THE FOLLOWING CHANGES ARE FOR FISCAL YEAR 2122

November 19, 2021,

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

Year: 2021-22

Data Element Number: **175175**

Data Element Name: **Student Characteristic, Agency Programs**

Indicate, using the codes below, whether or not the student being reported meets any of the following categories.

Code	**Definition/Example**
A	The student is a client of Department of Children and Families (DCF), is placed in a residential facility operated by the agency, and receives educational services from the local school district or through a contract with the local school district.

This definition was designed to include students with disabilities who were placed in residential facilities by DCF [e.g., a Developmental Services, Intermediate Care Facility (ICF-MR)]. It does not include students who are in foster care placements. |
| C | The student is enrolled in a Department of Juvenile Justice facility/program and receives educational services from the local school district.

This definition was designed to include the Department of Juvenile Justice or a private, public, or other governmental organization under contract with the Department of Juvenile Justice which provides treatment, care and custody or educational programs for youth in juvenile justice intervention, detention, or commitment programs. This definition encompasses programs such as PACE and AMI. Please note that in many DJJ facilities there may be more than one educational program that generates weighted FTE (e.g., ESE, basic, ESOL, or career and technical education.) |
| Z | None of the above categories applies to the student. |

Note: These codes are used in the calculation of the enrollment ceiling (cap) as authorized by s. 1011.62(1)(d)3.a., F.S.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9091

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 Demographic Information DB9 13x

Data Element Number: **175175**

Data Element Name: **Student Characteristic, Agency Programs**

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:

None

Description of Changes:

7/1/2015   Surveys Required   Survey 7 Removed from Required Surveys
                                      None

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.

Code	Definition/Example
	Not applicable for this element

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:

Apprenticeship Sponsor Codes

Description of Changes:

11/18/2021	Appendixes	Corrected appendix reference - Appendix "O" (not "Q")
11/18/2021	Surveys Required	Added Surveys 2 & 3 for Student Course Schedule reporting and Survey 5 for CTE Student Course Schedule reporting.
11/18/2021	Formats Required	Added data element to Student Course Schedule format and to CTE Student Course Schedule format.
11/18/2021	Programs Required	Updated to include 'All Programs.'
11/18/2021	Grades Required	Updated to include grades PK-12.
11/18/2021	Use Type	Changed FASTER use to 'No.'
11/18/2021	Data Type	Changed from Numeric to Alphanumeric
11/18/2021	Definition	Updated to include students in secondary pre-apprenticeship programs.
7/1/2018	Year Implemented	New data element - 2018-19

STUDENT COURSE SCHEDULE - REJECT RULES

➡️ **NEW EDIT FOR 2122**

3B.   **If Survey Period Code is 2 or 3, Apprenticeship Sponsor Code must be a valid apprenticeship sponsor code listed in Appendix O, or it must be blank**.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Apprenticeship Sponsor Code is not listed on Appendix O.

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Apprenticeship Sponsorship Code
01	FL340945895734	2	100041
01	FL340945895762	3	
*01	FL340945895789	2	120041

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 database, the district must correct the Apprenticeship Sponsor Code and resubmit the record.

STUDENT COURSE SCHEDULE – REJECT RULES

➡ **NEW EDIT FOR 2122**

3C. **If Course Number begins with one alphabetic character and ends with R, then the Apprenticeship Sponsor Code must be a valid apprenticeship code listed in Appendix O.** **–record rejected-**

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Apprenticeship Sponsor Code for the course is not valid per Appendix O.

Florida Education Identifier	Course Number	Apprenticeship Sponsorship Code
FL340945895734	A01061R	??????
FL340945895735	C10020R	??????
* FL340945895736	V20021R	100181

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 database, the district must correct the **Apprenticeship Sponsor** Code and resubmit the record.

STUDENT COURSE SCHEDULE – REJECT RULES

➡️ **NEW EDIT FOR 2122**

3D. **If Program Status on Appendix O for the Apprenticeship Sponsor Code reported is 'Cancelled,' then the Apprenticeship Sponsor Code must not be reported**. **–record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Program Status on Appendix O for the Apprenticeship Sponsor Code reported is cancelled, therefore the apprenticeship code should not be reported.

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Apprenticeship Sponsorship Code	Appendix O - Program Status
01	FL340945895734	2	100041	
*01	FL340945895789	2	100271	Cancelled

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 database, the district must correct the Apprenticeship Sponsor Code and resubmit the record.

2021-2022 Student Course Schedule

1. Submit a separate record for each course for which the student in grades PK-12 is in membership during reporting periods 1-4 regardless of whether the student is FTE eligible.
2. FEFP PROGRAM NUMBER: Record the appropriate number of the FEFP program for the course in which the student is in membership.
3. FTE Reported, COURSE: See the current year's "FTE General Instructions," for information on calculating FTE Reported, Course.
4. GRADE LEVEL: Record the grade level of the student as reported on the Student Demographic Information format. Only grade levels PK-12 are valid for reporting on this format.
5. COURSE GRADE: Record the Course Grade for any KG-12 virtual course or virtual charter school course reported in periods 1-4. If the virtual course is not yet completed, but in progress, record the Course Grade as Course in Progress. Do not record a Course Grade for Blended Learning or traditional brick and mortar (seat time) courses.
6. BLENDED LEARNING COURSE: KG-12 virtual school or virtual charter school courses are not considered Blended Learning Courses.
7. ERROR CODES: This field is used by the department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the department.
8. KEY FIELDS: The key fields for this format are item numbers 4, 5, 6, 7, 8, 9, 10, 25 and 35. If a key field needs to be changed, the record must be deleted and re-submitted as an add

[Appendix E: FEFP Program Numbers]

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Filler
4	17-17	1	N	Survey Period Code *
5	18-21	4	N	Fiscal Year *

6	22-23	2	N/R	District Number, Current Instruction/Service *
7	24-27	4	A/N/R	School Number, Current Instruction/Service *
8	28-34	7	A/N	Course Number *
9	35-39	5	A/N/L	Section Number *
10	40-43	4	N	Period Number *
11	44-44	1	N	Days Per Week
12	45-45	1	A	Location of Student
13	46-49	4	A/N	Filler
14	50-53	4	N/R	Class Minutes, Weekly
15	54-56	3	N	FEFP Program Number
16	57-60	4	N/R	FTE Reported, Course
17	61-63	3	N/R	Online Course Provider

18	64-64	1	A/N	Filler
19	65-66	2	A/N	Grade Level
20	67-69	3	A/N	Virtual Instruction Provider
21	70-70	1	A	Transaction Code
22	71-71	1	A/N	English Language Learner: Instructional Model
23	72-72	1	A/N	Year-Round/Extended School Year FTE Indicator
24	73-73	1	A/N	Dual Enrollment Indicator
25	74-74	1	A/N	Term *
26	75-81	7	A/N	Career and Technical Education/Adult General Education Program Code
27	82-82	1	A	Day of Week Scheduled, Monday
28	83-83	1	A	Day of Week Scheduled, Tuesday
29	84-84	1	A	Day of Week Scheduled, Wednesday

30	85-85	1	A	Day of Week Scheduled, Thursday
31	86-86	1	A	Day of Week Scheduled, Friday
32	87-87	1	A	Day of Week Scheduled, Saturday
33	88-88	1	A	Day of Week Scheduled, Alternate Date Certain
34	89-89	1	A	Reading Intervention Component
35	90-103	14	A/N	Florida Education Identifier *
36	104-106	3	A/N	Course Grade
37	107-~~142~~112	~~36~~6	A/N	~~Filler~~Apprenticeship Sponsor Code
38	113-142	30	A/N	Filler
~~38~~39	143-152	10	A/N	Student Number Identifier, Local
~~39~~40	153-160	8	A/N	Filler/Error Codes

Last Updated: ~~7/1/2021~~11/4/2021

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

➡️ **NEW EDIT FOR 2122**

46. Apprenticeship Sponsor Code must be a valid apprenticeship sponsor code listed in Appendix O, or it must be blank. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Apprenticeship Sponsor Code is not listed on Appendix O.

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Apprenticeship Sponsorship Code
01	FL340945895734	5	100041
01	FL340945895762	5	
*01	FL340945895789	5	120001

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 database, the district must correct the Apprenticeship Sponsor Code and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

➡️ **NEW EDIT FOR 2122**

47. If Course Number begins with one alphabetic character and ends with R, then the Apprenticeship Sponsor Code must be a valid apprenticeship code listed in Appendix O. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Apprenticeship Sponsor Code for the course is not valid per Appendix O.

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Course Number	Apprenticeship Sponsorship Code
01	FL340945895734	5	A01061R	??????
01	FL340945895762	5	C10020R	??????
*01	FL340945895789	5	V20021R	100181

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 database, the district must correct the Apprenticeship Sponsor Code and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - EXCEPTION REPORTS

➡️ **NEW EDIT FOR 2122**

48.   If Program Status on Appendix O for the Apprenticeship Sponsor Code reported is 'Cancelled,' then the Apprenticeship Sponsor Code must not be reported. –record rejected-.

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Program Status on Appendix O for the Apprenticeship Sponsor Code reported is cancelled, therefore the apprenticeship code should not be reported.

District Number, Current Enrollment	Florida Education Identifier	Survey Period Code	Apprenticeship Sponsorship Code	Appendix O - Program Status
01	FL340945895734	5	100041	
*01	FL340945895789	5	100271	Cancelled

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 database, the district must correct the Apprenticeship Sponsor Code and resubmit the record.

2021-2022 Career and Technical Education Student Course Schedule

1. Submit a separate record during reporting period 5 for each Career and Technical Education (CTE) and applicable Career and Technical Education exceptional education course in which the student was in membership during the current school year and the associated summer session(s) for the current school year.
2. COURSE NUMBER: Report the career and technical education course number.
3. CAREER AND TECHNICAL EDUCATION/ADULT GENERAL EDUCATION PROGRAM CODE: Report the CTE/AGE Program Code for the CTE course number as listed in the Career and Technical Education/Adult General Education Program Edit file (F61730).
4. KEY FIELDS: The key fields for this format are item numbers 4, 5, 6, 7, 8, 9, 10, 11 and 12. If a key field needs to be changed, the record must be deleted and re-submitted as an add.
5. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.

' * ' indicates key fields. (Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment
2	3-6	4	A/N/R	School Number, Current Enrollment
3	7-16	10	A/N	Filler
4	17-17	1	N	Survey Period Code *
5	18-21	4	N	School Year – Record Submission*
6	22-23	2	N/R	District Number, Current Instruction/Service *
7	24-27	4	A/N/R	School Number, Current Instruction/Service *
8	28-34	7	A/N	Course Number *
9	35-39	5	A/N	Section Number *

10	40-43	4	N	Period Number *
11	44-44	1	A/N	Term *
12	45-58	14	A/N	Florida Education Identifier *
13	59-61	3	A/N	Filler
14	62-63	2	A/N	Grade Level
15	64-68	5	A/N	Filler
16	69-75	7	A/N	Career and Technical Education/Adult General Education Program Code
17	76-76	1	A/N	Transaction Code
18	77-89	13	A/N	Filler
19	90-92	3	N	FEFP Program Number
20	93-96	4	A/N	Filler
21	97-102	6	A/N	~~Filler~~Apprenticeship Sponsor Code
22	103-106	4	~~N~~A/N	Filler
23	107-107	1	A/N	Modified Career and Technical Education Course
24	108-108	1	A	Exceptional Student Career and Technical Education Course Setting
25	109-109	1	A/N	Internship Participant

26	110-142	33	A/N	Filler
27	143-152	10	A/N	Student Number Identifier, Local
28	153-160	8	A/N	Filler/Error Codes

Last Updated: ~~7/1/2021~~11/4/21

APPENDICES

2021-22

- Appendix: Y: Career and Professional Academies Registered with FLDOE