

**THE FOLLOWING CHANGES ARE FOR  
FISCAL YEAR  
1415**

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2014-15

Data Element Number: **108125**

Data Element Name: **Certificate of Completion, Type**

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The type of certificate of completion awarded to the student in lieu of a high school diploma.

<b>Code</b>	<b>Definition/Example</b>
W08	<p>Certificate of Completion, 24-Credit Option:</p> <p>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.</p>
W09	<p>Special Certificate of Completion:</p> <p>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.</p>
W44	<p>Adult Certificate of Completion, 24-Credit Option:</p> <p>Certificate of Completion, see definition above (for W08), awarded to an adult student enrolled in the adult high school program.</p>
W53	<p>Adult Common Placement Test - Eligible Certificate of Completion, 24-Credit Option:</p> <p>Certificate awarded to adult students who have completed all requirements for the 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 the common placement test and be admitted to developmental education or credit courses at a state community college, as appropriate.</p>
W56	<p>Adult Certificate of Completion, 18-Credit ACCEL Option:</p> <p>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.</p>
W57	<p>Adult Common Placement Test – Eligible Certificate of Completion, 18-Credit ACCEL Option:</p> <p>Certificate awarded to adult students who completed all requirements for the adult standard diploma, based on the 18-credit ACCEL option, 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 the common placement test and be admitted to developmental education or credit courses at a state community college, as appropriate.</p>
W8A	<p>Common Placement Test – Eligible Certificate of Completion, 24-Credit Option:</p> <p>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</p>

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eligible to take the common placement test and be admitted to developmental education or credit courses at the state community college, as appropriate.

W8B Certificate of Completion, 18-Credit ACCEL Option:

Certificate awarded to 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.

W8C Common Placement Test – Eligible Certificate of Completion, 18-Credit ACCEL Option:

Certificate awarded to students who have completed all requirements for the standard diploma, based on the 18-credit ACCEL option, 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 the common placement test and be admitted to developmental education or credit courses at a state community college, as appropriate.

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

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**Description of Changes:**

6/15/2015	Codes	Reinstated codes W8C and W57 for 1415 S5 and updated language for W8A and W53
3/27/2015	Codes	Replaced term 'Alternative Assessment' with 'Concordant and/or Comparative Score' ; removed code W57
3/12/2015	Codes	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).
7/22/2014	Codes	Updates to the definition of codes.
5/28/2014	Codes	Addition of codes for 18 credit ACCEL option, and added language specific to 24 credit options.
10/31/2013	Codes	W53 – Update the definition and replaced the 'College Placement Test' with the Postsecondary Education Readiness Test
7/1/2013	Codes	CPT is replaced with PERT (Postsecondary Education Readiness Test)

## PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

17. Withdrawal Code, PK-12 must be DNE, W01, W02, W3A, W3B, W04, W05, W06, W6A, W6B, W07, W08, W8A, W8B, W8C, W09, W10, W12, W13, W15, W18, W21, W22, W23, W24, W25, W26, W27, WFA, WFB, WFT, WFW, WRW, WGA, WGD, WXL, WXT, WXW, WD1 or WPO. It may also be ZZZ only for survey periods 2 and 3. -record rejected-

**Note:** See DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable withdrawal codes for grades PK-12 students.

### EXAMPLE


The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Withdrawal Code, PK-12 is not valid. The third record would be rejected because a Withdrawal Code, PK-12 of ZZZ is not valid for the Survey Period Code.

District Number, Current Enrollment	School Number Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Withdrawal Code, PK-12
01	0301	012345678X	2	W3A
* 01	0301	012345679X	2	W54
* 01	0301	012345670X	5	ZZZ

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Withdrawal Code, PK-12 and resubmit the records.

## PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

 35. If Withdrawal Code, PK-12 is W06, W6A, W6B, W07, W08, W8A, W8B, W8C, W09, W10, W27, WFA, WFB, WFT, WFW, WRW, WGA, WGD, WXL, WXT, WXW, WD1 or WPO or then Grade Level must be 9-12. –record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not equal to 9-12 and Withdrawal Code, PK-12 is W8A.

Student Number Identifier, Florida	Grade Level	Withdrawal Code, PK-12
012345678X	10	W06
* 012345679X	08	W8A

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Withdrawal Code, PK-12 or Grade Level and resubmit the record.

## STUDENT DEMOGRAPHIC – REJECT RULES

➔ 47. If Grade Level = 12, Additional School Year Student code must be D, S, F or Z. If Grade Level is not 12, then Additional School Year Student must be Z. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Grade Level is 08 and the Additional School Year Student code is not Z. The third record would be rejected because Grade Level is 12 and Additional School Year Student code is blank.

Student Number Identifier, Florida	Grade Level	Additional School Year Student
123456789X	12	S
*123456790X	08	S
*123456791X	12	

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct either the Grade Level or the Additional School Year Student code and resubmit the records.

## STUDENT END OF YEAR STATUS – REJECT RULES

-  10. Certificate of Completion, Type must be W08, W8A, W8B, W8C, W09 or ZZZ.  
-record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Certificate of Completion, Type is an invalid code.


District Number, Current Enrollment	Student Number Identifier, Florida	Certificate of Completion, Type
30	301234567X	W08
* 30	301234568X	W44
* 30	301234569X	XXX

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Certificate of Completion, Type and resubmit the records.



## STUDENT END OF YEAR STATUS – REJECT RULES

-  **33. If Certificate of Completion, Type is W08, W8A, W09, or W8B or W8C, Grade Level must be one of the grades 9-12. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not one of the grades 9-12 and Certificate of Completion, Type is W09.

Student Number Identifier, Florida	Grade Level	Certificate of Completion, Type
012345678X	12	W08
* 012345679X	08	W09

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Certificate of Completion, Type or the Grade Level so that they are in the proper relationship and resubmit the record.