

**FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATA BASE REQUIREMENTS  
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date:  
Fiscal Year 2002-03  
July 1, 2002

<b>Element Name:</b> WDIS Student Instructional Hours	
<b>Definition/Domain</b>	
<p>WDIS Student Instructional Hours is a whole number, expressed in hours, assuming no decimal places and right justified with leading zeros.</p> <p>WDIS Student Instructional Hours <b>may not</b> be reported in the Workforce Development Information System (WDIS) for students enrolled in courses or programs for which the direct instructional costs have been fully funded by an external agency. Section 1011.80(5)(d), Florida Statutes:</p> <p><i>“State funding and student fees for workforce education instruction shall be established as follows: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding.”</i></p> <p><b><u>For Adult General Education (Cost Reporting Codes ranging from 401 – 409*):</u></b> For the procedures governing the reporting of WDIS Student Instructional Hours for adult general education students, see the procedures and technical assistance documents found at these links:</p> <p><a href="http://info.fldoe.org/docushare/dsweb/Get/Document-3722/06_14memo.pdf">http://info.fldoe.org/docushare/dsweb/Get/Document-3722/06_14memo.pdf</a>  <a href="http://info.fldoe.org/docushare/dsweb/Get/Document-3724/06_14att2.pdf">http://info.fldoe.org/docushare/dsweb/Get/Document-3724/06_14att2.pdf</a>  <a href="http://info.fldoe.org/docushare/dsweb/Get/Document-3723/06_14att1.pdf">http://info.fldoe.org/docushare/dsweb/Get/Document-3723/06_14att1.pdf</a></p> <p><b><u>For Career Certificate and Applied Technology Diploma (Cost Reporting Codes ranging from 351 – 369*):</u></b> For career certificate and applied technology diploma students, the WDIS Instructional hours shall be defined as the number of scheduled course hours from a student’s first day of enrollment in a course and to his/her last scheduled day of enrollment in the course. If the student’s enrollment in a course crosses reporting surveys, the instructional hours shall be pro-rated across the survey.</p> <p>WDIS Instructional hours may not exceed the contact hours for which a student has paid/deferred tuition or received a wavier/exemption for the payment of tuition; the only exception is for instructional hours of students who withdrew after the drop/add period. If a student withdraws from a course prior to the end of the reporting survey (but after a drop/add period), the instructional hours may still be reported through the end of the course for that survey. For cases in which a student transfers to a different section in the same course during the survey, the instructional hours for the first section must be reported based on the hours from the date of enrollment to the date of transfer.</p>	
<b>(Continued on next page)</b>	
<b>Length:</b> 4	<b>Grades and Programs Requiring This Data Element:</b>
<b>Format:</b> Numeric	Workforce Development Education (adult general education and postsecondary vocational education)
<b>Compatibility Requirement:</b> Compatible	
<b>Use Types:</b>	<b>State Reporting Formats Requiring This Data Element:</b>
<input checked="" type="checkbox"/> <b>State Report</b>	WDIS Adult General Education Student Course DB9 48x
<input checked="" type="checkbox"/> <b>Local Accountability</b>	WDIS Vocational Student Course Schedule DB9 47x
<input type="checkbox"/> <b>F.A.S.T.E.R.</b>	
<input type="checkbox"/> <b>Migrant Tracking</b>	
<b>Data Element Number:</b> 187011	<b>Reported in Survey Periods:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> G <input checked="" type="checkbox"/> X
<b>Revised:</b>	<b>Volume I      Effective: 7/10      Page Number: 307-1</b>

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<b>Implementation Date:</b> Fiscal Year 2002-03 July 1, 2002
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<b>Element Name: WDIS Student Instructional Hours (Continued)</b>	
Definition/Domain	
<u>CODE</u>	<u>EXAMPLES</u>
NNNN	0150 The student enrolls in a 150 hour course and is scheduled to attend 150 hours within the survey. The student remains in this course to the end of the survey. For this student, WDIS instructional hours are 150.
NNNN	0100 The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey.
NNNN	0150 The student enrolls in a 150 hour course and is scheduled to attend 150 hours within the survey. The student leaves the course after the district's drop/add period. For this student, WDIS instructional hours are 150.
<p><b><u>For Continuing Workforce Education and Apprenticeship (Cost Reporting Codes ranging from 341 – 349, 371 and 372*):</u></b></p> <p>For each Continuing Workforce Education and apprenticeship student, the WDIS Student Instructional Hours shall be defined as the number of scheduled hours from that student's first day of enrollment in that program and course through the last scheduled day for that program and course in the survey <b>regardless of attendance.</b></p> <p>The following Continuing Workforce Education and apprenticeship examples apply in district XX where there are 18 weeks in a semester. The WDIS class in question is scheduled to meet for one hour twice each week for a WDIS Class Length of 36 scheduled hours.</p>	
<u>CODE</u>	<u>EXAMPLE</u>
NNNN	0036 The student enrolls on the first day of the course. WDIS Student Instructional Hours are calculated from the first class day of the course through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 36.
<u>CODE</u>	<u>EXAMPLE</u>
NNNN	0032 The student enrolls on the fifth class day of the course (missing the first four classes). WDIS Student Instructional Hours are calculated from the fifth day of class through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 32.
<p>See data element 108791, Cost Reporting Code, for valid codes at this link:  <a href="http://www.fldoe.org/eias/dataweb/database_0910/st37_1.pdf">http://www.fldoe.org/eias/dataweb/database_0910/st37_1.pdf</a></p>	
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	<b>Page Number: 307-2</b>