ten days. (Maintained for students in grades PK-12 only.)

P Placement in Alternative Educational Setting

Student is removed from the school for an offense, i.e., disobedient, disrespectful, violent, abusive, uncontrollable or disruptive behavior, not expelled, and placed in an alternative educational setting

R Physical Restraint

A personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

S Other SESIR Defined

Other SESIR defined is all other types of disciplinary action administered for a SESIR defined incident that cannot be reported using any other code in this element. For example, this code may be used when districts require students to attend additional activities such as “Saturday School”, tobacco cessation programs, drug prevention programs, counseling, anger management programs, or community service while they continue their regular course of study. (This code is to be used only when the action is related to a SESIR defined incident).

U Change in Placement

Change in placement (not to exceed 45 days) due to a unilateral decision by school personnel following a drug, weapon or serious bodily injury offense. (This code is for students with disabilities only.)

Notes:

CODE U: Use Code "U" only for those students with disabilities involved in drug, weapon or serious bodily injury offenses who were unilaterally removed to an interim alternative education setting by school personnel other than the IEP team, in lieu of suspension/expulsion.

LOCAL USE ONLY CODE D: Districts may record other district-defined disciplinary/resultant actions which cannot be reported using any other code in this element, and may assign them the code D in their local systems. These district-defined disciplinary/resultant actions should not be included on the Student Discipline/Resultant Action format. This code is to be used only when the action is related to a non-SESIR defined incident.

CODE H: For survey 5, most students with a record coded with H should also have a record coded E, F or P based on School Board action. This note is a reminder to districts that Code (H) – Suspension Extended, Pending Hearing will be followed by a record with (E) – Expelled, Without Continuing Educational Services, (F) – Expelled, With Continuing Educational Services, or (P) – Placement in an Alternative Educational Setting code for survey 5, based on the final school board decision.
Data Element Number: 114425
Data Element Name: Discipline/Resultant Action Code

Length: 1
Data Type: Alphabetic
Year Implemented: 9293

State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:
- Disciplined Students
- Adult Secondary
- Adult Basic Skills
- Adult Postsecondary

Formats Required:
- Student Discipline/Resultant Action DB9 19x

Surveys Required:
- Survey 2 Yes
- Survey 3 Yes
- Survey 5 Yes

Appendixes:
None

Description of Changes:

12/18/2022 Codes
Added new code N - No Discipline

6/1/2012 Notes
Revised the note regarding local code D to be used only when the action is related to a non-SESIR defined incident.

6/1/2011 Element Name
Name changed from Discipline/Referral Action Code to Discipline/Resultant Action

6/1/2011 Codes
Added a note to the definition of Code I - In accordance with the Individuals with Disabilities Education Act, this code must be used for all instances in which a child with a disability is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel.
Data Element Number: 114825

Data Element Name: **Discipline/Resultant Action Date**

The date upon which each disciplinary or referral action (corporal punishment, initiation of in-school or out-of-school suspensions, expulsion or court or juvenile referral) occurred.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMDDYYYY</td>
<td>Example: 09121985</td>
</tr>
</tbody>
</table>

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**
- State Reporting: No
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

**Required Grades:** PK-12, Adult

**Programs Required:**
- Disciplined Students
- Adult Secondary
- Adult Basic Skills
- Adult Postsecondary

**Formats Required:** None

**Surveys Required:** None

**Appendixes:** None

**Description of Changes:**
7/1/2014 Element Name Updating element name to reflect a change in the name of the format.
Data Element Number: 114825
Data Element Name: Discipline/Resultant Action Date
Select the most appropriate code below to indicate whether or not the student was a displaced homemaker.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Participant worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills and unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate</td>
</tr>
<tr>
<td>B</td>
<td>Participant has been dependent on public assistance or on the income of a relative but is no longer supported by such income and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate</td>
</tr>
<tr>
<td>C</td>
<td>Participant is a parent whose youngest child will become ineligible (at age 16) to receive assistance under the program for Aid to Families with Dependent Children under Part A of the Title IV of the Social Security Act within two years of the parent’s application for assistance under the Act and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate</td>
</tr>
<tr>
<td>D</td>
<td>Participant is providing unpaid services to family members in the home and is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable, student does not meet any of the criteria above.</td>
</tr>
</tbody>
</table>

Notes: Status should be collected at the beginning of each term/semester. If student is enrolled in two or more terms in a reporting period, the code reported should be for the first term/semester.
Data Element Number: 185425
Data Element Name: Displaced Homemaker

Formats Required:
  WDIS Student Demographic Information DB9 46x

Surveys Required:
  Survey F Yes
  Survey W Yes
  Survey S Yes

Appendixes:
None

Description of Changes:
  7/1/2016  Element Name  Removed reference to CTE in data element name.
  7/1/2016  Notes  Added note.
  7/1/2016  Definition  Removed references to CTE and term.
  7/1/2016  Codes  Created new valid codes in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.
Distance Learning Delivery Indicator denotes that the student and the instructor are separated in time and/or place during more than 50% of the instruction.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Web-based or Internet-based courses.</td>
</tr>
<tr>
<td>B</td>
<td>Video conferencing.</td>
</tr>
<tr>
<td>C</td>
<td>Other distance learning delivery.</td>
</tr>
<tr>
<td>X</td>
<td>Those combinations of Technology which do not meet the 50% requirement.</td>
</tr>
<tr>
<td>Z</td>
<td>Not a Distance Learning class.</td>
</tr>
</tbody>
</table>

Length: 1
Data Type: Alphanumeric
Year Implemented: 0607
State Standard: No
Use Types:
  - State Reporting: Yes
  - Local Accountability: Yes
  - FASTER: No
  - Migrant Tracking: No
Required Grades: Adult
Programs Required: Workforce Development
Formats Required:
  - WDIS Teacher Course DB9 49x
Surveys Required:
  - Survey F Yes
  - Survey W Yes
  - Survey S Yes
  - Survey G Yes
Data Element Number: 115025
Data Element Name: **Distance Learning Delivery Indicator**

Survey X  Yes

**Appendixes:**
None

**Description of Changes:**
<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/2014</td>
<td>Definition</td>
<td>Correction to the definition from “50% or more” to “more than 50%”</td>
</tr>
</tbody>
</table>
Data Element Number: 108781

Data Element Name: District Community/ Volunteer Service Requirement Met

A code indicating that the student has satisfied the District Community/Volunteer service hours requirement established by the school district.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>No</td>
</tr>
<tr>
<td>Y</td>
<td>Yes</td>
</tr>
<tr>
<td>Z</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Length: 1

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: 09-12

Programs Required: All Programs

Formats Required: None

Surveys Required: None

Appendixes: None

Description of Changes:
- 7/1/2017 Element Name Revised data element name per FASTER.
- 7/1/2017 Definition Updated definition to align with data element name change.
Data Element Number: 108781
Data Element Name: District Community/ Volunteer Service Requirement Met
The name of the Florida school district receiving or submitting the data.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
</table>

| Length: | 12 |
| Data Type: | Alphanumeric |
| Year Implemented: | 0910 |
| State Standard: | Yes |

**Use Types:**
- State Reporting: Yes
- Local Accountability: No
- FASTER: No
- Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**
- Exceptional Student Education

** Formats Required:**
- McKay Prepayment Verification DB9 61x

**Surveys Required:**
- Survey A: Yes
- Survey B: Yes
- Survey C: Yes
- Survey D: Yes

**Appendixes:**
- None

**Description of Changes:**
- 7/1/2022 Year Inactive: Deleted data element – located on McKay format which is no longer required.
Data Element Number: 115125  
Year Deleted: 2223  
Data Element Name: District Name
Data Element Number: 115225
Data Element Name: District Number, Current Enrollment

The two-digit number for the current school district or other agency in which the student is officially enrolled for graduation.
See Appendix C: District Name Table.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – 68, 71- 75</td>
<td>State assigned number for school district or other agency</td>
</tr>
<tr>
<td>99</td>
<td>Other than a Florida school</td>
</tr>
</tbody>
</table>

Length: 2
Data Type: Numeric
Year Implemented: 9495
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: No

Required Grades: PK-12

Programs Required:
- All Programs

Formats Required:
- Career and Technical Education Student Course Schedule DB9 16x
- Dropout Prevention Program Data DB9 11x
- English Language Learners Information DB9 10x
- Exceptional Student DB9 12x
- Exceptional Student DB9 23x
- Federal/State Indicator Status DB9 22x
- Industry Certification
- Prior School Status / Student Attendance DB9 55x
- Student Additional Funding
Data Element Number: 115225
Data Element Name: **District Number, Current Enrollment**

Student Assessment DB9 59x
Student Course Schedule DB9 14x
Student Course Transcript Information DB9 39x
Student Demographic Information DB9 13x
Student Discipline/Resultant Action DB9 19x
Student End of Year Status DB9 17x
Student Transportation DB9 56x

**Surveys Required:**
- Survey 8  Yes
- Survey 1  Yes
- Survey 2  Yes
- Survey 3  Yes
- Survey 4  Yes
- Survey 5  Yes
- Survey 6  Yes
- Survey 9  Yes

**Appendixes:**
- Appendix C: District Name Table

**Description of Changes:**

- **7/1/2022** Formats Required
  - Deleted McKay Prepayment Verification format – no longer required.

- **7/1/2022** Surveys Required
  - Deleted McKay survey dates – no longer required.

- **7/1/2021** Codes
  - Updated definition for code 99 (district number) to align with Appendix C.

- **7/1/2015** Surveys Required
  - Survey 7 Removed from Required Surveys

- **2/16/2015** Formats Required
  - Added Industry Certification Format

- **7/1/2013** Formats Required
  - Added Student Additional Funding format.

- **6/1/2012** Notes
  - Deleted note “Although students do not enroll for graduation in district number 71, this district number is used by the Florida Virtual School for reporting District Number, Current Enrollment.”

- **5/18/2012** Notes
  - Changed third note to indicate the status of the use of this element by district 71 beginning in 2011-12.

- **6/1/2011** Formats Required
  - Removed two formats that are obsolete: Department of Juvenile Justice Student Entry Assessment and Department of Juvenile Justice Student Exit Assessment.
Data Element Number: 115325
Data Element Name: District Number, Current Instruction/Service

The two-digit number for the current school district or other agency which is providing instruction or services. See Appendix C: District Name Table.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Use this code only on the Federal/State Indicator Status format in fields District Number, Current Instruction/Service: CAPE (First) and District Number, Current Instruction/Service: CAPE (Second) if these fields do not apply to the student.</td>
</tr>
<tr>
<td>01 – 76</td>
<td>State assigned number for school district or other agency, excluding 69.</td>
</tr>
</tbody>
</table>

Length: 2
Data Type: Numeric
Year Implemented: 9495
State Standard: No
Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No
Required Grades: PK-12, Adult

Programs Required:
- All Programs
- Workforce Development

Formats Required:
- Career and Technical Education Student Course Schedule DB9 16x
- Career and Technical Education Teacher Course DB9 24x
- Dropout Prevention Program Data DB9 11x
- English Language Learners Information DB9 10x
- Federal/State Compensatory Project Evaluation DB9 18x
- Federal/State Indicator Status DB9 22x
- Industry Certification
- Prior School Status / Student Attendance DB9 55x
Data Element Number: 115325
Data Element Name: **District Number, Current Instruction/Service**

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Student Additional Funding
Student Course Schedule DB9 14x
Student Demographic Information DB9 13x
Student Transportation DB9 56x
Teacher Course DB9 15x
WDIS Adult General Education Student Course DB9 48x
WDIS Adult General Education Test Record DB9 62x
WDIS Career and Technical Education Student Course Schedule DB9 47x
WDIS Student Demographic Information DB9 46x
WDIS Student End of Term Status DB9 50x
WDIS Supplemental Information DB9 60x
WDIS Teacher Course DB9 49x

**Surveys Required:**

- Survey 8: Yes
- Survey 1: Yes
- Survey 2: Yes
- Survey 3: Yes
- Survey 4: Yes
- Survey 5: Yes
- Survey 6: Yes
- Survey 9: Yes
- Survey F: Yes
- Survey W: Yes
- Survey S: Yes
- Survey G: Yes
- Survey X: Yes

**Appendixes:**

Appendix C: District Name Table

**Description of Changes:**

- **7/1/2015** Surveys Required: Survey 7 Removed from Required Surveys
- **2/16/2015** Formats Required: Added Industry Certification Format
- **7/1/2013** Formats Required: Added ELL and Student Additional Funding formats. Also Prior School Status/Student Attendance format

Page 2 of 3
Data Element Number: 115325
Data Element Name: District Number, Current Instruction/Service
Data Element Number: 115625
Data Element Name: District Number, Where Credit Earned

The two-digit number for the district or other agency in which the student earned credit (for permanent record and transcripts).

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – 76</td>
<td>State assigned number for school district or other agency, excluding 69.</td>
</tr>
<tr>
<td>99</td>
<td>Florida non-public school or postsecondary school</td>
</tr>
<tr>
<td>AA-ZB</td>
<td>Two-character code for foreign country in which the student earned credit.</td>
</tr>
<tr>
<td>AL-WY</td>
<td>Two-character code for out-of-state districts in which the student earned credit. See Appendix H: State Codes.</td>
</tr>
</tbody>
</table>

See Appendices G: Country Codes, H: State Codes and Q: United States Commonwealth and Territories.

Note: When reporting records to FASTER for the Migrant Student Information Exchange (MSIX), convert code 99 to FL.

Note: Code 99 is defined in this manner (different from Appendix C) for reporting on the Student Course Transcript Information format only.

Length: 2
Data Type: Alphanumeric
Year Implemented: 9192
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: No
- FASTER: Yes
- Migrant Tracking: Yes

Required Grades: PK-12, Adult

Programs Required:
- All Programs
- Adult Secondary
- Adult Postsecondary Career and Technical

Formats Required:
- Student Course Transcript Information DB9 39x

Surveys Required:
- Survey 5 Yes
Appendixes:
Appendix G: Country Codes
Appendix H: State Codes
Appendix Q: United States Commonwealth and Territories

Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2021</td>
<td>Notes</td>
<td>Added Note for code 99 definition for Student Course Transcript reporting</td>
</tr>
<tr>
<td>6/21/2011</td>
<td>Notes</td>
<td>Added note in reference to converting code 99 to FL for MSIX reporting.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Use Type</td>
<td>Changed Migrant Tracking from No to Yes.</td>
</tr>
</tbody>
</table>
Data Element Number: 115628
Data Element Name: District Number, Where Discipline/Resultant Action Occurred

The two-digit number for the current school district or other agency where the student was disciplined one or more times during the school year. The district number will be associated with the corresponding Disciplinary/Resultant Action Code.

See Appendix C: District Name Table

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-76</td>
<td>State assigned number for school district or other agency, excluding 69.</td>
</tr>
<tr>
<td>99</td>
<td>Other than a Florida school</td>
</tr>
</tbody>
</table>

Length: 2
Data Type: Numeric
Year Implemented: 0304
State Standard: No
Use Types:
  State Reporting: No
  Local Accountability: Yes
  FASTER: Yes
  Migrant Tracking: No
Required Grades: PK-12
Programs Required: All Programs
Formats Required: None
Surveys Required: None

Appendixes:
Appendix C: District Name Table

Description of Changes:
7/1/2021 Codes Updated definition for code 99 (district number) to align with Appendix C.
7/1/2021 Codes Updated definition for code 99 (district number) to align with Appendix C.
7/1/2019 Definition Updated the data element name to match name change made in 2011-12.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2019</td>
<td>Updated the data element name to match name change made in 2011-12.</td>
</tr>
</tbody>
</table>
Data Element Number: 115475
Data Element Name: **District Number, Where Incident Occurred**

The two-digit number for the current school district or other agency where the incident occurred.

See Appendix C: District Name Table.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - 76</td>
<td>State assigned number for school district or other agency, excluding 69.</td>
</tr>
<tr>
<td>99</td>
<td>Other than a Florida school</td>
</tr>
</tbody>
</table>

Length: 2
Data Type: Numeric
Year Implemented: 9596
State Standard: Yes
Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No
Required Grades: PK-12
Programs Required:
- All Programs
Formats Required:
- School Environmental Safety Incident Report DB9 42x
- Student Discipline/Resultant Action DB9 19x
Surveys Required:
- Survey 2: Yes
- Survey 3: Yes
- Survey 4: Yes
- Survey 5: Yes
Appendixes:
- Appendix C: District Name Table
### Description of Changes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2021</td>
<td>Formats Required</td>
<td>Added Student Discipline as a required format.</td>
</tr>
<tr>
<td>7/1/2021</td>
<td>Codes</td>
<td>Updated definition for code 99 (district number) to align with Appendix C.</td>
</tr>
<tr>
<td>7/1/2021</td>
<td>Definition</td>
<td>Revised definition to reflect new data element name.</td>
</tr>
<tr>
<td>7/1/2021</td>
<td>Element Name</td>
<td>Changed name to match corresponding element - School Number, Where Incident Occurred.</td>
</tr>
</tbody>
</table>
Data Element Number: 115635
Data Element Name: District Number, Where Tested

The two-digit state assigned number for the district or other agency in which the student was enrolled at the time of testing.

See Appendix C: District Name Table

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – 68</td>
<td>State assigned number for the school district or other agency.</td>
</tr>
<tr>
<td>71-75</td>
<td>State assigned number for the school district or other agency.</td>
</tr>
<tr>
<td>78, 79</td>
<td>State assigned number for the school district or other agency.</td>
</tr>
</tbody>
</table>

Length: 2
Data Type: Alphanumeric
Year Implemented: 0708
State Standard: Yes

Use Types:
- State Reporting: No
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12

Programs Required:
- All Programs

Formats Required:
- None

Surveys Required:
- Survey 5 Yes

Appendixes:
- Appendix C: District Name Table
<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2017</td>
<td>Codes</td>
<td>Deleted District 69 (Washington Special).</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Formats Required</td>
<td>Deleted DJJ Student Entry Assessment DB9 53x and DJJ Student Exit Assessment DB9 54x.</td>
</tr>
<tr>
<td>6/1/2011</td>
<td>Use Type</td>
<td>Changed Use Type State Report from Yes to No.</td>
</tr>
</tbody>
</table>
Data Element Number: 115629
Data Element Name: District Number, Zoned School

The state assigned two-digit number for the Florida school district in which the student's home school is located, as outlined in State Board of Education Rule 6A-1.099822, F.A.C. and pursuant to sections 1008.34(3) and 1008.341, F.S. Home school is defined as the school to which the student would be assigned if he/she were not assigned to an alternative school or to a hospital- or homebound program. Alternative schools include separate schools for students with disabilities (also known as center schools). In addition reporting includes the state assigned two-digit number for the Florida school district in which the student’s home school is located when the Educational Choice involves controlled open enrollment (public school parental choice) per s. 1002.31(1), F.S.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Not applicable – The student was not in an alternative school or designated as hospital- or homebound during survey week or the student was not assigned to an alternative school instead of the student's home school or the student was not involved in controlled open enrollment.</td>
</tr>
<tr>
<td>01 - 67</td>
<td>School districts assigned a unique number in the state Master School Identification file.</td>
</tr>
</tbody>
</table>

Note: For the Student Demographic Information format, this element should be zero filled for survey periods 1, 4, 5, 7 and 9.

Length: 2
Data Type: Alphanumeric
Year Implemented: 0607
State Standard: Yes
Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: KG-12

Programs Required:
- Alternative
- Exceptional Student Education

Formats Required:
- Prior School Status / Student Attendance DB9 55x
- Student Demographic Information DB9 13x

Surveys Required:
- Survey 8 Default
- Survey 1 Default
- Survey 2 Yes
Data Element Number: 115629
Data Element Name: District Number, Zoned School

Survey 3  Yes
Survey 4  Default
Survey 5  Variable
Survey 6  Default
Survey 9  Default

Appendixes:
None

Description of Changes:

9/26/2017 Codes Updated code ‘00’ to reference Controlled Open Enrollment.
9/26/2017 Definition Updated definition to include data collection for Controlled Open Enrollment purposes.
7/24/2017 Surveys Required Survey 5 is variably required depending on format.
7/24/2017 Notes Clarified reference to format and valid survey periods.
7/1/2017 Formats Required Added “Prior School Status/Student Attendance” format as a required format.
7/1/2016 Surveys Required Added Survey 2 as a requirement for Accountability Reporting.
7/1/2015 Surveys Required Survey 7 Removed from Required Surveys
6/1/2012 Definition Added language regarding center schools.
12/13/2011 Programs Required Added Exceptional Student Education.
12/13/2011 Codes Added words “or designated as hospital- or homebound” to code 0000. Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades.
12/13/2011 Definition Added words “or to a hospital- or homebound program.” Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades.