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

Revised Date: October 2001
Effective Date: July 2002

Comprehensive Management Information System
Automated Student Reporting Format

2002-2003 WDIS Teacher Course

This format is reported three times per year using the Survey Period Codes F (Fall), W (Winter), and S (Summer). Submit a matching WDIS Teacher Course record for each combination of Course Number, and Section Number submitted on the WDIS Adult General Education Student Course and WDIS Vocational Student Course formats during Surveys F, W, and S. 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, 6 and 13. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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Item No.	From-To	Size	Field Char.	Field Description
2002-2003 WDIS Teacher Course				
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 Appendix C: District Name Table. CODE DEFINITION 01 - 70 & 72 - 76 State assigned number for school district or other agency
2	3-6	4	A/N/R	**School Number, Current Instruction Service**
				The state assigned four-digit number of the school which provides instruction or services during the current school year. CODE DEFINITION 0001 - 9899 District school sites assigned a unique number in the state Master School ID File. C901 - C928 DPS/MIS reporting number for public community colleges in Florida. U970 - U978 DPS/MIS reporting number for public state universities in Florida. N999 DPS/MIS reporting number for out-of-state schools or PK-12 nonpublic in-state schools. P001 - P999 DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities. See Appendix F: Florida Public Community College and State University Reporting Numbers. Also see Appendix K: Private Postsecondary Institution Reporting Numbers.

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Item No.	From-To	Size	Field Char.	Field Description
**2002-2003 WDIS Teacher Course**				
3	7-7	1	A/N	**Survey Period Code**
				A code representing one of the state reporting periods.

<div align="center">

CODE	TIME OF REPORT
1	July
2	October
3	February
4	June
5	End of Year
9	December
F	Fall (for reporting all Summer instruction in WDIS)
W	Winter (for reporting all Fall instruction in WDIS)
S	Summer (for reporting all Winter or Winter/Spring instruction in WDIS)

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Item No.	From-To	Size	Field Char.	Field Description
4	8-11	4	N	**WDIS Reporting Year** ⬅
				➡ The Workforce Development Information Services (WDIS) reporting year commencing with the beginning of the WDIS summer classes and terminating with the ending of WDIS winter or winter/spring classes <u>as defined by the district's calendar</u>.

CODE   Example

YYYY   0001

Note: "WDIS Reporting Year" is neither "Fiscal Year" nor "School Year" as currently defined in the student database.

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Item No.	**From-To**	**Size**	**Field Char.**	**Field Description**
5	12-18	7	A/N	**Course Number**

The official state number assigned to school district courses listed or referenced in the Course Code Directory, community college or state university courses listed or referenced in the Statewide Course Numbering System, *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 eight character numbers) will need to be recoded to seven-character numbers using the following conventions:

Lecture Courses: Postsecondary Format = XXX9999 in the Statewide Course Numbering System

Use the actual seven-character alphanumeric course number.

Lab Courses: Postsecondary Format = XXX9999L in the Statewide Course Numbering System

Replace the first numeric character with L.

Example: PHY1050L would be reported PHYL050.

Combined Lecture and Lab Courses: Postsecondary Format = XXX9999C in the Statewide Course Numbering System

Replace the first numeric character with C.

Example: PHY1050C would be reported PHYC050.

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Item No.	From-To	Size	Field Char.	Field Description
**2002-2003 WDIS Teacher Course**
6	19-23	5	A/N	**Section Number**
				Section number identifies separate groupings of students enrolled in the same course. XXXXX A unique offering of a course in which the student is enrolled
7	24-27	4	A/N	**Filler** ⬅
8	28-28	1	A/N	**Filler** ⬅
9	29-30	2	A/N/R	**Facility Type**
				Facility Type denotes the principal site of instruction. CODE DEFINITION 00 School District Facility 01 Church 02 Hospital 03 DCF Residential Institution 04 DCF Community-Based Program 05 State Correctional Facility 06 Federal Correctional Facility 07 County Correctional Facility 08 City Correctional Facility 09 Other Facility operated or owned by an agency or other provider other than the school district in which instructional services or classes are conducted. CODE DEFINITION 10 Home 11 Work Site 12 Public Library 13 Community-Based Organization Facility 14 Private Residential Facility 15 Private Day School 16* Learning Center 17** Community Correctional Programs 18*** Public/Private Nonprofit Organizations (CONTINUED ON NEXT PAGE)

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Item No.	From-To	Size	Field Char.	Field Description
**2002-2003 WDIS Teacher Course**
				* Federally defined as "...an adult instructional setting that features (1) extensive use of programmed instruction, (2) flexible participant scheduling and attendance, and (3) being open for extended periods of time and on a daily basis...". Due to Florida accountability data needs, one modification is required in the federal instructions regarding reporting of Learning Center data. In cases where a Learning Center is found in any of the other types of locations listed, participants should be counted as attending <u>that other facility and not a Learning Center</u>. ** Federally defined as "...adults who are required to attend or live in a community-based rehabilitation facility or halfway house." *** Federally defined as "...agencies established as nonprofit in accordance with Section 501(3)(c) of the Internal Revenue code."
10	31-31	1	A/N	**Filler**
11	32-35	4	N	**WDIS Class Length**
				The total number of hours of instruction for which the postsecondary vocational or adult general education class was scheduled for the term. **<u>CODE</u> <u>EXAMPLE</u>** NNNN 0036 In district XX there are 18 weeks in a semester. The class in question is scheduled to meet for one hour twice each week. The class length is 36 hours. Code it as 0036.
12	36-45	10	A/N	**Filler**
13	46-55	10	A/N/R	**Social Security Number**
				Federal social security number. Left justified. STAFF SOCIAL SECURITY NUMBER: Report the social security number for all instructional staff on the Teacher Course and the Vocational/Adult General Education Teacher Course formats. (CONTINUED ON NEXT PAGE)

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Item No.	From-To	Size	Field Char.	Field Description
				STUDENT SOCIAL SECURITY NUMBER: CS/HB 931 requires school districts to request a social security number for each student in grades PK-Adult who enroll or who are enrolled in school. When a social security number is available, the number is also used as the first nine digits of the student's Florida Student Number Identifier. See the Student Number Identifier, Florida data element for more information.
14	56-56	1	A	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. CODE DEFINITION A Add Record C Update Record (Change) D Delete Record
15	57-57	1	A/N	**Filler**
16	58-58	1	A/N	**Filler** ⬅
17	59-59	1	A/N	**Filler**
18	60-60	1	A/N	**Filler** ⬅

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Item No.	From-To	Size	Field Char.	Field Description
2002-2003 WDIS Teacher Course				
19	61-61	1	A/N	**Homeless Adult Program Indicator** ⬅
				A one-character code to indicate an adult education program <u>designed for the homeless</u>.

CODE | DEFINITION

F   The student is a homeless adult and participating in a program designed for the homeless.

A homeless adult is an adult lacking a fixed, regular nighttime residence or has a residence which is:

(1) a publicly supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);
(2) an institution that provides temporary residence for individuals intended to be institutionalized; or
(3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Z   Not Applicable

NOTE: The term "homeless adult" does not apply to any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a state law.

Item No.	From-To	Size	Field Char.	Field Description
20	62-80	19	A/N	**Filler** ⬅