

Revised Date: February 1998
Effective Date: July 1998

**Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Educational Data Systems**

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

1998-99 Vocational Student Characteristics

1. Submit this record during reporting period 5 for any student for whom the district submitted a Vocational Student Course reporting format.
2. **KEY FIELDS:** The key fields for this format are item numbers 1, 2, 3, 4, 5 and 6. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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

1998-99 VOCATIONAL STUDENT CHARACTERISTICS

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: February 1998 Effective Date: July 1998 Format No.: 6353 Record Type: 1 of 1 Activity No.: DB9 25B
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Item Number	From-To	Size	Field Char.	Field Description						
1	1-2	2	N/R	<p>District Number, Current Instruction/Service</p> <p>The two digit number for the current school district or other agency which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C</u>, for acceptable codes.</p>						
2	3-4	2	N/R	<p>District Number, Current Enrollment</p> <p>The two digit number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C</u>, for acceptable codes.</p>						
3	5-8	4	A/N/R	<p>School Number, Current Enrollment</p> <p>The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td style="padding-left: 20px;">N999</td> <td>DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools or home education setting.</td> </tr> </tbody> </table>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.	N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools or home education setting.
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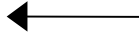
1998-99 VOCATIONAL STUDENT CHARACTERISTICS

Item Number	From-To	Size	Field Char.	Field Description
4	9-18	10	A/N	<p>Student Number Identifier, Florida</p> <p>A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students. <u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u></p> <p>NNNNNNNNX Example: 123456789X</p> <p>If a student <u>does not</u> have a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First 2 Digits</u></p> <p>NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.</p> <p><u>Last 8 Digits</u></p> <p>NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.</p> <p>See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.</p>
5	19-19	1	A/N	Survey Period Code - Always '5'
6	20-23	4	N	School Year
				<p>The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported.</p> <p>YYYY Example: 8788</p>

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Item Number	From-To	Size	Field Char.	Field Description
7	24-24	1	A	<p>Vocational Academic Disadvantaged</p>
				<p>THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Indicate whether or not the student was academically disadvantaged during the reporting year (secondary) or term (postsecondary).</p> <p><u>Code</u> <u>Definition</u></p> <p>A “Academic Disadvantaged” means individuals (other than individuals with handicaps) who have academic disadvantages and <u>WHO REQUIRE SPECIAL SERVICES AND ASSISTANCE IN ORDER TO SUCCEED IN VOCATIONAL EDUCATION PROGRAMS</u>. This includes individuals who are:</p> <p style="padding-left: 40px;">migrants;</p> <p style="padding-left: 40px;">Limited English Proficient; or</p> <p style="padding-left: 40px;">dropouts from, or who are identified as potential dropouts from secondary school. (PL 101-392, the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990.)</p> <p style="padding-left: 40px;">The following indicators may be used with the above definition to determine vocational academic disadvantages:</p> <p style="padding-left: 40px;">The student is enrolled in remedial instruction in reading, writing or mathematics.</p> <p style="padding-left: 40px;">The student has secondary school grades below 2.0 on a 4.0 scale (Grade “A” equals 4.0).</p> <p style="padding-left: 40px;">The student has scored at or below the 25th percentile for the student’s grade level on a standardized achievement or aptitude test.</p> <p>(CONTINUED ON NEXT PAGE)</p>



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Item Number	From-To	Size	Field Char.	Field Description
				<ul style="list-style-type: none"> - The student is failing a grade. - The student is on academic probation (for adults). <p style="margin-left: 40px;">Z Not Applicable</p>
8	25-25	1	A/N	Filler
9	26-26	1	A/N	Filler
10	27-27	1	A/N	Filler
11	28-28	1	A	Vocational, Single Parent and Single Pregnant Women
				<p>THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Select the most appropriate code below to indicate whether or not the student was a single parent and/or single pregnant woman during the reporting year (secondary) or term (postsecondary).</p> <p><u>Code</u> <u>Definition</u></p> <p>S Single Parent, except pregnant - The student is unmarried, widowed or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.</p> <p>W Single Pregnant Woman</p> <p>B Both - The student is both a single parent and a single pregnant woman.</p> <p>Z Not Applicable</p>
12	29-29	1	A	Transaction Code
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <p><u>Code</u> <u>Definition</u></p> <p>A Add Record</p> <p>C Update Record</p> <p>D Delete Record</p>

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13	30-30	1	A	Exceptionality, Primary																																						
				<p>A code to identify the primary exceptionality for any child, youth or adult postsecondary student enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. <u>Primary</u> indicates that exceptionality which most affects the student's ability to learn. The codes to be used follow:</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr><td>A</td><td>Educable Mentally Handicapped</td></tr> <tr><td>B</td><td>Trainable Mentally Handicapped</td></tr> <tr><td>C</td><td>Orthopedically Impaired</td></tr> <tr><td>F</td><td>Speech Impaired</td></tr> <tr><td>G</td><td>Language Impaired</td></tr> <tr><td>H</td><td>Deaf or Hard of Hearing</td></tr> <tr><td>I</td><td>Visually Impaired</td></tr> <tr><td>J</td><td>Emotionally Handicapped</td></tr> <tr><td>K</td><td>Specific Learning Disabled</td></tr> <tr><td>L</td><td>Gifted</td></tr> <tr><td>M</td><td>Hospital/Homebound</td></tr> <tr><td>N</td><td>Profoundly Mentally Handicapped</td></tr> <tr><td>O</td><td>Dual-Sensory Impaired</td></tr> <tr><td>P</td><td>Autistic</td></tr> <tr><td>Q</td><td>Severely Emotionally Disturbed</td></tr> <tr><td>S</td><td>Traumatic Brain Injured</td></tr> <tr><td>V</td><td>Other Health Impaired</td></tr> <tr><td>Z</td><td>Not Applicable</td></tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	Educable Mentally Handicapped	B	Trainable Mentally Handicapped	C	Orthopedically Impaired	F	Speech Impaired	G	Language Impaired	H	Deaf or Hard of Hearing	I	Visually Impaired	J	Emotionally Handicapped	K	Specific Learning Disabled	L	Gifted	M	Hospital/Homebound	N	Profoundly Mentally Handicapped	O	Dual-Sensory Impaired	P	Autistic	Q	Severely Emotionally Disturbed	S	Traumatic Brain Injured	V	Other Health Impaired	Z	Not Applicable
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14	31-32	2	A/N	Economically Disadvantaged																																						
				<p>Indicate whether the vocational or adult general education student, for this course, qualifies under one or more of the following categories of economic disadvantage. Enter as many responses as are correct.</p> <p>(CONTINUED ON NEXT PAGE)</p>																																						

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				<p><u>Code</u> <u>Definition</u></p> <p>F Meets the <u>funding</u> definition requirements for inclusion in the calculations of the distribution formula for the Carl D. Perkins postsecondary adult federal vocational funds. The student is an adult vocational job preparatory enrollee <u>AND</u> is a recipient of or a participant in one or more of the following programs: Student Education Opportunity Grant, programs assisted under the Job Training Partnership Act, Workstudy or Pell Grant.</p> <p>P Meets the <u>program</u> definition of the economically disadvantaged student under the Carl D. Perkins federal vocational act. The student meets the disadvantaged criteria <u>AND</u> the special services and assistance requirements of the federal vocational law. "Economically disadvantaged" means individuals (other than individuals with disabilities) who have economic disadvantages and who require special services and assistance in order to succeed in vocational education programs. This includes individuals who are members of economically disadvantaged families. The term "economically disadvantaged family or individual" means such families or individuals who are determined to be low income according to the latest available data from the Department of Commerce (PL 101-392, the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990).</p> <p align="center">(CONTINUED ON NEXT PAGE)</p>

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Item Number	From-To	Size	Field Char.	Field Description
				<p>O Does <u>NOT</u> meet either of the above descriptions, but is a vocational or adult general education student classified as economically disadvantaged under other federal or state definitions.</p> <p>Z Not applicable.</p>
15	33-80	48	A/N	Filler