

Revised Date: March 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 Teacher Course

1. Submit a separate record for each combination of Course Number, Section Number, Period Number, Social Security Number and Term on the Vocational Teacher Course format for each combination of Course Number, Section Number, Period Number, and Term submitted on the Vocational Student Course format during Survey 5.
2. SCHOOL YEAR: Vocational courses are to be reported for the School Year.
3. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 8 and 13. 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 TEACHER COURSE

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: March 1998 Effective Date: July 1998 Format No.: 6352 Record Type: 1 of 1 Activity No.: DB9 24B
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Item Number	From-To	Size	Field Char.	Field Description				
1	1-2	2	N/R	District Number, Current Instruction/Service				
				The two digit number for the current school district which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> , Appendix C, for acceptable codes.				
2	3-6	4	A/N/R	School Number, Current Instruction/Service				
				The state assigned four digit school number in which instruction or other services are provided during the current school year. <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Number</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">0001-9899</td> <td style="text-align: center;">District school sites assigned a unique number in the state Master School ID File.</td> </tr> </table>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.
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3	7-7	1	A/N	Survey Period Code - Always '5'				
4	8-11	4	N	School Year				
				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. School year is: YYYY Example: 8384 NOTE: The school year, for reporting purposes, is the 180 day regular school year plus the associated summer session(s) immediately preceding the next 180 day school year.				

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5	12-18	7	A/N	<p>Course Number</p> <p>The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 236.081, F.S.</p> <p>The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions:</p> <p><u>Lecture Courses:</u> Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number.</p> <p><u>Lab Courses:</u> Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L. Example: PHY1050L would be reported PHYL050.</p> <p><u>Combined Lecture & Lab Courses:</u> Postsecondary Format = XXX9999C in the Statewide Course Numbering System. Replace the first numeric character with C. Example: PHY1050C would be reported PHYC050.</p>
6	19-23	5	A/N	<p>Section Number</p> <p>Section number identifies separate groupings of students enrolled in the same course.</p> <p style="padding-left: 40px;">XXXXX A unique offering of a course in which the student is enrolled.</p>

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Item Number	From-To	Size	Field Char.	Field Description
7	24-27	4	N	Period Number
				<p>A period is defined as the instructional time of the school day during which a class or section of a course is offered. Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period.</p> <p>Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999.</p> <p>Examples follow:</p> <ul style="list-style-type: none"> 0000 Any class that meets prior to the first period of the regular school day. 0002 A class beginning before the regular school day and ending second period. 0101 A one period course beginning and ending the first period. 0203 A two period course beginning period two and ending period three. 0406 A three period course beginning period four and ending period six. 0106 A self-contained elementary course meeting all day. <p>Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first two characters as the first period the class meets during the week and use 88 for the third and fourth characters.</p> <ul style="list-style-type: none"> 0288 A class which meets period two on Monday and period four on Wednesday. <p>Adult classes should be coded as 9999.</p>

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8	28-28	1	A/N	<p>Term</p> <p>The time of the school year during which the student was enrolled in courses.</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>Semester 1</td><td>H</td><td>Quinmester 4</td></tr> <tr><td>2</td><td>Semester 2</td><td>I</td><td>Quinmester 5</td></tr> <tr><td>3</td><td>Annual</td><td>J</td><td>Six Weeks 1</td></tr> <tr><td>4</td><td>Summer Session 1</td><td>K</td><td>Six Weeks 2</td></tr> <tr><td>5</td><td>Summer Session 2</td><td>L</td><td>Six Weeks 3</td></tr> <tr><td>6</td><td>Quarter 1</td><td>M</td><td>Six Weeks 4</td></tr> <tr><td>7</td><td>Quarter 2</td><td>N</td><td>Six Weeks 5</td></tr> <tr><td>8</td><td>Quarter 3</td><td>O</td><td>Six Weeks 6</td></tr> <tr><td>9</td><td>Quarter 4</td><td>R**</td><td>Short Course</td></tr> <tr><td>B</td><td>Trimester 1</td><td>S</td><td>Combined</td></tr> <tr><td>C</td><td>Trimester 2</td><td></td><td>Summer Session</td></tr> <tr><td>D</td><td>Trimester 3</td><td>T*</td><td>Intersession 1</td></tr> <tr><td>E</td><td>Quinmester 1</td><td>U*</td><td>Intersession 2</td></tr> <tr><td>F</td><td>Quinmester 2</td><td>V*</td><td>Intersession 2</td></tr> <tr><td>G</td><td>Quinmester 3</td><td>W*</td><td>Intersession 4</td></tr> <tr><td></td><td></td><td>X*</td><td>Intersession 5</td></tr> </tbody> </table> <p>*Note: Intersessions are only to be used for year-round school recordkeeping.</p> <p>**Note: Short Course is to be used only for Workforce Development Education (adult general education and postsecondary vocational education).</p>	<u>Code</u>	<u>Definition</u>	<u>Code</u>	<u>Definition</u>	1	Semester 1	H	Quinmester 4	2	Semester 2	I	Quinmester 5	3	Annual	J	Six Weeks 1	4	Summer Session 1	K	Six Weeks 2	5	Summer Session 2	L	Six Weeks 3	6	Quarter 1	M	Six Weeks 4	7	Quarter 2	N	Six Weeks 5	8	Quarter 3	O	Six Weeks 6	9	Quarter 4	R**	Short Course	B	Trimester 1	S	Combined	C	Trimester 2		Summer Session	D	Trimester 3	T*	Intersession 1	E	Quinmester 1	U*	Intersession 2	F	Quinmester 2	V*	Intersession 2	G	Quinmester 3	W*	Intersession 4			X*	Intersession 5
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9	29-30	2	A/N/R	<p>Facility Type</p> <p>A facility in which school district instructional services or classes are conducted. When more than one facility type is used to provide instruction in the course, report only the main facility. For state reporting, code the facility type for each course where instruction or services are provided in one of the following:</p> <p>(CONTINUED ON NEXT PAGE)</p>																																																																				

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Item Number	From-To	Size	Field Char.	Field Description
				<p><u>Code</u> <u>Definition</u></p> <p>00 School District Facility</p> <p>01 Church</p> <p>02 Hospital</p> <p>03 HRS Residential Institution</p> <p>04 HRS Community Based Program</p> <p>05 State Correctional Facility</p> <p>06 Federal Correctional Facility</p> <p>07 County Correctional Facility</p> <p>08 City Correctional Facility</p> <p>09 Other Facility operated or owned by an agency or other provider rather than the school district in which instructional services or classes are conducted.</p> <p>10 Home</p> <p>11 Work Site</p> <p>12 Public Library</p> <p>13 Community Based Organization Center</p> <p>14 Private Residential Facility</p> <p>15 Private Day School</p> <p>16 Learning Center</p> <p>17 Community Correctional Programs</p> <p>18 Public/Private Nonprofit Organizations</p>
10	31-31	1	A/N	Filler
11	32-35	4	N/R	<p>Vocational/Adult General Education Class Length</p> <p>The total number of hours of instruction for which the vocational, postsecondary vocational, or the adult general education class was scheduled for the reporting year (secondary) or term (postsecondary).</p> <p>NOTE: For WDIS, districts respond to this element for both postsecondary vocational and adult general education classes. Enter the total number of hours of instruction for which the postsecondary vocational and adult general education class was scheduled for the term.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				For secondary, districts respond to this element for secondary vocational education classes. Enter the total number of hours of instruction for which the secondary vocational class was scheduled for the <u>school year</u> .										
12	36-45	10	N/R	Florida Educators Certificate Number										
				<p>The 10 digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with assignment codes below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Code</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;">0000000000</td> <td>Employee has no assigned certificate number.</td> </tr> <tr> <td style="padding-left: 20px;">0000000001- 0000899999</td> <td>The regular number assigned by the Certification Section of the Department of Education.</td> </tr> <tr> <td style="padding-left: 20px;">0000999999</td> <td>A number assigned to a community college or university instructor for reporting purposes.</td> </tr> <tr> <td style="padding-left: 20px;">9999999999</td> <td>A number assigned to a teacher providing special education programs through contractual arrangements in a non-public school or facility in accordance with Rule 6A-6.0361, FAC.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	0000000000	Employee has no assigned certificate number.	0000000001- 0000899999	The regular number assigned by the Certification Section of the Department of Education.	0000999999	A number assigned to a community college or university instructor for reporting purposes.	9999999999	A number assigned to a teacher providing special education programs through contractual arrangements in a non-public school or facility in accordance with Rule 6A-6.0361, FAC.
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13	46-55	10	A/N/L	Social Security Number										
				The number assigned to an individual by the Social Security Administration. (Left justified)										

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Item Number	From-To	Size	Field Char.	Field Description
14	56-56	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 style="padding-left: 40px;"><u>Code</u> <u>Definition</u></p> <p style="padding-left: 40px;">A Add Record</p> <p style="padding-left: 40px;">C Update Record</p> <p style="padding-left: 40px;">D Delete Record</p>
15	57-80	24	A/N	Filler