

Revised Date: April 2001  
Effective Date: July 2001

**Florida Department of Education  
Education Information and Accountability Services/  
Workforce Development Information System (WDIS)**

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

**2001-2002 WDIS Vocational Student Course Schedule**

This format is reported three times per year using the Survey Period Codes F (Fall), W (Winter), and S (Summer). Submit a separate record in the reporting periods noted above for each postsecondary vocational course in which the student was in membership at any time during the relevant reporting period. This reporting format and its data elements apply only to postsecondary vocational courses/programs as specified by CS/SB1688 as passed by the 1997 Legislature.

**KEY FIELDS:** The key fields for this format are item numbers 3, 4, 5, 6, 7, 8, 9, 10 and 11. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/  
WORKFORCE DEVELOPMENT INFORMATION SYSTEM (WDIS)**

**2001-2002 WDIS Vocational Student Course Schedule**

<b>FIELD CHARACTERISTICS:</b>  A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	<b>TAPE CHARACTERISTICS:</b>  9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: April 2001  Effective Date: July 2001  Format No.: 6941  Record Type: 1 of 1  Activity No.: DB9 47B
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Item Number	From-To	Size	Field Char.	Field Description								
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<b>District Number, Current Enrollment</b>								
				The 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</u> , Appendix C, for acceptable codes.								
<b>2</b>	<b>3-6</b>	<b>4</b>	<b>A/N/R</b>	<b>School Number, Current Enrollment</b>								
				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>N998</td> <td>DPS/MIS reporting number for home education setting.</td> </tr> <tr> <td>N999</td> <td>DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.</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.	N998	DPS/MIS reporting number for home education setting.	N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.
<u>Number</u>	<u>Definition</u>											
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N998	DPS/MIS reporting number for home education setting.											
N999	DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.											
<b>3</b>	<b>7-16</b>	<b>10</b>	<b>A/N</b>	<b>Student Number Identifier, Florida</b>								
				A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students.  (CONTINUED ON NEXT PAGE)								

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				<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>
<b>4</b>	<b>17-17</b>	<b>1</b>	<b>A/N</b>	<b>Survey Period Code</b>
				<p>F - Fall W - Winter S - Summer</p>
<b>5</b>	<b>18-21</b>	<b>4</b>	<b>N</b>	<b>Fiscal Year</b>
				<p>The state fiscal year (running from July 1 through June 30) for which the reported data are applicable.</p> <p>NNNN Example: 8788 Fiscal Year July 1, 1987 through June 30, 1988</p>

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Item Number	From-To	Size	Field Char.	Field Description
<b>6</b>	<b>22-23</b>	<b>2</b>	<b>N/R</b>	<b>District Number, Current Instruction/Service</b>
				The two digit number for the school district which provides instruction or other services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> , Appendix C, for acceptable codes.
<b>7</b>	<b>24-27</b>	<b>4</b>	<b>A/N/R</b>	<b>School Number, Current Instruction/Service</b>
				The state assigned four digit school number which provides instruction or other services during the current school year.  0001-9899 District school sites assigned a unique number in the state Master School ID File.
<b>8</b>	<b>28-34</b>	<b>7</b>	<b>A/N</b>	<b>Course Number</b>
				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.  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:  <u>Lecture Courses:</u>  Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number.  <u>Lab Courses:</u>  Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L.  (CONTINUED ON NEXT PAGE)

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				<p><u>Example: PHY1050L would be reported PHYL050.</u></p> <p><u>Combined Lecture &amp; 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>
<b>9</b>	<b>35-39</b>	<b>5</b>	<b>A/N</b>	<b>Section Number</b>
				<p>Section number identifies separate groupings of students enrolled in the same course.</p> <p>XXXXX A unique offering of a course in which the student is enrolled.</p>
<b>10</b>	<b>40-43</b>	<b>4</b>	<b>N</b>	<b>Period Number</b>
				<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> <p>0000 Any class that meets prior to the first period of the regular school day.</p> <p>0002 A class beginning before the regular school day and ending second period.</p> <p>0101 A one period course beginning and ending first period.</p> <p>0203 A two period course beginning period two and ending period three.</p> <p>0406 A three period course beginning period four and ending period six.</p> <p>0106 A self-contained elementary course meeting all day.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<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> <p>0288 A class which meets period two on Monday and period four on Wednesday.</p> <p>Adult classes should be coded as 9999.</p>																																																																				
<b>11</b>	<b>44-44</b>	<b>1</b>	<b>A/N</b>	<p><b>Term</b></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 3</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 4</td></tr> </tbody> </table> <p>*NOTE: Intersessions are to be used only for year-round school recordkeeping.</p> <p>**NOTE: To be used only for Workforce Development.</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 3	G	Quinmester 3	W*	Intersession 4			X*	Intersession 4
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Item Number	From-To	Size	Field Char.	Field Description
<b>12</b>	<b>45-48</b>	<b>4</b>	<b>A/N</b>	<b>Filler</b>
<b>13</b>	<b>49-49</b>	<b>1</b>	<b>A</b>	<b>Special Appropriation</b>
				<p>Indicate the status of the student, for the instruction and term being reported, regarding service from the special appropriation for <u>adults with disabilities</u>.</p> <p><u>Code</u>      <u>Definition</u></p> <p>A      This student was served from the special appropriation and <b><u>WAS NOT</u></b> supported from the Workforce Development Education Fund.</p> <p>B      This student was served from the special appropriation and <b><u>ALSO WAS</u></b> supported from the Workforce Development Education Fund.</p> <p>C      This student <b><u>WAS NOT</u></b> served from the special appropriation.</p>
<b>14</b>	<b>50-52</b>	<b>3</b>	<b>A</b>	<b>Vocational/Adult General Education Suffix Code</b>
				<p>The following codes are used to identify certain characteristics. As many alphabetic responses as apply may be entered in any order.</p> <p><u>Code</u>      <u>Definition</u></p> <p>I      The <u>secondary</u> vocational student is incarcerated in a correctional institution, meaning any prison, jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center or similar institution designed for confinement or rehabilitation of criminal offenders.</p> <p>V      The postsecondary Workforce Development Education (adult general education and postsecondary vocational) student is a veteran.</p>
(CONTINUED ON NEXT PAGE)				

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				<p>J The <u>secondary or postsecondary</u> student is JTPA (Job Training Partnership Act) sponsored for this instruction.</p> <p>Z Not applicable for this <u>secondary or postsecondary</u> student.</p>
<b>15</b>	<b>53-53</b>	<b>1</b>	<b>A/N</b>	<b>Filler</b>
<b>16</b>	<b>54-54</b>	<b>1</b>	<b>A/N</b>	<b>Vocational/Adult General Education Termination Code</b>
				<p>The termination code indicates the status of the student at the end of the year (secondary) or term (postsecondary). The year or term must have ended prior to reporting the termination code.</p> <p><u>Code</u>    <u>Definition</u></p> <p>C        A student who has <u>COMPLETED</u> a planned sequence of competencies or courses and met all the requirements of the institution for occupational or literacy completion. This student has achieved one or more literacy completion points or occupational completion points and exited the program.</p> <p>S        A secondary occupational or literacy <u>COMPLETER STILL IN SECONDARY SCHOOL</u>.</p> <p>R        A student <u>REMAINING</u> in the occupational or literacy instruction.</p> <p>Z        Other than above. This includes all Continuing Workforce Education. See the Secondary Vocational Data Base Handbook and the District Workforce Development Education Data Base Handbook for a list of codes and titles for which the termination code will always be Z.</p>
<b>17</b>	<b>55-60</b>	<b>6</b>	<b>A/N</b>	<b>Vocational/Adult General Education Completion Point Code</b>



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Item Number	From-To	Size	Field Char.	Field Description								
				<p>These codes are used only for adult general education and vocational students to identify the literacy completion points and occupational completion points achieved by the student during the term.</p> <table border="0"> <thead> <tr> <th align="left"><u>Codes</u></th> <th align="left"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>A-Y</td> <td>Select the appropriate alphabetic codes (from the applicable list in the appropriate data base handbook) that most closely describe the literacy or occupational achievement(s) of the student in the term. Select as many codes as apply, and report them in the order in which they were achieved by the student during the term.</td> </tr> <tr> <td>8</td> <td>Use the numeric code "8" to indicate that an exceptional student who is coded as an "E" on the Vocational Instructional Setting/Method data element, with an IEP that features a <u>modified</u> occupational outcome, achieved that modified occupational completion this term. If the student also achieved one or more listed occupational codes during the term, enter those codes and the "8" in the order in which they were achieved. <u>The code "8" is not to be used for literacy completion points for adult general education.</u></td> </tr> <tr> <td>Z</td> <td>Not applicable, or the student is exiting the program without having achieved at least one CPC in that program. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank.</td> </tr> </tbody> </table> <p>NOTE: These codes are to be reported on the format that is associated with the type of student for</p> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Codes</u>	<u>Description</u>	A-Y	Select the appropriate alphabetic codes (from the applicable list in the appropriate data base handbook) that most closely describe the literacy or occupational achievement(s) of the student in the term. Select as many codes as apply, and report them in the order in which they were achieved by the student during the term.	8	Use the numeric code "8" to indicate that an exceptional student who is coded as an "E" on the Vocational Instructional Setting/Method data element, with an IEP that features a <u>modified</u> occupational outcome, achieved that modified occupational completion this term. If the student also achieved one or more listed occupational codes during the term, enter those codes and the "8" in the order in which they were achieved. <u>The code "8" is not to be used for literacy completion points for adult general education.</u>	Z	Not applicable, or the student is exiting the program without having achieved at least one CPC in that program. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank.
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				whom the record is being submitted. Adult High School and Co-enrolled student LCPs are reported as two characters, as illustrated in the Workforce Development Education Data Base Handbook								
<b>18</b>	<b>61-61</b>	<b>1</b>	<b>A/N</b>	<b>Filler</b>								
<b>19</b>	<b>62-63</b>	<b>2</b>	<b>A/N</b>	<b>Grade Level</b>								
				The student's current grade level placement or the grade level for which data are being reported:  <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Grade or Level</u></td> </tr> <tr> <td>09-12</td> <td>Ninth through Twelfth Grade</td> </tr> <tr> <td>30</td> <td>Adult, Non-High School Graduate</td> </tr> <tr> <td>31</td> <td>Adult, High School Graduate</td> </tr> </table>	<u>Code</u>	<u>Grade or Level</u>	09-12	Ninth through Twelfth Grade	30	Adult, Non-High School Graduate	31	Adult, High School Graduate
<u>Code</u>	<u>Grade or Level</u>											
09-12	Ninth through Twelfth Grade											
30	Adult, Non-High School Graduate											
31	Adult, High School Graduate											
<b>20</b>	<b>64-68</b>	<b>5</b>	<b>A/N</b>	<b>Filler</b>								
<b>21</b>	<b>69-75</b>	<b>7</b>	<b>A/N</b>	<b>Vocational/ Adult General Education Program Code</b>								
				For secondary students, record the seven digit numeric program code listed in the <u>Course Code Directory</u> , which is associated with the vocational course in which the student is enrolled. For all postsecondary adult vocational and adult general education students, record the seven digit alphanumeric program code listed in the <u>Course Code Directory</u>								
<b>22</b>	<b>76-76</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b>								
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.  <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Definition</u></td> </tr> <tr> <td>A</td> <td>Add Record</td> </tr> <tr> <td>C</td> <td>Update Record</td> </tr> <tr> <td>D</td> <td>Delete Record</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	A	Add Record	C	Update Record	D	Delete Record
<u>Code</u>	<u>Definition</u>											
A	Add Record											
C	Update Record											
D	Delete Record											
<b>23</b>	<b>77-79</b>	<b>3</b>	<b>A</b>	<b>Vocational Instructional Setting/Method</b>								

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				<p>The following codes are used only for vocational students to identify certain characteristics of the setting or method used to provide instruction. As many alphabetic responses as apply may be entered in any order, except that only one response may be selected from each group (E, S, or M), (B or L), and (F or R).</p> <p>The student is:</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 colspan="2" style="text-align: center;"><b><u>Special</u></b></td> </tr> <tr> <td style="vertical-align: top; padding-right: 20px;">D</td> <td>a secondary student in this program under an approved dropout prevention program <u>and</u> is receiving instruction using a <u>modified</u> curriculum or other program standards and/or under a teacher <u>without</u> the vocational certification specified for this program.</td> </tr> <tr> <td style="vertical-align: top; padding-right: 20px;">E</td> <td>a secondary exceptional student (excluding gifted) mainstreamed in this program with <u>modified</u> outcomes and/or student performance standards. [NOTE: federal and state laws use the terms 'disabled' and 'exceptional' (excluding gifted) interchangeably.]</td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td style="vertical-align: top; padding-right: 20px;">S</td> <td>a member of a targeted population and is receiving this instruction in a separate class of such students.</td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td style="vertical-align: top; padding-right: 20px;">M</td> <td>a member of a targeted population and is mainstreamed for this instruction.</td> </tr> </tbody> </table> <p style="text-align: center;">(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	<b><u>Special</u></b>		D	a secondary student in this program under an approved dropout prevention program <u>and</u> is receiving instruction using a <u>modified</u> curriculum or other program standards and/or under a teacher <u>without</u> the vocational certification specified for this program.	E	a secondary exceptional student (excluding gifted) mainstreamed in this program with <u>modified</u> outcomes and/or student performance standards. [NOTE: federal and state laws use the terms 'disabled' and 'exceptional' (excluding gifted) interchangeably.]	or		S	a member of a targeted population and is receiving this instruction in a separate class of such students.	or		M	a member of a targeted population and is mainstreamed for this instruction.
<u>Code</u>	<u>Definition</u>																			
<b><u>Special</u></b>																				
D	a secondary student in this program under an approved dropout prevention program <u>and</u> is receiving instruction using a <u>modified</u> curriculum or other program standards and/or under a teacher <u>without</u> the vocational certification specified for this program.																			
E	a secondary exceptional student (excluding gifted) mainstreamed in this program with <u>modified</u> outcomes and/or student performance standards. [NOTE: federal and state laws use the terms 'disabled' and 'exceptional' (excluding gifted) interchangeably.]																			
or																				
S	a member of a targeted population and is receiving this instruction in a separate class of such students.																			
or																				
M	a member of a targeted population and is mainstreamed for this instruction.																			

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Item Number	From-To	Size	Field Char.	Field Description																		
				<p>Y A Youth Apprenticeship Education/Industry Alternative program of study beginning at the 11<sup>th</sup> grade. The program integrates technical and academic curriculum, provides paid work-site learning and experience, leads to high school graduation and advanced studies and provides standing at the post secondary level under a sponsor in an occupation for which there is labor market demand.</p> <p>P receiving instruction in a pre-apprenticeship program registered with the Florida Department of Labor and meeting the requirements of Rule 6A-6.077, FAC.</p> <p style="text-align: center;"><b><u>Cooperative Education &amp; Apprenticeship</u></b></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="vertical-align: top;">B</td> <td>Receiving on-the-job training using the cooperative education method of job preparatory instruction as defined in vocational program/course standards</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">or</td> <td></td> </tr> <tr> <td style="vertical-align: top;">L</td> <td>Receiving classroom related instruction using the <b>cooperative education</b> method of job preparatory instruction as defined in vocational program/course standards.</td> </tr> <tr> <td style="vertical-align: top;">F</td> <td>Receiving on-the-job training in an apprenticeship program registered with an approved registration agency in accordance with state and federal laws and regulations.</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">or</td> <td></td> </tr> <tr> <td style="vertical-align: top;">R</td> <td>Receiving classroom related instruction in an <b>apprenticeship</b> program registered with an approved registration agency in accordance with state and federal laws and regulations.</td> </tr> <tr> <td></td> <td style="text-align: center;"><b><u>Other</u></b></td> </tr> <tr> <td style="vertical-align: top;">Z</td> <td>Not applicable.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	B	Receiving on-the-job training using the cooperative education method of job preparatory instruction as defined in vocational program/course standards	or		L	Receiving classroom related instruction using the <b>cooperative education</b> method of job preparatory instruction as defined in vocational program/course standards.	F	Receiving on-the-job training in an apprenticeship program registered with an approved registration agency in accordance with state and federal laws and regulations.	or		R	Receiving classroom related instruction in an <b>apprenticeship</b> program registered with an approved registration agency in accordance with state and federal laws and regulations.		<b><u>Other</u></b>	Z	Not applicable.
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Item Number	From-To	Size	Field Char.	Field Description
<b>24</b>	<b>80-81</b>	<b>2</b>	<b>A/N</b>	<b>Filler</b>
<b>25</b>	<b>82-82</b>	<b>1</b>	<b>A</b>	<b>Vocational Special Initiatives</b>
				<p>The following codes are used only for vocational students to identify their participation under certain special initiatives. As many alphabetic responses as apply may be reported. The student is enrolled in:</p> <p><u>Code</u>    <u>Description</u></p> <p>C            A specific job preparatory program in a <b>Center of Emphasis</b> that is located at a specified school or institution. Such Centers have received Centers of Excellence funding grants through state legislative appropriations.</p> <p>Z            Not applicable.</p>
<b>26</b>	<b>83-85</b>	<b>3</b>	<b>A/N</b>	<b>Filler</b>
<b>27</b>	<b>86-86</b>	<b>1</b>	<b>A</b>	<b>Vocational/Adult General Education, Disability Student</b>
				<p>A code indicating whether the postsecondary vocational or adult general education student is self-identified as disabled.</p> <p><u>Code</u>        <u>Definition</u></p> <p>I            Self-identified, documented and receiving special instruction/services in order to take full advantage of or respond to educational programs and opportunities.</p> <p>N            Self-identified, but neither requesting nor requiring special instruction/services.</p> <p>Z            Not applicable or not self-identified.</p>

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Item Number	From-To	Size	Field Char.	Field Description
<b>28</b>	<b>87-87</b>	<b>1</b>	<b>A/N</b>	<p><b>Vocational Basic Skills Examination</b></p> <p>THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Indicate the status of the student in reference to basic skills assessment. Codes 1 through 7 are used only for postsecondary vocational students. (Section 239.213, F.S.)</p> <p style="text-align: center;"><u>Code</u>      <u>Definition</u></p> <p>The student was required to complete an assessment of the mastery of basic skills within six weeks after admission to the program and:</p> <ol style="list-style-type: none"> <li>1      Demonstrated mastery of the required minimal level of basic skills.</li> <li>2      Initially failed to demonstrate mastery, received structured basic skills instruction, and subsequently successfully demonstrated mastery of the required minimal level of basic skills.</li> <li>3      Initially failed to demonstrate mastery, received structured basic skills instruction, and continues to fail to demonstrate mastery of the required minimal level of basic skills.</li> <li>4      Initially failed to demonstrate mastery, received no structured basic skills instruction and subsequently successfully demonstrated mastery of the required minimal level of basic skills.</li> <li>5      Initially failed to demonstrate mastery, received <u>no</u> structured basic skills instruction, and continues to fail to demonstrate mastery of the required minimal level of basic skills.</li> </ol> <p>(CONTINUED ON NEXT PAGE)</p>



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				<p>Code      Definition</p> <p>6          Has not completed the initial assessment.</p> <p>7          Initially failed to demonstrate mastery and has not yet retaken the test.</p> <p>0          An assessment of the mastery of basic skill was not required.</p>
<b>29</b>	<b>88-88</b>	<b>1</b>	<b>A</b>	<b>Dual Enrollment Indicator</b>
				<p>A one character field that describes the type of dual enrollment in which the secondary student is engaged for the course or program being reported. Note that a student can be both academically and vocationally dually enrolled at the same time.</p> <p><u>Code</u>      <u>Definition</u></p> <p>A          Academic dual enrollment. Includes students working toward A.A., B.A. and B.S. degrees in community colleges and universities.</p> <p>B          Vocational credit dual enrollment. Includes students working toward an A.S. degree or working in a college credit certificate program.</p> <p>C          Vocational certificate dual enrollment. Includes students working in a postsecondary adult vocational program at a school district institution or a community college designated area center.</p> <p>Z          Not applicable. Includes all postsecondary students, grades 30 and 31, and all secondary students not dually enrolled.</p>

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Item Number	From-To	Size	Field Char.	Field Description												
30	89-100	12	A/N	Filler												
31	101-103	3	A/N	<p>Cost Reporting Code</p> <p>Indicate which of the following represents the predominant Workforce Development cost reporting code under which this student was served for this instruction this term.</p> <p style="text-align: center;"></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>340</td> <td><b>Continuing Workforce Education</b> instruction under the seven-digit code assigned to this program/course (E910100).</td> </tr> <tr> <td>350</td> <td>Postsecondary vocational instruction under any of the <u>Course Code Directory</u> seven-digit codes assigned to <b>vocational certificate</b> programs/courses.</td> </tr> <tr> <td>360</td> <td>Postsecondary vocational instruction under any of the <u>Course Code Directory</u> seven-digit codes assigned to <b>applied technology diploma</b> programs/courses.</td> </tr> <tr> <td>370</td> <td>Postsecondary vocational instruction using the <b>apprenticeship method of instruction</b>.</td> </tr> <tr> <td>400</td> <td><b>Adult general education</b> instruction under any of the Course Code Directory seven digit codes assigned to adult general education, including any other course codes in the directory that are reported under an adult general education program code.</td> </tr> </tbody> </table> <p style="text-align: center;"></p> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Description</u>	340	<b>Continuing Workforce Education</b> instruction under the seven-digit code assigned to this program/course (E910100).	350	Postsecondary vocational instruction under any of the <u>Course Code Directory</u> seven-digit codes assigned to <b>vocational certificate</b> programs/courses.	360	Postsecondary vocational instruction under any of the <u>Course Code Directory</u> seven-digit codes assigned to <b>applied technology diploma</b> programs/courses.	370	Postsecondary vocational instruction using the <b>apprenticeship method of instruction</b> .	400	<b>Adult general education</b> instruction under any of the Course Code Directory seven digit codes assigned to adult general education, including any other course codes in the directory that are reported under an adult general education program code.
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	<b>104-111</b>	<b>8</b>	<b>N</b>	<b>Date of Entry</b>
				The numeric representation of the date on which this student entered the program with which this course is associated. <u>This is not a re-entry date.</u> MMDDYYYY Example: 08241998 = August 24, 1998
<b>33</b>	<b>112-113</b>	<b>2</b>	<b>A/N</b>	<b>Filler</b>
<b>34</b>	<b>114-114</b>	<b>1</b>	<b>A</b>	<b>Adult Fee Status</b>
				<p>Indicate using the codes below, the fee status of adult general education and postsecondary vocational students.</p> <p><u>Code</u>      <u>Definition</u></p> <p>R      <u>Fee Required:</u> Fee payment required. Fee has not been waived or deferred and student fee is nonexempt.</p> <p>W      <u>Fee Waived:</u> Eligible fee has been waived. Students in adult programs whose fees are waived by district school board policy. In-Kind contributions in lieu of fee payments are classified as fee waivers.</p> <p>D      <u>Fee Deferred:</u> Eligible fee has been deferred. Nonexempt, nonfee waived students in adult programs whose fees are deferred:</p> <ol style="list-style-type: none"> <li>1. when financial aid from federal or state assistance program is delayed in transmission to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid;</li> </ol>
(CONTINUED ON NEXT PAGE)				

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				<p><u>Code</u>      <u>Definition</u></p> <p>2. when a veteran or other student eligible for benefits under Chapter 32, 34, or 35 Title 38 U.S. Code, upon his request, is delayed in the receipt of benefits for payment of tuition</p> <p>3. when the district has a written authorization for payment or charges for fees, books, and supplies from an approved business, industry, governmental unit, non-profit organization, or civic organization; or</p> <p>4. when fees are delayed because of a district adopted criterion of need or adoption installment payment schedule.</p> <p><u>Fee Exempt Categories</u></p> <p><u>Code</u>      <u>Definition</u></p> <p>F      <u>Fee Exempt:</u> The student does not have a high school diploma or its equivalent; and is enrolled in adult basic skills, adult secondary education or vocational preparatory instruction for the purpose of achieving basic literacy or receiving a high school diploma or its equivalent.</p> <p>G      <u>Fee Exempt:</u> The student has a high school diploma or its equivalent; and is enrolled in adult basic skills, adult secondary education or vocational preparatory instruction; and has basic skills which have been determined to be at or below the eighth grade level as provided for by State Board Rule.</p> <p>H      <u>Fee Exempt:</u> The student is enrolled in vocational preparatory courses as defined in section 239.213, F.S.</p> <p>I      <u>Fee Exempt:</u> The student is a dependent of a deceased or disabled veteran pursuant to Section 295.01 or 295.016, F.S.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p><u>Code</u>      <u>Definition</u></p> <p>J      Fee Exempt: The student is a dependent of a special risk member as defined in Section 121.021(15), F.S.</p> <p>K      Fee Exempt: The student is enrolled in approved apprenticeship programs as defined in Section 446.021, F.S.</p> <p>L      Fee Exempt: The student is mentally handicapped (as defined in Rule 6A-6.03011, FAC).</p> <p>M      Fee Exempt: The student is receiving foster care board payment pursuant to Section 409.145(3), F.S., or Parts III and V Chapter 39 for whom the permanency planning goal pursuant to Part V of Chapter 39 is long term foster care or independent living, or who was adopted from the Department of Children and Family Services after December 31, 1997.</p> <p>N      Fee Exempt: The student is enrolled in an employment and training program pursuant to Section 414.025, F.S. (WAGES).</p> <p>P      Fee Exempt: Any student who lacks a fixed, regular and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary living accommodations, an institution that provides a temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings as defined in Section 230.645(2)(g), F.S.</p>

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<b>35</b>	<b>115-119</b>	<b>5</b>	<b>A</b>	<p><b>Financial Assistance</b></p> <p>Indicate whether the vocational or adult general education student received any of the following forms of need-based financial assistance for the instruction and term being reported. The record is for the year for secondary vocational and for the term for postsecondary vocational and adult general education. Enter as many responses as apply, left justified.</p> <table style="width: 100%; border-collapse: collapse;"> <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 style="padding-left: 20px;">A</td> <td>Pell Grant</td> </tr> <tr> <td style="padding-left: 20px;">B</td> <td>SEOG - Supplemental Educational Opportunity Grant</td> </tr> <tr> <td style="padding-left: 20px;">C</td> <td>Workstudy</td> </tr> <tr> <td style="padding-left: 20px;">D</td> <td>ITA - Individual Training Account through the Workforce Investment Act</td> </tr> <tr> <td style="padding-left: 20px;">E</td> <td>Other need-based financial assistance, such as scholarships or loans</td> </tr> <tr> <td style="padding-left: 20px;">Z</td> <td>Not receiving need-based financial assistance for this instruction</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	Pell Grant	B	SEOG - Supplemental Educational Opportunity Grant	C	Workstudy	D	ITA - Individual Training Account through the Workforce Investment Act	E	Other need-based financial assistance, such as scholarships or loans	Z	Not receiving need-based financial assistance for this instruction
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<b>36</b>	<b>120-120</b>	<b>1</b>	<b>A/N</b>	<p><b>Vocational Credential, Other</b></p> <p>Indicate the type of credential (vocational certificate or Applied Technology Diploma) awarded to the student this term for vocational instruction.</p> <table style="width: 100%; border-collapse: collapse;"> <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 style="padding-left: 20px;">V</td> <td><b>Vocational Certificate</b> – awarded after the student completes the postsecondary vocational program.</td> </tr> <tr> <td style="padding-left: 20px;">A</td> <td><b>Applied Technology Diploma</b> – awarded after the student completes a post-secondary Applied Technology Diploma program.</td> </tr> </tbody> </table> <p style="text-align: center;">(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	V	<b>Vocational Certificate</b> – awarded after the student completes the postsecondary vocational program.	A	<b>Applied Technology Diploma</b> – awarded after the student completes a post-secondary Applied Technology Diploma program.								
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				<p><b>N</b>    <b>Neither of the above</b> - Indicates that neither a vocational certificate nor an Applied Technology Diploma was awarded to the student this term.</p> <p><b>Z</b>    <b>Not Applicable</b> – includes all Continuing Workforce Education.</p>
<b>37</b>	<b>121-124</b>	<b>4</b>	<b>N</b>	<b>Vocational/Adult General Education Class Length</b>
				<p>The total number of hours of instruction for which the vocational or 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 either postsecondary vocational or adult general education classes. Enter the total number of hours of instruction for which the postsecondary vocational or adult general education class was scheduled for the term.</p> <p>NOTE:    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 school year.</p>
<b>38</b>	<b>125-160</b>	<b>36</b>	<b>A/N</b>	<b>Filler</b>