

**Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Workforce Development Information System (WDIS)**

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

1998-99 WDIS Student Demographic Information

This format is reported three times per year using the Survey Period Codes F (Fall), W (Winter), and S (Summer). Submit a WDIS student demographic record for any student reported on any other WDIS reporting format for the survey period. This reporting format and its data elements apply only to postsecondary vocational and adult general education students and courses/programs as specified by CS/SB1688 as passed by the 1997 Legislature.

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 resubmitted as an add.

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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.: 6940 Record Type: 1 of 1 Activity No.: DB9 46B
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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 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.						
2	3-4	2	N/R	District Number, Current Enrollment						
				The two digit number for the current school district 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.						
3	5-8	4	A/N/R	School Number, Current Enrollment						
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Number</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td>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 WDIS Student Demographic Information

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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.</p> <p><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	<p>Survey Period Code</p> <p>F - Fall W - Winter S - Summer</p>

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6	20-23	4	N	Fiscal Year
				The state fiscal year (running from July 1 through June 30) for which the reported data are applicable. NNNN Example: 8788 Fiscal Year July 1, 1987 through June 30, 1988
7	24-33	10	A/N	Student Number Identifier - Alias, Florida
				A ten character code used to identify the last Florida Student Number Identifier assigned to a student. See data element number 175630 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for definition.
8	34-75	42	A/N/L	Student Name, Legal
				The student's last, first and middle name including appendage as follows: This is a fixed field: Last Name Appendage First Name Middle/Maiden Name or Initial
	34-50	17		
	51-53	3		
	54-65	12		
	66-75	10		
9	76-81	6	A/N	Filler
10	82-82	1	A	Sex
				The student's sex. <u>Code</u> <u>Definition</u> M Male F Female

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11	83-83	1	A	Racial/Ethnic Category														
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12	84-96	13	A/N	Filler														
13	97-98	2	A	Limited English Proficient														
				<p>Using the definitions and the codes listed, indicate the status of the student who has been identified as a Limited English Proficient (LEP) student. A Limited English Proficient student is one who:</p> <p>(CONTINUED ON NEXT PAGE)</p>														

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1998-99 WDIS Student Demographic Information

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				<p>Was not born in the U.S. and whose native language is other than English; or</p> <p>Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or</p> <p>Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; <u>and</u></p> <p>Who as a result of the above has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.</p> <p><u>Code</u> <u>Definition</u></p> <p>LY The student is Limited English Proficient and is enrolled in classes specifically designed for LEP students.</p> <p>LN The student is Limited English Proficient and is not enrolled in classes specifically designed for LEP students.</p> <p>LF The student is being followed up for a two year period after having exited from the ESOL program.</p> <p>LP The student is in 4th-12th grade, tested fully English proficient on an Aural/Oral Test and is Limited English Proficient pending the Reading and Writing Assessment or the student is in K-12th grade, answered "yes" on the Home Language Survey question "Is a language other than English spoken in the home?" and is pending aural/oral assessment.</p> <p>LZ The student is one for whom a two-year follow up period has been completed after the student has exited the ESOL program.</p> <p>ZZ Not applicable.</p>

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14	99-99	1	A/N	Resident Status, State/County
				<p>A code representing the resident status of the student for purposes of enrollment as defined in Section 228.121(2), F.S.</p> <p><u>Code</u> <u>Definition</u></p> <p>0 PK-12 Student: Foreign Exchange student enrolled in a Florida public school.</p> <p>1 PK-12 Student: Out-of-county resident enrolled in this school district.</p> <p>2 PK-12 Student: Out-of-state resident enrolled in this school district.</p> <p>3 PK-12 Student: In-county resident.</p> <p>4 Adult Student: Resident within Florida for one year or more.</p> <p>5 Adult Student: Resident within Florida for less than one year, or out-of-state resident.</p>
15	100-101	2	A/N	Grade Level
				<p>The student's current grade level placement or the grade level for which data are being reported.</p> <p><u>Code</u> <u>Grade or Level</u></p> <p>09-12 Ninth through Twelfth Grade</p> <p>23 Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year.</p> <p>30 Adult, Non-High School Graduate</p> <p>31 Adult, High School Graduate</p> <p>If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.</p>

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16	102-102	1	A/N	Filler
17	103-103	1	A	Transaction Code
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. <u>Code</u> <u>Definition</u> A Add Record C Update Record D Delete Record
18	104-118	15	A/N	Filler
19	119-126	8	N	Birth Date
				The numeric representation of the date on which the student was born. YYYYMMDD Example: 19691201 = December 1,1969
20	127-138	12	A/N	Filler
21	139-139	1	A/N	Incarcerated Student
				Indicate <u>where</u> , if applicable, the adult general education or vocational student is incarcerated. Incarcerated at: <u>Code</u> <u>Definition</u> C City/municipal institution D County institution F Federal institution S State institution A Other methods/sites Z Not an incarcerated student
22	140-140	1	A/N	First-Time Student
				A representation of the first-time enrollment status of a student in any postsecondary institution. <u>Code</u> <u>Definition</u> Y A first-time student in any postsecondary education, other than dual enrollment or early admission. Includes a student enrolled in the
(CONTINUED ON NEXT PAGE)				

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				<p>fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment.</p> <p>D A first-time student in any postsecondary dual enrollment or early admission student. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment.</p> <p>N Not a first-time student in postsecondary education, postsecondary dual enrollment, nor an early admission student.</p> <p>NOTE: A student can only be reported as a First-Time Student <u>one time</u>, i.e., in only one reporting period.</p>										
23	141-143	3	A/N	Filler										
24	144-144	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.</p> <p>The codes to be used follow:</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><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> </tbody> </table> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	A	Educable Mentally Handicapped	B	Trainable Mentally Handicapped	C	Orthopedically Impaired	F	Speech Impaired
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Item Number	From-To	Size	Field Char.	Field Description
				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 T Developmentally Delayed U Established Conditions V Other Health Impaired Z Not Applicable
25	145-160	16	A/N	Filler