

# **Florida College System Student Database Reporting Year 2016-17**

**July 1, 2016**

**Version 28.09**



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fdoe.org

## ***Summary of Change***

- Added FTE Enrollment by Waiver/Exemption Category (FTCATGFB/FTCATGFF) and (FTCATGSB reports to the reports list (page 17). These are not new reports, but were previously not on the reports list.
- Assigned DE 1000 to Florida Education Identifier, added Data Element Description and edit criteria (page 51), and added FLEID to the following output record formats: Readiness for College (page 249), AA-1A Completions (Page 256), AA-1A Enrollments (page 257), AA-1B (page 261), WFD Completers (page 272), WFD Occupational Completion Points (page 273), WFD Apprenticeship Completers (page 274), WFD Adult Literacy Completion Points (page 275), Perkins (page 286), IPEDS EF2FIL (page 307)
- DE 1002: Added table value I to accept reporting for students with intellectual disabilities as defined in Rule 6A-10.1041 F.A.C (page 53)
- DE 1004: Added table value A to accept reporting for students who are active duty members of the United States Armed Forces (page 56)
- DE 1005: Edit 8 now returns a critical error (page 58)
- DE 1014: Added edit that will trigger a critical error if name contains special or Unicode characters (page 67).
- DE 1015: Added edit that will trigger a critical error if name contains special or Unicode characters (page 68).
- DE 1016: Added edit that will trigger a critical error if name contains special or Unicode characters (page 69).
- DE 1052: Added table value S and clarified definition of table value E (page 102).
- Added DE 1053: Highest Level of Education, Parent or Guardian 1 (page 103)
- Added DE 1054: Highest Level of Education, Parent or Guardian 2 (page 104)
- Added DE 1057: Military Status (page 106)
- Added DE 1058: Single Parent or Single Pregnant Woman (page 107)
- Added DE 1059: Displaced Homemaker, and turned edits 2, 3, and 4 critical (page 108)
- Added DE 1060: AGE Ex-Offender (page 110)
- Added DE 1061: AGE Homeless or Runaway (page 111)
- Added DE 1062: AGE Employment Barrier (page 113)
- Added DE 1063: AGE Migrant or Farm Worker (page 114)
- Added DE 1064: CAE Level of Schooling Achieved (page 115)
- DE 1101: Added valid score range for SAT2016 scores and specified reporting for SAT2016 scores (page 118)
- DE 1103: Amended Edit 10 to account for inclusion of SAT2016 scores (page 121)
- DE 1104: Added table value U to accept reporting for SAT2016, added edit that triggers a critical error if SAT2016 test type has a test date of earlier than March 2016 and added edit that triggers an informational error if SATI test type has a date of greater than February 2016 (page 122)
- DE 1105: Added an edit that triggers an informational error if a pre-2016 SAT (H) is coded with a test date later than February 2016 and added an edit that triggers a critical error if a new SAT (2016) is coded with a test date earlier than March 2016 (page 124)
- DE 1107: Removed the table values 11R, 12R, 13R, 14R, 114R,15R,16R, 116R, 17R, 18R, 51L, 53L, 54L, 55L, 56L, 31R, 32R, 33R, 34R, 35R, 36R, 37R, 38R, 81L, 82L, 83L, 84L, 85L, 86L and changed scope of table values 31M, 32M, 33M, 34M, 35M, 36M, 37M, 38M from Mathematics to ABE and added an edit that triggers an informational error if one of the obsolete test forms is entered (page 126)
- Added DE 2021: AGE Withdrawal Reason (page 161)
- DE 2103: Revised Edit 22 to disambiguate edit criteria (page 166)
- DE 2105: Clarified language for LCP reporting (page 169)

- DE 2111: Clarified Basic Skills Exempt definition and updated reference to F.A.C., and added table values Y and Z rule (page 174)
- DE 2116: Revised Edit 3 to disambiguate edit criteria (page 176)
- DE 2117: Revised Edit 3 to disambiguate edit criteria (page 177)
- DE 2118: Revised Edit 3 to disambiguate edit criteria (page 178)
- DE 2119: Revised Edit 3 to disambiguate edit criteria (page 179)
- DE 2120: Revised Edit 3 to disambiguate edit criteria (page 180)
- Added DE 2121: AGE Completion Date (page 181)
- DE 3001: Edit 25 now returns a critical error, added edits 36 and 37, added an edits 38 and 39 which triggers an informational error if the Course – ICS is 13201 and the course identifier does not follow the ABX naming convention, and added an edit which triggers an informational error if an ABX course identifier is coded with a non 13201 Course – ICS (page 182)
- DE 3005: Edit 5 now returns a critical error (page 190)
- DE 3008: Edits 11 and 12 now return critical errors (page 194)
- DE 3022: Removed table values N and W and clarified descriptions of table values 8, 9, H, and X (page 204)
- Added DE 3026: AGE Course Entry Date (page 209)
- Added DE 3027: AGE Course Exit Date (page 210)
- DE 3204: edit 3 now returns a critical error (page 215)
- DE 3205: edit 3 now returns a critical error (page 216)
- DE 3206: edits 4 and 5 now return critical errors (page 217)
- Revised Student Demographic Information Record Format to include new data elements (page 228)
- Revised Program Information Record Format to include new data elements (page 232)
- Revised Completion Information Record format to include new data elements (page 233)
- Revised Course Information Record Format to include new data elements (page 234)
- Removed DE 102A: Action Code from all record formats
- EF2 Record File Format: Corrected record length for Birthdate (page 309)
- **Expanded scope of DE 1058, edit 2 and DE 1059, edits 2 to include PSAV and PSV ICS codes for institutions reporting for Perkins that are implementing this data elements early for Perkins.**
- **Changed DE 1058 edit 4 and DE 1059 edit 4 to expand the scope of the edit beyond Adult Ed CIPs. Removed CIPs from edit and replaced with program level as Adult Ed, PSV, or PSAV.**

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**Section I:**  
**Documents and Procedures**

## Student Database Data Submission Dates – 2016-17 Reporting Year

### **I. SUMMER END-OF-TERM (1E) AND FALL BEGINNING-OF-TERM (2B) DATA**

August 22, 2016	Submission Period Start Date. Colleges begin submitting Summer End-of-Term and Fall Beginning-of-Term data.
September 19, 2016	Due Date – colleges must load data by this date.
September 20, 2016	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
October 3, 2016	End of Submission Period. Summer End-of-Term and Fall Beginning-of-Term data must be loaded by this date. Database is closed out for the term. This data is used for input to FTE-1 estimates process.
October 4, 2016	Certification Forms are due to CCTCMIS no later than this date.  If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
October 5, 2016	If Certification Forms have not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

## Student Database Data Submission Dates – 2016-17 Reporting Year

### **II. FALL END-OF-TERM (2E) AND WINTER / SPRING BEGINNING-OF-TERM (3B) DATA**

December 27, 2016	Optional Submission Period Start Date – CCTCMIS Discretion. Colleges may begin submitting Fall End-of-Term and Winter/Spring Beginning-of-Term data if CCTCMIS has provided notification to that effect.
January 3, 2017	Official Submission Period Start Date. Colleges may begin submitting Fall End-of-Term and Winter/Spring Beginning-of-Term data.
January 30, 2017	Due Date – colleges must load data by this date. This data is used for input to FTE-2 estimates process.
January 31, 2017	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
March 6, 2017	End of Submission Period. Fall End-of-Term and Winter/Spring Beginning-of-Term data must be loaded by this date. Database is closed out for the term.
March 7, 2017	Certification Forms are due to CCTCMIS no later than this date.  If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
March 8, 2017	If Certification Forms have not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

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## Student Database Data Submission Dates – 2016-17 Reporting Year

### III. WINTER / SPRING END-OF-TERM (3E) DATA

April 3, 2017	Optional Submission Period Start Date - CCTCMIS Discretion. Colleges may begin submitting Winter/Spring End-of-Term data if CCTCMIS has provided notification to that effect.
April 17, 2017	Official Submission Period Start Date. Colleges begin submitting Winter/Spring End-of-Term data.
May 8, 2017	Due Date - colleges must load data by this date. This data is used for input to FTE Enrollment Plan and Capital Outlay FTE Projections and Fundable Post-Secondary Industry Certifications.
May 9, 2017	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
June 12, 2017	End of Submission Period. Winter/Spring End-of-Term data must be loaded by this date. Database is closed out for the term.
June 13, 2017	Term Close. Certification Form is due to CCTCMIS no later than this date.  If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
June 14, 2017	If Certification Forms has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
June 15, 2017	Start of Data Verification Period. If errors are found or update of grades, resubmission of data will be allowed by request of reports coordinator. CCTCMIS will only run resubmitted data once a day and the run will take place in the evening.
June 23, 2017	Due Date for colleges that have resubmitted – colleges must load data by 5 P.M. on this date. Resubmit Certification Form to CCTCMIS no later than this date.  If data has not been loaded and Certification Form not received, the Division of Accountability, Research and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
June 26, 2017 through July 3, 2017	Annual Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
<b>July 5, 2017</b>	<b>Annual Close. No resubmission of data or supplemental file will be accepted.</b> Resubmit Certification Form if changes were made in verification period. This data will be used for input to FTE-3 process.

## Student Database Data Submission Dates – 2016-17 Reporting Year

### IV. ANNUAL (4E) FINANCIAL AID DATA AND PROGRAM INDUSTRY CERTIFICATION DATA

September 25, 2017	Submission Period Start Date. Colleges begin submitting Annual Financial Aid data and Program Industry Certification.
October 9, 2017	Due Date - colleges must load data by this date.
October 10, 2017	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
October 23, 2017	End of Submission Period. Annual Financial Aid data and Program Industry Certification must be loaded by this date. Database is closed out for the year.
October 24, 2017	Certification Form is due to CCTCMIS no later than this date.  If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
October 25, 2017	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
October 26, 2017 through November 6, 2017	Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
November 7, 2017	Annual Close. No resubmission of data or a supplemental file will be accepted. Resubmit Certification Form if changes were made in verification period

**NOTE:** *Annual Financial Aid and Program Industry Certification submission dates coincide with each other, but are two separate data submissions.*

## Student Database (1E, 2B, 2E, 3B, 3E) Verification Reports List

The following reports are generated for every data submission and are available on a one-day turnaround basis. They may be downloaded from Northwest Regional Data Center (NWRDC) from

**Library name: CC##.STU.STttyyyy.**

Report Description	FNAM
* <b>AA1A (AA1A)</b>	AA1AREPT
* <b>AA1B (AA1B)</b>	
Pre-program Admittance Enrollment	AA1BPARA
Awaiting to Limited Access Program	AA1BPARB
* <b>AA1C (AA1C)</b>	
Special Category Enrollments	AA1CPARA
Special Needs Enrollments	AA1CPARB
Apprenticeship	AA1CPARC
* <b>Completions (C2)</b>	
Detail Report	C2REPT
Summary Report	C2SUM
<b>Course Number Match</b>	CRSEMTCH
* <b>EA3 (EA3)</b>	EA3REPT
<b>Entry Level Test Summary</b>	ALLTREPT
<b>Exceptions</b>	EXCPLST
<b>Fall Enrollment (EF2)</b>	
Detail	EF2REPT
Summary	EF2SUM
* <b>Financial Aid Summary Headcount</b>	FAIDSUM1
<b>Frequency Zero</b>	FRQZRO
* <b>OA2</b>	OA2REPT
<b>Occupationally Specific Program Enrollments (EP)</b>	
Detail	EPREPT
Summary	EPSUM
<b>PSAV Readiness for College</b>	PSAVRDYR
* <b>Perkins</b>	PERKINS
<b>Readiness for College</b>	READYRPT
* <b>Career and Technical Education</b>	
Program Completers	WFCMPRPT
Occupational Completion Points (OCP)	WFOCPRPT
Full Program Completions – No OCP	WFNOCPRP
Apprenticeship	WFAPPRPT
Literacy Completion Points	WFLCPRPT
Program Completers File	WFCMPFIL
Occupational Completion Points File	WFOCPFIL
Full Program Completions – No OCP File	WFNOCPFL
Apprenticeship File	WFAPPFIL
Literacy Completion Points File	WFLCPFIL
* <b>Hours Attempted Report</b>	HRATTREP
* <b>Hours Earned Report</b>	HREARREP
<b>PSAV Readiness for College File</b>	PSAVRDYF
* <b>Perkins File</b>	PERKINSF



Report Description	FNAM	
<b>Readiness for College File</b>	READYFIL	
<b>Comparative Frequencies Report</b> <i>(Five year comparison on specific fields)</i>	COMPREQ	
Report Description	FNAM	FNAM
<b>SSH/CHE</b>	<i>BASE</i>	<i>FUNDED</i>
by ICS	FTCOLSB	FTCOLSF
by ICS by Waiver/Exemption Category	FTCATSB	FTCATSF
by ICS by Age Groups	FTAGESB	FTAGESF
by ICS by Residence	FTRESSB	FTRESSF
by ICS by Verified Disabled	FTVDSSB	FTVDSSF
by ICS by IT/Nursing	FTCRSSB	FTCRSSF
by ICS by High School Graduation Year	FTHSGSB	FTHSGSF
by ICS by Florida Public High School Graduation Year	FTFHSSB	FTFHSSF
by ICS by Non-Florida Public High School Graduation Year	FTNFHSB	FTNFHSF
by ICS by Site	FTSITSB	FTSITSF
by ICS for Upper Division Students Taking Lower Division Courses	FTUSLSB	FTUSLSF
By Waiver/Exemption Category for Lower Division	FTCATGSB	FTCATGSF
<b>FTE</b>	<i>BASE</i>	<i>FUNDED</i>
by ICS	FTCOLFB	FTCOLFF
by ICS by Waiver/Exemption Category	FTCATFB	FTCATFF
by ICS by Age Groups	FTAGEFB	FTAGEFF
by ICS by Residence	FTRESFB	FTRESFF
by ICS by Verified Disabled	FTVDSFB	FTVDSFF
by ICS by IT/Nursing	FTCRSFB	FTCRSFF
by ICS by High School Graduation Year	FTHSGFB	FTHSGFF
by ICS by Florida Public High School Graduation Year	FTFHSFB	FTFHSFF
by ICS by Non-Florida Public High School Graduation Year	FTNFHFB	FTNFHFF
by ICS by Site	FTSITFB	FTSITFF
by ICS for Upper Division Students Taking Lower Division Courses	FTUSLFB	FTUSLFF
by Program Area	FTECOLB	FTECOLF
by Waiver/Exemption Category	FTECATB	FTECATF
By Waiver/Exemption Category for Lower Division	FTCATGFB	FTCATGFF
by Age Groups	FTEAGEB	FTEAGEF
by High School Graduation Year	FTEHSGB	FTEHSGF
by High School Graduation Year	FTEHSGB	FTEHSGF
by Florida Public High School Graduation Year	FTEFHSB	FTEFHSF
by Non-Florida Public High School Graduation Year	FTENFHB	FTENHFH
by Site	FTESITB	FTESITF
Adult Cap	ADLTCAP	
Adult Cap File	ADCAPREC	
Unduplicated Headcount in Funded FTE Courses by College	HctFcc	
Unduplicated Headcount in Funded FTE Courses by Dual Enrolled	HdtFcc	
Unduplicated Headcount in Funded FTE Courses by Disability	HvtFcc	
Unduplicated Headcount in Funded FTE Courses by FTE Categories <i>(where t=term cc=college)</i>	HWtFcc	

## Annual Financial Aid – Record Type 8 (4E) Verification Reports List

The following reports are generated for every data submission and are available on a one-day turnaround basis. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

Report Description	File Name	FNAM
Exceptions (EXCP)	CCxx.STU.EXCPLST.Tttyyyy	EXCPLST
Financial Aid Summary Reports	CCxx.STU.FAIDSUM1.Tttyyyy	FAIDSUM1
	CCxx.STU.FAIDSUM2.Tttyyyy	FAIDSUM2
Financial Aid Student Record Match	CCxx.STU.FAIDMTCH.Tttyyyy	FAIDMTCH
Financial Aid Counts	CCxx.STU.FAIDCNTS.Tttyyyy	FAIDCNTS
Financial Aid Athlete Counts	CCxx.STU.FAATHCNT.Tttyyyy	FAATHCNT
Financial Aid Athlete Report	CCxx.STU.FAATHVRP.Tttyyyy	FAATHVRP

## Program Industry Certification – Record Type 9 (4E) Verification Reports List

The following reports are generated for every data submission and are available on a one-day turnaround basis. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

Report Description	File Name	FNAM
Exceptions (EXCP)	CCxx.INCE.EXCPLST.Tttyyyy	EXCPLST

## Sample Instructions to Retrieve Student Reports

### WS-FTP

	TEXT file		PDF File
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	Your NWRDC Userid	User_ID:	Your NWRDC Userid
Password:	Your NWRDC Password	Password:	Your NWRDC Password
Account:	NWRDC IP Address	Account:	NWRDC IP Address
Remote Host:	'CCcc.STU.fnam.Tttyyyy'	Remote Host:	'CCcc.STU.Sdttyyyy(fnam)'
Local PC:	Your local Directory	Local PC:	Your local Directory
Transfer Mode:	ASCII	Transfer Mode:	Binary

### NOTES:

1. Single Quotes are required for the NWRDC "Remote Host" parameter.
2. The entire directory of PDF files can be downloaded together.

### DOS/VSE/POWER

```
* $$ JOB JNM=DECCcRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp (DOS/POWER CARD)
//DECCcRJ JOB (DECCc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.STU.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

### RJE Workstation Emulator or OS/MVS/JES2

```
//DECCcRJ JOB (DECCc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.STU.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

### Where:

cc = your college number (1-28)  
nn = your printer node  
rr = your printer remote  
ppppp = your password  
ll = sysout lines in thousands  
tt = term(i.e., 3E)  
yyyy = year (i.e., 2007)  
fnam = For the Verification reports use the FNAM parameter listed on the Student Database Certification forms.

**NOTE:** You may change `SYSOUT = A` on `SYSUT2` to `SYSOUT = B` to separate the output, as `A` is for the printer and `B` is for the cardpunch.

## Procedures and Definitions

The Student Database Data Element Dictionary is not intended as a complete user manual. Instead, it defines the data elements and table values collected from the colleges during the submission year. Changes from the MIS Advisory Task Force (MISATFOR) meetings and due to legislation are made annually.

### **Purpose**

The 1987 Legislature, through Special Appropriation 369A, directed the Division of Florida Colleges and the Florida colleges to develop and implement a statewide comprehensive management information system linking all levels of the state education system. The intent is to establish a comprehensive database of information that will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision-making.

The Student Database was designed in accordance with the General Education Provisions Act 20 USC 1221(e-1) Proviso Language.

### **Security and Privacy**

The Community College and Technical Centers MIS staff is taking full advantage of the security capabilities provided by Northwest Regional Data Center (NWRDC) and use all of DB2's (the database software used to store student information) extensive security features. The latter includes facilities for restricting the types of data access granted to a user (select access, update access, add access, and delete access). Access can also be limited to specified data elements within a table, or can be denied entirely. Within the CCTCMIS staff, access to the data is restricted to properly authorized individuals according to data center ID and password.

To ensure that data can be accessed only by a particular college and the CCTCMIS staff, the System manages data file security according to the NWRDC logon IDs that have been assigned to the colleges. Only college X will be able to transmit files that the System will recognize as valid college X files. Only college X will be able to access the edit report files the System creates for college X. As long as college X maintains the secrecy of its logon IDs password, the privacy of its data will be assured.

The System manages basic data security in a similar manner. Each DCC record type contains a field used to identify the college submitting the individual record. The System will not accept any record where the value in this field is not the same as the number of the college that has submitted the file containing the record. Thus, any record identified as coming from college Y that is found in a file created by college X will be rejected and written to the error report file during edit processing. The same restriction applies across-the-board to batch updates: only college X can see or change the data of college X.

The file submission process requires the use of the FIRN network for the transmission of data files to the Northwest Florida Regional Data Center (NWRDC).

## Submission Process

College data are edited by programs that check for five possible problems:

1. **Valid fields.** Any invalid value causes the rejection of the record.

Records with any of the three following problems (Items 2-4) will be edited to expedite the error correction process. The error in the Student-ID field will be listed on the Detail Edit Error Report as will all edit errors.

2. **Duplicate Records.** Records containing duplicate unique keys causes the rejection of all duplicated records.

The following two cases (numbers 3 and 4) apply to record types 2 through 7 that are rejected because of problems with their corresponding demographic record.

3. **Missing Demographic Record.** Any record for which there is no corresponding demographic record is rejected.
4. **Duplicate Demographic Record.** Any record for which its corresponding Demographic record has duplicates is rejected.

***NOTE:** Exclusively Non-Credit Non-Funded student records containing an 'N' in the institutional class level field will not be subsequently loaded to the database and are not returned in the error record or valid file.*

5. **Rejected Demographic.** Any record that had its corresponding demographic record rejected because of an edit error is likewise rejected.

In general, editing occurs during the day the data is submitted for processing. Error reports and file of error records will be available after the data is processed. The following are the dataset names of the edit reports and file of records with errors generated by the editing process:

CCxx.STU.ERRLIST.TtYYYY  
CCxx.STU.ERRSUM.TtYYYY  
CCxx.STU.ERRREC.TtYYYY

Where xx = college number,  
tt = term, and  
yyyy = the reporting year (i.e. 2006)

6. Rejected Annual Industry Program Certification – The file names at NWRDC will be the following:  
CCxx.INCE.ERRLIST.T4EYYYY  
CCxx.INCE.ERRSUM.T4EYYYY  
CCxx.INCE.ERRREC.T4EYYYY

If the college has a clean edit process (no critical errors), the verification reports will be available the following morning.

**NOTE:** *If a field is not required, then the edit criteria do not apply (i.e., a field in the beginning-of-term file).*

## Term Submission

### Record Types

The Student Database has nine (9) record types:

Student Demographic – Record Type One,  
Entry Level/Exit Test – Record Type Two,  
Acceleration – Record Type Three,  
Program – Record Type Four,  
Completion- Record Type Five,  
Course – Record Type Six,  
Economically Disadvantaged – Record Type Seven  
Financial Aid – Record Type Eight  
Program Industry Certification – Record Type Nine.

The Student Database is reported by term (six separate files) in four submission windows:

Submission	Term Number	Term Description	File Name
I.	1E	Summer End-of-Term	CCxx.STU.STUDENT.T1Eyyyy
	2B	Fall Beginning-of-Term	CCxx.STU.STUDENT.T2Byyyy
II.	2E	Fall End-of-Term	CCxx.STU.STUDENT.T2Eyyyy
	3B	Winter/Spring Beginning-of-Term	CCxx.STU.STUDENT.T3Byyyy
III.	3E	Winter/Spring End-of-Term	CCxx.STU.STUDENT.T3Eyyyy
IV.	4E	Annual Financial Aid – Record Type Eight	CCxx.STU.STUDENT.T4Eyyyy
V.	4E	Annual Program Industry Certification – Record Type Nine	CCxx.STU.INDCERT.T4Eyyyy

Where xx is the college number and yyyy is the reporting year.

## Database Criteria

Include all college students who were enrolled in the term or who had either a completion or an acceleration record for the term. Do not include students who were exclusively Recreation and Leisure students.

A student must have only one Demographic Record for each term enrolled, but may have multiple records for any other record type, depending on their enrollment situation.

A Demographic Record is required for each student. File submission requires either a Demographic Record with an Acceleration Record, a Demographic Record with a Completion Record, a Demographic Record with a Course Record, or a Demographic Record with a Financial Aid Record. The other record types are not required unless they are pertinent for a given student. For example, if the student has no financial aid (Record Type Seven), then that record should not be submitted for the student. If the student only took one Entry Level subtest such as math, only report one record for the subtest taken; this also applies to the Acceleration Tests (Record Type Three).

Two Record Types require the reporting of aggregate data for a term: Record Type Three (Acceleration) and Record Type Eight (Financial Aid). If, for example, the student has several loans of a given type, add the separate loan amounts and report the total.

Acceleration – Hours (DE 1202) requires the reporting of aggregate data for a term on the Acceleration Record (Record Type Three). For example, if the student has more than one test in a given portion or subtest, add the hours and report the total.

After a given data file runs without generating any critical errors, or a Force Load is processed, all verification reports are generated automatically. When the data in the End-of-Term file is processed without error, it supersedes the beginning-of-term file for a college. This occurs for the Fall and Winter/Spring terms. The process occurs automatically when the end-of-term file runs without generating any critical errors.

## Record Type Descriptions

### **Demographic (Record Type 1)**

This record contains personal information about each student. Each student will have only one demographic record for each term in the reporting year.

Students who are exclusively Recreation and Leisure students should not be reported. Students who take one or more Recreation and Leisure courses as part of a degree or vocational program, can be reported, although these courses are not required and are not processed.

Disabled Classification (DE 1002) is linked with the Verified Disabled Classification indicator (DE 1035); report accordingly.

Athletically Related Aid Indicator (DE 1042) is reported with the Annual Financial Aid – Record Type 8 submission (4E). For regular term submissions, report 9 (*not applicable*).

To help colleges code the High School Code (DE 1007), State Code at Time of Admission (DE 1018), Nation of Citizenship (DE 1033), and Transfer Institution (DE 1034), CCTCMIS staff creates files containing the valid codes to use for each data element before the Submission Period Start Date.

The Career Pathways Flag (DE 1043), is used to report the Career Pathway students. A Career Pathway student is always a Career Pathway student. A Career Pathway program is a program that can begin in high school and continue at the post-secondary level in a like program. The following link shows examples of programs of study by career clusters and pathways, [http://www.fldoe.org/workforce/dwdgrants/2007/perkins\\_programstudy\\_samples.asp](http://www.fldoe.org/workforce/dwdgrants/2007/perkins_programstudy_samples.asp).

For the National Reporting System (NRS) on Adult Education, federal grants are awarded on a geographic basis. To reconcile federal grant fund allocations with performance on a county level, colleges need to report the actual residence of adult students. In order to accomplish this requirement with the least amount of impact, colleges must send the United State Postal Service ZIP code at the end of the Student Demographic record format. This zip code should be the zip code of the student's current residence; colleges are encouraged to send the nine-digit "zip+4."

Due to the 2011-12 reporting year implementation of the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, Data Element 1003: Ethnic Origin was removed as a reporting item from the Student Demographic record format. However, Ethnic Origin still exists within the Student Database for converting race and ethnicity data for use in IPEDS reporting.

#### **Entry Level\Exit Testing (Record Type 2)**

This record contains information about the student's entry level/exit test(s). Report only the entry-level test used for placement purposes. For example, report the algebra score that determined the student should take remedial math courses, NOT the arithmetic score that helped the college determine at which LEVEL of remedial math the student should begin.

#### **Acceleration (Record Type 3)**

This record contains information about the student's acceleration examination or method. Report the acceleration information for a student in the term the reporting institution accepts the acceleration credit.

**NOTE:** *This record type is not required for Beginning-of-Term. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

#### **Program (Record Type 4)**

This record contains information about the Program(s) of Study in which the student is enrolled at the college.

To help colleges code the Program of Study – CIP (DE 2002), CCTCMIS staff creates, every term submission, two files: one with the valid CIP number (10 digits) and a second file with the combination of the six digit CIP code and the college number for the valid Baccalaureate programs.



The Program of Study – Award (DE 2001) should be the student’s award intention at the time of registration. The Program of Study – Level (DE 2005) is the program of study level determined by the college following the student course work.

Locally Inactive Program Flag (DE 2009) is a code to flag the inactive programs at your institution (college is not accepting enrollments), but the programs are may still be active at a state level.

### **Completion (Record Type 5)**

This record contains information about the degree, certificate, or diploma awarded to the student who completed a program during the reporting term. A student may have multiple completion records. Completion duplications are not allowed between terms and years. A duplicate completion is one reported for the same student using the same CIP code (ten-digit completion code) during both the current and previous year submissions.

For the OCP process, the Apprenticeship OCP is coded ‘P’ in the Completion Degree Awarded (DE 2103) to ease the OCP recognition process.

To help colleges code the Completion Degree Awarded (DE 2103), CCTCMIS staff creates, every term submission, a file with the different valid degree combination.

Locally Inactive Completion Program Flag (DE 2107) flags the inactive completion programs at an institution (i.e., college is not accepting enrollments), but the programs may be active at a state level.

**NOTE:** *This information is not required for beginning-of-term submissions.*

### **Course (Record Type 6)**

This record contains the information about the courses in which the student is enrolled during the reporting term. A student may have multiple course records.

Course-Information Classification Structure (DE 3001) is a five-digit code used to identify the course subject matter content. Colleges should be very careful coding this data element. For example, ICS code 15001 identifies EPI courses, and the FTE process uses ICS code 15001 to select the courses for the EPI program area.

FTE Flag (DE 3018) identifies the courses exempted from Funded FTE. College should use value ‘Z’ if the course is not exempted. The Funded FTE process selects only the courses with a value ‘Z’.

Career and Technical Education Instruction: 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 (*s.1011.80 (5)(d) F.S.*).

Community College Program Fund: When a public educational institution 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 (*s.1011.84 (1)(f) F.S.*).

Except for Continuing Workforce Education (CWE), courses fully funded by an external agency for direct instructional costs cannot be reported. Although CWE is 100% fee supported (*s.1011.80 (5)(a) F.S.*), CWE courses will continue to be reported until the Enrollment Estimating Conference decides it is no longer needed. CCTCMIS will exclude CWE from calculations of Funded FTE. Recreation and Leisure courses cannot be reported.

**Course Withdrawal.** Course withdrawal is based on student withdrawal information from an institution for treatment of financial aid funds in accordance with the Code of Federal Regulation 668.22, the Information for Financial Aid Professionals (IFAP) Student Financial Aid Handbook, and U.S. DOE staff, and is used by the Office of the Auditor General for sampling Federal Title IV financial aid data.

Withdrawal happens after the student has begun attendance in the course and before the end of the course. Courses “dropped” by a student during the Drop/Add period, courses for students reported as a “No Show” during the no-show reporting period, courses deleted for non-payment, or courses that were cancelled are not reported on the Student Database. These courses are not “Official” or “Un-official” withdrawals. Colleges are required to take attendance, but are not required to have attendance taken by an outside entity, such as an accrediting or state agency.

**Official Withdrawal.** Official withdrawal is based on the college’s published policy for withdrawal for both student initiated and administrative withdrawals.

*Student Initiated Withdrawal.* Student Initiated Withdrawal is defined as the student providing official notification, either in writing or orally, to the appropriate office that he/she intends to withdraw. Official notification may also be given by an individual acting on the student’s behalf if the notification meets the college’s requirements. Intent to withdraw means that the student indicates he or she has either ceased to attend the course and does not plan to resume academic attendance, or believes at the time he or she provides notification that he or she will cease to attend the course.

*Administrative Withdrawal.* The college may expel, suspend, or cancel a student’s registration in a course based on the college’s withdrawal policy. The college may “officially” withdraw a student for non-attendance or other reasons, if the college has a documented uniform policy to do so.

**Un-Official Withdrawal.** Any other withdrawal where there is no college policy or the policy was not followed.

**NOTE:** *The Course Grade (Data Element 3007) is only required for End-of-Term data submissions.*

#### **\*Economically Disadvantaged (Record Type 7)**

This record contains need-based financial aid information. It is designed to collect data to identify Economically Disadvantaged students for Career and Technical Education and Perkins reporting.

A student may have more than one financial aid record per term. A record will be reported for each Award Type (DE 3102) the student receives.

Data will be reported for students who were awarded need-based financial aid, whether or not the student received the aid. Data reported will be for aid types: Pell, SEOG, State Grant, NDSL, Federal Insured Loan, State Insured Loan, and Federal Programs College Work/Study.

**Need Based.** The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

**NOTE:** *This information is not required for Beginning-of-Term.*

#### **Financial Aid (Record Type 8)**

This contains financial aid information. A student may have more than one financial aid record per term. A record will be reported for each Award Type (DE 3208) the student receives.

### **Fundable Industry Certifications (Record Type 9)**

This record contains information about Program Industry Certifications awarded to the student during the reporting term. A student may have multiple certifications records. Certification duplications are not allowed between terms and years. A duplicate certification is one reported for the same student using the same Program Industry Certification Number (DE 3302) during the current and previous year submissions.

This contains information what Industry Certifications the student has taken and passed. The student may have more than one industry certification record per term. The student must have been enrolled in a course during the year. A demographic record must be submitted with the industry certification record if the student was not enrolled in a course in which the industry certification is being reported.

The SDB Fundable Program Industry Certification is designed to collect data for all of the Fundable Industry Certifications in Term 1 (Summer), Term 2 (Fall) and Term 3 (Winter/Spring).

**NOTE:** *This information is not required for beginning-of-term submissions.*

## **Certificate of Professional Preparation**

This is a certificate only for baccalaureate degree holders. The State Board of education Rule 6A-14.0030, F.A.C., Instruction and Awards in Community Colleges, authorizes colleges to provide instruction and to confer degrees, certificates, and diplomas. Section (7) of the rule outlines requirements for a Certificate of Professional Preparation:

- Provides college level professional instruction of between nine and 30 credit hours of courses and course equivalent modules.
- Prepares baccalaureate degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations.
- Student earns competency-based postsecondary institutional credit, not intended for transfer outside of The Florida College System. However, if the college is authorized to award a baccalaureate degree in the subject area of the Certificate of Professional Preparation, then the college may award upper division credit in lieu of institutional credit.
- The Program requires approval by the Department of Education.

By State Board rule, these programs require Department of Education approval. Therefore, the Division of Florida Colleges has developed a procedure and an application form, including reporting requirements.

## Baccalaureate Programs

### **"2+2" System**

Students will be reported in the Admissions and Student Databases based on the "2+2" System. The "2+2" System separates students into Lower Division and Upper Division students. Students are reported as AA, AS, etc. for freshmen and sophomores (lower division) and baccalaureate for juniors and seniors (upper division).

The basis for reporting students as "2+2" is from s.1004.73 F.S. (2008) which stated:

(2)(b) St. Petersburg College shall maintain the mission and policies of a Florida community college, including the open-door admissions policy and the authority to offer all programs consistent with a community college.

(3)(a) St. Petersburg College shall maintain separate records for students who are enrolled in courses classified in the upper division and lower division of a baccalaureate according to the statewide course numbering system. A student shall be reported as a community college student for enrollment in a lower-division course and as a baccalaureate degree program student for enrollment in an upper-division course.

S.1007.33 F.S. (2008), which authorized other colleges to offer baccalaureate programs, did not specify the separation of lower and upper division students. After s.1004.73 Florida Statutes was enacted, the Division of Florida Colleges staff met with staff from the Governor's Office, House, and Senate to discuss how the baccalaureate data would be reported. The consensus of the Governor's Office, House, and Senate staff was all the colleges offering baccalaureate degrees would be treated the same and that the intent of the legislation was to report data based on the "2+2" system, where the baccalaureate data would only be upper division. The Legislature intends to fund the lower-division college credit courses and programs as a community college. The Legislature intends to fund the upper-division courses and programs as a baccalaureate degree institution. While s.1004.73 F.S. has been repealed, it is still the intent of the Legislature and the Division of Florida Colleges to keep the "2+2" system.

The Division of Florida Colleges staff worked with St. Petersburg College, Miami Dade College, and Chipola College to implement the reporting in the Community College and Technical Center Management Information Systems (CCTCMIS) Databases. These colleges agreed with the process of reporting data as a "2+2" system. Implementing the data reporting was discussed and approved by MISATFOR.

All applicants for a Baccalaureate Program must be reported in the Admissions Database. All students admitted into a Baccalaureate Program and enrolled in courses must be reported in the Student Database.

All reporting of Baccalaureate data will be done through CCTCMIS.

### **Database Requirements**

- Class Level will be determined by Total Credit Hours toward Award (DE 2008). Students with Total Credit Hours toward Degree (DE 2008) > 60 and < 90 will be Juniors and 90+ hours will be Seniors.
- Students must have an AA degree, an articulated AS degree, or 60+ hours toward a degree.

- The Program of Study – Award Type (DE 2001) must be Baccalaureate Degree (TV = C) or Upper Level Non-Degree Seeker (TV = H). The Program of Study – Level (DE 2005) must be Baccalaureate Degree (TV = C), Upper Level Non-Degree Seeker (TV = H), or BS/BA Education – Transitional (TV = E).
- The Completion Degree Granted (DE 2103) must be Baccalaureate (TV = C).
- Program of Study CIP (DE 2002) and Completion – CIP (DE 2101) will be assigned in collaboration between the college and the Florida College System. Once a CIP has been assigned, the CIP will be added to the CCTCMIS Baccalaureate CIP table and used in edits of the data elements.
- The ICS (DE 3001) for all Upper Division courses must be Advanced and Professional (TV = 1.1####). By law and rule, vocational courses only apply to 2 year degrees and the community colleges offering bachelors are under the “2+2” system. In addition, the universities only offer A&P courses. Therefore, it was decided by the Division of Florida Colleges, CCTCMIS, and the community colleges that all upper division courses are A&P. Colleges may work through the Division of Florida Colleges to coordinate with other colleges to assign ICS codes.
- Enrollment in Adult General Education (ICS = 1.3####) courses by Baccalaureate Program students cannot be reported.
- The Course Level (fourth character) in the Course Identifier (DE 3008) must be either 3 or 4.

### State Reporting

Some standard state reports will combine Lower and Upper Division data. These reports include Annual Unduplicated Headcount and Course Number Match. Some standard state reports will separate Lower and Upper Division data. These reports include the AA1A, Completions (C2), FETPIP, and FTE reports. FTE Estimates and Projections will both include Lower and Upper Division data. Some state standard reports exclude Upper Division data. These reports include Workforce, PBPB, and Strategic Imperatives.

### Federal Reporting

Some federal standard data submissions exclude Upper Division data. These include Perkins and NRS.

For IPEDS reporting, colleges with baccalaureate programs will be reported as four-year institutions. IPEDS reporting will include Upper Division data. All changes to data except Institutional Characteristics will be provided by CCTCMIS to IPEDS with review by the colleges.

- Institutional Characteristics: The College will enter baccalaureate degrees under degrees offered by the college, either the first reporting year the program is offered or the reporting year of the first Fall term the program is offered.
- Enrollment Survey: Upper Division data will be reported with the Lower Division data.
- Selected Fields of Study: Required every other year, in even numbered years, enrollment by selected programs is collected for the four-year institutions. CCTCMIS reports every year, starting the first year baccalaureate degrees are reported on the Institutional Characteristics.
- Graduation Rate Survey: For institutions reporting baccalaureate degrees on the Institutional Characteristics, the six-year follow-up is used instead of the three-year follow-up for two-year institutions.

## Annual Financial Aid Submission

### Purpose

The Annual Financial Aid Annual submission is designed to collect data compatible with the State University System and the Office of Student Financial Aid. The data will be used to report on Financial Aid at the Community Colleges and for inclusion in the Education Data Warehouse.

### Record Types

The Annual Financial Aid Annual submission has two record types:

- Demographic (Record Type 1)
- Financial Aid (Record Type 8)

The data will be reported for the academic year (Fall, Winter/Spring, Summer), by term.

### Due Dates

The Annual Financial Aid data will be submitted once at the end of the academic year, after the end of the Summer term.

### Database Criteria

Data will be reported for students who were paid financial aid (dispersed). Students who were awarded financial aid, but did not receive the aid will not be reported. Data will be reported in the term in which the aid was dispersed, even if the aid was for course(s) taken in previous terms.

Financial Aid data reported will be the aid generally processed by the colleges through their financial aid systems. Data will not include Veterans Benefits, Federal Vocational Rehabilitation, State Vocational Rehabilitation, State Fee Waivers, Institutional short-term loans, nor Institutional student employment. Financial Aid provided through community college foundations is considered private aid, and will not be reported.

### Record Type Descriptions

**Demographic (Record Type 1).** This record contains personal information about each student that received financial aid. Each student will have one demographic record for each term the student received financial aid in the academic year. Only selected demographic data elements will be required (*see page 48*).

**Financial aid (Record Type 8).** This record contains financial aid information. A student may have more than one financial aid record per term. A record will be reported for each award type (DE 3208) the student receives.

**Matching Grants.** When a grant requires matching funds, the source for the aid, including the matching money from the institution, will be reported as the agency that authorized the aid. For example, the First Generation Matching Grant is authorized by the State. All the aid dispersed will be reported as S (*State*) in DE 3207 (*Source of Financial Aid Funds*).

## Annual Program Industry Certification Submission

### Purpose

The Annual Program Industry Certification Annual submission is designed to collect data that is used for Perkins reporting.

### Record Type

The Annual Program Industry Certification submission has one record type:

- Program Industry Certification (Record Type 9)

### Due Dates

The Program Industry Certification data will be submitted after the end of summer term, even if the student finished in any of the other previous terms.

### Database Criteria

Data will be reported for students who have finished taken an Industry Certification whether or not the student passed the industry certification or technical assessment taken/attempted.

The Perkins Industry Certification data will be submitted after the end of the current reporting year's summer term using the prior reporting year's summer, fall, and winter/spring terms as well as the current reporting year's summer term.

### Record Type Descriptions

**Program industry certification (Record Type 9).** This record contains program industry certification. A student may have multiple certifications for one CIP per term. A record will be reported for each Industry Certification Number (DE 3302) the student receives.





**Section II:**  
**Data Element Dictionary**

## Notes on Data Element Edit Descriptions

Data element edits are written to be read as logical tests, as well as provide a programming reference. In the Data Element Edit descriptions, the following symbols may be encountered:

EQ	Equal to
NE	Not Equal to
GT	Greater Than
GE	Greater Than or Equal To
LT	Less Than
LE	Less Than or Equal To
IN (list)	Valid value or values exist in the list provided
NOT IN (list)	Valid value or values do not exist in the list provided
NULL	No value (blank or missing)

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001)).

Note that the language used for edit descriptions may not coincide perfectly with the edit descriptions that are printed in the Exceptions Report.

## Student Database – Data Element ALPHABETICAL Listing

DATA ELEMENT	NUMBER
Acceleration – Hour Type	1201
Acceleration – Hours	1202
Acceleration – Subtest	1203
Acceleration – Type	1204
Adult Educational Course Post Test – Status	3025
Adult Educational Functioning Level, Initial	3022
Adult Entry Level/Exit Form	1107
Adult Entry/Exit Test Level of Difficulty	1108
Adult Entry/Exit Test – Date	1109
Adult Level of Schooling Achieved	1047
Adult Origin of Schooling	1048
Adult Literacy Completion Point Indicator	2105
Advanced Technical Certificate Completion Hours	2106
AGE Adult Employment Status	1052
AGE Completion Date	2121
AGE Course Entry Date	3026
AGE Course Exit Date	3027
AGE Employment Barrier	1062
AGE Ex-Offender	1060
AGE Homeless/Runaway	1061
AGE Migrant/Seasonal Farm Worker	1063
AGE Withdrawal Reason	2021
Athletically Related Aid Indicator	1042
Baccalaureate Enrollment Flag	2013
Baccalaureate Program of Interest	2014
CAE Displaced Homemaker	1059
CAE Level of Schooling Achieved	1064
CAE Single Parent	1058
Baccalaureate Institution of Interest	2015
Career and Technical Education Basic Skills Examination Flag	2111
Career Pathways Flag	1043
Citizenship	1001
College Preparatory Completion Indicator	1106
Completion – CIP	2101
Completion Date	2102
Completion Degree Granted	2103
Completion Multiple Major Indicator	2108
Course – ICS	3001

DATA ELEMENT	NUMBER
Course Cooperative Education Flag	3003
Course Dual Enrollment Category	3004
Course Dual Enrollment/Co-Enrollment Flag	3005
Course Enrollment – Date	3023
Course Exit – Date	3024
Course Fee Kind	3006
Course Grade Awarded	3007
Course Identifier	3008
Course Identifier – Section	3009
Course Instructor Flag	3015
Course Lifelong Learning Flag	3010
Course Registration Period	3014
Course Section Hour Type	3011
Course Section Hours	3012
Course Section Location – Campus	3013
Developmental Education High School Exemption	1050
Developmental Education Military Exemption	1051
Disabled Classification	1002
Distance Education Student Location	1049
Entry Level/Exit Test – Date	1105
Entry Level/Exit Test – Score	1101
Entry Level/Exit Test – Site	1102
Entry Level/Exit Test – Subtest	1103
Entry Level/Exit Test – Type	1104
EPI Subject Area Specialization – Completion1	2116
EPI Subject Area Specialization – Completion2	2117
EPI Subject Area Specialization – Completion3	2118
EPI Subject Area Specialization – Completion4	2119
EPI Subject Area Specialization – Completion5	2120
EPI Subject Area Specialization – Program1	2016
EPI Subject Area Specialization – Program2	2017
EPI Subject Area Specialization – Program2	2018
EPI Subject Area Specialization – Program4	2019
EPI Subject Area Specialization – Program5	2020
Ethnic Origin	
Ethnicity – Hispanic/Latino	1041
Expected Family Contribution	3204
Fee Classification Residency	1004
Financial Aid Academic Year	3202

DATA ELEMENT	NUMBER
Financial Aid Award Condition I.D.	3206
Financial Aid Award Type	3102
Financial Aid Award Type	3208
Financial Aid Need	3205
Financial Aid Paid Amount	3209
Financial Aid Term Identifier	3201
First-Time Student Flag	1005
First Name	1014
FTE Flag	3018
Gender	1006
Gold Standard Industry Certification Code	1205
High School Code	1007
High School Graduation Code	1008
High School Graduation Date	1009
Incarceration Status	1011
Last Name	1015
Limited English Proficiency	1013
Locally Inactive Completion Program Flag	2107
Locally Inactive Program Flag	2009
Middle Name	1016
Name Suffix	1055
Nation of Citizenship	1033
Occupational Completion Point Indicator	2104
Program of Study – Award Type	2001
Program of Study – CIP	2002
Program of Study – Hour Type	2003
Program of Study – Hours	2004
Program of Study – Level	2005
Program of Study – Title	2006
Program Industry Certification Date	3303
Program Industry Certification Number	3302
Program Industry – CIP	3301
Program Industry Outcome	3304
Race - American Indian/Alaskan Native	1039
Race - Asian	1038
Race - Black/African American	1037
Race - Native Hawaiian/Pacific Islander	1040
Race - White	1036
Reporting Institution	1017

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<b>DATA ELEMENT</b>	<b>NUMBER</b>
Source of Financial Aid Funds	3207
State Approved Teacher Preparation Program – Benchmark Term	2011
State Approved Teacher Preparation Program – DOE Code	2010
State Approved Teacher Preparation Program Completion – DOE Code	2110
State Approved Teacher Preparation Program – Teaching Term	2012
State Code at Time of Admission	1018
Student Birth Date	1019
Student Current Dependency Status	3203
Student Identification Number	1021
Term Identifier	1028
Term Institutional Grade Points	1026
Term Institutional Hours for GPA	1027
Term Part-Time/Full-Time	1029
Total Clock Hours Earned Toward Award	2007
Total Credit Hours Earned Toward Award	2008
Total Institutional Grade Points	1030
Total Institutional Hours for GPA	1031
Transfer Institution	1034
Transfer Student Flag	1032
Verified Disabled Classification Indicator	1035

## Student Database – Data Element NUMERICAL Listing

<b>NUMBER</b>	<b>DATA ELEMENT</b>
1000	Florida education identifier (FLIED)
1001	Citizenship
1002	Disabled Classification Ethnic Origin
1004	Fee Classification Residency
1005	First-Time Student Flag
1006	Gender
1007	High School Code
1008	High School Graduation Code
1009	High School Graduation Date
1011	Incarceration Status
1013	Limited English Proficiency
1014	First Name
1015	Last Name
1016	Middle Name
1017	Reporting Institution
1018	State Code at Time of Admission
1019	Student Birth Date
1021	Student Identification Number
1026	Term Institutional Grade Points
1027	Term Institutional Hours for GPA
1028	Term Identifier
1029	Term Part-Time/Full-Time
1030	Total Institutional Grade Points
1031	Total Institutional Hours for GPA
1032	Transfer Student Flag
1033	Nation of Citizenship
1034	Transfer Institution
1035	Verified Disabled Classification Indicator
1036	Race – White
1037	Race – Black/African American
1038	Race – Asian
1039	Race – American Indian/Alaskan Native
1040	Race – Native Hawaiian/Pacific Islander
1041	Ethnicity - Hispanic/Latino
1042	Athletically Related Aid Indicator
1043	Career Pathways Flag
1047	Adult Level of Schooling Achieved

NUMBER	DATA ELEMENT
1048	Adult Origin of Schooling
1049	Distance Education Student Location
1050	Developmental Education High School Exemption
1051	Developmental Education Military Exemption
1052	AGE Adult Employment Status
1055	Name Suffix
1058	CAE Single Parent
1059	AGE Displaced Homemaker
1060	AGE Ex-Offender
1061	AGE Homeless/Runaway
1062	AGE Employment Barrier
1063	AGE Migrant/Seasonal Farm Worker
1064	CAE Level of Schooling Achieved
1101	Entry Level/Exit Test – Score
1102	Entry Level/Exit Test – Site
1103	Entry Level/Exit Test – Subtest
1104	Entry Level/Exit Test – Type
1105	Entry Level/Exit Test – Date
1106	College Preparatory Completion Indicator
1107	Adult Entry Level/Exit Form
1108	Adult Entry/Exit Test Level of Difficulty
1109	Adult Entry/Exit Test – Date
1201	Acceleration – Hour Type
1202	Acceleration – Hours
1203	Acceleration – Subtest
1204	Acceleration – Type
1205	Gold Standard Industry Certification Code
2001	Program of Study – Award Type
2002	Program of Study – CIP
2003	Program of Study – Hour Type
2004	Program of Study – Hours 2005
2005	Program of Study – Level
2006	Program of Study – Title
2007	Total Clock Hours Earned Toward Award
2008	Total Credit Hours Earned Toward Award
2009	Locally Inactive Program Flag
2010	State Approved Teacher Preparation Program - DOE Code
2011	State Approved Teacher Preparation Program - Benchmark Term
2012	State Approved Teacher Preparation Program - Teaching Term



NUMBER	DATA ELEMENT
2013	Baccalaureate Enrollment Flag
2014	Baccalaureate Program of Interest
2015	Baccalaureate Institution of Interest
2016	EPI Subject Area Specialization – Program1
2017	EPI Subject Area Specialization – Program2
2018	EPI Subject Area Specialization – Program3
2019	EPI Subject Area Specialization – Program4
2020	EPI Subject Area Specialization – Program5
2021	AGE Withdrawal Reason
2101	Completion - CIP
2102	Completion Date
2103	Completion Degree Granted
2104	Occupational Completion Point Indicator
2105	Adult Literacy Completion Point Indicator
2106	Advanced Technical Certificate Completion Hours
2107	Locally Inactive Completion Program Flag
2108	Completion Multiple Major Indicator
2110	State Approved Teacher Preparation Program Completion – DOE Code
2111	Career and Technical Education Basic Skills Examination Flag
2116	EPI Subject Area Specialization – Completion1
2117	EPI Subject Area Specialization – Completion2
2118	EPI Subject Area Specialization – Completion3
2119	EPI Subject Area Specialization – Completion4
2120	EPI Subject Area Specialization – Completion5
2121	AGE Completion Date
3001	Course – ICS
3003	Course Cooperative Education Flag
3004	Course Dual Enrollment Category
3005	Course Dual Enrollment/Co-Enrollment Flag
3006	Course Fee Kind
3007	Course Grade Awarded
3008	Course Identifier
3009	Course Identifier – Section
3010	Course Lifelong Learning Flag
3011	Course Section Hour Type
3012	Course Section Hours
3013	Course Section Location – Campus
3014	Course Registration Period
3015	Course Instructor Flag

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<b>NUMBER</b>	<b>DATA ELEMENT</b>
3018	FTE Flag
3022	Adult Educational Functioning Level, Initial
3023	Course Enrollment – Date
3024	Course Exit – Date
3025	Adult Educational Course Post Test – Status
3026	AGE Course Entry Date
3027	AGE Course Exit Date
3102	Financial Aid Award Type
3201	Financial Aid Term Identifier
3202	Financial Aid Academic Year
3203	Student Current Dependency Status
3204	Expected Family Contribution
3205	Financial Aid Need
3206	Financial Aid Award Condition I.D.
3207	Source of Financial Aid Funds
3208	Financial Aid Award Type
3209	Financial Aid Paid Amount
3301	Program Industry – CIP
3302	Program Industry Certification Number
3303	Program Industry Certification Date
3304	Program Industry Outcome

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## Table of Student Database Data Elements by Record Type (END-OF-TERM FILE SUBMISSION)

### Key Elements that Pertain to All Record formats:

- 1000 Florida Education Identifier (FLIED)
- 1017 Reporting Institution
- 1021 Student Identification Number
- 1028 Term Identifier
- Record Type

### Student Demographic - Record Type 1 includes the following elements:

- 1001 Citizenship
- 1002 Disabled Classification
- 1004 Fee Classification Residency
- 1005 First-Time Student Flag
- 1006 Gender
- 1007 High School Code
- 1008 High School Graduation Code
- 1009 High School Graduation Date
- 1011 Incarceration Status
- 1013 Limited English Proficiency
- 1014 First Name
- 1015 Last Name
- 1016 Middle Name
- 1018 State Code at Time of Admission
- 1019 Student Birth Date
- 1026 Term Institutional Grade Points
- 1027 Term Institutional Hours for GPA
- 1029 Term Part-Time/Full-Time
- 1030 Total Institutional Grade Points
- 1031 Total Institutional Hours for GPA
- 1032 Transfer Student Flag
- 1033 Nation of Citizenship
- 1034 Transfer Institution
- 1035 Verified Disabled Classification Indicator
- 1036 Race – White
- 1037 Race – Black/African American
- 1038 Race – Asian
- 1039 Race – American Indian/Alaskan Native
- 1040 Race – Native Hawaiian/Pacific Islander
- 1041 Ethnicity – Hispanic/Latino
- 1042 Athletically Related Aid Indicator
- 1043 Career Pathways Flag
- 1047 Adult Level of Schooling Achieved
- 1048 Adult Origin of Schooling

- 1049 Distance Student Location
- 1050 Developmental Education High School Exemption
- 1051 Developmental Education Military Exemption
- 1052 AGE Employment Status
- 1055 Name Suffix
- 1058 CAE Single Parent
- 1059 Displaced Homemaker
- 1060 AGE Ex-Offender
- 1061 AGE Homeless/Runaway
- 1062 AGE Employment Barrier
- 1063 AGE Migrant/Seasonal Farm Worker
- 1064 CAE Level of Schooling Achieved  
ZIP Code

**Entry Level/Exit Test - Record Type 2 includes the following elements:**

- 1101 Entry Level/Exit Test – Score
- 1102 Entry Level/Exit Test – Site
- \* 1103 Entry Level/Exit Test – Subtest
- \* 1104 Entry Level/Exit Test – Type
- 1105 Entry Level /Exit Test – Date
- 1106 College Preparatory Completion Indicator
- 1107 Adult Entry Level/Exit Form
- 1108 Adult Entry/Exit Test Level of Difficulty1109- Adult Entry/Exit Test – Date

**Acceleration - Record Type 3 includes the following elements:**

- 1201 Acceleration – Hour Type
- 1202 Acceleration – Hours
- \* 1203 Acceleration – Subtest
- \* 1204 Acceleration – Type
- 1205 Gold Standard Industry Certification Code

**Program - Record Type 4 includes the following elements:**

- 2001 Program of Study – Award Type
- \* 2002 Program of Study – CIP
- 2003 Program of Study – Hour Type
- 2004 Program of Study – Hours
- 2005 Program of Study – Level
- 2006 Program of Study – Title
- 2007 Total Clock Hours Earned Toward Award
- 2008 Total Credit Hours Earned Toward Award
- 2009 Locally Inactive Program Flag
- 2010 State Approved Teacher Preparation Program – DOE Code
- 2011 State Approved Teacher Preparation Program – Benchmark Term
- 2012 Approved Teacher Preparation Program - Teaching Term
- 2013 Baccalaureate Enrollment Flag

- 2014 Baccalaureate Program of Interest
- 2015 Baccalaureate Institution of Interest
- 2016 EPI Subject Area Specialization – Program1
- 2017 EPI Subject Area Specialization – Program2
- 2018 EPI Subject Area Specialization – Program3
- 2019 EPI Subject Area Specialization – Program4
- 2020 EPI Subject Area Specialization – Program5

**Completion - Record Type 5 includes the following elements:**

- \* 2101 Completion – CIP
- 2102 Completion Date
- 2103 Completion Degree Granted
- \* 2104 Occupational Completion Point Indicator
- \* 2105 Adult Literacy Completion Point Indicator
- 2106 Advanced Technical Certificate Completion Hours
- 2107 Locally Inactive Completion Program Flag
- 2108 Completion Multiple Major Indicator
- 2110 State Approved Teacher Preparation Program Completion – DOE Code
- 2111 Career and Technical Education Basic Skills Examination flag
- 2116 EPI Subject Area Specialization – Completion1
- 2117 EPI Subject Area Specialization – Completion 2
- 2118 EPI Subject Area Specialization – Completion 3
- 2119 EPI Subject Area Specialization – Completion 4
- 2120 EPI Subject Area Specialization – Completion 5

**Course - Record Type 6 includes the following elements:**

- 3001 Course-Information Classification Structure
- 3003 Course Cooperative Education Flag
- 3004 Course Dual Enrollment Category
- 3005 Course Dual Enrollment/Co-Enrollment Flag
- 3006 Course Fee Kind
- 3007 Course Grade Awarded
- \* 3008 Course Identifier
- \* 3009 Course Identifier – Section
- 3010 Course Lifelong Learning Flag
- 3011 Course Section Hour Type
- 3012 Course Section Hours
- 3013 Course Section Location – Campus
- 3014 Course Registration Period
- 3015 Course Instructor Flag
- 3018 FTE Flag
- 3022 Adult Educational Functioning Level – Initial

**Economically Disadvantaged - Record Type 7 includes the following elements:**

- \* 3102 Financial Aid Award Type

## Table of Student Database Data Elements by Record Type (BEGINNING-OF-TERM FILE SUBMISSION)

### Key Elements that Pertain to All Record formats:

1000	Florida Education Identifier (FLEID)
1017	Reporting Institution
1021	Student Identification Number
1028	Term Identifier
	Record Type

### Student Demographic - Record Type 1 includes the following elements:

1001	Citizenship
1002	Disabled Classification
1004	Fee Classification Residency
1005	First-time Student Flag
1006	Gender
1007	High School Code
1008	High School Graduation Code
1009	High School Graduation Date
1011	Incarceration Status
1014	First Name
1015	Last Name
1016	Middle Name
1018	State Code at Time of Admission
1019	Student Birth Date
1029	Term Part-Time/Full-Time
1032	Transfer Student Flag
1033	Nation of Citizenship
1034	Transfer Institution
1035	Verified Disabled Classification Indicator
1036	Race - White
1037	Race - Black/African American
1038	Race - Asian
1039	Race - American Indian/Alaskan Native
1040	Race - Native Hawaiian/Pacific Islander
1041	Ethnicity - Hispanic/Latino
1042	Athletically Related Aid Indicator
1043	Career Pathways Flag
1050	Developmental Education High School Exemption
1051	Developmental Education Military Exemption
1052	AGE Employment Status Florida Education I D ZIP Code

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**Entry Level/Exit Test - Record Type 2 includes the following elements:**

- 1101 Entry Level/Exit Test – Score
- 1102 Entry Level/Exit Test – Site
- \* 1103 Entry Level/Exit Test – Subtest
- 1104 Entry Level/Exit Test – Type
- 1105 Entry Level/Exit Test – Date
- 1106 College Preparatory Completion Indicator
- 1107 Adult Entry Level/Exit Form
- 1108 Adult Entry/Exit Test Level of Difficulty
- 1109 Adult Entry/Exit Test – Date

**Acceleration - Record Type 3 includes the following elements:**

(None required in Beginning-of-Term File Submission)

**Program - Record Type 4 includes the following elements:**

- 2001 Program of Study – Award Type
- \* 2002 Program of Study – CIP
- 2003 Program of Study – Hour Type
- 2004 Program of Study – Hours
- 2005 Program of Study – Level
- 2006 Program of Study – Title
- 2009 Locally Inactive Program Flag
- 2010 State Approved Teacher Preparation Program – DOE Code
- 2014 Baccalaureate Program of Interest
- 2015 Baccalaureate Institution of Interest

**Completion - Record Type 5 includes the following elements:**

(None required in Beginning-of-Term File Submission unless student is not taking a course but is receiving a degree or certificate)

**Course - Record Type 6 includes the following elements:**

- 3001 Course-Information Classification Structure
- 3004 Course Dual Enrollment Category
- 3005 Course Dual Enrollment/Co-Enrollment Flag
- 3006 Course Fee Kind
- 3007 Course Grade Awarded
- \* 3008 Course Identifier
- \* 3009 Course Identifier – Section
- 3010 Course Lifelong Learning Flag
- 3011 Course Section Hour Type
- 3012 Course Section Hours
- 3013 Course Section Location – Campus
- 3014 Course Registration Period
- 3018 FTE Flag

3022 Adult Educational Functioning Level – Initial

**Economically Disadvantaged - Record Type 7 includes the following elements:**

(None required in Beginning-of-Term File Submission)



## Table of Student Database Data Elements by Record Type (ANNUAL FINANCIAL AID SUBMISSION)

### Key Elements that Pertain to All Record formats:

- @ 1017 Reporting Institution
- @ 1021 Student Identification Number
- @ 1028 Term Identifier
- @ Record Type

### Student Demographic - Record Type 1 includes the following elements:

- 1000 Florida Education Identifier (FLEID)
- 1001 Citizenship
- 1002 Disabled Classification
- 1004 Fee Classification Residency
- 1005 First-time Student Flag
- @ 1006 Gender
- 1007 High School Code
- 1008 High School Graduation Code
- 1009 High School Graduation Date
- 1011 Incarceration Status
- 1013 Limited English Proficiency
- @ 1014 First Name
- @ 1015 Last Name
- @ 1016 Middle Name
- 1018 State Code at Time of Admission
- @ 1019 Student Birth Date
- 1026 Term Institutional Grade Points
- 1027 Term Institutional Hours for GPA
- 1029 Term Part-Time/Full-Time
- 1030 Total Institutional Grade Points
- 1031 Total Institutional Hours for GPA
- 1032 Transfer Student Flag
- 1033 Nation of Citizenship
- 1034 Transfer Institution
- 1035 Verified Disabled Classification Indicator
- @ 1036 Race – White
- @ 1037 Race – Black/African American
- @ 1038 Race – Asian
- @ 1039 Race – American Indian/Alaskan Native
- @ 1040 Race – Native Hawaiian/Pacific Islander
- @ 1041 Ethnicity - Hispanic/Latino
- @ 1042 Athletically Related Aid Indicator
- 1043 Career Pathways Flag
- @ 1055 Name Suffix  
ZIP Code

### @ **Required for Financial Aid Submission**

**Financial Aid - Record Type 8 includes the following elements:**

- \* 3201 Financial Aid Term Identifier
- \* 3202 Financial Aid Academic Year
- 3203 Student Current Dependency Status
- 3204 Expected Family Contribution
- 3205 Financial Aid Need
- 3206 Financial Aid Award Condition I.D.
- \* 3207 Source of Financial Aid Funds
- \* 3208 Financial Aid Award Type
- 3209 Financial Aid Paid Amount

**Program Industry Certification - Record Type 9 includes the following elements:**

- \* 3301 Program Industry – CIP
- \* 3302 Program Industry Certification Number
- 3303 Program Industry Certification Date
- 3304 Industry Certification Outcome

## Data Element 1000

### Florida Education Identifier

#### Data Element is used in the Following Reports:

None

#### Description:

The Florida Education Identifier (FLEID) is a unique identifier assigned to a student by the Florida Department of Education. FLEID is used across Student and Admissions database systems. s.1008.386 (2) F.S. (2014) mandates the establishment of the FLEID to replace the use of social security numbers as student identification numbers.

The FLEID numbering convention is 14 alphanumeric characters, always beginning with the letters FL, followed by 12 numbers.

#### Edit:

- |    |                           |          |
|----|---------------------------|----------|
| 1. | Missing or Invalid        | Critical |
| 2. | Duplicated within College | Critical |
| 3. | LT 2000 (positions 3-12)  | Critical |

## Data Element 1001 Citizenship

### Data Element is used in the Following Reports:

- Exceptions
- AA-1A
- AA-1B
- AA-1C
- IPEDS (EF2, E12, C2)

### Description:

Record Type One – Indicates the status of the student's being a citizen of the United States.

### TABLE VALUES

A	Non-resident alien
C	Citizen of the United States
P	Permanent Resident Alien
X	Unknown or not reported

### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 1002

### Disabled Classification

#### Data Element is used in the Following Reports:

- Exceptions
- AA-1A
- AA-1B
- AA-1C
- FTE
- Students with Documented Disabilities
- Perkins Performance

#### Description:

Record Type One – A code indicating whether the student is classified as disabled. Disabled is defined as any type of physical or mental impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working. Primary disability is determined by the disability that has the highest cost for the institution to accommodate.

Disabled Classifications are defined in Rule 6A-10.041 F.A.C.

#### TABLE VALUES

- A Autism Spectrum Disorder. Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.
- B Traumatic Brain Injury. An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and/or physical functioning.
- H Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, 2000, and 4000 Hz, ANSI, unaided in the better ear. Examples include but are not limited to the following: conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low hearing loss or deafness, acoustic trauma hearing loss, or deafness.
- I Intellectual Disability. A disorder significantly below average general intellectual and adaptive functioning manifested during the developmental period, with significant delays in academic skills. Developmental period refers to birth to eighteen (18) years of age.
- L Specific Learning Disabilities. A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems that are due primarily to visual, hearing, or motor handicap, to mental retardation, to emotional disturbance, or to an environmental deprivation.

- M Emotional or Behavioral Disability. Any mental or psychological disorder including but not limited to organic brain syndrome, emotional or mental illness, or attention deficit disorders.
- O Other health impairment. (Student has a specific disability which is not listed in the others specific categories).
- P Physical impairment. (Musculoskeletal and connective tissue disorders, neuromuscular disorders). Physically disabling conditions which may require an adaptation to one's school environment or curriculum. Examples include but are not limited to the following: cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), or head injury, and spinal cord injury.
- S Speech Impairment. Disorders of language, articulation, fluency, or voice that interfere with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include but are not limited to the following: Cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.
- V Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following:
  - 1) Visual acuity of 20/70 or less in the better eye after the best possible correction,
  - 2) A peripheral field so constricted that it affects one's ability to function in an educational setting,
  - 3) A progressive loss of vision that may affect one's ability to function in an educational setting. Examples include but are not limited to the following: cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.
- Z Not applicable or not reported.

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | EQ Z and Course Fee Kind (DE 3006) EQ D                            | Informational |
| 3. | EQ Z and Verified Disabled Classification Indicator (DE 1035) NE N | Critical      |
| 4. | NE Z and Verified Disabled Classification Indicator (DE 1035) EQ N | Critical      |

## Ethnic Origin

### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions                      | <input type="checkbox"/> Readiness for College |
| <input type="checkbox"/> AA-1A                           | <input type="checkbox"/> Perkins Performance   |
| <input type="checkbox"/> AA-1B                           | <input type="checkbox"/> NRS (Adult Education) |
| <input type="checkbox"/> AA-1C                           | <input type="checkbox"/> IPEDS (EF2, E12, C2)  |
| <input type="checkbox"/> Accountability Outcome Measures |  |

### Description:

Record Type One – Ethnic origin of the student, generated from DE 1036 to 1041 based on IPEDS reporting specifications.

### TABLE VALUES

- A Asian (not of Hispanic origin): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- B Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.
- H Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term ‘Spanish origin’ can be used in addition to ‘Hispanic or Latino’.
- I American Indian or Alaskan Native (not of Hispanic origin): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
- M Multi-Racial (not of Hispanic origin): A combination of two or more races.
- P Native Hawaiian or Other Pacific Islander (not of Hispanic origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- W White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- X Ethnic origin was not reported by the student.

**NOTE:** *Ethnic origin is a derived Data Element based on reported race and ethnicity data.*

### Edit:

1. *Edit Deleted*
2. Same Last Name (DE 1015), First Name (DE 1015), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin Critical

## Data Element 1004

### Fee Classification Residency

#### Data Element is used in the Following Reports:

- Exceptions
- FTE
- IPEDS (EF2)

#### Description:

Record Type One – The student's domicile, within or without the state of Florida, identified in order to assess fees at the institution. In order to assess registration fees, a student shall be classified as Florida resident or non-resident as of the first day of classes.

#### TABLE VALUES

- A Non-Florida resident who is an active duty military member paying instate fees by tuition waiver (*s.1009.26 (14)(a) F.S*)
- B Non-Florida resident military veteran paying in state fees by tuition waiver (*s.1009.26 (13)(a)(1) F.S*)
- C Non-Florida resident dependent (spouse or child) of a military veteran paying in state fees by tuition waiver (*s.1009.26 (13)(a)(2) F.S.*)
- F Florida resident
- N Non-Florida resident
- D Non-Florida resident paying differential out-of-state fee (*s.1009.22 F.S.*)
- E Non-Florida resident Florida High School Graduates paying in-state fees (*s.1009.26 (12)(a) F.S.*)
- X Unknown or not reported/not required.

#### NOTES:

1. For students enrolled in non-credit courses, code this data element with data that is available for the student.
2. Dual enrolled students are not required to report residency. The Division of Florida Colleges has set policy that residency for dual enrolled students be reported as X. If a student completes high school and continues enrollment as a regularly admitted student in the same term, report the residency as determined through documentation verification at the time of post-high school enrollment.
3. Table Value E indicates an out-of-state waiver for a student who went to a Florida school for three years, graduated from a Florida high school, and was admitted to a college within 24 months of high school graduation. The student must submit an official Florida high school transcript as evidence of attendance and graduation. If a student is coded E for DE 1004, they may be coded as an X on DE 1001 – Citizenship.



---

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | EQ F and First-time Student Flag (DE 1005) EQ Y and State Code at Time of Admission (DE 1018) NE 12  | Informational |
| 3. | EQ X and any Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 1.21.02-1.27.02, 13101, 13103, 13201, 13202, 13203, 13204, 13102, 13104, or 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (N, Z) | Critical      |
| 4. | IN (F, N, D, E, B) and Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01 or EQ 1.21.02-1.27.02) and all Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S)   | Critical      |
| 5. | EQ D and Reporting Institution (DE 1017) NOT IN (1472, 1484, 1501, 1508, 1510, 1513, 1533)   | Critical      |
| 6. | IN (F, N, D, E, B) and Course – ICS (DE 3001) EQ 13202 and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E  | Informational |

## Data Element 1005

### First-Time Student Flag

#### Data Element is used in the Following Reports:

- Exceptions
- Accountability Outcome Measures
- Entry Level Testing
- Equity
- FETPIP (Enrollments)
- Performance Funding
- IPEDS (EF2, R2)

#### Description:

Record Type One – A code to show if the student is first-time-in-college or first-time dual enrolled/early admitted.

#### First-Time-in-College (FTIC) Student

A certificate or degree seeking student who enters a postsecondary institution for the first time after high school graduation regardless of the number of credits earned through any acceleration mechanism (i.e., Dual Enrollment/Early Admission, AP, AICE, IB, or CLEP).

Colleges may not know from a student's transcript if the student was a prior Dual Enrollment, Collegiate, or Early Admission student. As a result, the FTIC definition will be used by Community College and Technical Center MIS (CCTCMIS) to generate state and federal reports.

Colleges will report as FTIC Dual Enrollment or Early Admission, a student who is enrolled as a Dual Enrolled, Collegiate, or Early Admission student for the first time. FTIC Dual Enrollment or Early Admission students must be enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, or Postsecondary Adult Vocational.

Colleges will report as FTIC, a student who is attending a postsecondary institution for the first time. FTIC students must be enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute. A student that attends another postsecondary institution and earns no credit or no credit is transferred is a Transfer student, not a FTIC.

All state and federal reports generated by CCTCMIS will report FTIC as those students who enter a postsecondary institution for the first time after high school. FTIC Dual Enrollment and Early Admission students are excluded. CCTCMIS will use historical Student Database data to determine prior Dual Enrollment or Early Admission students who are entering a postsecondary institution for the first time after high school graduation and include these students as FTIC.

**TABLE VALUES**

- D First-Time-in-College Dual Enrollment or Early Admission Student – A student can only be reported with a D once and will not be coded with a Y in later terms.
- N The student is not First-Time-in-College or First-Time-in-College Dual Enrollment or Early Admission Student – Student is enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory, or Apprenticeship.
- Y First-Time-in-College Student – A student can only be reported with a Y once.
- Z Not Applicable – Student is exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

**Edit:**

1.	Missing or Invalid	Critical
2.	EQ Y and Transfer Student Flag (DE 1032) IN (F, Y)	Critical
3.	EQ Y and Total Credit Hours Toward Award (DE 2008) GT 29	Informational
4.	EQ Y and Fee Classification Residency (DE 1004) EQ F and State Code at Time of Admission (DE 1018) NE 12	Informational
5.	<i>Edit Deleted</i>	
6.	EQ Y and Total Credit Hours Toward Award (DE 2008) LT 30 and no matching Entry Level/Exit Test Record	Informational
7.	EQ D and no Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S)	Critical
8.	EQ D and Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S) and Total Credit Hours Toward Award (DE 2008) GT 29	Critical
9.	NOT IN (N,Z) and Program of Study – CIP (DE 2002) is an Adult Program (see Appendix A) and (High School Graduation Code (DE 1008) EQ X or no Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)	Informational
10.	EQ Y and High School Graduation Code (DE 1008) IN (A,B,C,D, O) and High School Graduation Date (DE 1009) EQ 999999	Critical
11.	NE Z and Program of Study – Level (DE 2005) EQ F	Informational
12.	EQ Y and State Code at Time of Admission (DE 1018) EQ XX	Informational
13.	EQ Y and Nation of Citizenship (DE 1033) EQ U5	Informational

## Data Element 1006

### Gender

#### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions            | <input type="checkbox"/> Accountability Outcome Measures |
| <input type="checkbox"/> AA-1A                 | <input type="checkbox"/> FETPIP                          |
| <input type="checkbox"/> AA-1B                 | <input type="checkbox"/> Perkins Performance             |
| <input type="checkbox"/> AA-1C                 | <input type="checkbox"/> NRS                             |
| <input type="checkbox"/> Readiness for College | <input type="checkbox"/> IPEDS (EF2,E12,C2)              |

#### Description:

Record Type One – The gender of the student, as reported by the student.

#### TABLE VALUES

F	Female
M	Male
X	Not reported

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | Same Last Name (DE 1015), First Name (DE 1015), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin | Critical |

## Data Element 1007

### High School Code

#### Data Element is used in the Following Reports:

- Exceptions
- Readiness for College
- Accountability Outcome Measures
- FETPIP (Enrollments)

#### Description:

Record Type One – A code by which the high school, if in Florida, can be identified (for those students who at their first entry to the institution were graduates from a high school). Valid codes are found in the Division of Public Schools Master School ID (MSID) File.

#### TABLE VALUES

000000	Student graduated from a non-Florida high school.
999999	Student graduated from a Florida high school not listed on the Division of Public School Master School Identification File. The colleges should match all high school numbers against this file provided by the Community College and Technical Center MIS staff (See Note). If the high school does not appear on this file, the college should use this table value.
XXXXXX	Unknown or non-credit student.
ZZZZZZ	Not Applicable, attended a Home School, obtained a GED, or student did not graduate from high school.

**NOTE:** The Community College and Technical Center MIS staff will provide a file for colleges to determine if the high school number is a valid Florida high school. The file that can be retrieved by the colleges is named *DCC.COLLEGE.PSMSID.YTyyyy* (where yyyy is the current reporting year (e.g., 2016)). The file will be an historical file from the Division of Public Schools. This file is frozen and the colleges will only be required to retrieve the file at the beginning of each reporting year.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | EQ ZZZZZZ and High School Graduation Code (DE 1008) in (A, D, O)               | Critical |
| 3. | EQ XXXXXX and High School Graduation Code (DE 1008) NE X                       | Critical |
| 4. | NOT IN (XXXXXX, ZZZZZZ, 000000, 999999) and Missing from Master School ID File | Critical |
| 5. | ZZZZZZ and High School Graduation Code (DE 1008) NOT IN (B, C, X)              | Critical |

## Data Element 1008

### High School Graduation Code

#### Data Element is used in the Following Reports:

- Exceptions
- Readiness for College
- FEPIP (Enrollments)

#### Description:

Record Type One – Indicates the student's high school graduation status.

#### TABLE VALUES

A	Standard high school diploma was awarded (W06, W6A, W6B, W43, W52, W54, W55, WD1, WFA, WFB, WFT, WFW, WRW, WXL, WXT, WXW)
B	High school GED was attained (W10, W45, WGA, WGD)
C	Home Education Program Affidavit
D	Certificate of Completion – Met all requirements except for FCAT (W08, W8A, W8C, W53, W56)
O	Other Diploma or Certificate of Completion (W07, W8B, W09, W27, W57)
X	Unknown, not reported, or not applicable (e.g., student is still in secondary school, dropout)

*A Standard high school diploma – College Preparatory 18 hour option* is awarded to a student who graduated from school and met all of the requirements to receive a standard diploma based on the 18-credit college preparatory graduation option (*s.1003.429(1)(b) F.S.*). FASTER code = W6A.

*A Standard high school diploma – Career Preparatory 18 hour option* is awarded to a student who graduated from school and met all of the requirements to receive a standard diploma based on the 18-credit career preparatory graduation option (*s.1003.429(1)(c) F.S.*). FASTER code = W6B.

*A Standard high school certificate of completion* is awarded to a student if the student completes a minimum number of credits and other requirements (*outlined in s.1003.43 F.S.*) but who is unable to meet one or both of the following: passing score on the high school competency test, or successfully completing the required courses for graduation (*s.1003.43 F.S.*).

*A Certificate of Completion – Met all requirements except for FCAT* is awarded to a student who met all of the requirements to receive a standard diploma except passing the graduation test, and received a certificate of completion, and is eligible to take the College Placement Test, and be admitted to remedial or credit courses at a state community college as appropriate (*s.1003.433(2)(b) F.S.*). FASTER code = W8A.

*A Special high school diploma* is awarded to a student who is classified as an exceptional student. The student is not required to complete the requirements for a Standard high school diploma but is required to fulfill all requirements outlined by the district school board and the special state minimum graduation requirements (*s.1003.438 F.S.*).

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A *Special high school certificate of completion* is awarded to a student described in the Special high school diploma definition but who is not able to fulfill the special state minimum requirements (s.1003.438 F.S.).

**NOTE:** A *Standard high school diploma* is awarded to a student who meets the general requirements for high school graduation (outlined in s.1003.43 F.S.) and earned a passing score on the high school competency test (defined in s.1008.22 F.S.).

**Edit:**

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Invalid  | Critical      |
| 2. | IN (A, D, O) and High School Code (DE 1007) EQ ZZZZZZ   | Critical      |
| 3. | NOT IN (B, C, X) and High School Code (DE 1007) EQ ZZZZZZ   | Critical      |
| 4. | EQ X and High School Graduation Date (DE 1009) is a valid date  | Critical      |
| 5. | NOT IN (A, B, C, D, O) and High School Graduation Date (DE1009) EQ 999999 and First Time Student Flag (DE 1005) EQ Y  | Critical      |
| 6. | EQ X, or no Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z) and First Time Student Flag (DE 1005) NOT IN (N, Z) and Program of Study, CIP (DE 2002) is an Adult Program (See Appendix A) | Informational |

## Data Element 1009

### High School Graduation Date

#### Data Element is used in the Following Reports:

- Exceptions
- Readiness for College
- Accountability Outcome Measures
- FETPIP (Enrollments)
- IPEDS (EF2)

#### Description:

Record Type One – The date the diploma or certificate certifying the successful completion of a prescribed secondary school program of study or the attainment of satisfactory scores on the tests of General Education Development (GED) was issued.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (18-20), and YY is a numeric year.

Code 999999 for unknown or not applicable.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Non-numeric  | Critical |
| 2. | Invalid range month   | Critical |
| 3. | Invalid range century   | Critical |
| 4. | Valid date and High School Graduation Code (DE 1008) EQ X   | Critical |
| 5. | LT Student Birth Date (DE 1019) year  | Critical |
| 6. | EQ 999999 and High School Graduation Code (DE 1008) IN (A, B, C, D, O) and First Time Student Flag (DE 1005) EQ Y | Critical |



## Data Element 1011 Incarceration Status

### Data Element is used in the Following Reports:

- Exceptions
- FTE
- NRS

### Description:

Record Type One – Indicate, using the codes below, whether or not the student being reported meets any of the following categories.

### TABLE VALUES

- C The student is an inmate in a city/municipal institution.
- D The student is an inmate in a county institution.
- E The student is an inmate in a federal institution.
- S The student is an inmate in a state institution.
- Z None of the above categories applies to the student.

### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | EQ Z and Course Fee Kind (DE 3006) EQ C   | Critical |
| 3. | IN (C, D, E, S) and Course Fee Kind (DE 3006) IN (D, H, R, V)   | Critical |
| 4. | IN (C, D) and Course – ICS (DE 3001) IN (13201, 13202, 13203, 13204) and Course Fee Kind (DE 3006) NE N   | Critical |
| 5. | IN (S, E) and Course – ICS (DE 3001) begins with 1.1 or IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) and Course Fee Kind (DE 3006) NOT IN (F, G, N, S, T, U) | Critical |
| 6. | IN (S, E) and Course – ICS (DE 3001) IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 13102, 13104, 13201, 13202, 13203, 13204, 13300) and Course Fee Kind (DE 3006) NE C             | Critical |
| 7. | NE Z and Course Fee Kind (DE 3006) IN (D, H, R, V)  | Critical |

## Data Element 1013

### Limited English Proficiency

#### Data Element is used in the Following Reports:

- Exceptions
- AA-1A
- AA-1B
- AA-1C
- Perkins Performance

#### Description:

Record Type One – Indicates the status of the student who has been identified as a student with Limited English Proficiency. A Limited English Proficiency student is one who:

- Was born in the U.S. and whose native language is other than English; or
- Was born in the U.S., but comes from a home in which a language other than English is most relied upon for communication; or
- 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; or
- Was not born in U.S. and whose native language is other than English; and

Who as a result of the above, had sufficient difficulty speaking, reading, writing, or understanding the English language to deny him or her the opportunity to learn successfully in college classrooms in which the language of instruction is English.

#### TABLE VALUES

- Y Student is of Limited English Proficiency.  
Z Not Applicable (Student is not LEP)

**NOTE:** Once a student is flagged as a Limited English Proficiency (LEP - Data Element 1013 = Y) the student will always be flagged as a LEP throughout their enrollment at the reporting institution.

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

---

## Data Element 1014

### First Name

#### Data Element is used in the Following Reports:

- Readiness for College
- Perkins Funding
- FETPIP

#### Description:

Record Type One – First name, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position of the First Name field and use Last Name (DE 1015) to report the student's name.

#### NOTES:

1. Lowercase letters are converted to uppercase letters.
2. Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing   | Critical |
| 2. | Same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin | Critical |
| 3. | Contains special or Unicode characters  | Critical |

## Data Element 1015

### Last Name

#### Data Element is used in the Following Reports:

- Readiness for College
- Perkins Funding
- FETPIP

#### Description:

Record Type One – Last name or surname, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position First Name (DE 1014) and use Last Name to report the name.

#### NOTES:

1. Lowercase letters are converted to uppercase letters.
2. Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing   | Critical |
| 2. | Same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin | Critical |
| 3. | Contains special or Unicode characters  | Critical |

## Data Element 1016

### Middle Name

#### Data Element is used in the Following Reports:

- Readiness for College
- Perkins Funding

#### Description:

Record Type One –Middle name, as reported by the student.

#### NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin | Critical |
| 2. | Contains special or Unicode characters  | Critical |

## Data Element 1017

### Reporting Institution

#### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions                      | <input type="checkbox"/> OA-2                  |
| <input type="checkbox"/> Course Number Match             | <input type="checkbox"/> Performance Funding   |
| <input type="checkbox"/> Entry Level Testing             | <input type="checkbox"/> Perkins Funding       |
| <input type="checkbox"/> Readiness for College           | <input type="checkbox"/> Perkins Performance   |
| <input type="checkbox"/> Accountability Outcome Measures | <input type="checkbox"/> NRS (Adult Education) |
| <input type="checkbox"/> FTE                             | <input type="checkbox"/> IPEDS (EF2, E12, C2)  |

#### Description:

Record Type One – College reporting this information. Format this field as right justified filled with leading zeroes.

#### TABLE VALUES

0001470	Eastern Florida	0001493	Indian River	0001514	Polk
0001500	Broward	0001501	Gateway	0001523	St. Johns River
0001471	Central Florida	0001502	Lake-Sumter	0001528	St. Petersburg
0001472	Chipola	0001504	SCF Manatee	0001519	Santa Fe
0001475	Daytona	0001506	Miami Dade	0001520	Seminole
0001477	Edison	0001508	North Florida	0001522	South Florida
0001484	Fla SC at Jax	0001510	Northwest Fla	0001533	Tallahassee
0001485	Florida Keys	0001512	Palm Beach	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | <i>Edit Deleted</i>  |          |
| 3. | NOT IN (1471, 1472, 1475, 1477, 1484, 1490, 1493, 1500, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1523, 1528, 6750) and Course – ICS (DE 3001) EQ 11101 thru 11849 and Course Identifier (DE 3008), fourth digit IN (3, 4) | Critical |

## Data Element 1018

### State Code at Time of Admission

#### Data Element is used in the Following Reports:

- IPEDS (EF2)

#### Description:

Record Type One – The Federal Information Processing Standards (FIPS) code for the state in which the student resides at the first time of admission to the institution. This element is only valid for first-time students.

#### TABLE VALUES

01-Alabama	20-Kansas	37-North Carolina	56-Wyoming
02-Alaska	21-Kentucky	38-North Dakota	57-State Unknown
04-Arizona	22-Louisiana	39-Ohio	60-American Samoa
05-Arkansas	23-Maine	40-Oklahoma	64-Federated States of Micronesia
06-California	24-Maryland	41-Oregon	66-Guam
08-Colorado	25-Massachusetts	42-Pennsylvania	68-Marshall Islands
09-Connecticut	26-Michigan	44-Rhode Island	69-North Marianas
10-Delaware	27-Minnesota	45-South Carolina	70-Palao
11-District of Columbia	28-Mississippi	46-Sourth Dakota	72-Puerto Rico
12-Florida	29-Missouri	47-Tennessee	78-Virgin Islands
13-Georgia	30-Montana	48-Texas	90-Foreign Countries
15-Hawaii	31-Nebraska	49-Utah	XX-Unknown or Student not FTIC
16-Idaho	32-Nevada	50-Vermont	
17-Illinois	33-New Hampshire	51-Virginia	
18-Indiana	34-New Jersey	53-Washington	
19-Iowa	35-New Mexico	54-West Virginia	
	36-New York	55-Wisconsin	

**NOTE:** The Community College and Technical Center MIS staff will provide a file for colleges to determine if the State Code number is a valid FIPS State Code. The file to be retrieved by the colleges is named DCC.COLLEGE.STATE.YTyyyy (where yyyy is the current reporting year (e.g., 2016)).

#### Edit:

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | NE 12 and Fee Classification Residency (DE 1004) EQ F and First-time Student Flag (DE 1005) EQ Y | Informational |
| 3. | EQ XX and First-Time Student Flag (DE 1005) EQ Y or Transfer Student Flag (DE 1032) EQ F         | Informational |

## Data Element 1019

### Student Birth Date

#### Data Element is used in the Following Reports:

- SUS Community Colleges Follow-up Study
- NRS
- IPEDS (EF2)

#### Description:

Record Type One – Legal date of birth of the student.

The format for coding this element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day (01-31), CC is a valid century (18 - 20), and YY is a numeric year.

Code all nines (99999999) for unknown.

#### Edit:

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Non-numeric  | Critical      |
| 2. | Invalid range month   | Critical      |
| 3. | Invalid range day   | Critical      |
| 4. | Invalid range century   | Critical      |
| 5. | <i>Edit Deleted</i>   |               |
| 6. | Age GT 80 or LT 13  | Informational |
| 7. | Year GT High School Graduation Date (DE 1009)   | Critical      |
| 8. | GT Entry Level/Exit Test Date (DE 1105)   | Critical      |
| 9. | Same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin | Critical      |



## Data Element 1021

### Student Identification Number

#### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> Readiness for College           | <input type="checkbox"/> Perkins Performance   |
| <input type="checkbox"/> Accountability Outcome Measures | <input type="checkbox"/> Performance Funding   |
| <input type="checkbox"/> Perkins Funding                 | <input type="checkbox"/> NRS (Adult Education) |

#### Description:

Record Type One – A number assigned to a student for identification purposes. If the Social Security Number is available, it should be used as the identification number. If the Social Security Number is not available, this element may reflect a unique derived number assigned for the purposes of student identification, within the college. If the number used is not a Social Security Number, the Student Identification Number must begin with an alphabetic character.

This field should be left justified, filled with trailing spaces.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or containing embedded blanks                        | Critical |
| 2. | All zeroes   | Critical |
| 3. | Duplicate ID within college                                  | Critical |
| 4. | First nine positions are numeric and 10th position non-blank | Critical |

---

## Data Element 1026

### Term Institutional Grade Points

#### Data Element is used in the Following Reports:

None

#### Description:

Record Type One – Term Institutional Grade Points Equivalents (Quality) generated in the current degree level, at the reporting institution, based on a 4.0 scale. Term Institutional Grade Points will consist only of the reporting term data for the student. Non-instructional credit awarded (i.e. CLEP, etc.) and college preparatory credit awarded will not be included in the Term Institutional Grade Points.

Code all nines (9999) if this field is not applicable.

#### EXAMPLE

If a student makes a grade of 'A' in a 3-hour course, then Term Institutional Grade Points are calculated as follows:

$$3 \text{ (Hours)} * 4 \text{ (Scale)} = 12 \text{ (Term Institutional Grade Points)}$$

This data element is the sum of all such points for an individual student for the term.

**NOTE:** Null values are loaded for Beginning-of-Term data submissions.

#### Edit:

- |    |                        |               |
|----|------------------------|---------------|
| 1. | Missing or Non-numeric | Critical      |
| 2. | NE 9999 and GT 100.0   | Informational |

## Data Element 1027

### Term Institutional Hours for GPA

#### Data Element is used in the Following Reports:

None

#### Description:

Record Type One – Term credit hours attempted in the current degree level, which are used for calculation of the grade point average (GPA). The Term Institutional Hours for GPA will consist only of the reporting term data. Non-instructional credit hours (i.e. CLEP, etc.) and college preparatory credit hours will not be included in the Term Institutional Hours for GPA.

Code all nines (999) if this field is not applicable.

**NOTE:** Null values are loaded for Beginning-of-Term data submissions.

#### Edit:

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Non-numeric                                    | Critical      |
| 2. | NE 999 and GT 20.0  | Informational |
| 3. | GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0 | Informational |

## Data Element 1028

### Term Identifier

#### Data Element is used in the Following Reports:

- Exceptions
- Course Number Match
- Readiness for College
- Entry Level/Exit Test
- Accountability Outcome Measures
- OA-2
- FTE
- Perkins Funding
- Perkins Performance
- NRS
- IPEDS (EF2,E12,C2)

#### Description:

Record Type One – Indicates the academic term within the reporting year.

#### TABLE VALUES

1YY Summer Term  
2YY Fall Term  
3YY Spring Term

Where YY is the last two digits of the calendar year of the term being reported.

#### Edit:

1. Missing or Invalid Critical

## Data Element 1029

### Term Part-Time/Full-Time

#### Data Element is used in the Following Reports:

- Exceptions
- Accountability Outcome Measures
- Performance Funding
- IPEDS (EF2)

#### Description:

Record Type One – Indicates if the student is a full-time or part-time student. A full-time student is a student enrolled for twelve or more semester credits or twenty-four or more contact hours per week.

#### TABLE VALUES

- F Full-Time student. Use for Fall and Spring terms only.
- P Part-Time student. Use for Fall and Spring terms only.
- S Summer term. Use for all enrolled students in Summer term.
- Z Use when reporting an Acceleration or a Completion Record only for the student. Student is not enrolled for this term.

#### Edit:

- |    |                                      |               |
|----|--------------------------------------|---------------|
| 1. | Missing or Invalid                   | Critical      |
| 2. | Z and valid Course Section (DE 3009) | Informational |

## Data Element 1030

### Total Institutional Grade Points

#### Data Element is used in the Following Reports:

- Accountability Outcome Measures
- Perkins Performance

#### Description:

Record Type One – Total Institutional Grade Points Equivalents (Quality) generated in the current degree level, at the reporting institution, based on a 4.0 scale. Total Institutional Grade Points will consist of the reporting term data as well as historical term data for the student. Non-instructional credit awarded (i.e. CLEP, etc.) and college preparatory credit awarded will not be included in the Total Institutional Grade Points.

Code all nines (99999) if this field is not applicable.

#### EXAMPLE

If a student makes a grade of 'A' in a 3-hour course, then Quality Points are calculated as follows:

$$3 \text{ (Hours)} * 4 \text{ (Scale)} = 12 \text{ (Total Institutional Grade Points)}$$

This data element is the sum of all such points earned by the individual student prior to and including the current reporting term for the current degree level.

**NOTE:** Nulls are loaded for Beginning-of-Term data submissions.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Non-numeric                                    | Critical |
| 2. | GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0 | Critical |

## Data Element 1031

### Total Institutional Hours for GPA

#### Data Element is used in the Following Reports:

- Accountability Outcome Measures
- Perkins Performance

#### Description:

Record Type One – Total credit hours attempted in the current degree level at the reporting institution, which are used for calculation of the grade point average (GPA). The Total Institutional Hours for GPA will consist of the reporting term data as well as historical term data for the student. Non-instructional credit hours (i.e. CLEP, etc.) and college preparatory credit hours will not be included in the Total Institutional Hours for GPA.

Code all nines (9999) if this field is not applicable.

**NOTE:** Null values are loaded for Beginning-of-Term data submissions.

#### Edit:

- |    |                      |               |
|----|----------------------|---------------|
| 1. | Non-numeric          | Critical      |
| 2. | NE 9999 and GT 175.0 | Informational |

## Data Element 1032

### Transfer Student Flag

#### Data Element is used in the Following Reports:

- Exceptions
- Readiness for College
- Accountability Outcome Measures
- FETPIP File (Enrollments)
- IPEDS (EF2)

#### Description:

Record Type One – Indicates whether the student is or is not a transfer student. A transfer student is a student who has previously attended another postsecondary institution, including non-regionally accredited postsecondary institutions, whether or not any credit is earned or accepted. The First-Time Transfer Student is a transfer student that is in their first term of enrollment at your institution. Once the First-Time Transfer Student is coded “F” in the first term of enrollment, the student will be coded “Y” each subsequent term enrolled. Transfer students are enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational (if certificates are awarded), College Preparatory, Vocational Preparatory, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

#### TABLE VALUES

F	First-Time Transfer Student (first term of enrollment at your institution)
N	No
Y	Yes (every term after the first term the student transfers)
Z	Not applicable - Student is exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

**NOTE:** Once a student is flagged as a transfer student (DE 1032 EQ Y) the student will always be flagged as a transfer throughout their enrollment at the reporting institution. If the student transfers to yet another institution, then the student will be coded “F” the first term of enrollment then “Y” for every other term thereafter.

#### Edit:

1.	Missing or Invalid	Critical
2.	IN (F, Y) and First-time Student Flag (DE 1005) EQ Y	Critical
3.	EQ Z and Program of Study, Level (DE 2005) IN (0, 1, 2, 3, 8, A, D, C, H, P, T)	Informational
4.	EQ Z and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 7, A, C, P)	Informational
5.	IN (F, Y) and Transfer Institution (DE 1034) EQ 9999999	Informational
6.	EQ F and previous End-of-Term Transfer Student Flag IN (F, Y)	Critical
7.	EQ F and Nation of Citizenship (DE 1033) EQ U5	Informational
8.	EQ F and State Code at Time of Admission (DE 1018) EQ XX	Informational

**PHYSICAL DESCRIPTION:** PIC X (1)

**CREATE/CHANGE DATE:** 08/24/2009



## Data Element 1033

### Nation of Citizenship

#### Data Element is used in the Following Reports:

- Exceptions

#### Description:

Record Type One – The U.S. Federal Processing Standards code (Nation Code) for the student’s country of Citizenship at the time of admission to the institution.

#### TABLE VALUES

AF	Afghanistan	BU	Bulgaria
AX	Akrotiri	UV	Burkina Faso
AL	Albania	BM	Burma
AG	Algeria	BY	Burundi
AN	Andorra	CB	Cambodia
AO	Angola	CM	Cameroon
AV	Anguilla	CA	Canada
AC	Antigua and Barbuda	CV	Cape Verde
AR	Argentina	CJ	Cayman Islands
AM	Armenia	CT	Central African Republic
AA	Aruba	CD	Chad
AT	Ashmore and Cartier Islands	CI	Chile
AS	Australia	CH	China
AU	Austria	KT	Christmas Island
AJ	Azerbaijan	IP	Clipperton Island
BF	Bahamas, The	CK	Cocos (Keeling) Islands
BA	Bahrain	CO	Colombia
BG	Bangladesh	CN	Comoros
BB	Barbados	CF	Congo (Brazzaville)
BS	Bassas da India	CG	Congo (Kinshasa)
BO	Belarus	CW	Cook Islands
BE	Belgium	CR	Coral Sea Islands
BH	Belize	CS	Costa Rica
BN	Benin	IV	Cote D’Ivoire
BD	Bermuda	HR	Croatia
BT	Bhutan	CU	Cuba
BL	Bolivia	UC	Curacao
BK	Bosnia and Herzegovina	CY	Cyprus
BC	Botswana	EZ	Czech Republic
BV	Bouvet Island	DA	Denmark
BR	Brazil	DX	Dhekelia
IO	British Indian Ocean Territory	DJ	Djibouti
VI	British Virgin Islands	DO	Dominica
BX	Brunei	DR	Dominican Republic

**PHYSICAL DESCRIPTION:** PIC X (2)

**CREATE/CHANGE DATE:** 06/01/2014

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EC	Ecuador	EI	Ireland
EG	Egypt	IM	Isle of Man
ES	El Salvador	IS	Israel
EK	Equatorial Guinea	IT	Italy
ER	Eritrea	JM	Jamaica
EN	Estonia	JN	Jan Mayen
ET	Ethiopia	JA	Japan
PJ	Etorcofu, Habomai, Kunashiri, Shibotan Islands	JE	Jersey
EU	Europa Island	JO	Jordan
FK	Falkland Islands (Islas Malvinas)	JU	Juan de Nova Island
FO	Faroe Islands	KZ	Kazakhstan
FJ	Fiji	KE	Kenya
FI	Finland	KR	Kiribati
FR	France	KV	Kosovo
FG	French Guiana	KU	Kuwait
FP	French Polynesia	KG	Kyrgyzstan
FS	French Southern and Antarctic Lands	LA	Laos
GB	Gabon	LG	Latvia
GA	Gambia, The	LE	Lebanon
GZ	Gaza Strip	LT	Lesotho
GG	Georgia	LI	Liberia
GM	Germany	LY	Libya
GH	Ghana	LS	Liechtenstein
GI	Gibraltar	LH	Lithuania
GO	Glorioso Islands	LU	Luxembourg
GR	Greece	MC	Macau
GL	Greenland	MK	Macedonia
GJ	Grenada	MA	Madagascar
GP	Guadeloupe	MI	Malawi
GT	Guatemala	MY	Malaysia
GK	Guernsey	MV	Maldives
GV	Guinea	ML	Mali
PU	Guinea-Bissau	MT	Malta
GY	Guyana	RM	Marshall Islands
HA	Haiti	MB	Martinique
HM	Heard Island and McDonald Islands	MR	Mauritania
HO	Honduras	MP	Mauritius
HK	Hong Kong	MF	Mayotte
HU	Hungary	MX	Mexico
IC	Iceland	FM	Micronesia, Federated States of
IN	India	MD	Moldova
ID	Indonesia	MN	Monaco
IR	Iran	MG	Mongolia
IZ	Iraq	MJ	Montenegro
		MH	Montserrat

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MO	Morocco	SG	Senegal
MZ	Mozambique	RI	Serbia
WA	Namibia	SE	Seychelles
NR	Nauru	SL	Sierra Leone
NP	Nepal	SN	Singapore
NL	Netherlands	NN	Sint Maarten
U2	Neutral Zone	LO	Slovakia
NC	New Caledonia	SI	Slovenia
NZ	New Zealand	BP	Solomon Islands
NU	Nicaragua	SO	Somalia
NG	Niger	SF	South Africa
NI	Nigeria	SX	South Georgia and the South Sandwich Islands
NE	Niue	KS	South Korea
NF	Norfolk Island	OD	South Sudan
KN	North Korea	SP	Spain
NO	Norway	PG	Spratly Islands
MU	Oman	CE	Sri Lanka
PK	Pakistan	U3	Stateless
PS	Palau	SU	Sudan
PM	Panama	NS	Suriname
PP	Papua New Guinea	SV	Svalbard
PF	Paracel Islands	WZ	Swaziland
PA	Paraguay	SW	Sweden
PE	Peru	SZ	Switzerland
RP	Philippines	SY	Syria
PC	Pitcairn Islands	TW	Taiwan
PL	Poland	TI	Tajikistan
PO	Portugal	TZ	Tanzania
QA	Qatar	TH	Thailand
RE	Reunion	TT	Timor-Leste
RO	Romania	TO	Togo
RS	Russia	TL	Tokelau
RW	Rwanda	TN	Tonga
TB	Saint Barthelemy	TD	Trinidad and Tobago
SH	Saint Helena, Ascension, and Tristan Da Cunha	TE	Tromelin Island
SC	Saint Kitts and Nevis	TS	Tunisia
ST	Saint Lucia	TU	Turkey
RN	Saint Martin	TX	Turkmenistan
SB	Saint Pierre and Miquelon	TK	Turks and Caicos Islands
VC	Saint Vincent and The Grenadines	TV	Tuvalu
WS	Samoa	UG	Uganda
SM	San Marino	UP	Ukraine
TP	Sao Tome and Principe	AE	United Arab Emirates
SA	Saudi Arabia	UK	United Kingdom

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US	United States of America and Territories	VM	Vietnam
U5	Unknown	WF	Wallis & Futuna
UY	Uruguay	WE	West Bank
UZ	Uzbekistan	WI	Western Sahara
NH	Vanuatu	YM	Yemen
VT	Vatican City	ZA	Zambia
VE	Venezuela	ZI	Zimbabwe

**NOTES:**

1. *The Community College and Technical Center MIS staff will provide a file for colleges to determine if the Nation of Citizenship code is a valid code. The file that can be retrieved by the colleges is DCC.COLLEGE.NATION.YTTYyyy (where yyyy is the current reporting year (e.g., 2016)).*
2. *CCTCMIS gets the information to update the table from the U.S. Immigration and Customs Enforcement's (ICE) SEVIS lookup tables. Refer to Table 33 in the following document, [https://www.ice.gov/doclib/sevis/pdf/batch\\_api\\_6.27\\_070816\\_appf.pdf](https://www.ice.gov/doclib/sevis/pdf/batch_api_6.27_070816_appf.pdf). Note that the document reference may change as ICE updates the document, so the above link may not function.*

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | EQ U5 and First-Time Student Flag (DE 1005) EQ Y or Transfer Student Flag (DE 1032) EQ F | Informational |

## Data Element 1034

### Transfer Institution

**Data Element is used in the Following Reports:**

- Exceptions

**Description:**

Record Type One – The last Postsecondary Institution from where a student transferred. This number should be right justified, filled with leading zeroes.

**TABLE VALUES**

**Florida State Colleges**

0001470	Eastern Florida	0001493	Indian River	0001514	Polk
0001500	Broward	0001501	Gateway	0001523	St. Johns River
0001471	Central Florida	0001502	Lake-Sumter	0001528	St. Petersburg
0001472	Chipola	0001504	SCF Manatee	0001519	Santa Fe
0001475	Daytona	0001506	Miami Dade	0001520	Seminole
0001477	Edison	0001508	North Florida	0001522	South Florida
0001484	Florida SC at Jax	0001510	Northwest Fla	0001533	Tallahassee
0001485	Florida Keys	0001512	Palm Beach	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

**Florida Universities**

0001480	Florida A&M University	0032553	Florida Gulf Coast University
0001481	Florida Atlantic University	0039574	New College of Florida
0009635	Florida International University	0000000	Unknown
3333333	Florida Polytechnic University	4444444	Other Florida Education Institutions
0001489	Florida State University	6666666	Other Florida Post-Secondary Institutions
0003954	University of Central Florida		
0001535	University of Florida	8888888	Other Non-Florida Post-Secondary Institutions
0009841	University of North Florida		
0001537	University of South Florida	9999999	Not Applicable
0003955	University of West Florida		

**Vocational/Technical Centers**

0010411	Professional Academy Magnet at Loften High School	0360544	Business & Industry Services
0030481	Tom P. Haney Vocational-Technical-Center	0360581	Cape Coral Technical College
0040171	Bradford-Union Technical Center	0370361	Lively Technical Center
0061051	Sheridan Technical College	0410211	Manatee Technical College
0061291	Wm. T. McFatter Technical College	0460602	Crestview Voc-Tech Center
0062221	Atlantic Technical Center	0460701	Choice High School & Technical Center
0060212	Adult & Vocational Off Campus Programs	0469016	Exceptional Student Education
0080161	Charlotte Technical Center	0481131	Mid-Florida Tech
0090131	Withlacoochee Technical College	0481581	Orlando Tech
0090321	Citrus County Renaissance Center	0485783	Westside Tech
0110281	Lorenzo Walker Technical College	0485852	Winter Park Tech
137801	George T. Baker Aviation Technical College	0490861	Technical Education Center Osceola
0138005	Lindsey Hopkins College	0501461	Inlet Grove Community High School
0138901	Miami Lakes Educational Center/Tech College	0501571	South Tech Academy
0138911	Robert Morgan Voc-Tech Institute	0501591	West Technical Education Center
0138981	South Dade Skill Center	0510081	Moore-Mickens Education Center
0138991	Miami Skill Center	0510991	Marchman Technical College
0137253	Miami Agricultural School	0523371	Career Academies of Seminole
0170861	George Stone Area Voc-Tech Center	0523801	Pinellas Technical College – St. Petersburg
0200245	Gadsden Technical Institute	0524541	Pinellas Technical College - Clearwater
0290362	Brewster Technical College	0531591	Maynard A, Traviss Career Center
0291421	Erwin Technical College	0531691	Ridge Career Center
0292381	Learey Technical College	0550231	First Coast Technical College
0294221	Tampa Bay Tech High School	0570321	Locklin Technical Center
0350531	Lake Technical College	0580391	Suncoast Technical College
0359006	Non School Vocational Education	0610012	Suwannee-Hamilton Technical Center
0360541	Fort Myers Technical College	0620131	Taylor Technical Institute
0360543	Southwest Florida Public Service Academy	0642774	Hillcrest Vocational Center
		0660301	Emerald Coast Technical College
		0670141	Florida Panhandle Technical College

**NOTE:** The Community College and Technical Center MIS staff will provide a file for colleges to determine if the Transfer Institution code is a valid code. The file that can be retrieved by the colleges is DCC.COLLEGE.XFERINST.YTyyyy (where yyyy is the current reporting year (e.g., 2016)).

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid                                       | Critical      |
| 2. | EQ 9999999 and Transfer Student Flag (DE 1032) IN (F, Y) | Informational |

## Data Element 1035

### Verified Disabled Classification Indicator

#### Data Element is used in the Following Reports:

- Students with Documented Disabilities
- Budget Process for Students with Disabilities

#### Description:

Record Type one – Indicates students with verified disabilities. The Office for Services for Students with Disabilities (or other appropriate offices) will provide verification of the reported Disabled Classification in Data Element 1002 according to the process set up by the local institution and consistent with the standards in law.

#### TABLE VALUES

- D Student has a verified disability and receives services from the institution  
N Student does not have a documented disability or Not Applicable  
Y Student has a verified disability, but does not receive services from the institution

**NOTE:** The table values in this data element represent the verification of a documented disability outlined in the Florida College System recommendations from the Task Force to Review the Needs of Students with Disabilities.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                                   | Critical |
| 2. | IN (D, Y) and Disabled Classification (DE 1002) EQ Z | Critical |
| 3. | EQ N and Disabled Classification (DE 1002) NE Z      | Critical |

## Data Element 1036

### Race – White

#### Data Element is used in the Following Reports:

- |  |   |
|--|---|
| <input type="checkbox"/> Exceptions            | <input type="checkbox"/> Accountability |
| <input type="checkbox"/> AA-1A                 | <input type="checkbox"/> FETPIP         |
| <input type="checkbox"/> AA-1B                 | <input type="checkbox"/> NRS            |
| <input type="checkbox"/> AA-1C                 | <input type="checkbox"/> Perkins        |
| <input type="checkbox"/> Readiness for College | <input type="checkbox"/> IPEDS          |

#### Description:

Record Type One – Indicates if the student has origins in any of the original people of Europe, the Middle East, or North Africa.

#### TABLE VALUES

- |   |   |
|---|---|
| Y | Yes   |
| N | No  |
| X | Unknown, race was not reported by the student |

**NOTE:** This race code may be coded yes even if others are also yes.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                     | Critical |
| 2. | EQ X and (DE 1037) thru (DE 1040) NE X | Critical |



## Data Element 1037

### Race – Black/African American

#### Data Element is used in the Following Reports:

- |  |   |
|--|---|
| <input type="checkbox"/> Exceptions            | <input type="checkbox"/> Accountability |
| <input type="checkbox"/> AA-1A                 | <input type="checkbox"/> FETPIP         |
| <input type="checkbox"/> AA-1B                 | <input type="checkbox"/> NRS            |
| <input type="checkbox"/> AA-1C                 | <input type="checkbox"/> Perkins        |
| <input type="checkbox"/> Readiness for College | <input type="checkbox"/> IPEDS          |

#### Description:

Record Type One – Indicates if the student has origins in any of the black racial groups of Africa.

#### TABLE VALUES

- |   |   |
|---|---|
| Y | Yes   |
| N | No  |
| X | Unknown, race was not reported by the student |

**NOTE:** This race code may be coded yes even if others are also yes.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                     | Critical |
| 2. | EQ X and (DE 1036) thru (DE 1040) NE X | Critical |

## Data Element 1038

### Race – Asian

#### Data Element is used in the Following Reports:

- |  |   |
|--|---|
| <input type="checkbox"/> Exceptions            | <input type="checkbox"/> Accountability |
| <input type="checkbox"/> AA-1A                 | <input type="checkbox"/> FETPIP         |
| <input type="checkbox"/> AA-1B                 | <input type="checkbox"/> NRS            |
| <input type="checkbox"/> AA-1C                 | <input type="checkbox"/> Perkins        |
| <input type="checkbox"/> Readiness for College | <input type="checkbox"/> IPEDS          |

#### Description:

Record Type One – Indicates if the student has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

#### TABLE VALUES

- |   |   |
|---|---|
| Y | Yes   |
| N | No  |
| X | Unknown, race was not reported by the student |

**NOTE:** This race code may be coded yes even if others are also yes.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                     | Critical |
| 2. | EQ X and (DE 1036) thru (DE 1040) NE X | Critical |

## Data Element 1039

### Race – American Indian/Alaskan Native

#### Data Element is used in the Following Reports:

- |  |   |
|--|---|
| <input type="checkbox"/> Exceptions            | <input type="checkbox"/> Accountability |
| <input type="checkbox"/> AA-1A                 | <input type="checkbox"/> FETPIP         |
| <input type="checkbox"/> AA-1B                 | <input type="checkbox"/> NRS            |
| <input type="checkbox"/> AA-1C                 | <input type="checkbox"/> Perkins        |
| <input type="checkbox"/> Readiness for College | <input type="checkbox"/> IPEDS          |

#### Description:

Record Type One – Indicates if the student has origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

#### TABLE VALUES

- |   |   |
|---|---|
| Y | Yes   |
| N | No  |
| X | Unknown, race was not reported by the student |

**NOTE:** This race code may be coded yes even if others are also yes.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                     | Critical |
| 2. | EQ X and (DE 1036) thru (DE 1040) NE X | Critical |

## Data Element 1040

### Race – Native Hawaiian/Pacific Islander

#### Data Element is used in the Following Reports:

- |  |   |
|--|---|
| <input type="checkbox"/> Exceptions            | <input type="checkbox"/> Accountability |
| <input type="checkbox"/> AA-1A                 | <input type="checkbox"/> FETPIP         |
| <input type="checkbox"/> AA-1B                 | <input type="checkbox"/> NRS            |
| <input type="checkbox"/> AA-1C                 | <input type="checkbox"/> Perkins        |
| <input type="checkbox"/> Readiness for College | <input type="checkbox"/> IPEDS          |

#### Description:

Record Type One – Indicates if the student has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

#### TABLE VALUES

- |   |   |
|---|---|
| Y | Yes   |
| N | No  |
| X | Unknown, race was not reported by the student |

**NOTE:** This race code may be coded yes even if others are also yes.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                     | Critical |
| 2. | EQ X and (DE 1036) thru (DE 1039) NE X | Critical |

## Data Element 1041

### Ethnicity – Hispanic/Latino

#### Data Element is used in the Following Reports:

- |  |   |
|--|---|
| <input type="checkbox"/> Exceptions            | <input type="checkbox"/> Accountability |
| <input type="checkbox"/> AA-1A                 | <input type="checkbox"/> FETPIP         |
| <input type="checkbox"/> AA-1B                 | <input type="checkbox"/> NRS            |
| <input type="checkbox"/> AA-1C                 | <input type="checkbox"/> Perkins        |
| <input type="checkbox"/> Readiness for College | <input type="checkbox"/> IPEDS          |

#### Description:

Record Type One – Indicates if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

#### TABLE VALUES

- |   |  |
|---|--|
| Y | Yes  |
| N | No   |
| X | Unknown, ethnicity was not reported by the student |

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 1042

### Athletically Related Aid Indicator

#### Data Element is used in the Following Reports:

- IPEDS GRS

#### Description:

Record Type One – Indicates the sport for which a scholarship, grant, or other form of financial assistance (including items such as the 40 FTE Waiver) is offered by the institution where the student is required to participate in a program of intercollegiate athletics in order to be eligible to receive such assistance.

#### TABLE VALUES

2	Basketball
3	Baseball
4	Cross Country and track combined
5	All other sports combined (see note 2)
9	Not applicable

#### NOTES:

1. Report this information only with the Annual Financial Aid - Record Type 8 submission. If the financial assistance is from the 40 FTE Waiver, send only the Demographic Record. Code '9' for Summer (1E/2B), Fall (2E/3B) and Winter (3E) Term submissions.
2. If a student receives Athletically Related Aid for more than one sport, report the student only once using the table value hierarchy. Code women's softball as '5' (All other sports combined).
3. For submissions other than the Annual Financial Aid – Record Type 8 submission. Code '9' for Summer (1E/2B), Fall (2E/3B) and Winter (3E) term submissions.

#### Edit:

1.	Missing or non-numeric	Critical
2.	EQ 9 and no Financial Aid Record (only applies for the Annual Financial Aid – Record Type 8 submission)	Critical
3.	EQ 3 and Gender (DE 1006) EQ F	Critical

## Data Element 1043

### Career Pathways Flag

#### Data Element is used in the Following Reports:

- Exceptions
- Perkins Performance

#### Description:

Record Type One – Indicates whether the student is or is not a Career Pathways student.

#### TABLE VALUES

Y      Yes  
N      No

**NOTE:** A Career Pathway program is a program that can begin in high school and continue at the postsecondary level in a like program. To see examples of career pathways, this link provides sample programs of study by career clusters and pathways:

[http://www.fl DOE.org/workforce/dwdgrants/2007/perkins\\_programstudy\\_samples.asp](http://www.fl DOE.org/workforce/dwdgrants/2007/perkins_programstudy_samples.asp)

#### Edit:

1.	Missing or Invalid	Critical
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## Data Element 1047

### Adult Level of Schooling Achieved

#### Data Element is used in the Following Reports:

- Exceptions
- NRS

#### Description:

Record Type One – A code indicating the highest credential/grade level of schooling completed by the student upon entry into the adult education program.

#### TABLE VALUES

N	No Schooling: Student has had no formal educational instruction
E	Grades 1-5: Student has completed an education level up to the equivalent of grade 5
M	Grades 6-8: Student has completed a secondary education level the equivalent of 6 <sup>th</sup> to 8 <sup>th</sup> grade
H	Grades 9-12 (No Diploma): Student has completed a secondary education level the equivalent of 9 <sup>th</sup> to 12 <sup>th</sup> grade, but does not have the equivalent of a high school diploma
D	High School Diploma or Alternate Credential: Certified satisfactory completion of secondary education
G	GED: Student has earned a high school equivalency diploma through passing the GED <sup>®</sup> tests
S	Some College, No Degree: Student has enrolled in postsecondary education but has not earned an Associate of Science (AS) or applied science (AAS), bachelor's, master's, or doctoral degree. Use this code for earners of Associate of Arts and career certificates
C	College or Professional Degree: Student has earned an AS, AAS, bachelor's, master's, or doctoral degree
X	Unknown
Z	Student is co-enrolled or NOT an adult general education student

#### Edit:

1.	Missing or Invalid	Critical
----	--------------------	----------



## Data Element 1048

### Adult Origin of Schooling

#### Data Element is used in the Following Reports:

- Exceptions
- NRS

#### Description:

Record Type One – Indicates the national origin of the highest credential/level of schooling completed by the student upon entry into the adult education program as reported in the Adult Level of Schooling Achieved (DE 1064).

#### TABLE VALUES

U	U.S. Based Schooling: Highest level of schooling attained in the United States, a U.S. territory, an American school overseas, or a U.S. military school
N	Non U.S. Based Schooling: Highest level of schooling attained in a school that is not U.S.-based
X	Unknown
Z	Student is co-enrolled or NOT an adult general education student

#### NOTES:

1. *Edit 2 will be implemented starting Summer Term (1E) 2016-17 submission for colleges that have Adult General Education (AGE) and edit 2 will be implemented for all colleges starting Summer Term (1E) 2017-18 submission.*
2. *Edit 2 will be informational for Summer Term (1E) 2016-17 submission and will be critical starting Fall Term (2E) 2016-17 submission.*

#### Edit:

- |    |  |           |
|----|--|-----------|
| 1. | Missing or Invalid                                       | Critical  |
| 2. | EQ Z and CAE Level of Schooling Achieved (DE 1064) NE NN | *Critical |

*\*See Notes*

## Data Element 1049

### Distance Education Student Location

#### Data Element is used in the Following Reports:

- Exceptions
- IPEDS (EF2)

#### Description:

Record Type One – Indicates the location of the student enrolled in any distance education.

#### TABLE VALUES

- O Outside U.S.
- S Same state as the institution
- U In the U.S., but not the same state
- X Unknown or not reported
- Z Not applicable-use for all students that are not in a Distance Education

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 1050

### Developmental Education High School Exemption

#### Data Element is used in the Following Reports:

- Exceptions
- Developmental Education

#### Description:

Record Type One – Indicates the common placement testing developmental education exemption as a result from a one-time assessment, at the time of admission or first term enrollment as a degree/certificate seeking student after high school graduation.

This data element reports whether a student is exempt from developmental education requirements based on the high school language of s.1008.30 (4)(a) F.S. (2013);

A student who entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

#### TABLE VALUES

Y	The student meets the developmental education exemption because they entered ninth grade in a Florida public school in 2003-2004 or later, and graduated with a standard high school diploma (see table below). Also, students who qualify for the exemption, and HAVE NOT successfully completed previously identified development education needs, should be identified as exempt ('Y').
N	The student does not meet the developmental education exemption because they entered ninth grade in Florida in a Florida public school before 2003-2004 or the high school diploma type is not included in the table below. Other non-qualifying criteria may be an out-of-state high school student, homeschool, or private high school graduates.
D	Students who qualify for the exemption, but HAVE already successfully completed previously identified developmental education needs.
W	Unknown. Could not be determined by submission time, but will be assessed and placed in another value in the next submission.
X	Not applicable (i.e. such as current dual enrollment, Post-Secondary Adult Vocational, Adult General Education, CWE, Transient).

### Standard High School Diplomas

- W06 Standard High School Diploma
- W43 Standard High School Diploma
- W52 Adult Standard High School Diploma (Alternate Assessment)
- W54 Adult Standard High School Diploma ((ACCEL) 18-credit option)
- W55 Adult Standard High School Diploma ((ACCEL) alternate assessment score, 18-credit option)
- W6A Standard High School Diploma (Developmental Education Option)
- W6B Standard High School Diploma
- WD1 Standard High School Diploma (Deferred Receipt)
- \*WFA Standard High School Diploma (College Prep Option and Alternate Assessment)
- \*WFB Standard High School Diploma (Career Prep Option and Alternate Assessment)
- WFT Standard High School Diploma (Alternate Assessment)
- WFW Standard High School Diploma (FCAT waiver)
- WRW Standard High School Diploma (\*Statewide Standardized Assessment Results Waiver)  
Applies to students whom entered ninth grade after 2013-14 school year.
- WXL Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) options)
- WXT Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) options w/state alternative assessment score)
- WXW Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) options w/an approve statewide assessment waiver)

**\*NOTE:** After 2014-15 school year, diploma codes WFA and WFB were no longer valid.

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### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 1051

### Developmental Education Military Exemption

#### Data Element is used in the Following Reports:

- Exceptions
- Developmental Education

#### Description:

Record Type One – This data element regarding the common placement testing developmental education exemption is intended to result from a one-time assessment, at the time of admission or first term enrollment as a degree/certificate seeking student

This data element reports whether a student is exempt from developmental education requirements based on active military service language of the s.1008.30 (4)(a) F.S. (2013);

A student who entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

#### TABLE VALUES

- Y The student is currently serving as an active duty member of the armed forces.
- N The student is not currently serving as an active duty member of the armed forces.
- W Unknown. Could not be determined by submission time, but will be assessed and placed in another value in the next submission.
- X Not applicable (i.e. such as current dual enrollment, Post-Secondary Adult Vocational, Adult General Education, CWE, Transient).

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 1052

### AGE Employment Status

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)

#### Description:

Record Type One – This data element was created for the Adult Education Program, and indicates whether the student is employed, not employed, or not in the labor force at time of entry into The Adult Education Program.

#### Table Values

- E** Employed. The student:
- (a) did any work at all as a paid employee,
  - (b) did any work at all in his or her own business, profession, or farm,
  - (c) worked as an unpaid worker in an enterprise operated by a member of the family, or
  - (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.
- S** Employed. The student:
- (a) received Notice of Termination of Employment, or Military Separation, or employer has issued a Worker Adjustment and Retraining Notification (WARN), or other notice that the facility or enterprise will close, or
  - (b) student is a transitioning service member, (i.e., within 12 months of separation or 24 months of retirement).
- U** Unemployed. Student who is not employed but is seeking employment, making specific efforts to find a job, and is available for work.
- N** Not in the Labor Force. Student is not employed and is not seeking employment.
- Z** Not Applicable. Student is not enrolled in an NRS eligible program.

**NOTE:** Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | <i>Edit Deleted</i>   |          |
| 3. | EQ Z and Course Information Classification Structure (DE 3001) IN (13104, 13201, 13202, 13203)  | Critical |
| 4. | EQ Z and Course Information Classification Structure (DE 3001) EQ 13204 and Adult Educational Functioning Level, Initial (DE 3022) NOT IN (H, K, L, M, X) | Critical |

## Data Element 1053

### Highest Level of Education Completed – Parent One or Guardian One

#### Data Element is used in the Following Reports:

- ❑ Exceptions

#### Description:

Record Type One – Indicates the highest education level completed by the first parent and/or guardian who played the largest role in raising the student, regardless of the student's age.

First generation student information is becoming a topic of increasing interest. Studies have shown that first generation students may have limited knowledge about college and the associated expectations. These students have a higher risk of leaving school prior to the completion of a degree. Identifying and targeting these students for extra services and assistance can increase retention.

#### TABLE VALUES

L	Less than High School, no diploma
D	High school diploma or equivalent/GED
T	Credit Certificate – business, trade school, or technical
C	Some college, no degree
A	Associate degree or two-year degree
B	Bachelor degree or four-year degree
P	Graduate degree (e.g. masters, doctorate, etc.) or professional degree (e.g. law, psychology, medicine, pharmacy, etc.)
X	Unknown
Z	Not Applicable (non-credit students)

#### NOTES:

1. Report the first parent, other family member, and/or guardian who the student believed played the largest role in raising them please indicate the highest level of education that it is believed parent one or guardian one attained.
2. If the student does not know the parent or guardian's highest education level report as 'Unknown'.
3. Students only need to be asked once; however if a college chooses to ask more frequently, then that college may update this data element when new data has been acquired.
4. College needs to submit data element with every data submission.
5. Data element only needs to be collected for credit seeking students.

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 1054

### Highest Level of Education Completed – Parent Two or Guardian Two

#### Data Element is used in the Following Reports:

- ❑ Exceptions

#### Description:

Record Type One – Indicates the highest education level completed by the second parent and/or guardian who played the largest role in raising the student, regardless of the student's age.

First generation student information is becoming a topic of increasing interest. Studies have shown that first generation students may have limited knowledge about college and the associated expectations. These students have a higher risk of leaving school prior to the completion of a degree. Identifying and targeting these students for extra services and assistance can increase retention.

#### TABLE VALUES

L	Less than High School, no diploma
D	High school diploma or equivalent/GED
T	Credit Certificate – business, trade school, or technical
C	Some college, no degree
A	Associate degree or two-year degree
B	Bachelor degree or four-year degree
P	Graduate degree (e.g. masters, doctorate, etc.) or professional degree (e.g. law psychology, medicine, pharmacy, etc.)
N	No second parent or guardian raised student
X	Unknown
Z	Not Applicable (non-credit students)

#### NOTES:

1. Report the second parent, other family member, and/or guardian who the student believed played the largest role in raising them please indicate the highest level of education that it is believed parent two or guardian two attained.
2. If the student does not know the parent or guardian's highest education level report as 'Unknown'.
3. Students only need to be asked once; however if a college chooses to ask more frequently, then that college may update this data element when new data has been acquired.
4. College needs to submit data element with every data submission.
5. Data element only needs to be collected for credit seeking students.

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|



## Data Element 1055

### Name Suffix

#### Data Element is used in the Following Reports:

- Readiness for College

#### Description:

Record Type One – Suffix (if any), of a student's name, to denote a person's generation in his or her family. Record as reported by the student (e.g., Jr., Sr., III)

**NOTE:** *Lowercase letters are converted to uppercase letters.*

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin | Critical |
|----|---|----------|

## Data Element 1057

### Military Status

#### Data Element is used in the Following Reports:

- Exceptions

#### Description:

Record Type One – Identifies a student’s current or prior service in the United States Armed Forces.

#### TABLE VALUES

A	Active Duty Personnel
D	Eligible Dependent (Spouse/child)
N	Active Member of the National Guard
R	Active Member of the Reserves
V	Veteran (Prior Service, Service prior to 9/11/2001)
W	Veteran (Prior Service, Service on or after 9/11/2001)
E	Veteran (Prior Service, Service Dates Unknown)
Y	No Military History
Z	Not Applicable (non-Credit Student)
X	Unknown/No Response

#### NOTES:

1. Values that identify Actively serving members of the U.S. Armed Forces, to include:
  - a. A – Active Duty Personnel
  - b. N – Active Member of the National Guard
  - c. R – Active member of the Reserves

Take precedence over values that identify a student as a veteran. Students will only be identified as veterans if and only if they are no longer actively serving in the U.S. Armed Forces.

2. Eligible Dependent is defined in Title 10 U.S. Code, Section 1072, with respect to a member or former member of a uniformed service, within the scope of this data element means
  - (A) The Spouse
  - (B) The unremarried widow
  - (C) The unremarried widower
  - (D) A child who –
    - i. Has not attained the age of 21;
    - ii. Has not attained the age of 23, is enrolled in a full-time course of study at an institution of higher learning
    - iii. Is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member under clause (i) or (ii)
3. If the student is no longer an active military member (through discharge, retirement, etc.), then this data element will be coded appropriately as “V” Veteran (Prior Service Military Member – Began Term of Service prior to 9/11/2001) or “W” Veteran (Prior Service Military Member – Service Dates Unknown), based on the date they entered into service.

#### Edit:

- |                       |          |
|-----------------------|----------|
| 1. Missing or Invalid | Critical |
|-----------------------|----------|

## Data Element 1058

### CAE Single Parent

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)
- Perkins (CTE)

#### Description:

Record Type One – Identifies student as a single parent and/or single pregnant woman at the time of entry in the current term.

#### TABLE VALUES

- B Student is both a single parent and a single pregnant woman
- S Student unmarried, widowed, or legally separated from spouse and has either sole or joint custody of a minor child or children
- W Student is a single, pregnant woman
- Z Not applicable, student does not meet any of the criteria above

#### NOTES:

1. *Federal reporting requirement for both Perkins and NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*
3. *Edits 2, 3, and 4 will be informational for Summer Term (1E) 2016-17 submission and will be critical starting Fall Term (2E) 2016-17 submission.*

#### Edit:

- |    |  |           |
|----|--|-----------|
| 1. | Missing or Invalid   | Critical  |
| 2. | IN (B, S, W) and Course – ICS (DE 3001) NOT IN (13104, 13201, 13202, 13203, 13204, 12101, 12201, 12301, 12401, 12501, 12601, 12701, 12102, 12202, 12302, 12402, 12502, 12602, 12702) | *Critical |
| 3. | IN (B, S, W) and Course – ICS (DE 3001) EQ 13204 and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)  | *Critical |
| 4. | IN (B, S, W) and Program of Study – Level (DE 2005) NOT IN ('1','2','8','9','A','B','D','G')   | *Critical |

*\*See Note 3*

## Data Element 1059

### CAE Displaced Homemaker

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)
- Perkins (CTE)

#### Description:

Record Type One – Identifies the student as a displaced homemaker according to federal definition.

#### TABLE VALUES

- A Student worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.
- B Student has been dependent on public assistance or on the income of a relative but is no longer supported by such income and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.
- C Student is a parent whose youngest child will become ineligible (at age 16) to receive assistance under the program for Aid to Families with Dependent Children under Part A of the Title IV of the Social Security Act within two years of the parent's application for assistance under the Act and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.
- D Student is providing unpaid services to family members in the home and is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member.
- Z Not applicable, student does not meet any of the criteria above.

#### NOTES:

1. *Federal reporting requirement for both Perkins and NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *All values should be presented to both CTE and AGE students for self-reporting purposes.*
3. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*
4. *Edits 2, 3, and 4 will be informational for Summer Term (1E) 2016-17 submission and will be critical starting Fall Term (2E) 2016-17 submission.*

---

**Edit:**

- |    |   |           |
|----|---|-----------|
| 1. | Missing or Invalid  | Critical  |
| 2. | IN (A, B, C, D) and Course – ICS (DE 3001) NOT IN (13104, 13201, 13202, 13203, 13204, 12101, 12201, 12301, 12401, 12501, 12601, 12701, 12102, 12202, 12302, 12402, 12502, 12602, 12702) | *Critical |
| 3. | IN (A, B, C, D) and Course – ICS (DE 3001) EQ 13204 and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X)  | *Critical |
| 4. | IN (A, B, C, D) and Program of Study – Level (DE 2005) NOT IN ('1','2','8','9','A','B','D','G')   | *Critical |

\*See Note 4

## Data Element 1060

### AGE Ex-Offender

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)

#### Description:

Record Type One – Indicates whether a participant in NRS-eligible program was an ex-offender at the time of entry in the current term/semester.

#### TABLE VALUES

- A Student has self-identified as a person who either:
- (a) Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or
  - (b) Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes
- N Student does not meet either of the conditions presented above
- Z Student not enrolled in an NRS eligible program

#### NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*
3. *Edits 2, 3, and 4 will be informational for Summer Term (1E) 2016-17 submission and will be critical starting Fall Term (2E) 2016-17 submission.*

#### Edit:

- |  |           |
|--|-----------|
| 1. Missing or Invalid  | Critical  |
| 2. EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203)   | *Critical |
| 3. EQ Z and Course – ICS (DE 3001) EQ 13204 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X) | *Critical |
| 4. NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)               | *Critical |

\*See Note 3

## Data Element 1061

### AGE Homeless/Runaway

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)

#### Description:

Record Type One – Identifies whether a participant in NRS-eligible program was homeless (individual, children and youth or runaway youth) at the time of entry in the current term.

#### TABLE VALUES

- A Student lacks a fixed, regular, and adequate nighttime residence; this includes an individual who is:
- (a) sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - (b) living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
  - (c) is living in an emergency or transitional shelter;
  - (d) is abandoned in a hospital; or
  - (e) is awaiting foster care placement;
- B Student has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground
- C Student is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work
- D Student is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth)
- N Student does not meet the conditions described above
- Z Student was not enrolled in an NRS eligible program

#### NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*
3. *Edits 2, 3, and 4 will be informational for Summer Term (1E) 2016-17 submission and will be critical starting Fall Term (2E) 2016-17 submission.*

**Edit:**

- |    |   |           |
|----|---|-----------|
| 1. | Missing or Invalid  | Critical  |
| 2. | EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203)   | *Critical |
| 3. | EQ Z and Course – ICS (DE 3001) EQ 13104 and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X) | *Critical |
| 4. | NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)           | *Critical |

\*See Note 3



## Data Element 1062

### AGE Employment Barriers

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)

#### Description:

Record Type One – Indicates whether a student in NRS-eligible program had any perceived barriers to employment at the time of entry in the current term.

#### TABLE VALUES

- C Student perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment
- N Student does not meet the conditions described above
- Z Student is not enrolled in an NRS eligible program

#### NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*
3. *Edits 2, 3, and 4 will be informational for Summer Term (1E) 2016-17 submission and will be critical starting Fall Term (2E) 2016-17 submission.*

#### Edit:

- |    |   |           |
|----|---|-----------|
| 1. | Missing or Invalid  | Critical  |
| 2. | EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203)   | *Critical |
| 3. | EQ Z and Course – ICS (DE 3001) IN 13104 and Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M, X) | *Critical |
| 4. | NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)           | *Critical |

\*See Note 3

## Data Element 1063

### AGE Migrant/Seasonal Farm Worker

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)

#### Description:

Record Type One – Indicates whether a participant in NRS-eligible program is a migrant or seasonal worker at the time of entry in the current term.

#### TABLE VALUES

- A Student is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency; or (iii) a dependent of the person described above
- B Student is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; or is a dependent of the person described above
- N Student does not meet the conditions described above
- Z Student is not enrolled in an NRS eligible program

#### NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*
3. *Edits 2, 3, and 4 will be informational for Summer Term (1E) 2016-17 submission and will be critical starting Fall Term (2E) 2016-17 submission.*

#### Edit:

- |   |           |
|---|-----------|
| 1. Missing or Invalid   | Critical  |
| 2. EQ Z and Course – ICS (DE 3001) EQ (13104, 13201, 13202, 13203)  | *Critical |
| 3. EQ Z and Course – ICS (DE 3001) EQ 13104 and Adult Educational Functionii Level – Initial (DE 3022) IN (H, K, L, M, X) | *Critical |
| 4. NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010300, 1532010301, 1532010207)          | *Critical |

\*See Note 3

## Data Element 1064

### CAE Level of Schooling Achieved

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance Report (Adult Education)
- NRS (Adult Education)
- Perkins (CTE)

#### Description:

Record Type One – A code indicating the highest credential/grade level of schooling completed by the student upon entry into the adult education program

#### TABLE VALUES

01	Participant completed the 1st grade.
02	Participant completed the 2nd grade
03	Participant completed the 3rd grade
04	Participant completed the 4th grade.
05	Participant completed the 5th grade
06	Participant completed the 6th grade
07	Participant completed the 7th grade.
08	Participant completed the 8th grade
09	Participant completed the 9th grade
10	Participant completed the 10th grade.
11	Participant completed the 11th grade
12	Participant completed the 12th grade, but did not attain a diploma or equivalency.
D1	Participant attained a high school diploma.
G1	Participant attained a high school equivalency.
15	Participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individual Education Plan (IEP).
16	Participant completed some college.
17	Participant attained a Career Certificate.
18	Participant attained an Associate of Applied Sciences.
19	Participant attained an Associate of Science.
20	Participant attained an Associate of Arts.
21	Participant attained a Bachelor's degree.
22	Participant attained beyond a Bachelor's degree.
ZZ	No school grades completed.
NN	Student is not enrolled in an NRS eligible program

#### NOTES:

1. *Federal reporting requirement for both Perkins and NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected once per reporting year.*

3. *Table value D1 is a Standard High School or Adult High School Diploma, Table value G1 is for a GED Certificate, and Table value 15 is for any special diploma or certificate.*
4. *Edit 2 will be informational for Summer Term (1E) 2016-17 submission and will be critical starting Fall Term (2E) 2016-17 submission.*

---

**Edit:**

- |    |  |           |
|----|--|-----------|
| 1. | Missing or Invalid                                 | Critical  |
| 2. | EQ NN and Adult Origin of Schooling (DE 1048) NE Z | *Critical |

\*See Note 4

## Data Element 1101

### Entry Level/Exit Test – Score

#### Data Element is used in the Following Reports:

- Entry Level/Exit Test
- Readiness for College
- Accountability
- NRS (Adult Education)

#### Description:

Record Type Two – Numeric score assigned to the student based on their performance on the associated examination. Use this element in conjunction with Entry Level/Exit Test-Site (DE 1102), Entry Level/Exit Test-Subtest (DE 1103), Entry Level/Exit Test-Type (DE 1104), and College Prep Completion Indicator (DE 1106). Report only those test scores used for placement purposes. Test scores should be reported as follows:

ACT	All scores are standard.
ASSET	All scores are raw.
CPT	All scores are scaled.
ENHANCED ACT	All scores are standard.
ENHANCED ASSET	All scores are scaled.
ESL	Only report failures. Report as zeroes.
FCAT	Only report passes. All scores are standard.
FCAT 2.0	Only report passes. All scores are scaled.
MAPS	All scores are scaled
NEW MAPS	All scores are scaled
PERT	
PSAT	Reading, Writing, and Math scores are standard
SAT	Reading and Math scores are standard. Writing score is scaled
SATI	Reading, Writing, and Math scores are standard
SAT2016	All scores are standard
TABE	Reading, Language, and Math scores are scaled (Adults). Report Failures as zeroes. Report passes as 99.
TABE CLAS-E	Reading, Listening for ESOL students, scores are scaled
CASAS	Reading and Listening for ESOL students; Reading and Math for ABE students; scores are scaled
BEST Literacy	Reading and Writing Skills, scores are scaled
BEST Plus	Oral Proficiency (listening and speaking skills), scores are scaled
Wonderlic GAIN	Language (English) and Math scores are scaled

**TABLE VALUES**

Score Ranges:

ACT or Enhanced ACT Reading	1 – 36
ACT or Enhanced ACT Writing	1 – 36
ACT or Enhanced ACT Math	1 – 36
ASSET Reading	0 – 55
ASSET Writing	0 – 64
ASSET Math	0 – 55
BEST Plus Listening	088 – 999
BEST Literacy Reading	0 – 78
BEST Literacy Writing	0 – 78
CASAS Reading	0 – 265
CASAS Math	0 – 268
CASAS Listening	0 – 249
CPT Reading	1 – 120
CPT Writing	1 – 120
CPT Math (algebra)	15 – 120
Enhanced ASSET Reading	23 – 54
Enhanced ASSET Writing	23 – 54
Enhanced ASSET Math	23 – 55
FCAT Reading	355 – 500
FCAT Writing	355 – 500
FCAT Math	375 – 500
FCAT 2.0 Reading	262 – 302
FCAT 2.0 Writing	262 – 302
MAPS Reading	1 – 25
MAPS Writing	20 – 80
MAPS Math	201 – 225
New MAPS Reading	101 – 125
New MAPS Writing	301 – 625
New MAPS Math	601 – 625
PERT Reading	50 – 150
PERT Writing	50 – 150
PERT Math (algebra)	50 – 150
PSAT Reading	20 – 80
PSAT Writing	20 – 80
PSAT Math	20 – 80
SAT Reading	199 – 800
SAT Writing	19 – 80
SAT Math	199 – 800

SATI Reading	200 – 800
SATI Writing	200 – 800
SATI Math	200 – 800
SAT2016 Reading Test	10 – 40
SAT2016 Writing and Language Test	10 – 40
SAT2016 Math Test	10 – 40
TABE 9-10 Reading	160 – 812
TABE 9-10 Math	160 – 795
TABE 9-10 Language	235 – 826
TABE CLAS-E Reading	225 – 600
TABE CLAS-E Listening	230 – 600
Wonderlic GAIN Math	200 – 1000
Wonderlic GAIN Language (English)	200 – 1000

**NOTES:**

1. Report Algebra scores for the CPT or PERT Mathematics subtest. Code all nines (9999) if entry level/exit test was not taken.
2. Once student scores at the highest score range they are considered to have completed the level and should be moved up a level.
3. SAT2016 Math test scores are reported from the College Board with a decimal, as the test score ranges from 10-40 in increments of 0.5. When submitting SAT2016 Math test data, submit as a right justified whole number (e.g., 20.0 is reported as 0200; 20.5 is reported as 0205).

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Non-numeric   | Critical |
| 2. | Range (according to Entry Level/Exit Test – Subtest (DE 1103) and Entry Level/Exit Test – Type (DE 1104))  | Critical |
| 3. | EQ 9999 and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NE X or Entry Level/Exit Test – Type (DE 1104) NE X)             | Critical |
| 4. | EQ 9999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level/Exit Test – Type (DE 1104) NE X) |          |

## Data Element 1102

### Entry Level/Exit Test – Site

#### Data Element is used in the Following Reports:

- Exceptions
- Entry Level/Exit Test
- NRS (Adult Education)

#### Description:

Record Type Two – Indicates where the associated examination was taken. Use this element in conjunction with Entry Level/Exit Test-Score (DE 1101), Entry Level/Exit Test-Subtest (DE 1103), and Entry Level/Exit Test-Type (DE 1104).

#### TABLE VALUES

- L Local (Taken at the reporting college)  
N Not local (Taken elsewhere)  
X No entry level/exit test was taken

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | EQ X and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Subtest (DE 1103) NE X or Entry Level/Exit Test – Type (DE 1104) NE X or Entry Level/Exit Test – Score (DE 1101) NE 9999) | Critical |
| 3. | EQ X and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Subtest (DE 1103) NE X or Entry Level/Exit Test – Type (DE 1104) NE X or Entry Level/Exit Test – Score (DE 1101) NE 9999) | Critical |



## Data Element 1103

### Entry Level/Exit Test – Subtest

#### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions            | <input type="checkbox"/> Accountability Outcome Measures |
| <input type="checkbox"/> Entry Level/Exit Test | <input type="checkbox"/> NRS (Adult Education)           |
| <input type="checkbox"/> Readiness for College |  |

#### Description:

Record Type Two – Indicates the portion/subtest of the associated examination. Use this element in conjunction with Entry Level/Exit Test – Score (DE 1101), Entry Level/Exit Test – Site (DE 1102), and Entry Level/Exit Test – Type (DE 1104).

#### TABLE VALUES

M	Mathematics or Algebra
N	Language (TABE and Wonderlic GAIN)
O	ESL
R	Reading
S	Listening
W	Writing
X	No entry level/exit test was taken

#### NOTES:

1. The CPT Mathematics or Algebra Subtest must be Algebra.
2. Code W for the SAT2016 Writing and Language test.

#### Edit:

1.	Missing or Invalid	Critical
2.	EQ X and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Type (DE 1104) NE X or Entry Level/Exit Test – Score (DE 1101) NE 9999)	Critical
3.	EQ O and Entry Level/Exit Test – Type (DE 1104) NE L	Critical
4.	IN (X, O) and College Preparatory Completion Indicator (DE 1106) IN (Y, N, O)	Critical
5.	((EQ W and Entry Level/Exit Test – Type (DE 1104) EQ H ) and not (R and Entry Level/Exit Test – Type (DE 1104) EQ H)) and vice versa	Informational
6.	EQ N and Entry Level/Exit Test – Type (DE 1104) NOT IN (J, W, V)	Critical
7.	EQ M and Entry Level/Exit Test – Type (DE 1104) IN (K, N, Q, L)	Critical
8.	EQ R and Entry Level/Exit Test – Type (DE 1104) IN (N, L)	Critical
9.	EQ S and Entry Level/Exit Test – Type (DE 1104) NOT IN (N, Q, R)	Critical
10.	EQ W and Entry Level/Exit Test – Type (DE 1104) IN (J, L, N, Q, R)	Critical
11.	IN (M, R, W) and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Type (DE 1104) NE X or Entry Level/Exit Test – Score (DE 1101) NE 9999)	Critical

## Data Element 1104

### Entry Level/Exit Test – Type

#### Data Element is used in the Following Reports:

- Exceptions
- Entry Level/Exit Test
- Readiness for College
- Accountability Outcome Measure
- NRS (Adult Education)

#### Description:

Record Type Two – Indicates the examination. Use this element in conjunction with Entry Level/Exit Test-Score (DE 1101), Entry Level/Exit Test-Site (DE 1102), and Entry Level/Exit Test-Subtest (DE 1103).

#### TABLE VALUES:

A	ACT	M	MAPS
B	PERT	N	BEST Plus
C	CPT	P	PSAT
D	FCAT	Q	TABE CLASE-E (ESOL)
E	Enhanced ACT	R	CASAS
F	Enhanced ASSET	S	SAT
G	New MAPS	T	ASSET
H	SATI	U	SAT2016
I	FCAT 2.0	V	TABE
J	TABE (Adult Only)	W	Wonderlic GAIN
K	BEST Literacy	X	No entry level/exit test was taken
L	ESL		

#### NOTES:

- Code S for SAT scores reported before April 1, 1995. Code H (SATI) for SAT scores reported from tests administered between April 1, 1995 and February 29, 2016. Code U (SAT2016) for SAT scores reported for tests administered on or after March 1, 2016.*
- FCAT for placement is a pilot project. Only the colleges participating in the pilot can submit FCAT. A student must pass the FCAT subtest to exempt from the CPT. Therefore, only passing subtest scores can be reported. FCAT only has two subtests, so report the Reading score for both Reading and Writing subtests.*
- Students who took the Entry Level Test at a High School under SB1908: For the student who failed a sub-test and did not complete the College Preparatory Course in High School, or for the student who passed the sub-test, report the sub-test data as usual. If the student failed the sub-test and completed the College Preparatory Course in High School, report the completion on the College Preparatory Completion Indicator (DE 1106). As the college may not know what test was taken before the HS course was taken, report the Type as X, the Sub-Test as M, R, or W, the Site as X, the Score as 9999, and the Date as 999999.*

**Edit:**

1.	Missing or Invalid	Critical
2.	EQ X and College Preparatory Completion Indicator (DE 1106) EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NE X or Entry Level/Exit Test – Score (DE 1101) NE 9999)	Critical
3.	EQ X and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level/Exit Test – Score (DE 1101) NE 9999)	Critical
4.	EQ V and Program of Study – Level (DE 2005) NOT IN (2, P)	Informational
5.	EQ L and Entry level/Exit Test – Subtest (DE 1103) NE O	Critical
6.	IN (L, V, J, K, N, Q, R, W) and College Preparatory Completion Indicator (DE 1106) NE Q	Critical
7.	((EQ H and Entry Level/Exit Test – Subtest (DE 1103) EQ R) and not (H and Entry Level/Exit Test – Subtest (DE 1103) EQ W)) and vice versa	Informational
8.	EQ S and Entry Level/Exit Test – Date (DE 1105) GT 9504	Informational
9.	NE X and No Course Record	Informational
10.	IN (A, B, C, D, E, F, G, H, M, P, S, T, U) and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W)	Critical
11.	((IN (D,I) and Entry Level/Exit Test – Subtest (DE 1103) EQ R) and not (IN (D,I) and Entry Level/Exit Test – Subtest (DE 1103) EQ W)) and vice versa	Critical
12.	EQ D and Entry Level/Exit Test – Date (DE 1105) LT 012005	Critical
13.	IN (D, I) and First-Time Student Flag (DE 1005) NOT IN (D, Y)	Critical
14.	EQ D and Reporting Institution (DE 1017) NOT IN (0001475, 0001484, 0001490, 0001493, 0001500, 0001506, 0001508, 0001512, 0006750)	Informational
15.	EQ P and Reporting Institution (DE 1017) NE 0007870	Critical
16.	EQ P and First-Time Student Flag (DE 1005) NE D	Critical
17.	IN (K, I) and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (R, W)	Critical
18.	EQ N and Entry Level/Exit Test – Subtest (DE 1103) NE S	Critical
19.	EQ Q and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (R, S)	Critical
20.	EQ R and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (R, M, S)	Critical
21.	EQ J and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (R, M, N)	Critical
22.	EQ W and Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, N)	Critical
23.	EQ I and Entry Level/Exit Test – Date (DE 1105) LT 042011	Critical
24.	EQ H and Entry Level/Exit Test – Date (DE 1105) GT 022016	Informational
25.	EQ U and Entry Level/Exit Test – Date (DE 1105) LT 032016	Critical

## Data Element 1105

### Entry Level/Exit Test – Date

#### Data Element is used in the Following Reports:

- Entry Level/Exit Test
- Accountability Outcome Measures
- NRS (Adult Education)

#### Description:

Record Type Two – The month and year the entry level/exit test was taken.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (19 or 20), and YY is a numeric year.

Code 999999 for unknown, not applicable, or Adult records.

#### Edit:

- |     |  |               |
|-----|--|---------------|
| 1.  | Missing or Non-numeric                                     | Critical      |
| 2.  | Invalid range month  | Critical      |
| 3.  | Invalid range century                                      | Critical      |
| 4.  | Valid date GT current date                                 | Critical      |
| 5.  | GT 9504 and Entry Level/Exit Test – Type (DE 1104) EQ S    | Informational |
| 6.  | LT Student Birth Date (DE 1019)                            | Critical      |
| 7.  | LT 012005 and Entry Level/Exit Test – Type (DE 1104) EQ D  | Critical      |
| 8.  | LT 042011 and Entry Level/Exit Test – Type (DE 1104) EQ I  | Critical      |
| 9.  | GT 022016 and Entry Level/Exit Test – Type (DE 1104) EQ H  | Informational |
| 10. | LT 032016 and Entry Level/ Exit Test – Type (DE 1104) EQ U | Critical      |

## Data Element 1106

### College Preparatory Completion Indicator

#### Data Element is used in the Following Reports:

- Accountability Outcome Measures

#### Description:

Record Type Two – Indicates if a student has completed the highest level college preparatory course in the Entry Level/Exit Test-Subtest (DE 1103).

#### TABLE VALUES

H	Student completed a College Preparatory Course in High School (Successful Exit).
N	Student did not complete the highest-level college preparatory course or student tested into college preparatory but has not enrolled in a college preparatory course.
O	Student enrolled in a college preparatory course but exited the college preparatory course hierarchy by some other method and did not complete the highest-level college preparatory course (successful exit).
Q	Student who has an Entry Level/Exit Test Type (DE 1104) of L (ESL), V (TABE), J (TABE-Adult Only), K (Best Literacy), N (BEST Plus), Q (TABE CLAS-E), R (CASAS), or W (Wonderlic GAIN).
Y	Student completed the highest level college preparatory course.
X	Not applicable (student is not required to take an entry-level test).
Z	Student took an entry level test but did not test into college preparatory.

**NOTE:** Code this data element for each college preparatory skill area – reading, writing, and math.

#### Edit:

1.	Missing or numeric	Critical
2.	IN (Y, N, O) and Entry Level/Exit Test – Subtest (DE 1103) IN (X, O)	Critical
3.	EQ Q and Entry Level/Exit Test – Type (DE 1104) NOT IN (L, V, J, K, N, Q, R, W)	Critical
4.	EQ X and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test-Subtest (DE 1103) NE X or Entry Level/Exit Test – Type (DE 1104) NE X or Entry Level/Exit Test – Score (DE 1101) NE 9999)	Critical
5.	EQ H and (Entry Level/Exit Test – Site (DE 1102) NE X or Entry Level/Exit Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level/Exit Test – Type (DE 1104) NE X or Entry Level/Exit Test – Score (DE 1101) NE 9999)	Critical

## Data Element 1107

### Adult Entry Level/Exit Test – Form

#### Data Element is used in the Following Reports:

- NRS (Adult Education)

#### Description:

Record Type Two – Indicates which form of the test was given to the student.

#### Table Values

##### TABE

9	TABE-Adult only form 9
10	TABE-Adult only form 10
A	TABE CLAS-E (Reading, Listening) [Test version 1]
B	TABE CLAS-E (Reading, Listening) [Test version 2]

##### BEST

B	BEST Literacy (Test version B-Reading)
C	BEST Literacy (Test version C-Reading)
D	BEST Literacy (Test version D-Reading)
NA	BEST Plus

##### CASAS

27R	CASAS Beginning Literacy Reading Level A
28R	CASAS Beginning Literacy Reading Level A
31M	CASAS Life Skills Series Level A ABE
32M	CASAS Life Skills Series Level A ABE
33M	CASAS Life Skills Series Level B ABE
34M	CASAS Life Skills Series Level B ABE
35M	CASAS Life Skills Series Level C ABE
36M	CASAS Life Skills Series Level C ABE
37M	CASAS Life Skills Series Level D ABE
38M	CASAS Life Skills Series Level D ABE
81R	CASAS Life and Work Skills Series Level A Reading
82R	CASAS Life and Work Skills Series Level A Reading
81RX	CASAS Life and Work Skills Series Level A Reading
82RX	CASAS Life and Work Skills Series Level A Reading
83R	CASAS Life and Work Skills Series Level B Reading
84R	CASAS Life and Work Skills Series Level B Reading
85R	CASAS Life and Work Skills Series Level C Reading
86R	CASAS Life and Work Skills Series Level C Reading
185R	CASAS Life and Work Skills Series Level C Reading
186R	CASAS Life and Work Skills Series Level C Reading
187R	CASAS Life and Work Skills Series Level D Reading
188R	CASAS Life and Work Skills Series Level D Reading

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981L CASAS Life and Work Skills Series Level A Listening  
982L CASAS Life and Work Skills Series Level A Listening  
983L CASAS Life and Work Skills Series Level B Listening  
984L CASAS Life and Work Skills Series Level B Listening  
985L CASAS Life and Work Skills Series Level C Listening  
986L CASAS Life and Work Skills Series Level C Listening

Wonderlic

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WA Wonderlic GAIN Form A  
WB Wonderlic GAIN Form B

ZZZZZ Not Adult Test

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | Adult Entry/Exit Test – Form does not match Entry/Exit Test – Type (DE 1104) | Critical      |
| 3. | Adult Entry/Exit Test – Form invalid (Form is obsolete).                     | Informational |

## Data Element 1108

### Adult Entry Level/Exit Test – Level of Difficulty

**Data Element is used in the Following Reports:**

- NRS (Adult Education)

**Description:**

Record Type Two – Indicates the level of difficulty of the test given to the student.

TABLE VALUES *(for all tests)*

0	Literacy
1	Easy
2	Medium
3	Difficult
4	Advanced
X	Not Applicable (BEST Plus and Wonderlic GAIN)
Z	Not an Adult test

TEST CONVERSION EXAMPLES

TABE-Adult ONLY

L	0 Literacy
E	1 Easy
M	2 Medium
D	3 Difficult
A	4 Advanced

TABE CLAS-E ONLY

1	Easy
2	Medium
3	Difficult
4	Advanced

BEST-Literacy ONLY

B	1 Easy
C	2 Medium
D	3 Difficult

CASAS ONLY *(Reading for ESOL or ABE)*

A	1 Easy
B	2 Medium
C	3 Difficult
D	4 Advanced

CASAS ONLY (Listening)

A	Easy
B	Medium
D	Advanced

**Edit:**

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|



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## Data Element 1109

### Adult Entry Level/Exit Test – Date

#### Data Element is used in the Following Reports:

- NRS (Adult Education)

#### Description:

Record Type Two – The month, day and year the ADULT entry/exit test was taken.

The format for coding this element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day of the month (1-31) CC is a valid century (19 or 20), and YY is a numeric year.

Code 99999999 for not applicable.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Non-numeric   | Critical |
| 2. | Invalid range day  | Critical |
| 3. | Invalid range month  | Critical |
| 4. | Invalid range century  | Critical |
| 5. | Test date GT current date  | Critical |
| 6. | LT Student Birth Date (DE 1019)  | Critical |
| 7. | EQ 99999999 and Entry/Exit Test – Type (DE 1104) IN (K, N, Q, R, J, W) | Critical |

## Data Element 1201

### Acceleration – Hour Type

#### Data Element is used in the Following Reports:

- Exceptions
- OA-2

#### Description:

Record Type Three – Indicates the type of hours awarded in Acceleration - Hours (DE 1202).

#### TABLE VALUES

C	Instruction clock hours
S	Student semester hours
Z	Not applicable

#### NOTES:

1. Record type not required for Beginning-of-Term data submissions.
2. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid                                  | Critical |
| 2. | IN (C, S) and Acceleration – Hours (DE 1202) EQ 0   | Critical |
| 3. | IN (C, S) and Acceleration – Subtest (DE 1203) EQ X | Critical |
| 4. | EQ Z and Acceleration – Hours (DE 1202) GT 0        | Critical |

## Data Element 1202

### Acceleration – Hours

#### Data Element is used in the Following Reports:

- OA-2

#### Description:

Record Type Three – Number of credits or clock hours for demonstrating proficiency with the associated acceleration examination or method.

#### NOTES:

1. Record type not required for Beginning-of-Term data submissions.
2. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Non-numeric                                | Critical |
| 2. | EQ 0 and Acceleration – Hour Type (DE 1201) IN (C, S) | Critical |
| 3. | GT 0 and Acceleration – Hour Type (DE 1201) EQ Z      | Critical |

## Data Element 1203

### Acceleration – Subtest

#### Data Element is used in the Following Reports:

- Exceptions
- OA-2

#### Description:

Record Type Three – Indicates the portion/subtest, of the associated examination, in which acceleration credit was earned.

#### TABLE VALUES

E	English
H	Humanities
M	Mathematics
N	Natural Science
O	Other
S	Social Science
X	No Acceleration exam was taken

#### NOTES:

1. *If more than one test in each category, then add all hours together for each subtest and report total hours in Acceleration - Hours (DE 1202).*
2. *Record type not required for Beginning-of-Term data submissions.*
3. *Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

#### Edit:

1.	Missing or Invalid	Critical
2.	EQ X and Acceleration – Hour Type (DE 1201) NE Z	Critical
3.	EQ X and Acceleration – Type (DE 1204) NE X	Critical

## Data Element 1204

### Acceleration – Type

#### Data Element is used in the Following Reports:

- Exceptions
- OA-2

#### Description:

Record Type Three – Indicates the examination or method with which acceleration credit was earned.

#### TABLE VALUES

A	CLEP
B	CEEB - Advanced Placement
C	International Baccalaureate Program
D	Institutional Exam
E	Other Exam
F	Experiential Learning
G	Other Method
H	ACT-PEP
I	DANTE
J	AICE - Advanced International Certificate of Education Program
K	Gold Standard Career Pathways Industry Certification (see DE 1205 for definition)
L	Military Credit (for Military Training)
X	No acceleration placement credit earned

#### NOTES:

1. Record type not required for Beginning-of-Term data submissions.
2. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.

#### Edit:

1.	Missing or Invalid	Critical
2.	EQ X and Acceleration – Subtest (DE 1203) NE X	Critical
3.	EQ K and Acceleration – Subtest (DE 1203) NE O	Critical

## Data Element 1205

### Gold Standard Industry Certification Code

#### Data Element is used in the Following Reports:

- Exceptions

#### Description:

Record Type Three – Indicates the type of Industry Certification which the student has been granted credit toward an AS/AAS degree. A Gold Standard Industry Certification is a form of acceleration that applies credit from an industry certification. The State Board of Education has approved the listed Statewide Career and Technical Education Articulation Agreements that are based on industry certification. This supports the Department’s Next Generation Areas of Focus, Effort Number 3, “to expand opportunities for postsecondary degrees and certificates.” These agreements are intended to be a minimum guarantee of articulated credit and do not preclude institutions from granting additional credit based on local agreements.

#### TABLE VALUES

ZZZZZZZZ – Not Applicable. No credit was granted to the student for Industry Certification.

Valid Codes are listed in DCC.COLLEGE.PINDCER.TYYyyyy (where yyyy is the current reporting year (e.g., 2016)).

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | NE ZZZZZZZZ and Acceleration – Type (DE 1204) NE K   | Critical |
| 3. | NE ZZZZZZZZ and Acceleration – Type (DE 1204) EQ K   | Critical |
| 4. | NE ZZZZZZZZ and [Acceleration – Hour Type (DE 1201) NE S or Acceleration – Hours (DE 1202) EQ 0] | Critical |

## Data Element 2001

### Program of Study – Award Type

#### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions            | <input type="checkbox"/> Accountability Outcome Measures |
| <input type="checkbox"/> AA-1A                 | <input type="checkbox"/> FETPIP (Enrollments, Leavers)   |
| <input type="checkbox"/> AA-1B                 | <input type="checkbox"/> Perkins                         |
| <input type="checkbox"/> AA-1C                 | <input type="checkbox"/> IPEDS (EF2)                     |
| <input type="checkbox"/> Readiness for College |  |

#### Description:

Record Type Four – Indicates the degree or other formal award being sought, as declared by the student at the institution. Unlike Program of Study, Level (DE 2005), this element is designed to capture the student's award intention. All students should be coded as such, regardless of their Program of Study Level (DE 2005).

#### TABLE VALUES

1	Associate in Arts (AA) Degree	(Rule 6A-14.030(1), Florida Administrative Code)
2	Associate in Science (AS) Degree	(Rule 6A-14.030(2), FAC)
3	Associate in Science (AS) Certificate	(Rule 6A-14.030(2), FAC) (Postsecondary Vocational Certificate (PSVC))
4	Vocational Certificate	(Rule 6A-14.030(3), FAC) (Postsecondary Adult Vocational Certificate (PSAVC))
5	Adult High School Diploma	(Rule 6A-14.030(5), FAC)
6	Degree Seeking – Undecided	
9	No Formal Award (Credit, Non-degree seeker)	
A	Associate in Applied Science (AAS) Degree	
B	Adult General (except Adult High School Diploma and GED)	
C	Baccalaureate	
D	Applied Technology Diploma (ATD)	
F	Educator Preparation Institute (EPI) Certificate	
G	GED	
H	Upper Division Non-Degree seeker	
I	Certificate of Professional Preparation	
P	Apprenticeship Program	
T	Advanced Technical Certificate (ATC)	
Z	Not Applicable (i.e. Continuing Education Enrollments)	

#### NOTES:

1. Use for active and inactive programs.
2. Degree Seeking – Undecided are persons who intend to achieve a degree but have not decided on the program area of the degree.

---

**Edit:**

- |     |  |          |
|-----|--|----------|
| 1.  | Missing or Invalid   | Critical |
| 2.  | IN (C, H), and Reporting Institution (DE 1017) NOT IN (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528) | Critical |
| 3.  | <i>Edit Deleted</i>  | Critical |
| 4.  | EQ F and Program of Study – Level (DE 2005) NE F   | Critical |
| 5.  | EQ F and Program of Study – CIP (DE 2002) NE 5551399990  | Critical |
| 6.  | EQ H and Program of Study – Level (DE 2005) NE H   | Critical |
| 7.  | EQ H and Program of Study – CIP (DE 2002) NE 9999999999  | Critical |
| 8.  | EQ C and Program of Study – Level (DE 2005) NOT IN (C, E)  | Critical |
| 9.  | EQ C and Program of Study – CIP (DE 2002) EQ 9999999999  | Critical |
| 10. | EQ I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code    | Critical |
| 11. | EQ I and Program of Study – Level (DE 2005) NE I   | Critical |



## Data Element 2002

### Program of Study – CIP

#### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> Perkins Funding | <input type="checkbox"/> Accountability Outcome Measures |
| <input type="checkbox"/> AA-1A           | <input type="checkbox"/> Perkins Performance             |
| <input type="checkbox"/> AA-1B           | <input type="checkbox"/> NRS (Adult Education)           |
| <input type="checkbox"/> AA-1C           |  |

#### Description:

Record Type Four – Identifies the classification associated with the College's declared program of study (Data Element 2005). The Program of Study - CIP is a ten-character code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (999999999) if the student is not enrolled in a program. If a student is enrolled in one or more inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, 8888888889.

#### NOTES:

1. *If the student is awaiting entry into a Limited Access Program, code the student under the specific CIP (Needed for the AA-1B).*
2. *The Community College and Technical Center MIS staff will provide a file for colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named DCC.COLLEGE.CIP.YTyyyy (where yyyy is the current reporting year (e.g., 2016)).*
3. *Code '5551399990' for Students enrolled in an Educator Preparation Institute (EPI) Certificate programs.*
4. *For Students enrolled in a Certificate of Professional Preparation program, the CIP cluster is '555' and the CIP Unique Identifier is '0'. The CIP will be assigned by the Division of Florida Colleges, and added to the file with valid CIP codes.*

**For Associate in Arts (AA) Degree Programs and Baccalaureate Degree Programs**

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES**

*CLUSTER VALUES (decimal point is implied)*

- |                                      |   |
|--------------------------------------|---|
| 1.10 - Baccalaureate                 | 1.16 - Mathematics and Computer Science |
| 1.11 - Natural and Physical Sciences | 1.17 - Social Sciences                  |
| 1.12 - Fine and Applied Arts         | 1.18 - Other Degree Programs            |
| 1.13 - Letters and Foreign Languages | 1.19 - General Degree Transfer          |
| 1.14 - Education                     |   |
| 1.15 - Business and Management       |   |

*CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES*

For AA Degree Programs, code the Classification of Instructional Program (CIP) as 24.0101.

For Baccalaureate Programs, code the CIP which has been agreed upon between the Division of Florida Colleges and the college. The "Unique Identifier" is used to reflect the "track". The Community College and Technical Centers MIS staff will provide a file for the colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named: DCC.COLLEGE.BACCIPTYYyyyy (where yyyy is the current reporting year (e.g., 2016)).

For Upper Division Non-Degree Seeking students, code '9999999999'.

**UNIQUE IDENTIFIER**

0 thru 9 - Differentiates between two CIP codes which are otherwise the same.

**For Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, Apprenticeship Programs, or Adult General Education**

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES**

*CLUSTER VALUES*

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| 01 - Agriculture                  | 07 - Public Service                   |
| 02 - Marketing                    | 08 - Apprenticeship                   |
| 03 - Health Occupations           | 09 - Preparation for Homemaking       |
| 04 - Family and Consumer Sciences | 10 - Diversified Cooperative Training |
| 05 - Business                     | 15 - Adult General Education          |
| 06 - Industrial                   |                                       |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES**

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

**UNIQUE IDENTIFIER**

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

**NOTE:** The combination of the Cluster '15' and the CIP starting with '320' or '330' are used to identify the Adult General Education Programs.

**Associate in Science (AS) Degree Programs with Articulated General Education**

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES**

**CLUSTER VALUES**

- |                                   |                     |
|-----------------------------------|---------------------|
| 11 - Agriculture                  | 15 - Business       |
| 12 - Marketing                    | 16 - Industrial     |
| 13 - Health Occupations           | 17 - Public Service |
| 14 - Family and Consumer Sciences |                     |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES**

Use appropriate CIP code from file provided by CCTCMIS (see Note 2).

**UNIQUE IDENTIFIER**

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

**Edit:**

- |    |   |               |
|----|---|---------------|
| 1. | Missing   | Critical      |
| 2. | NE 9999999999 and Program of Study – Hour Type (DE 2003) EQ Z   | Critical      |
| 3. | NE 9999999999 and Program of Study – Hours (DE 2004) IN (0, 99999)  | Critical      |
| 4. | EQ 9999999999 and Program of Study – Level (DE 2005) NOT IN (4, 5, 6, Z)  | Critical      |
| 5. | AA Degree Program CIP and Program of Study – Title (DE 2006) is NULL  | Critical      |
| 6. | Combination of CIP and Program of Study – Hour Type (DE 2003) and Program of Study – Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables  | Critical      |
| 7. | Valid CIP for Adult Programs and First-Time Student (DE 1005) NOT IN (N, Z) and ((High School Graduation Code (DE 1008) IN (X, Z)) or (No Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)) | Informational |
| 8. | EQ 888888 and Locally Inactive Program Flag (DE 2009) EQ N  | Critical      |
| 9. | CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate Degree) and Reporting Institution (DE 1017) NOT IN (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)                                | Critical      |

---

10.	Baccalaureate Degree Program CIP and Program of Study – Title (DE 2006) is NULL	Critical
11.	Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017) IN (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)	Critical
12.	EQ 5551399990 and Program of Study – Award Type (DE 2001) NE F	Critical
13.	EQ 5551399990 and Program of Study – Level (DE 2005) NE F	Critical
14.	NE 9999999999 and Program of Study – Award Type (DE 2001) EQ H and Program of Study, Level (DE 2005) EQ H	Critical
15.	Valid Certificate of Professional Preparation CIP code and Program of Study – Award Type (DE 2001) NE I	Critical
16.	Valid Certificate of Professional Preparation CIP code and Program of Study – Level (DE 2005) NE I	Critical
17.	EQ 8888888888 and Program of Study – Level (DE2005) IN (C, E, F, H, I)	Critical

## Data Element 2003

### Program of Study – Hour Type

#### Data Element is used in the Following Reports:

- Exceptions
- AA-1A
- IPEDS (C2)

#### Description:

Record Type Four – A one-character field describing the type of hours reported in Program of Study - Hours (DE 2004) as either student semester hours or instructional clock hours.

#### TABLE VALUES

C	Instructional clock hours
S	Student semester hours
Z	Not applicable

**NOTE:** Use Instructional clock hours (C) when Program of Study – CIP (DE 2002) is equal to a valid CIP for Adult High School, ABE, or GED.

#### Edit:

1.	Missing or Invalid	Critical
2.	EQ Z and (Program of Study – CIP (DE 2002) NE 9999999999	Critical
3.	Combination of Hour Type and Program of Study, CIP (DE 2002) and the Program of Study Level (DE 2005) do not match CIP, Hour Type, and Level values from the CIP and Level tables	Critical
4.	EQ C and Total Clock Hours Earned Toward Award (DE 2007) EQ 99999	Critical
5.	EQ S and Total Credit Hours Toward Award (DE 2008) EQ 99999	Critical
6.	EQ S and Program of Study – Hours (DE 2004) GT 60 and Program of Study – Level (DE 2005) IN (0, 8, D)	Critical
7.	EQ S and Program of Study – Hours (DE 2004) GT 135 and Program of Study – Level (DE 2005) IN (1, 3, 4, A, C, E)	Critical
8.	EQ C and Program of Study – Hours (DE 2004) GT 3000 and Program of Study – Level (DE 2005) IN (2, 3, 4, D)	Critical
9.	EQ S and Program of Study – Hours (DE 2004) GT 45 and Program of Study – Level (DE 2005) EQ T	Critical

## Data Element 2004

### Program of Study – Hours

#### Data Element is used in the Following Reports:

- AA-1A
- IPEDS (C2)

#### Description:

Record Type Four – A field describing the number of hours needed to complete the program of study. Code all nines (99999) if not applicable.

**NOTE:** Use Program length from the CIP table when using a valid CIP for Adult High School, ABE, or GED.

#### Edit:

- |     |  |               |
|-----|--|---------------|
| 1.  | Missing or Non-numeric   | Critical      |
| 2.  | IN (0, 99999) and (Program of Study – CIP NE 999999999)  | Critical      |
| 3.  | NE standard program hour length and Program of Study – Level (DE 2005) IN (0, 1, 2, 8, A, D, P, T)   | Informational |
| 4.  | NE standard program hour length and Program of Study – CIP EQ Adult High School, ABE, or GED   | Informational |
| 5.  | NE standard program hour length and Program of Study, Level (DE 2005) IN (C, E) and Reporting institution ( DE 1017) NOT IN (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528) | Critical      |
| 6.  | NE standard program hour length and Program of Study – Level (DE 2005) EQ I  | Critical      |
| 7.  | GT 60 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (0, 8, D)  | Critical      |
| 8.  | GT 135 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (1, 3, 4, A, C, E)  | Critical      |
| 9.  | GT 3000 and Program of Study – Hour Type (DE 2003) EQ C and Program of Study – Level (DE 2005) IN (2, 3, 4, D)   | Critical      |
| 10. | GT 45 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) EQ T  | Critical      |

## Data Element 2005

### Program of Study – Level

#### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> AA-1A                           | <input type="checkbox"/> Perkins Performance   |
| <input type="checkbox"/> AA-1B                           | <input type="checkbox"/> NRS (Adult Education) |
| <input type="checkbox"/> Accountability Outcome Measures | <input type="checkbox"/> IPEDS (EF2, EP)       |
| <input type="checkbox"/> Readiness for College           |  |

#### Description:

Record Type Four – Code determined by the institution to describe the student's program of study level.

#### TABLE VALUES

0	Associate in Arts (AA) Degree	(Rule 6A-14.030(1), FAC)
1	Associate in Science (AS) Degree	(Rule 6A-14.030(2), FAC)
2	Vocational Certificate (Postsecondary Adult Vocational Certificate (PSAVC))	(Rule 6A-14.030(3), FAC)
3	Awaiting Limited Access Program	
4	General Freshman	
5	Employment Related (Career Exploration or Job Upgrade)	
6	Other Personal Objectives	
7	Linkage	
8	Associate in Science Certificate (Postsecondary Vocational Certificate (PSVC))	(Rule 6A-14.030(2), FAC)
9	Adult High School Diploma	(Rule 6A-14.030(5), FAC)
A	Associate in Applied Science (AAS) Degree	
B	Adult General (Except Adult High School Diploma and GED)	
C	Baccalaureate Degree	
D	Applied Technology Diploma (ATD)	
E	BS– Transitional	
F	Educator Preparation Institute (EPI) Certificate	
G	GED	
H	Upper Level Non-Degree seeker	
I	Certificate of Professional Preparation	
P	Apprenticeship Program	
T	Advanced Technical Certificate (ATC)	
Z	Not Applicable	

#### NOTES:

- General Freshman.** Persons who intend to achieve a degree or certificate but have not met the criteria of a program enrollee (definition in the Florida Community Colleges Fact Book Glossary section).
- Employment Related.** Persons enrolled for credit or non-credit courses for career exploration or current job upgrading. These persons have no intention of completing a degree or certificate program.

3. **Other Personal Objectives.** Persons enrolled in credit or non-credit courses to satisfy their personal objectives. The enrollments would not be employment related. These persons have no intention of completing a degree or certificate program.
4. **Linkage.** A cooperative agreement among community colleges to allow students to enroll in specialized programs only offered at certain colleges. A student enrolls in one linkage college to complete the general education requirements and continues his/her education in a specialized program at another linkage college.
5. **Baccalaureate – Transitional.** Students who meet the minimum requirements for baccalaureate admittance (i.e., earned associate degree or a minimum of 60 college credits successfully completed, including satisfaction of general education requirements) but are not eligible for admission to a specific baccalaureate program or are on the “wait list” for limited enrollment restricted access programs. The “transitional” classification is designated for student seeking admission to a baccalaureate program that are completing additional requirements prior to being fully admitted into a specific baccalaureate program. Additional requirements may include the completion of common prerequisite courses, or obtaining licensure or certification exam results. This classification is intended to be temporary while the student completes the remaining admission requirements for a specific baccalaureate program.
6. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the Level code is a valid code. The file that can be retrieved is DCC.COLLEGE.LEVEL.YTyyyy (where yyyy is the current reporting year (e.g., 2016)).

**Edit:**

- |     |  |               |
|-----|--|---------------|
| 1.  | Missing or Invalid   | Critical      |
| 2.  | Edit Deleted   |               |
| 3.  | Combination of Level, Program of Study – CIP (DE 2002) and Program of Study – Hour Type (DE 2003) do not match CIP, Hour Type and Level values from the CIP and Level tables                           | Critical      |
| 4.  | NOT IN (2, P) and Entry Level/Exit Test – Type (DE 1104) EQ V  | Informational |
| 5.  | IN (0, 1, 2, 3, 8, A, C, D, E, P, T) and Transfer Student Flag (DE 1032) EQ Z  | Informational |
| 6.  | IN (0, 1, 2, 8, A, D, P, T) and Program of Study – Hours (DE 2004) NE the standard program hour length from the CIP table  | Informational |
| 7.  | NOT IN (9, B, G, Z) or First Time Student Flag (DE 1005) NOT IN (N, Z) and Program of Study – CIP (DE 2002) is an Adult Program (see Appendix A) and High School Graduation Code (DE 1008) IN (X, Z)   | Informational |
| 8.  | IN (C, E) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 6750, 10652) | Critical      |
| 9.  | IN (C, E) and Program of Study, Hours (DE 2004) NE the standard program hour length from the CIP table   | Critical      |
| 10. | EQ F and Program of Study – Award Type (DE 2001) NE F  | Critical      |
| 11. | EQ F and Program of Study – CIP (DE 2002) NE 5551399990  | Critical      |
| 12. | EQ H and Program of Study – Award Type (DE 2001) NE H  | Critical      |
| 13. | EQ H and Program of Study – CIP (DE 2002) NE 9999999999  | Critical      |
| 14. | IN (C, E) and Program of Study – Award Type (DE 2001) NE C   | Critical      |
| 15. | EQ C and Program of Study – CIP (DE 2002) EQ 9999999999  | Critical      |



16.	EQ F and First-Time Student Flag (DE 1005) NE Z	Informational
17.	EQ I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code	Critical
18.	EQ I and Program of Study – Award Type (DE 2001) NE I	Critical
19.	IN (0, 8, D) and Program of Study – Hours (DE 2004) GT 60 and Program of Study – Hour Type (DE 2003) EQ S	Critical
20.	IN (1, 3, 4, A, C, E) and Program of Study – Hours (DE 2004) GT 135 and Program of Study – Hour Type (DE 2003) EQ S	Critical
21.	IN (2, 3, 4, D) and Program of Study – Hours (DE 2004) GT 3000 and Program of Study – Hour Type (DE 2003) EQ C	Critical
22.	EQ T and Program of Study – Hours (DE 2004) GT 45 and Program of Study – Hour Type (DE 2003) EQ S	Critical
23.	IN (C, E, F, H, I) and Program of Study – CIP (DE 2002) EQ 8888888888	Critical
24.	EQ 0 and Total Credit Hours Toward Award (DE 2008) GT 29 and Baccalaureate Institution of Interest (DE 2015) EQ 9999999	Informational
25.	NE F and EPI Subject Area Specialization Program1 (DE 2016) NE 999	Critical
26.	NE F and EPI Subject Area Specialization Program2 (DE 2017) NE 999	Critical
27.	NE F and EPI Subject Area Specialization Program3 (DE 2018) NE 999	Critical
28.	NE F and EPI Subject Area Specialization Program4 (DE 2019) NE 999	Critical
29.	NE F and EPI Subject Area Specialization Program5 (DE 2020) NE 999	Critical
30.	EQ F and EPI Subject Area Specialization Program1-5 (DE 2016 thru DE 2020) EQ 999	Critical
31.	EQ C and Course Section – Identifier (DE 3008), fourth digit EQ 0	Critical

## Data Element 2006

### Program of Study – Title

#### Data Element is used in the Following Reports:

- AA-1A
- IPEDS (EP, C2)

#### Description:

Record Type Four – The name of the program of study as it appears in the Division of Community College Program Inventory.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing and Program of Study – CIP (DE 2002) is an Associate in Arts (A.A.) Degree Program CIP | Critical |
| 2. | Missing and Program of Study – CIP (DE 2002) is a Baccalaureate Degree Program CIP             | Critical |

## Data Element 2007

### Total Clock Hours Earned Toward Award

#### Data Element is used in the Following Reports:

- Exceptions
- Perkins Performance

#### Description:

Record Type Four – Cumulative count of clock hours earned, prior to and after formal admission, which apply to the current award program CIP. This includes non-instructional clock hours (Experiential Learning, etc.) awarded.

Code all nines (999999) if not applicable.

**NOTE:** Zeroes are loaded for Beginning-of-Term data submissions.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Non-numeric                               | Critical |
| 2. | EQ 99999 and Program of Study – Hours (DE 2003) EQ C | Critical |
| 3. | EQ 99998.9   | Critical |

## Data Element 2008

### Total Credit Hours toward Award

#### Data Element is used in the Following Reports:

- Exceptions
- EDW Enrollment
- Perkins Performance

#### Description:

Record Type Four – Cumulative count of credit hours earned, prior to and after formal admission, which apply to the current award program CIP. This includes transfer credit hours and non-instructional credit hours (CLEP, etc.) awarded.

Code all nines (999999) if not applicable.

#### NOTES:

1. *College Preparatory credit hours should be excluded.*
2. *Zeros are loaded for Beginning-of-Term data submissions.*

#### Edit:

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Non-numeric   | Critical      |
| 2. | EQ 99999 and Program of Study – Hours (DE 2003) EQ S   | Critical      |
| 3. | EQ 99998.9   | Critical      |
| 4. | GT 29 and Baccalaureate Institution of Interest (DE 2015) EQ 9999999 and Program of Study – Level (DE 2005) EQ 0 | Informational |
| 5. | GT 29 and First-time Student Flag (DE 1005) EQ Y   | Informational |
| 6. | GT 29 and First-time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) IN (H, S, P)       | Critical      |
| 7. | LT 30 and First-time Student Flag (DE 1005) EQ Y and no matching Entry Level/Exit Test Record                    | Informational |

---

## Data Element 2009

### Locally Inactive Program Flag

#### Data Element is used in the Following Reports:

- Exceptions
- AA-1A

#### Description:

Record Type Four – Indicates if the program represented by the Program of Study CIP (DE 2002) is a LOCALLY inactive program.

#### TABLE VALUES

- Y This is a locally inactive program. (Do **NOT** use for statewide inactive programs).  
N This is not a locally inactive program.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid                                  | Critical |
| 2. | EQ N and Program of Study – CIP (DE 2002) EQ 888888 | Critical |

## Data Element 2010

### State Approved Teacher Preparation Program – DOE Code

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Four – Department of Education (DOE) classification of the State Approved Teacher Preparation Program. These codes are supplied by the Bureau of Educator Recruitment, Development, and Retention (BERDR).

Code 999 for Not applicable.

#### NOTES:

1. *State Approved Teacher Preparation Programs are Baccalaureate or EPI.*
2. *DOE codes must match by college with the list provided by BERDR.*

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing  | Critical |
| 2. | Does not match by college with BERDR list of codes.            | Critical |
| 3. | NE 999 and Program of Study – Level (DE 2005) NOT IN (C, E, F) | Critical |

## Data Element 2011

### State Approved Teacher Preparation Program – Benchmark Term

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollments and Completions

#### Description:

Record Type Four – Term all benchmarks are met before student teaching – If the program has a final, culminating field experience, it should be the term prior when the student took his/her final classroom course. If the program has integrated field experiences throughout and no final culminating field experience, it will be the term the student takes and completes the final course that includes a field experience.

Report as tyyyy, where t is the term (1 = Summer, 2 = Fall, 3 = Winter/Spring) and yyyy is the year. Code all nines (99999) if not applicable.

#### NOTES:

1. State Approved Teacher Preparation Programs are Baccalaureate or EPI.
2. For YYYY use the latter date. Example: 2012-13 – YYYY = 2013 for terms 1, 2, and 3.
3. Once a Benchmark Term has been given, the Benchmark will need to be carried forward with every Program record thereafter.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | NE 99999 and Term NOT IN (1, 2, 3)   | Critical |
| 3. | NE 99999 and Year is not a valid year  | Critical |
| 4. | NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)                                       | Critical |
| 5. | EQ 99999 and Prior Term State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999 | Critical |
| 6. | EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999         | Critical |

## Data Element 2012

### State Approved Teacher Preparation Program – Student Teaching Term

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollments and Completions

#### Description:

Record Type Four – Term of student teaching/final practicum – If the program has a final, culminating field experience, it will be the term the student takes and completes this field experience. If the program has integrated field experiences throughout and no final, culminating field experience, it will be the term the student takes and completes the final course that includes a field experience.

Report as tyyyy, where t is the term (1 = Summer, 2 = Fall, 3 = Winter/Spring) and yyyy is the year. Code all nines (99999) if not applicable.

#### NOTES:

3. State Approved Teacher Preparation Programs are Baccalaureate or EPI.
4. For YYYY use the latter date. Example: 2012-13 – YYYY = 2013 for terms 1, 2, and 3.
5. Once a Student Teaching Term has been given the Student Teaching Term will to be carried forward with every Program record thereafter.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | NE 99999 and Term NOT IN (1, 2, 3)  | Critical |
| 3. | NE 99999 and Year is not a valid year   | Critical |
| 4. | NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)  | Critical |
| 5. | EQ 99999 and Prior Term State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999 | Critical |
| 6. | EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999                | Critical |



## Data Element 2013

### Baccalaureate Enrollment Flag

#### Data Element is used in the Following Reports:

- Exceptions

#### Description:

Record Type Four – Indicates if the term is the first term that the student is enrolled in a Baccalaureate Program.

#### TABLE VALUES

Y	First term student is enrolled in a Baccalaureate Program
N	Student is enrolled in a Baccalaureate Program, but not first term
Z	Not applicable

#### Edit:

1.	Missing or Invalid	Critical
2.	EQ Y or N and Program of Study – Level (DE 2005) NOT IN (C, E)	Critical
3.	EQ Z and Program of Study – Level (DE 2005) IN (C, E)	Critical
4.	EQ Y and previous End-of-Term Baccalaureate Enrollment Flag IN (Y, N), matched by Program of Study – CIP (DE 2002)	Critical

#### IDB Edit:

1.	EQ Y and no Admissions record exists in current term or prior 3 terms where ADB Final Admission Action (DE 1015) IN (A, P, X)	Critical
2.	Must have one record with Baccalaureate Flag (DE 2013) EQ Y	Informational

## Data Element 2014

### Baccalaureate Program of Interest

#### Data Element is used in the Following Reports:

- Exceptions
- Institution and Program of Interest at 30, 45 hours
- Report with zeroes with 30 hrs

#### Description:

Record Type Four – The code will be a six-digit code identifying the Classification of Instructional Program (CIP) associated with the Baccalaureate Program of Interest offered by the Baccalaureate Institution of Interest declared by an AA student with 30 or more semester hours.

#### TABLE VALUES

000000	Unknown for AA students with 30 or more hours
888888	Baccalaureate Program of Interest previously reported.
999999	Not Applicable (Not a Florida Public Baccalaureate Institution, Non AA student, AA student with less than 30 Hours, Student started before 2013-14)

#### NOTES:

1. For 2015-16, institutions may report the two-digit CIP category followed by '0000' if the institution offers a program beginning with the two-digit CIP.
2. Valid CIP Codes for the Baccalaureate Program of Interest offered by Florida Public Baccalaureate Institutions are listed in the file, DCC.COLLEGE.BACINST.YTyyyy (where yyyy is the current reporting year (e.g., 2016)).

#### Statewide articulation agreement.

To improve articulation and reduce excess credit hours, beginning with students initially entering a Florida College System institution in 2013-2014 and thereafter, the articulation agreement must require each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. The institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest. (s.1007.23 (3) F.S.)

#### Edit:

1.	Missing or Invalid	Critical
2.	Invalid CIP Number for Baccalaureate Institution of Interest (DE 2015) not offered	Informational
3.	EQ 999999 and Baccalaureate Institution of Interest (DE 2015) NOT IN (9999999, 7777777, 6666666)	Critical
4.	EQ 000000 and Baccalaureate Institution of Interest (DE 2015) NE 0000000	Critical
5.	EQ 888888 and Baccalaureate Institution (DE 2015) NE 8888888	Critical
6.	Valid Baccalaureate Program of Interest and Previous valid program	Critical

## Data Element 2015

### Baccalaureate Institution of Interest

#### Data Element is used in the Following Reports:

- Exceptions Report
- Institution and Program of Interest at 30, 45 hours
- Report with '0000000' with 30 hours

#### Description:

Record Type Four – The seven-digit FICE code of the Baccalaureate Institution of Interest declared by an AA student with 30 or more semester hours.

#### TABLE VALUES

0000000	Unknown for AA students with 30 or more hours
6666666	Student started before 2013-14.
7777777	Baccalaureate Institution of Interest is not a Florida Public Baccalaureate Institution
8888888	Baccalaureate Institution of Interest previously reported.
9999999	Not Applicable (Non AA student, AA student with less than 30 Hours)

**NOTE:** Valid FICE Codes for the Florida Public Baccalaureate Institutions are listed in the file, DCC.COLLEGE.BACINST.YTyyyy (where yyyy is the current reporting year (e.g., 2016)).

Statewide articulation agreement.

To improve articulation and reduce excess credit hours, beginning with students initially entering a Florida College System institution in 2013-2014 and thereafter, the articulation agreement must require each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. The institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest. F.S. 1007.23(3).

#### Edit:

1.	Missing or Invalid	Critical
2.	Invalid FICE Number for Baccalaureate Program of Interest (DE 2014) not offered	Informational
3.	IN (9999999, 7777777, 6666666) and Baccalaureate Program of Interest (DE 2014) NE 999999	Critical
4.	Valid FICE code and Baccalaureate Program of Interest (DE 2014) EQ 999999	Critical
5.	EQ 0000000 and Baccalaureate Program of Interest (DE 2014) NE 000000	Critical
6.	EQ 8888888 and Baccalaureate Program of Interest (DE 2014) NE 888888	Critical
7.	EQ 9999999 and Total Credits Hours Toward Award (DE 2008) GT 29 and Program of Study – Level (DE 2005) EQ 0	Informational

## Data Element 2016

### EPI Subject Area Specialization – Program 1

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUES

999 Not Applicable

#### NOTES:

1. EPI Subject Area code must match the code in the list that was provided by BERDR.
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is *DCC.COLLEGE.EPICERT.YTTyyyy* (where yyyy is the current reporting year (e.g., 2016)).

#### Edit:

1.	Missing/Invalid code	Critical
2.	NE 999 and Program of Study – Level (DE 2005) NE F	Critical
3.	EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
4.	NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical

## Data Element 2017

### EPI Subject Area Specialization – Program 2

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUES

999 Not Applicable

#### NOTES:

1. EPI Subject Area code must match the code in the list that was provided by BERDR.
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is *DCC.COLLEGE.EPICERT.YTTyyyy* (where *yyyy* is the current reporting year (e.g., 2016)).

#### Edit:

1.	Missing/Invalid code	Critical
2.	NE 999 and Program of Study – Level (DE 2005) NE F	Critical
3.	EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
4.	NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical

## Data Element 2018

### EPI Subject Area Specialization – Program 3

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUES

999 Not Applicable

#### NOTES:

1. EPI Subject Area code must match the code in the list that was provided by BERDR.
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is *DCC.COLLEGE.EPICERT.YTTyyyy* (where yyyy is the current reporting year (e.g., 2016)).

#### Edit:

1.	Missing/Invalid code	Critical
2.	NE 999 and Program of Study – Level (DE 2005) NE F	Critical
3.	EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
4.	NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical

## Data Element 2019

### EPI Subject Area Specialization – Program 4

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUE

999 Not Applicable

#### NOTES:

1. EPI Subject Area code must match the code in the list that was provided by BERDR.
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is *DCC.COLLEGE.EPICERT.YTTyyyy* (where yyyy is the current reporting year (e.g., 2016)).

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing/Invalid code  | Critical |
| 2. | NE 999 and Program of Study – Level (DE 2005) NE F                        | Critical |
| 3. | EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F | Critical |
| 4. | NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020        | Critical |

## Data Element 2020

### EPI Subject Area Specialization – Program 5

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Four – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUE

999 Not Applicable

#### NOTES:

1. EPI Subject Area code must match the code in the list that was provided by BERDR.
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is *DCC.COLLEGE.EPICERT.YTTyyyy* (where *yyyy* is the current reporting year (e.g., 2016)).

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing/Invalid code  | Critical |
| 2. | NE 999 and Program of Study – Level (DE 2005) NE F                        | Critical |
| 3. | EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F | Critical |
| 4. | NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019        | Critical |



## Data Element 2021

### AGE Withdrawal Reason

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)

#### Description:

Record Type Four – Indicates the reason for a student’s withdrawal from an NRS eligible Adult General Education (AGE), in its entirety (*at the program level*), during the current reporting term.

#### Table Values

A	Student is incarcerated or residing in an institution or facility providing 24-hour support such as a hospital or treatment center
B	Student is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program
C	Student is deceased
D	Student is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days
E	Student is in the foster care system, or any other mandated residential program, and has moved from the area as part of such a program or system (exclusion for youth Students only)
F	Student withdrawn and exited for non-attendance
G	Student exited for a reason other than those identified above
N	Student remains enrolled in an NRS eligible program
Z	Student is not enrolled in an NRS eligible program

#### NOTES:

1. *If a student does not withdraw from ALL NRS eligible AGE courses within a given program, they are not considered withdrawn and a value of ‘N’ is reported.*
2. *If a student withdraws from ALL NRS eligible AGE courses, report the applicable value from the table above.*
3. *Only report a ‘G’ if the withdrawal reason is unknown or not covered in the table of values.*
4. *If the student is not enrolled in an NRS Eligible program, report a ‘Z’.*
5. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*

#### Edit:

1.	Missing or invalid	Critical
2.	EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203)	Critical
3.	EQ Z and Course – ICS (DE 3001) EQ 13204 and Adult Educational Functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical

## Data Element 2101

### Completion – CIP

#### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> AA-1A                           | <input type="checkbox"/> NRS (Adult Education) |
| <input type="checkbox"/> Accountability Outcome Measures | <input type="checkbox"/> IPEDS (C2)            |
| <input type="checkbox"/> Perkins Performance             |  |

#### Description:

Record Type Five – Identifies the classification associated with the program in which a completion occurred. Completion - CIP is a ten-digit code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (999999999) if no completion was awarded. If a student completes one or more state inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, or 8888888889.

#### NOTES:

1. Record Type not required for Beginning-of-Term data submissions.
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named *DCC.COLLEGE.CIP.YTyyyy* (where yyyy is the current reporting year (e.g., 2016)).
3. If the CIP code is not in the *.DCC.COLLEGE.CIP.YTyyyy* file, then use the following:
  - a. For students enrolled in an Educator Preparation Institute Certificate program, code '5551399990'.
  - b. For Students enrolled in a Certificate of Professional Preparation program, the CIP cluster is '555' and the CIP Unique Identifier is '0'. The CIP code will be assigned by the Division of Florida Colleges, and added to the file with valid CIP codes.

**Associate in Arts (AA) Degree Programs and Baccalaureate Degree Programs**

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES**

*CLUSTER VALUES: (Decimal point is implied)*

- |                                      |   |
|--------------------------------------|---|
| 1.10 - Baccalaureate                 | 1.16 - Mathematics and Computer Science |
| 1.11 - Natural and Physical Sciences | 1.17 - Social Sciences                  |
| 1.12 - Fine and Applied Arts         | 1.18 - Other Degree Programs            |
| 1.13 - Letters and Foreign Languages | 1.19 - General Degree Transfer          |
| 1.14 - Education                     |   |
| 1.15 - Business and Management       |   |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES**

For AA Degree Programs, code the Classification of Instructional Program (CIP) as 240101.

For Baccalaureate Programs, code the CIP that has been agreed upon between the Division of Florida Colleges and the college. The "Unique Identifier" is use to reflect the "track". The Community College and Technical Centers MIS staff will provide a file for the colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named: DCC.COLLEGE.BACCIP.YTyyyy (where yyyy is the current reporting year (e.g., 2016)).

**UNIQUE IDENTIFIER**

0 thru 9 - Differentiates between two CIP codes which are otherwise the same.

**Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, Apprenticeship Programs, or Adult General Education**

Cluster			Classification of Instructional Program					Unique Identifier	
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES:**

**CLUSTER VALUES:**

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| 01 - Agriculture                  | 07 - Public Service                   |
| 02 - Marketing                    | 08 - Apprenticeship                   |
| 03 - Health Occupations           | 09 - Preparation for Homemaking       |
| 04 - Family and Consumer Sciences | 10 - Diversified Cooperative Training |
| 05 - Business                     | 15 - Adult General Education          |
| 06 - Industrial                   |                                       |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

Use appropriate CIP code from file provided by CCTCMIS (see Note 2, Baccalaureate Programs).

**UNIQUE IDENTIFIER:**

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

**NOTE:** The combination of the Cluster '15' and the CIP starting with '320' or '330' are used to identify Adult General Education Programs.

**Associate in Science (AS) Degree Programs with articulated General Education**

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES**

*CLUSTER VALUES*

- |                                   |                     |
|-----------------------------------|---------------------|
| 11 - Agriculture                  | 15 - Business       |
| 12 - Marketing                    | 16 - Industrial     |
| 13 - Health Occupations           | 17 - Public Service |
| 14 - Family and Consumer Sciences |                     |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

Use appropriate CIP code from file provided by CCTCMIS (see Note 4).

**UNIQUE IDENTIFIER:**

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

**Edit:**

- |     |  |          |
|-----|--|----------|
| 1.  | Missing or Invalid   | Critical |
| 2.  | EQ 9999999999 and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 6, 7, 8, A, C, P)   | Critical |
| 3.  | Combination of Completion – CIP and Completion Degree Granted (DE 2103) do not match CIP and Degree values from CIP and Degree tables  | Critical |
| 4.  | Combination of Completion – CIP and Occupational Completion Point (DE 2104) do not match CIP and OCP values from CIP table   | Critical |
| 5.  | Combination of Completion – CIP and Adult Literacy Completion Point Indicator (DE 2105) do not match CIP and LCP values from CIP and LCP Tables  | Critical |
| 6.  | EQ 8888888888 and Locally Inactive Completion Program Flag (DE 2107) EQ Y  | Critical |
| 7.  | CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate) and Reporting Institution (DE 1017) NOT IN (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)                  | Critical |
| 8.  | Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017) IN (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528) | Critical |
| 9.  | <i>Edit Deleted</i>  |          |
| 10. | EQ 5551399990 and Completion Degree Granted (DE 2103) NE F   | Critical |
| 11. | Duplicate Completion – CIP reported previous year and terms  | Critical |
| 12. | Valid Certificate of Professional Preparation CIP code and Completion Degree Granted (DE 2103) NE I  | Critical |
| 13. | Duplicate AA Classification of Instructional Program (240101) and Same Student Identification Number (DE 1021)   | Critical |
| 14. | EQ 8888888888 and Completion Degree (DE 2103) IN (C, F, I)   | Critical |

---

## Data Element 2102

### Completion Date

#### Data Element is used in the Following Reports:

- IPEDS (C2)

#### Description:

Record Type Five – The date the degree or certificate was awarded to the student or the end of the term.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (20) and YY is a numeric year.

**NOTE:** Record Type not required for Beginning-of-Term data submissions.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | Invalid range month   | Critical |
| 3. | Invalid range century   | Critical |
| 4. | LT Student Date of Entry (DE 1020) (Adult Programs excluded)    | Critical |
| 5. | EQ 999999 and Completion Degree Granted (DE 2103) NOT IN (9, Z) | Critical |
| 6. | Valid Month LT 07 and valid year LE previous reporting year     | Critical |

## Data Element 2103

### Completion Degree Granted

#### Data Element is used in the Following Reports:

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions                      | <input type="checkbox"/> Perkins Performance   |
| <input type="checkbox"/> AA-1A                           | <input type="checkbox"/> NRS (Adult Education) |
| <input type="checkbox"/> Accountability Outcome Measures | <input type="checkbox"/> IPEDS (C2)            |
| <input type="checkbox"/> Performance Funding             |  |

#### Description:

Record Type Five – The degree, certificate, or diploma awarded to the student this term.

#### TABLE VALUES

1	Associate in Arts (AA) Degree (Rule 6A-14.030(1), FAC.)
2	Associate in Science (AS) Degree (Rule 6A-14.030(2), FAC.)
3	Associate in Science Certificate (Rule 6A-14.030(2), FAC.) (Postsecondary Vocational Certificate (PSVC))
4	Vocational Certificate (Rule 6A-14.030(3), FAC.) (Postsecondary Adult Vocational Certificate)
5	Advanced Technical Certificate (ATC)
6	Adult High School Diploma (Rule 6A-14.030(5), FAC.)
7	Applied Technology Diploma (ATD)
8	Student attained a GED
9	No formal award
A	Associate in Applied Science (AAS) Degree
C	Baccalaureate
F	Educator Preparation Institute (EPI) Certificate (Note 2)
I	Certificate of Professional Preparation
P	Apprenticeship Program
Z	Not applicable

#### NOTES:

1. Record Type not required for Beginning-of-Term data submissions.
2. An EPI completion (Table Value F) means a certificate of completion awarded by the college when a student has satisfactorily completed all required program components, passed the Professional Education portion of the Florida Teacher Certification Exam and the college has submitted the Florida Department of Education form CT133 to Teacher Certification.
3. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the Degree code is a valid code. The file that can be retrieved by the colleges is named `DCC.COLLEGE.DEGREE.YTyyyy` (where yyyy is the current reporting year (e.g., 2016)).

**Edit:**

- |     |  |               |
|-----|--|---------------|
| 1.  | Missing or Invalid   | Critical      |
| 2.  | Combination of Degree Granted and Completion – CIP (DE 2101) do not match CIP and Degree values from the CIP and Degree tables   | Critical      |
| 3.  | IN (1, 2, 3, 4, 5, 7, A, C, P) and Transfer Student Flag (DE 1032) EQ Z  | Informational |
| 4.  | IN (1, 2, 3, 4, 5, 6, 7, 8, A, C) and Occupational Completion Point Indicator (DE 2104) NE Z or Adult Literacy Completion Point Indicator (DE 2105) NE Z   | Critical      |
| 5.  | IN (1, 2, 3, 4, 5, 6, 7, 8, A, P) and Completion – CIP (DE 2101) EQ 9999999999   | Critical      |
| 6.  | EQ 5 and ATC Completion Hours (DE 2106) LT 9 or GT 44  | Critical      |
| 7.  | IN (1, 2, 3, 4, 6, 7, 8, 9, A, C, P, Z) and Advanced Technical Certificate Completion Hours (DE 2106) GT 0   | Critical      |
| 8.  | NOT IN (9, Z) and Completion Date (DE 2102) EQ 999999  | Critical      |
| 9.  | EQ C and Reporting Institution (DE 1017) NOT IN (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)   | Critical      |
| 10. | <i>Edit Deleted</i>  |               |
| 11. | EQ F and Completion – CIP (DE 2101) NE 5551399990  | Critical      |
| 12. | EQ I and Valid Certificate of Professional Preparation CIP code  | Critical      |
| 13. | IN (C, F, I) and Completion – CIP (DE 2101) EQ 8888888888  | Critical      |
| 14. | EQ 4 and CTE Basic Skills Examination Flag (DE 2111) EQ Z  | Critical      |
| 15. | NE 4 and CTE Basic Skills Examination Flag (DE 2111) NE Z  | Critical      |
| 16. | NE P and CTE Basic Skills Examination Flag (DE 2111) EQ D  | Critical      |
| 17. | NE F and EPI Subject Area Specialization – Completion 1 (DE 2116) NE 999   | Critical      |
| 18. | NE F and EPI Subject Area Specialization – Completion 2 (DE 2117) NE 999   | Critical      |
| 19. | NE F and EPI Subject Area Specialization – Completion 3 (DE 2118) NE 999   | Critical      |
| 20. | NE F and EPI Subject Area Specialization – Completion 4 (DE 2119) NE 999   | Critical      |
| 21. | NE F and EPI Subject Area Specialization – Completion 5 (DE 2120) NE 999   | Critical      |
| 22. | EQ F and EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 | Critical      |

## Data Element 2104

### Occupational Completion Point Indicator

#### Data Element is used in the Following Reports:

- Perkins Performance
- IPEDS (C2)

#### Description:

Record Type Five – Indicates the Occupational Completion Point (Clock Hour Programs) that a student has completed in a particular program. This data element will be used for various performance and funding requirements.

#### TABLE VALUES

Use valid Occupational Completion Point value from CIP file provided by CCTCMIS (*see DE 2101 Completion – CIP, Note 2*).

Otherwise use:

Z Not Applicable

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | Combination of Occupational Completion Point Indicator and Completion – CIP (DE 2101) do not match CIP and OCP values from the CIP table | Critical |
| 3. | EQ Z and Completion Degree Granted (DE 2103) NE 4 and CTE Basic Skills Examination Flag (DE 2111) NE Z                                   | Critical |



## Data Element 2105

### Adult Literacy Completion Point Indicator

#### Data Element is used in the Following Reports:

- NRS
- IPEDS (C2)

#### Description:

Record Type Five – Indicates the Adult Literacy Completion Point that a student has completed in a particular program.

Literacy Completion Point (LCP) means that attainment of academic or workforce readiness skills that qualify the participant for further basic education, vocational education, or employment. Literacy Completion Points reported may not be based on out of range test scores as determined using publisher guidelines.

#### TABLE VALUES

Valid Adult Literacy Completion Point value (*see Appendix A*)

Z        Not Applicable

This field should be left justified, filled with a trailing blank.

**NOTE:** *The Hours listed in Appendix A for each LCP are the maximum hours allowed. The Community College and Technical Centers MIS staff will provide a file for the colleges to determine if the LCP code is a valid code. The file that can be retrieved by the colleges is named DCC.COLLEGE.LCP.YTyyyy (where yyyy is the current reporting year (e.g., 2016)).*

#### Edit:

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Invalid  | Critical      |
| 2. | Combination of Adult Literacy Completion Point Indicator and Completion – CIP (DE 2101) do not match CIP and LCP values from the CIP and LCP tables | Critical      |
| 3. | LT Adult Educational Functioning Level – Initial (DE 3022)  | Informational |

## Data Element 2106

### Advanced Technical Certificate Completion Hours

#### Data Element is used in the Following Reports:

- AA-1A

#### Description:

Record Type Five – Indicates the number of hours the student completed to reach an Advanced Technical Certificate.

Code all zeroes (00000) when Completion Degree Granted (DE 2103) is not equal to 5.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or non-numeric                                     | Critical |
| 2. | LT 9 or GT 44 and Completion Degree Granted (DE 2103) EQ 5 | Critical |
| 3. | GT 00000 and Completion Degree Granted (DE 2103) NE 5      | Critical |

## Data Element 2107

### Locally Inactive Completion Program Flag

#### Data Element is used in the Following Reports:

- Exceptions
- AA-1A
- IPEDS (C2)

#### Description:

Record Type Five – Indicates if the program represented by the Completion – CIP (DE 2101) is a **LOCALLY** inactive program.

#### TABLE VALUES

- Y This is a locally inactive program (Do **NOT** use for statewide inactive programs)  
N This is not a locally inactive program

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid                                | Critical |
| 2. | EQ Y and Completion – CIP (DE 2101) EQ 8888888888 | Critical |

## Data Element 2108

### Completion Multiple Major Indicator

#### Data Element is used in the Following Reports:

- Exceptions
- Accountability Outcome Measures

#### Description:

Record Type Five – Indicates whether or not a Baccalaureate degree has multiple majors.

#### TABLE VALUES

Y	Multiple Major (two or more Majors)
N	No Multiple Major (one Major)
Z	Not applicable

#### NOTES:

1. *If the Baccalaureate degree has multiple majors, report all the Completion – CIP(s) (e.g., If a student has a Baccalaureate degree with three majors, send three completion records with the CIP identifying the major).*
2. *Record Type not required for Beginning-of-Term data submissions.*

#### Edit:

1.	Missing or Invalid	Critical
2.	IN (Y, N) and Completion Degree Granted (DE 2103) NE C	Critical
3.	IN (Y, N) and Reporting Institution (DE 1017) NOT IN (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)	Critical

## Data Element 2110

### State Approved Teacher Preparation Program Completion – DOE Code

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Five – Department of Education (DOE) classification of the State Approved Teacher Preparation Program. These codes are supplied by the Bureau of Educator Recruitment and Professional Development (BERDR).

Code 999 for Not applicable.

#### NOTES:

1. State Approved Teacher Preparation Programs are Baccalaureate or higher.
2. DOE codes must match by college with the list provided by BERDR.

#### Edit:

- |    |   |               |
|----|---|---------------|
| 1. | Missing   | Critical      |
| 2. | Does not match by college with BERDR list of codes  | Critical      |
| 3. | NE 999 and Completion Degree Granted (DE 2103) NOT IN (C, F)  | Critical      |
| 4. | State Approved Teacher Preparation Program Completion – DOE Code no match with new table CIP and DOE codes  | Informational |
| 5. | NE 999 and State Approved Teacher Preparation Program – Benchmark Term (DE 2011) EQ 999999 or State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) EQ 99999 | Critical      |

## Data Element 2111

### CTE Basic Skills Examination Flag

#### Data Element is used in the Following Reports:

- Exceptions
- Accountability

#### Description:

Record Type Five – Indicates the status of the student in reference to basic skills assessment (*s.1004.91, F.S.*). Students who are enrolled in a postsecondary program offered for career education credit of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program (Rule 6A-10.040).

#### TABLE VALUES:

- A Basic Skills Exempt. A student who possesses a college degree at the associate in applied science level or higher.
- B Basic Skills Exempt. A student who demonstrates readiness for public postsecondary education pursuant to s.1008.30 F.S., and applicable rules adopted by the State Board of Education.
- C Basic Skills Exempt. A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled. Includes students enrolled in programs that fall under the Criminal Justice Standards and Training Commission (CJSTC) standards pursuant to s.943.17 F.S. and s.11B-35.0011(1) Florida Academic Code (F.A.C.) (*see Note 1*).
- D Basic Skills Exempt. An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446, Florida Statutes.
- F Basic Skills Exempt. An adult student with a disability as defined in s.1004.02(7) F.S. who is exempt from meeting the required basic skills mastery level based on Florida college institutions' local policies adopted per s.1004.91 (3)(a) F.S. and Rule 6A-10.040(4) F.A.C.
- G Basic Skills Exempt. The total program length as indicated in the curriculum frameworks is less than 450 clock hours (See Note 2).
- N Student has not completed the initial assessment or student has not demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled.
- Y Student has demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled.
- Z Not Applicable (Non-PSAV students).

See Basic Skills Program Levels online at <http://www.fldoe.org/workforce/dwdframe>.

#### NOTES:

1. All criminal justice programs are exempt from taking any basic skills test recognized in DOE rule per Section 943.17(6) F.S. Students who meet criteria should be coded C even if they also meet other criteria.
2. Students who are enrolled in any PSAV program of less than 450 clock hours (except for CJSTC programs - see note 1) should be coded G even if they meet other criteria.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | NE Z and Completion Degree Granted (DE 2103) NE 4 and Occupational<br>Completion Point Indicator (DE 2104) EQ Z | Critical |
| 3. | IN (N, Z) and Completion Degree Granted (DE 2103) EQ 4  | Critical |
| 4. | EQ D and Completion Degree Granted (DE 2103) NE P   | Critical |

## Data Element 2116

### EPI Subject Area Specialization – Completion 1

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUE

999 Not Applicable

#### NOTES:

1. EPI Subject Area code must match the code in the list that was provided by BERDR.
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is named *DCC.COLLEGE.EPICERT.YTTyyyy* (where yyyy is the current reporting year (e.g., 2016)).

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing/Invalid code  | Critical |
| 2. | NE 999 and Completion Degree Granted (DE 2103) NE F   | Critical |
| 3. | EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F | Critical |
| 4. | NE 999 and EQ Table Value of DE 2117, DE 2118, DE 2119, or DE 2120  | Critical |



## Data Element 2117

### EPI Subject Area Specialization – Completion 2

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUE

999 Not Applicable

#### NOTES:

3. EPI Subject Area code must match the code in the list that was provided by BERDR.
4. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is named *DCC.COLLEGE.EPICERT.YTTyyyy* (where *yyyy* is the current reporting year (e.g., 2016)).

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing/Invalid code  | Critical |
| 2. | NE 999 and Completion Degree Granted (DE 2103) NE F   | Critical |
| 3. | EQ 999 and EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F | Critical |
| 4. | NE 999 and EQ Table Value of DE 2116, DE 2118, DE 2119, or DE 2120  | Critical |

## Data Element 2118

### EPI Subject Area Specialization – Completion 3

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUE

999 Not Applicable

#### NOTES:

5. EPI Subject Area code must match the code in the list that was provided by BERDR.
6. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is named *DCC.COLLEGE.EPICERT.YTTyyyy* (where *yyyy* is the current reporting year (e.g., 2016)).

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing/Invalid code  | Critical |
| 2. | NE 999 and Completion Degree Granted (DE 2103) NE F   | Critical |
| 3. | EQ 999 and EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F | Critical |
| 4. | NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2119, or DE 2120  | Critical |

## Data Element 2119

### EPI Subject Area Specialization – Completion 4

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUE

999 Not Applicable

#### NOTES:

7. EPI Subject Area code must match the code in the list that was provided by BERDR.
8. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is named *DCC.COLLEGE.EPICERT.YTTyyyy* (where *yyyy* is the current reporting year (e.g., 2016)).

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing/Invalid code  | Critical |
| 2. | NE 999 and Completion Degree Granted (DE 2103) NE F   | Critical |
| 3. | EQ 999 and EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F | Critical |
| 4. | NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2120  | Critical |

## Data Element 2120

### EPI Subject Area Specialization – Completion 5

#### Data Element is used in the Following Reports:

- Teacher Preparation Enrollment and Completion File

#### Description:

Record Type Five – Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS (*see Note 2*).

#### TABLE VALUE

999 Not Applicable

#### NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *The Community College and Technical Center MIS staff will provide a file for colleges to determine if the EPI Code is a valid code. The file that can be retrieved by the colleges is named DCC.COLLEGE.EPICERT.YTTYyyy (where yyyy is the current reporting year (e.g., 2016)).*

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing/Invalid code  | Critical |
| 2. | NE 999 and Completion Degree Granted (DE 2103) NE F   | Critical |
| 3. | EQ 999 and EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and Completion Degree Granted (DE 2103) EQ F | Critical |
| 4. | NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2119  | Critical |

## Data Element 2121

### AGE Completion Date

#### Data Element is used in the Following Reports:

- Exceptions Report
- Education Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)

#### Description:

Record Type Five – The date the degree, certificate, diploma, or Literacy Completion Point (LCP) was awarded to the student. Use date the student finishes during the term or the date the term ends; whichever occurs first.

The format for coding this element is MMDDCCYY.

Where:

MM is the two digit month (01-12)

DD is the two digit day (01-31)

CC is the two digit century (20)

YY is the two digit year

#### NOTES:

1. Code 99999999 for students who do not meet the criteria.
2. Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or invalid  | Critical |
| 2. | Invalid Month range   | Critical |
| 3. | Invalid Day range   | Critical |
| 4. | Century NE 20   | Critical |
| 5. | EQ 99999999 and Completion Degree Granted (DE 2103) NOT IN (9, Z) | Critical |
| 6. | Valid Month LT 07 and valid year LE previous reporting year       | Critical |

## Data Element 3001

### Course – Information Classification Structure

#### Data Element is used in the Following Reports:

- |  |   |
|--|---|
| <input type="checkbox"/> AA-1A               | <input type="checkbox"/> Accountability Outcome Measures    |
| <input type="checkbox"/> AA-1C               | <input type="checkbox"/> Developmental Education Enrollment |
| <input type="checkbox"/> EA-3                | <input type="checkbox"/> Perkins Performance                |
| <input type="checkbox"/> FTE                 | <input type="checkbox"/> NRS (Adult Education)              |
| <input type="checkbox"/> Course Number Match | <input type="checkbox"/> IPEDS (EF2,E12)                    |

#### Description:

Record Type Six – Classifies the course's subject matter content.

Coding structure is as follows:

1. The first three digits of all numbers represent the Information Classification Structure (ICS) cluster.
2. The fourth & fifth digits of those courses in the Advanced and Professional program identify the category.
3. The fourth & fifth digits of those courses in Vocational Programs identify the separation between Postsecondary Vocational, Postsecondary Adult Vocational and Continuing Workforce Education.

#### TABLE VALUES

##### 1.1 Advanced and Professional:

1.11.01	Agriculture & Nat. Res.	1.16.17	Mathematics
1.11.02	Architecture & Environ.	1.17.03	Area Studies
1.11.04	Biological Science	1.17.20	Psychology
1.11.09	Engineering	1.17.22	Social Sciences
1.11.12	Health Professions	1.18.06	Communications
1.11.19	Physical Sciences	1.18.13	Home Economics
1.12.10	Fine and Applied Arts	1.18.14	Law
1.13.11	Foreign Languages	1.18.16	Library Science
1.13.15	Letters	1.18.18	Military Science
1.14.08	Education	1.18.21	Public Affairs
1.15.05	Business & Management	1.18.23	Theology
1.16.07	Computer & Information Science	1.18.49	Interdisciplinary

##### 1.2 Postsecondary Vocational:

1.21.01	Agriculture	1.25.01	Business
1.22.01	Marketing	1.26.01	Industrial
1.23.01	Health Occupations	1.27.01	Public Service
1.24.01	Family and Consumer Sciences		

**1.2 Postsecondary Adult Vocational:**

1.21.02	Agriculture	1.25.02	Business
1.22.02	Marketing	1.26.02	Industrial
1.23.02	Health Occupations	1.27.02	Public Service
1.24.02	Family and Consumer Sciences		

**1.2 Continuing Workforce Education:**

1.21.03	Agriculture	1.25.03	Business
1.22.03	Marketing	1.26.03	Industrial
1.23.03	Health Occupations	1.27.03	Public Service
1.24.03	Family and Consumer Sciences		

**1.2 Apprenticeship:**

1.29.97	Class		
1.29.98	On the Job Training (OJT)		

**1.3 Adult General Education:**

1.31.01	College Prep.(Developmental Ed)	1.32.02	Adult Secondary
1.31.02	Vocational Prep.	1.32.03	GED Prep.
1.31.03	EAP College Prep.	1.32.04	EAP Literacy (ESOL)
1.31.04	EAP Vocational Prep (ELCATE).	1.33.00	Lifelong Learning
1.32.01	Adult Basic		

**1.4 Community Instructional Service:**

1.41.00	Citizenship (before 7-1-87)	1.42.00	Recreational & Leisure
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**1.5 Educator Preparation Institute:**

1.50.01	Educator Preparation Institution		
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**NOTES:**

1. *EAP Reporting:*
  - 13103 (EAP College Preparatory)
    - a. Up to Fall 2001-02: ESL Preparatory – Course that begins with Common Course Number ESL.
    - b. Beginning Fall 2001-02: EAP Preparatory – CCN EAP000 - EAP400.
    - c. College may offer institutional credit. College Preparatory Level: Report as Credit Hours.
  - 13104 (EAP Vocational Preparatory)
    - VSOL Preparatory – Vocational Preparatory Level: Report as Contact Hours.
  - 13204 (EAP Literacy)
    - ESOL Literacy – Adult Basic Level, LCPs defined: Report as Contact Hours.
2. *The EF2 Report excludes the following:*
  - a. Adult Basic (1.32.01, 1.32.04)
  - b. Adult Secondary (1.32.02)
  - c. GED Prep (1.32.03)
  - d. Lifelong Learning (1.33.00)
3. *Community Instructional Service ICS is not required and is not loaded to the Student Database.*

**Edit:**

1.	Missing, Invalid, or Non-numeric	Critical
2.	NOT IN (12102-12702, 12103-12703, 13102, 13104) and Course Fee Kind (DE 3006) EQ F	Critical
3.	IN (13201-13204) and (Incarceration Status (DE 1011) EQ C or D) and Course Fee Kind (DE 3006) NE N	Critical
4.	Begins with 1.1 or IN (12101-12701, 13101, 13103, 15001) and Incarceration Status (DE 1011) IN (S, E) and Course Fee Kind (DE 3006) NOT IN (F, G, N, S, T, U)	Critical
5.	IN (12102-12702, 12997, 12998, 13102, 13104, 13201, 13202, 13203, 13204, 13300) and Incarceration Status (DE 1011) IN (S, E) and Course Fee Kind (DE 3006) NE C	Critical
6.	Begins with 1.3 or IN (12103-12703, 12997, 12998, 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P)	Critical
7.	EQ 13300 and Course Lifelong Learning Flag (DE 3010) EQ N	Critical
8.	Begins with 1.1 or IN (12101-12701, 13101, 13103, 15001) and Course Lifelong Learning Flag (DE 3010) EQ N and Course Section Hour Type (DE 3011) NE S	Critical
9.	IN (12102-12702, 12103-12703, 12997, 12998, 13102, 13104, 13201-13204, 13300) and Course Section Hour Type (DE 3011) NOT IN (C, Z)	Critical
10.	Begins with 1.3 or IN (12103-12703, 15001) and Course Dual Enrollment Category (DE 3004) IN (CA, CV, DA, DV, EA, AP, EV)	Critical
11.	NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (NN, OD) and Course Lifelong Learning Flag (DE 3010) EQ Y	Critical
12.	Begins with 1.1, or IN (12101-12701, 13101, 13103) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P) and Course Identifier (DE 3008) Fourth digit NOT IN (0, 1, 2)	Critical



13.	<i>Edit Deleted</i>	
14.	IN (12102-12702, 12997, 12998) and Course Identifier (DE 3008), fourth digit NE 0	Informational
15.	<i>Edit Deleted</i>	
16.	EQ 13103 and Course Identifier (DE 3008) first three characters NOT IN (ESL, EAP)	Informational
17.	Begins with 1.1 or IN (12101-12701, 15001) and Fee Classification Residency (DE 1004) EQ X	Critical
18.	Begins with 1.1 or IN (12101-12701, 13101, 13103, 15001) and Course Fee Kind (DE 3006) EQ D	Critical
19.	EQ (13202) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) NE E	Critical
20.	IN (12102-12702, 12103-12703, 12997, 12998, 13102, 13104, 13201-13204, 13300) and FTE Flag (DE 3018) EQ E	Critical
21.	IN (13101, 13103) and Course Identifier (DE 3008) NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E	Critical
22.	EQ 13101 and ((Course Identifier (DE 3008) first three characters NOT IN (MAT, ENC,REA) or (Course Identifier (DE 3008) not in (EAP0100, EAP0120, EAP0140, EAP0160, EAP0180, EAP0185, EAP0200, EAP0220, EAP0240, EAP0260, EAP0280, EAP0285, EAP0295, EAP0300, EAP0320, EAP0340, EAP0360, EAP0380, EAP0381, EAP0382, EAP0384, EAP0385, EAP0395, EAP0400, EAP0420, EAP0440, EAP0460, EAP0480, EAP0481, EAP0484, EAP0485, EAP0492, EAP0493, EAP0494, EAP0495, SLS0003, SLS0005)))	Informational
23.	Begins with 1.1 or IN (12101-12703, 12997, 12998, 13101, 13103, 13300, 15001) and Adult Educational Functioning Level – Initial (DE 3022) NE Z	Critical
24.	IN (11101 thru 11849) and Course Identifier (DE 3008), fourth digit IN (3, 4) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 6750, 10652)	Critical
25.	IN (13101, 13102, 13103, 13104, 13201, 13202, 13203, 13204) and Course Identifier (DE 3008), fourth digit IN (3, 4)	Critical
26.	EQ 15001 and Course Identifier (DE 3008) first three characters NE EPI	Critical
27.	IN (12997, 12998, 12103, 12203, 12303, 12403, 12503, 12603, 12703) and Course Fee Kind (DE 3006) NE N	Critical
28.	NE 13201 and Adult Educational Functioning Level – Initial (DE 3022) IN (1, 2, 3, 4, W, X)	Critical
29.	NOT IN (13202,13203) and Adult Educational Functioning Level – Initial (DE 3022) IN (4, 5, 7, 8, 9)	Critical
30.	NE 13204 and Adult Educational Functioning Level – Initial (DE 3022) IN (B, C, D, E, F, G, H, K, L, M, W, X)	Critical
31.	NE 13104 and Adult Functioning Level – Initial (DE 3022) IN (N, O, P)	Critical
32.	NE 13102 and Adult Functioning Level – Initial (DE 3022) IN (1, 2, 3, 4, 5, 7, 8, 9, W)	Critical
33.	EQ 13202 and Fee Classification Residency (DE 1004) IN (F, N, D, E, B, C) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E	Informational

34.	IN (13104, 13201, 13202, 13203) and AGE Employment Status (DE 1052) EQ Z	Critical
35.	EQ 13204 and AGE Employment Status (DE 1052) EQ Z and Adult Educational functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
36.	IN (13104, 13201, 13202, 13203) and Program of Study – CIP (DE 2002) NOT IN (1532010200, 1532010202, 1532010301, 1532010207)	Critical
37.	EQ 13204 and Program of Study – CIP (DE 2002) NE 1532010300 and Adult Educational functioning Level – Initial (DE 3022) NOT IN (H, K, L, M, X)	Critical
38.	EQ 13201 and Course Identifier (DE 3008) NE ABX0100-ABX0399	Informational
39.	NE 13201 and Course Identifier (DE 3008) first three characters EQ ABX	Informational

**IDB Edit:**

1.	LT 13101 or GT 13299 and PDB Course Classification (DE 4060) EQ A	Critical
2.	NE 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) NE Z	Critical
3.	EQ 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) EQ Z	Critical

## Data Element 3003

### Course Cooperative Education Flag

#### Data Element is used in the Following Reports:

- Exceptions
- AA-1A

#### Description:

Record Type Six – Indicates whether or not the student is in a cooperative education course. A cooperative education student is a student who, by written cooperative arrangements between the school and employers, is employed and receives compensation, and receives instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field.

#### TABLE VALUES

- Y Student is enrolled in a cooperative education course
- N Student is not enrolled in a cooperative education course

**NOTE:** Null values are loaded for Beginning-of-Term data submissions.

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 3004

### Course Dual Enrollment Category

#### Data Element is used in the Following Reports:

- Exceptions
- FTE
- Accountability Outcome Measures
- OA-2
- IPEDS (EF2, E12)

#### Description:

Record Type Six – Indicates if the credits or college credit equivalents earned by a secondary student in the associated course (DE 3008) are applicable to the dual enrollment program or other accelerated programs.

#### TABLE VALUES

**Use the following table values when the Course Dual Enrollment/Co-Enrollment Flag (DE 3005) is H, P, or S:**

AP	Advanced Placement Program (Students who are enrolled in a joint dual enrollment and advanced placement course and choose funding pursuant to dual enrollment (F.S. 1007.27(6))
CA	Collegiate High School applicable toward an AS/AA Degree or Postsecondary Vocational Certificate (College Credit) (2014 – F.S. 1007.273)
CV	Collegiate High School, applicable toward a Postsecondary Adult Vocational Certificate (Non-College Credit) (2014 –F.S. 1007.273)
DA	Dual enrollment applicable toward an AS/AA Degree or Postsecondary Vocational Certificate (College Credit) (F.S. 1007.271(1))
DV	Dual enrollment, applicable toward a Postsecondary Adult Vocational Certificate (Non-college Credit) (F.S. 1007.271(4))
EA	Early Admission (College Credit) (F.S. 1007.27(5))
EV	Early Admission (Non-Credit) (F.S. 1007.271(8))

**Use the following table values when the Course Dual Enrollment/Co-Enrollment Flag (DE 3005) is N or Z:**

NN	Not dual enrolled
OD	Other dual enrollment Students who are enrolled in postsecondary instruction that is not creditable towards the high school diploma and do not meet the definition of dual enrollment (i.e. Definition for table values "DA" and "DV"). (F.S. 1007.271(1))

#### Edit:

1.	Missing or Invalid	Critical
2.	IN (CV, DV, EV) and Course Section Hour Type (DE 3011) IN (S, Z)	Critical
3.	IN (CA, DA, EA, AP) and Course Section Hour Type (DE 3011) IN (C, Z)	Critical
4.	EQ OD and Course Section Hour Type (DE 3011) EQ Z	Critical

- |    |   |          |
|----|---|----------|
| 5. | IN (AP, CA, CV, DA, DV, EA, EV) and Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001) | Critical |
| 6. | NOT IN (OD, NN) and Course – ICS (DE 3001) NE 13300 and Course Lifelong Learning Flag (DE 3010) EQ Y  | Critical |
| 7. | IN (OD, NN) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P)                      | Critical |
| 8. | NE NN and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E                                    | Critical |
| 9. | IN (AP, CA, CV, DA, DV, EA, EV) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) NOT IN (N, Z) | Critical |

## Data Element 3005

### Course Dual Enrollment/Co-Enrollment Flag

#### Data Element is used in the Following Reports:

- Exceptions
- FTE
- OA-2

#### Description:

Record Type Six – Indicates whether or not the credits or college credit equivalents earned in the associated course (DE 3008) also apply toward the student's high school diploma. This field is only applicable to those secondary students who are in the dual enrollment program or other accelerated credit programs.

#### TABLE VALUES

E	Co-enrollment flag
H	Home school and applies toward high school diploma
N	Does not apply toward high school diploma
P	Private school and applies toward high school diploma
S	Public school and applies toward high school diploma
Z	Not applicable

#### Edit:

1.	Missing or Invalid	Critical
2.	IN (H, P, S) and Course Dual Enrollment Category (DE 3004) IN (OD, NN)	Critical
3.	IN (H, P, S) and Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001)	Critical
4.	IN (H, P, S) and Course Fee Kind (DE 3006) EQ F	Critical
5.	IN (H, P, S) and First-time Student Flag (DE 1005) EQ D and Total Credit Hours Toward Award (DE 2008) GT 29	Critical
6.	IN (H, P, S) and Course Identifier (DE 3008), fourth digit IN (0, 1, 2) and Course – ICS (DE 3001) begins with 1.1 or IN (12101-12701, 13101, 13103)	Critical
7.	EQ E and Course Dual Enrollment Category (DE 3004) NE NN	Critical
8.	EQ E and Course – ICS (DE 3001) NE 13202	Critical
9.	IN (N, Z) and Course Dual Enrollment Category (DE 3004) IN (AP, CA, CV, DA, DV, EA, EV)	Critical
11.	IN (H, P, S) and Course Fee Kind (DE3006) NE N	Critical
12.	EQ E and Fee Classification Residency (DE 1004) IN (F, N, D, B) and Course –ICS (DE 3001) EQ 13202	Informational

## Data Element 3006

### Course Fee Kind

#### Data Element is used in the Following Reports:

- Exceptions
- FTE

#### Description:

Record Type Six – Indicates the specific type arrangement by which tuition fees per course are waived (assessed but not collected from students).

#### TABLE VALUES

C	Correctional inmate, non-funded
D	Adult with Disabilities - Students whose expected time to completion exceeds twice that of a similar program for non-disabled students, or whose individual education plan does not include competitive employment ( <i>s.1004.02 (6) and s.1004.93 (5) F.S.</i> )
E	State Employee Fee Waivers ( <i>s.1009.265 (1) F.S.</i> )
F	Eight Percent Workforce Waivers ( <i>s.1009.26 (1) F.S.</i> )
G	Other fee waivers not authorized for FTE funding ( <i>s.1009.26 (1) F.S.</i> )
H	Homeless fee exemption ( <i>s.1009.25 (1)(f) F.S.</i> )
I	Classroom Teacher fee waiver ( <i>s.1009.26 (10) F.S.</i> )
N	No fee waiver, no fees assessed, or fee-paying ( <i>s.1009.23 F.S.</i> )
P	Purple Heart Recipients ( <i>s.1009.26 (9) F.S.</i> )
Q	Relative Caregiver Exemptions ( <i>s.1009.25 (1)(d) F.S.</i> )
R	Custody of the Department of children and Families Exemptions ( <i>s.1009.25 (1)(c) F.S.</i> )
S	Spouses of Deceased State Employees, eligible for workers' compensation Death benefits ( <i>s.440.16 (1)(c) and s.1009.26 (7) F.S.</i> )
T	Children of Law Enforcement Officers killed in the line of duty ( <i>s.112.19 (3) F.S.</i> )
U	Children of Firefighters killed in the line of duty ( <i>s.112.191 (3) F.S.</i> )
V	Adoption Exemptions ( <i>s.1009.25 (d) F.S.</i> )
W	Victim of Wrongful Incarceration
Y	Baccalaureate \$10K Fee Waiver ( <i>s.1009.26 (11) F.S.</i> )

**NOTE:** The extra 40 FTE exemptions are not identified on the Student Database, therefore, code students receiving any part of the extra 40 FTE exemptions as 'N' except for Hurricane Katrina Evacuees.

#### Edit:

1.	Missing or Invalid	Critical
2.	EQ C and Incarceration Status (DE 1011) EQ Z	Critical
3.	IN (D, H, R, V) and Incarceration Status (DE 1011) NE Z	Critical
4.	EQ F and Course – ICS (DE 3001) NOT IN (12102-12702, 12103-12703, 13102, 13104)	Critical

---

5.	NE N and Incarceration Status (DE 1011) IN (C, D) and Course – ICS (DE 3001) IN (13201-13204)	Critical
6.	NOT IN (F, G, N, S, T, U) and Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) begins with 1.1 or IN (12101-12701, 13101, 13103, 15001)	Critical
7.	NE C and (Incarceration Status (DE 1011) EQ S or E) and Course – ICS (DE 3001) IN (12102-12702, 13102, 13104, 13201, 13202, 13204, 13300)	Critical
8.	NE N and Course Lifelong Learning Flag (DE 3010) EQ Y	Informational
9.	EQ F and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P)	Critical
10.	NE N and Course ICS (DE 3001) IN (12997, 12998, 12103, 12203, 12303, 12403, 12503, 12603, 12703)	Critical
11.	EQ D and Disabled Classification (DE 1002) NOT IN (D, H, L, M, P, S, O, V)	Informational
12.	EQ D and Course – ICS (DE 3001) begins with 1.1 or IN (12101-12701, 15001, 13101, 13103)	Critical
13.	NE N and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P)	Critical
14.	EQ Y and Course Identifier (DE3008), fourth position NOT IN (3, 4)	Critical



## Data Element 3007

### Course Grade Awarded

#### Data Element is used in the Following Reports:

- Exceptions
- Accountability Outcome Measures
- Bright Futures
- Distance Learning
- IPEDS (EF2, E12)

#### Description:

Record Type Six – A rating or evaluation of a student's achievement in a course. This field is left justified.

#### TABLE VALUES

A, B, C, D, F	Letter grade awarded
I	Incomplete
P	Pass
PR	Progress
S	Satisfactory
U	Unsatisfactory
W	Official Withdrawal (see Procedures and Definitions for definition)
WU	Unofficial Withdrawal
X	No institutional grade can be awarded
Z	Audit

**NOTE:** For Beginning-of-Term files, code X unless identified as an audit. Also code X if course is not completed by the time the file is due. Colleges are encouraged to go back and cleanup grade of 'X' during 3E End-of-Term Verification Period.

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 3008

### Course Identifier

#### Data Element is used in the Following Reports:

- Course Number Match
- Accountability Outcome Measures
- Developmental Education Enrollment

#### Description:

Record Type Six – An eight-digit alphanumeric code that is assigned by the Statewide Course Numbering System (SCNS) to identify credit courses in a systematic manner. The code consists of a three-letter prefix, a four-digit number, and a one-digit suffix code. The first digit of the number reflects the course level.

- 0 Less than college level
- 1, 2 Indicates lower level
- 3, 4 Indicates upper level

The suffix code is used to indicate laboratories and provide a method for equating laboratory courses:

- C A combined lecture-lab sequence in which the lab is offered in conjunction with the lecture at the same time/place.
- L (1) A course of which the content is entirely laboratory, or  
(2) The laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place than the lecture.
- S The course is not a lab course.

**NOTE:** Use the SCNS to identify Advanced and Professional, Postsecondary Vocational, College Preparatory and Dual Enrollment ICS (Data Element 3001 and Data Element 3005) courses. Use institutional numbers for all other ICS courses.

#### Edit:

- |    |   |               |
|----|---|---------------|
| 1. | Missing   | Critical      |
| 2. | Fourth character NOT IN (0, 1, 2) and Course – ICS (DE 3001) begins with 1.1 or IN (12101-12701, 13101, 13103) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P) | Critical      |
| 3. | Fourth character NE 0 and Course – ICS (DE 3001) IN (12102-12702, 12997, 12998)   | Informational |
| 4. | Eighth character NE L and Course Section Hours (DE 3012) EQ 00000   | Informational |
| 5. | NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E and Course – ICS (DE 3001) EQ 13101  | Critical      |
| 6. | NOT IN (MAT, ENC, REA) and Course – ICS (DE 3001) EQ 13101  | Informational |
| 7. | NOT IN (ESL, EAP) and Course – ICS (DE 3001) EQ 13103   | Informational |
| 8. | Fourth character IN (3, 4) and Course – ICS (DE3001) NOT IN (11101-11849)   | Critical      |

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9.	Fourth character IN (3, 4) and Reporting Institution (DE 1017) NOT IN (1470, 1471, 1472, 1475, 1477, 1484, 1490, 1493, 1500, 1501, 1502, 1504, 1506, 1510, 1512, 1513, 1514, 1519, 1520, 1522, 1523, 1528, 6750, 10652)	Critical
10.	NE EPI and Course – ICS (DE 3001) EQ 15001	Critical
11.	Fourth character IN (3, 4) and Course – ICS (DE 3001) IN (13101, 13102, 13103, 13104, 13201, 13202, 13203, 13204)	Critical
12.	Fourth character EQ 0 and Program of Study – Level (DE 2005) EQ C	Critical
13.	EQ ABX0100-ABX0399 and Course – ICS (DE 3001) EQ 13201	Informational
14.	First three characters EQ ABX and Course – ICS (DE 3001) NE 13201	Informational

**IDB Edit:**

1.	(Course Identifier (DE 3008) and Course Identifier – Section (DE 3009) and FTE Flag (DE 3018) NE D) and (PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)) mismatch	Critical
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## Data Element 3009

### Course Identifier – Section

#### Data Element is used in the Following Reports:

- Developmental Education Enrollment

#### Description:

Record Type Six – A unique identifier assigned by the institution for each section of a course offered during the term reported. This element is used in conjunction with Course Identifier (DE 3008). This field is left justified.

#### Edit:

- |    |  |               |
|----|--|---------------|
| 1. | Missing  | Critical      |
| 2. | Valid Course Section and Term Part-Time/Full-Time (DE 1029) EQ Z | Informational |

#### IDB Edit:

- |    |   |          |
|----|---|----------|
| 1. | (Course Identifier (DE 3008) and Course Identifier – Section (DE 3009) and FTE Flag (DE 3018) NE D) and (PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)) mismatch | Critical |
|----|---|----------|

## Data Element 3010

### Course Lifelong Learning Flag

#### Data Element is used in the Following Reports:

- Exceptions
- FTE

#### Description:

Record Type Six – Indicates whether or not the student taking the associated course in Course Identifier (DE 3008) is a lifelong learning student for this course.

#### TABLE VALUES

- Y Yes, student is a lifelong learner (LLL)  
N No, student is not a lifelong learner (LLL)

**NOTE: LIFELONG LEARNING REPEATS:** Students enrolled in a college credit course that the student has previously taken and earned a grade of A, B, or C (Lifelong Learning repeats) are coded as Y for Data Element 3010. The Student Semester Hours (SSH) for the course should be converted to Institutional Clock Hours. Course Section Hour Type (DE 3011) is coded as C, and Course Section Hours (DE 3012) should contain Institutional Clock Hours. Students enrolled in a college credit course more than two times are reported as College Credit Repeats in FTE Flag (DE 3018) and not as a Lifelong Learning Repeat.

#### Edit:

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | EQ N and Course – ICS (DE 3001) EQ 13300   | Critical      |
| 3. | EQ Y and Course Section Hour Type (DE 3011) IN (S, Z)  | Critical      |
| 4. | EQ Y and Course Fee Kind (DE 3006) NE N  | Informational |
| 5. | EQ Y and Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (OD, NN)                               | Critical      |
| 6. | EQ N and Course – ICS (DE 3001) begins with 1.1 or IN (12101-12701, 13101, 13103, 15001) and Course Section Hour Type (DE 3011) NE S | Critical      |

## Data Element 3011

### Course Section Hour Type

#### Data Element is used in the Following Reports:

- Exceptions
- FTE
- OA-2
- IPEDS (E12)

#### Description:

Record Type Six – Indicates the type of hours reported in Course Section Hours (DE 3012) as either student semester hours or clock hours

#### TABLE VALUES

C	Instructional clock hours
S	Student semester hours
Z	Not applicable

#### NOTES:

- LIFELONG LEARNING REPEATS: Students enrolled in a college credit course that the student has previously taken and earned a grade of A, B, or C (Lifelong Learning repeats) are coded as Y for Course Lifelong Learning Flag (DE 3010). The Student Semester Hours (SSH) for the course should be converted to Instructional Clock Hours. Course Section Hour Type (DE 3011) is coded as C and Course Section Hours (DE 3012) should contain Instructional Clock Hours. Students enrolled in a college credit course more than two times are reported as College Credit Repeats in FTE Flag (DE 3018) and not as a Lifelong Learning Repeat.*
- College Preparatory is reported as Student semester hours.*

#### Edit:

1.	Missing or Invalid	Critical
2.	IN (C, Z) and Course – ICS (DE 3001) begins with 1.1 or IN (12101-12701, 13101, 13103, 15001) and Course Lifelong Learning Flag (DE 3010) NE Y	Critical
3.	EQ S and Course – ICS (DE 3001) IN (12102-12702, 12103-12703, 12997, 12998, 13102, 13104, 13201-13204, or 13300)	Critical
4.	IN (S, Z) and Course Lifelong Learning Flag (DE 3010) EQ Y	Critical
5.	IN (S, Z) and Course Dual Enrollment Category (DE 3004) IN (CV, DV, EV)	Critical
6.	IN (C, Z) and Course Dual Enrollment Category (DE 3004) IN (AP, CA, DA, EA)	Critical
7.	EQ Z and Course Dual Enrollment Category (DE 3004) EQ OD	Critical

## Data Element 3012

### Course Section Hours

#### Data Element is used in the Following Reports:

- FTE
- OA-2
- IPEDS (E12)

#### Description:

Record Type Six – A quantitative measurement which is the number of hours for which a student may be enrolled for credit for this course section. Course Section Hour Type (DE 3011) must be used in conjunction with this element to determine funding.

#### NOTES:

1. *LIFELONG LEARNING REPEATS: Students repeating college credit courses (Lifelong Learning repeats) are coded as Y for Course Lifelong Learning Flag (DE 3010). The Student Semester Hours (SSH) for the course should be converted to Instructional Clock Hours. Course Section Hour Type (DE 3011) is coded as C and Course Section Hours (DE 3012) should contain Instructional Clock Hours.*
2. *When reporting Instructional Clock Hours, the hours are defined as 60-minute hours. College Preparatory hours are reported as 50-minute student semester hours.*

#### Edit:

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Non-numeric                                      | Critical      |
| 2. | EQ 00000 and Course Identifier (DE 3008), eighth digit NE L | Informational |

## Data Element 3013

### Course Section Location – Campus

#### Data Element is used in the Following Reports:

- FTE
- IPEDS (EF2,E12)

#### Description:

Record Type Six – A three-part code to indicate if the course section is taught off-campus or on what site it is taught.

#### TABLE VALUES

##### *First Part (one digit):*

- 1 Taught on campus
- 2 Taught in off campus or extension centers
- 3 Taught in a branch campus located in a foreign country

##### *Second Part (two digits - site number):*

Report the site number from the "Facilities Inventory," where the course section is taught or where the course would be taught if facilities were available or where administrative, faculty, staff, and infrastructure support is located.

##### *Third Part (two digits - unused):*

Reserved for future use - code as 99

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or non-numeric                      | Critical |
| 2. | Second Part (two digits- site number) EQ 99 | Critical |

#### IDB Edit:

- |    |  |          |
|----|--|----------|
| 1. | Course Section Location – Campus NE FCO Database Site Number (DE 5100) | Critical |
|----|--|----------|



## Data Element 3014

### Course Registration Period

#### Data Element is used in the Following Reports:

- Exceptions
- FTE

#### Description:

Record Type Six – Indicates when the student officially registered for the term. A student is officially registered when either the payment of fees or deferment of fees transaction is completed and recorded in the financial and student records maintained by the college.

#### TABLE VALUES

- I Initial Registration. Those students who officially registered during the major registration
- O Other Registration. Those students who officially registered at times other than Initial Registration. This code does not refer to "drop/adds" or other adjustments to the Initial Registration

**NOTE:** Hours classified as "Other Registration" for Beginning-of-Term data submissions will not be used in the FTE Estimates Process. For the FTE-1 FTE Estimates process, Fall Beginning-of-Term Other Registration hours will not be used. For the FTE-2 FTE Estimates process, Winter/Spring Beginning-of-Term Other Registration hours will not be used.

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 3015

### Course Instructor Flag

#### Data Element is used in the Following Reports:

- Exceptions

#### Description:

Record Type Six – Indicates whether or not the course in Course Identifier (DE 3008) was taught by a public high school instructor.

#### TABLE VALUES

- Y Instructor is a high school instructor
- N Instructor is other than a high school instructor

**NOTE:** Null values are loaded for Beginning-of-Term data submissions.

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 3018

### FTE Flag

#### Data Element is used in the Following Reports:

- Exceptions Report
- FTE Reports

#### Description:

Record Type Six – Indicates courses exempted from Funded FTE.

#### TABLE VALUES

- C Student enrolled in the same College Preparatory course three or more times, except a student who withdraws or fails a class due to extenuating circumstances may be granted an exemption only once for each class (*s.1004.93(4)(d) F.S.*)
- D Dual Enrolled in your college’s charter school
- E Student enrolled in the same College Credit course three or more times, except a student who withdraws or fails a class due to extenuating circumstances may be granted an exemption only once for each class (*s.1009.285 F.S.*)
- Z Not Applicable

#### NOTES:

1. *College Credit Repeats should not be reported as Lifelong Learning Repeats (DE 3010) and the hours should be reported as college credit.*
2. *Except for Continuing Workforce Education (CWE), courses that are fully funded by an external agency for the direct instructional cost must not be reported on the Student Database. See Definitions and Procedures - Record Type Course for more information.*

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | EQ C and Course – ICS (DE 3001) NOT IN (13101, 13103)  | Critical |
| 3. | EQ E and Course – ICS (DE 3001) IN (12102-12702, 12103-12703, 13102, 13104, 13201-13204, 13300)            | Critical |
| 4. | EQ E and Course – ICS (DE 3001) IN (13101, 13103) and Course Identifier (DE 3008) NE to a Valid ESL Course | Critical |

#### IDB Edit:

- |    |   |          |
|----|---|----------|
| 1. | (FTE Flag NE D and Course Identifier (DE 3008) and Course Identifier – Section (DE 3009)) and (PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)) Mismatch | Critical |
|----|---|----------|

## Data Element 3022

### Adult Educational Functioning Level – Initial

#### Data Element is used in the Following Reports:

- NRS (Adult Education)

#### Description:

Record Type Six – Indicates the Educational Functioning Level of the adult student upon initial entrance into the course. A student may be assigned only one initial adult educational functioning level for each course on each reporting record and must be the same level or a higher level than previously reported for the same course.

See Appendix A for the appropriate TABE scaled scores for Adult Basic and Secondary programs and CASAS scaled scores for ELCATE and ESOL programs. Functioning level reported may not be based on out of range test scores as determined using publisher guidelines.

#### TABLE VALUES

##### Adult Basic

- 1 Less than second grade (Grade 0 through 1.9)
- 2 Second grade and third grade (Grade level 2.0 through 3.9)
- 3 Fourth and fifth grade (Grade level 4.0 through 5.9)
- 4 Sixth grade through eighth grade (Grade level 6.0 to 8.9)

##### Adult Secondary

- 5 No high school diploma (Grade level 9.0 to 10.9)
- 7 No high school diploma (Grade level 11.0 to 12.9)
- 8 U.S. High school diploma or equivalency (Grade level 9.0 to 10.9)
- 9 U.S. High school diploma or equivalency (Grade level 11.0 to 12.9)

##### Adult ESOL

- B ESL Foundation (EFL 0-1) [literate in own language]
- C Low Beginning ESOL (EFL 2)
- D High Beginning ESOL (EFL 3)
- E Low Intermediate ESOL (EFL 4)
- F High Intermediate ESOL (EFL 5)
- G Advanced ESOL (EFL 6)
- H College and Career Readiness ESOL (EFL 7 or higher)
- K Pre-Literacy/Learners (EFL 0) [non-literate students]
- L Basic Literacy/Learners (EFL 0) [non-literate students]
- M Advanced Literacy/Learners (EFL 0) [non-literate students]

##### Adult ELCATE

- O Intermediate, (EFL 5)
- P Advanced, (EFL 6 or higher)

##### OTHER

- X Adult program not requiring a functioning level (Citizenship)
- Z Not applicable

**NOTE:** ESOL and ELCATE EFL levels are based on CASAS Test only.

---

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or invalid   | Critical      |
| 2. | NE Z and Course – ICS (DE 3001) begins with 1.1, or IN (12101-12703, 12997, 12998, 13101, 13103, 13300, 15001) | Critical      |
| 3. | GT Adult Literacy Completion Point (DE 2105)   | Informational |
| 4. | IN (1, 2, 3, 4, W, X) and Course – ICS (DE 3001) NE 13201  | Critical      |
| 5. | IN (4, 5, 7, 8, 9) and Course – ICS (DE 3001) NOT IN (13202,13203)   | Critical      |
| 6. | IN (B, C, D, E, F, G, H, K, L, M, W, X) and Course – ICS (DE 3001) NE 13204                                    | Critical      |
| 7. | IN (N, O, P) and Course – ICS (DE 3001) NE 13104   | Critical      |
| 8. | IN (1, 2, 3, 4, 5, 7, 8, 9, W) and Course – ICS (DE 3001) NE 13102   | Critical      |
| 9. | NOT IN (H, K, L, M, X) and Course – ICS (DE 3001) EQ 13204 and AGE Employment Status (DE 1052) EQ Z            | Critical      |

## Data Element 3023

### Course Enrollment Date

#### Data Element is used in the Following Reports:

- NRS (Adult Education)

#### Description:

Record Type Six – The initial entrance date into the course.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (20) and YY is a numeric year.

#### NOTES:

1. *Data element not required for Beginning-of-Term data submissions.*
2. *Code 999999 for the student not following the criteria.*

#### Edit:

- |    |                       |          |
|----|-----------------------|----------|
| 1. | Missing or invalid    | Critical |
| 2. | Invalid range month   | Critical |
| 3. | Invalid range century | Critical |

## Data Element 3024

### Course Exit Date

#### Data Element is used in the Following Reports:

- NRS (Adult Education)

#### Description:

Record Type Six – The date when the student exits the course.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (20) and YY is a numeric year.

#### NOTES:

- Data element not required for Beginning-of-Term data submissions.*
- Code 999999 for the student not following the criteria.*
- Exit is when the learner completes instruction or has not received instruction for 90 days and has no instruction scheduled.*

#### Edit:

- |    |                       |          |
|----|-----------------------|----------|
| 1. | Missing or invalid    | Critical |
| 2. | Invalid range month   | Critical |
| 3. | Invalid range century | Critical |

## Data Element 3025

### Adult Educational Post Test – Status

#### Data Element is used in the Following Reports:

- NRS (Adult Education)

#### Description:

Record Type Six – Indicates whether or not the adult student has been post tested with the same testing instrument that was used for the pretest. The Office of Vocational and Adult Education recommends following the guidelines defined by the testing manufacturer and they can be found at the following link: [http://www.fldoe.org/workforce/pdf/TAP\\_Assessment2008.pdf](http://www.fldoe.org/workforce/pdf/TAP_Assessment2008.pdf).

#### TABLE VALUES

- |   |  |
|---|--|
| N | No the adult student did not take a posttest with the same instrument on which he/she was pretested, or was not post-tested in accordance with the test publishers guidelines. |
| Y | Yes the adult student did take a posttest with the same instrument on which he/she was pretested, and in accordance with the test publisher's guidelines.                      |
| Z | Not Applicable   |

**NOTE:** Data element not required for Beginning-of-Term data submissions.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or invalid   | Critical |
| 2. | EQ Z and Course – ICS (DE 3001) IN (13104, 13201, 13202, 13203, 13204) | Critical |



## Data Element 3026

### AGE Course Entry Date

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- NRS (Adult Education)

#### Description:

Record Type Six – The date when the student enters the Adult General Education (AGE) course.

The format for coding this element is MMDDCCYY.

Where:

MM is the two-digit month (01-12)

DD is the two-digit day (01-31)

CC is the two-digit century (20)

YY is the two-digit year

#### NOTES:

1. Code 99999999 for students who do not fit the criteria.
2. Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or invalid   | Critical |
| 2. | Invalid Month range  | Critical |
| 3. | Invalid Day range  | Critical |
| 4. | Century NE 20  | Critical |
| 5. | EQ 99999999 and AGE Course Exit Date (DE 3027) NE 99999999 | Critical |
| 6. | GT AGE Course Exit Date (DE 3027)                          | Critical |

## Data Element 3027

### AGE Course Exit Date

#### Data Element is used in the Following Reports:

- Exceptions
- Workforce Innovation and Opportunity Act (WIOA)
- NRS (Adult Education)

#### Description:

Record Type Six – The date when the student exits the Adult General Education (AGE) course.

The format for coding this element is MMDDCCYY.

Where:

MM is the two-digit month (01-12)

DD is the two-digit day (01-31)

CC is the two-digit century (20)

YY is the two-digit year

#### NOTES:

1. Code 99999999 for students who do not meet the criteria.
2. Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or invalid  | Critical |
| 2. | Invalid Month range   | Critical |
| 3. | Invalid Day range   | Critical |
| 4. | Century NE 20   | Critical |
| 5. | EQ 99999999 and AGE Course Entry Date (DE 3026) NE 99999999 | Critical |
| 6. | LT AGE Course Entry Date (DE 3026)                          | Critical |

## Data Element 3102

### Financial Aid Award Type

#### Data Element is used in the Following Reports:

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Exceptions | <input type="checkbox"/> Financial Aid       |
| <input type="checkbox"/> AA-1A      | <input type="checkbox"/> Performance Funding |
| <input type="checkbox"/> AA-1B      | <input type="checkbox"/> Perkins Funding     |
| <input type="checkbox"/> AA-1C      | <input type="checkbox"/> Perkins Performance |

#### Description:

Record Type Seven – Indicates the specific type of need-based financial aid that has been awarded to the student. Need Based: The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

#### TABLE VALUES

##### GRANTS

- GA Pell grant (Federal)
- GB SEOG (Federal)
- GC ACG grant (Federal)
- GD FPSAG State grant
- GF FPPCESAGP State grant

##### LOANS

- LA NDSL (Federal)
- LB Federally insured loan
- LC State insured loan

##### STUDENT EMPLOYMENT

- EA Federal Programs College Work/Study
- EC State Florida Work Experience Program

**NOTE:** Record type not required for Beginning-of-Term data submissions.

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 3201

### Financial Aid Term Identifier

#### Data Element is used in the Following Reports:

- Financial Aid

#### Description:

Record Type Eight – Indicates the reporting term within the academic year

#### TABLE VALUES

- 1 Summer Term
- 2 Fall Term
- 3 Winter/Spring Term

**NOTE:** Financial Aid data will be reported by academic year beginning with the Fall Term. Term numbers are the same as the other SDB records for consistency.

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Data Element 3202

### Financial Aid Academic Year

#### Data Element is used in the Following Reports:

- Financial Aid

#### Description: Description:

Record Type Eight – Indicates the academic year being reported. Code the second year of the current academic year. The academic year is Fall, Winter/Spring, Summer. For example, for academic year 2000-01, code 2001.

#### Edit:

- |    |                                 |          |
|----|---------------------------------|----------|
| 1. | Missing, Non-numeric or Invalid | Critical |
|----|---------------------------------|----------|

## Data Element 3203

### Student Current Dependency Status

#### Data Element is used in the Following Reports:

- Financial Aid

#### Description:

Record Type Eight – Indicates whether student is evaluated as dependent or independent of parental financial assistance.

#### TABLE VALUES

I	Independent
D	Dependent
X	Not Reported

#### Edit:

1.	Missing or Invalid	Critical
----	--------------------	----------

---

## Data Element 3204

### Expected Family Contribution

#### Data Element is used in the Following Reports:

- Financial Aid

#### Description:

Record Type Eight – The amount of money that the family, including the student, is expected to be able to contribute to the student's education as determined by the Federal Methodology Need Analysis.

This amount is the one used by the Financial Aid Office in determining the expected family contribution used in awarding need-based aid. For students who are not eligible for need-based aid, code 9999999.

This amount is the expected family contribution calculated for the number of terms the student attended.

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Non-numeric  | Critical |
| 2. | EQ 99999999 and Financial Aid Need (DE3205) NE 99999999             | Critical |
| 3. | NE 99999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2 | Critical |

## Data Element 3205

### Financial Aid – Need

#### Data Element is used in the Following Reports:

- Financial Aid

#### Description:

Record Type Eight – The amount determined at the college by subtracting the Expected Family Contribution (DE 3204) from the cost of attendance.

This is the amount used by the Financial Aid Office in determining the financial need for need-based aid. For those students not eligible for need-based aid, code 9999999. This should be equal to the cost of attendance for the number of terms the student attended minus the expected family contribution for the number of terms the student attended.

The number of terms used in the calculation for both cost of attendance and expected family contribution should be the same.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | EQ 9999999 and Expected Family Contribution (DE3204) NE 9999999    | Critical |
| 3. | NE 9999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2 | Critical |



## Data Element 3206

### Financial Aid – Award Condition I.D.

#### Data Element is used in the Following Reports:

- Financial Aid

#### Description:

Record Type Eight – Identifies the condition for which the student received the financial aid award. If any part of the award is need based then code as need based.

Need Based: The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

Non-Need Based: The criteria for awarding aid to student is based on merit, academic achievement or other specified criteria and not dependent on student's financial need.

#### TABLE VALUES

- |   |                |
|---|----------------|
| 1 | Need Based     |
| 2 | Non-Need Based |

#### Edit:

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | EQ 2 and Financial Aid Award Type (DE 3208) IN (101, 102, 105, 107, 111, 112, 113, 201, 401, 402) | Critical |
| 3. | EQ 1 and Financial Aid Award Type (DE 3208) IN (114, 302, 303, 304)                               | Critical |
| 4. | EQ 2 and Expected Family Contribution (DE 3204) NE 9999999  | Critical |
| 5. | EQ 2 and Financial Aid Need (DE 3205) NE 9999999  | Critical |

## Data Element 3207

### Financial Aid – Source of Funds

#### Data Element is used in the Following Reports:

- Financial Aid

#### Description:

Record Type Eight – Identifies the source of funds of the financial aid awarded.

#### TABLE VALUES

F	Federal
S	State
W	Institutional - Student Financial Aid Fees
I	Institutional - Other
P	Private
O	Other (local, government, foreign, etc.)

**NOTE:** If multiple sources then prioritize code by Federal, State, Institutional, Private, then Other.

#### Edit:

1.	Missing or Invalid	Critical
2.	EQ F and Financial Aid Award Type (DE 3208) NOT IN (101, 102, 104, 111, 112, 113, 114, 308, 201, 202, 203, 204, 205, 206, 207, 208, 301, 401)	Critical
3.	EQ S and Financial Aid Award Type (DE 3208) NOT IN (105, 106, 107, 209, 302, 203, 303, 305, 402, 403)	Critical
4.	EQ W or I and Financial Aid Award Type (DE 3208) NOT IN (108, 210, 306)	Critical
5.	EQ P and Financial Aid Award Type (DE3208) NOT IN (109, 211, 307)	Critical
6.	EQ O and Financial Aid Award Type (DE 3208) NE 110	Critical

## Data Element 3208

### Financial Aid Award Type

#### Data Element is used in the Following Reports:

- Financial Aid

#### Description:

Record Type Eight – Indicates the specific type of financial aid that has been awarded the student.

#### TABLE VALUES

**GRANTS** (*Money in this category does not have to be repaid*)

- 101 **Grant, Federal, PELL.** Federal entitlement need based funds afforded to under-graduate students to defray educational expenses (Federally funded).
- 102 **Grant, Federal, SEOG.** Supplemental Educational Opportunity Grant - an award of federal funds afforded to undergraduates by the institution to defray educational expenses (Federally funded).
- 104 **Grant, Federal, Other.** Include all other federal grants not included in 101, 102, 111, 112, 113, i.e. Bureau of Indian Affairs Grants, etc. (Federally funded).
- 105 **Grant, State, FPSAG.** Florida Public Student Assistance Grant - state monies awarded based on need, to undergraduates to defray educational expenses (State funded) (FS S.1009.50).
- 106 **Grant, State, Sources.** Money afforded to students from other state aid programs not otherwise identified to defray educational expenses (State funded).
- 107 **Grant, State, FPPCESAGP.** Florida Public Postsecondary Career Education Student Assistance Grant – state monies awarded based on need, to certificate-seeking students enrolled at least half-time in a public postsecondary career certificate program that consists of 450 or more clock hours offered by a community college (State funded) (FS S. 1009.505)
- 108 **Grant, Institutional.** Money afforded to students by the college to defray educational expenses (Institutionally funded).
- 109 **Grant, Private.** Money afforded to students from various segments of the private sector to defray educational expenses (Privately funded).
- 110 **Grant, All Other.** Money afforded to students, from sources other than PELL, SEOG, ACG, SMART, Vocational Rehabilitation, state, private or institutional, including out-of-state sources, to defray educational expenses (other funding, i.e. county, municipality).
- 111 **Grant, Federal, Academic Competitiveness (ACG).** An award of federal funds afforded to Full-Time students eligible for Federal PELL grants, in their first or second academic year, and who has completed a rigorous secondary program of study.
- 112 **Grant, Federal, Science and Mathematics Access to Retain Talent (SMART).** An award of federal funds afforded to Full-Time students eligible for Federal PELL grants, in their third or fourth academic year, and who is majoring in physical, life or computer science, engineering, mathematics, technology, or a critical foreign language.

- 113 **Grant, Federal, Teacher Education Assistance for College and Higher Education (TEACH).** Grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.
- 114 **Grant, Federal, Post 9/11 GI Bill.** Funds awarded to veterans, or spouse or dependent who served a minimum of 90 days in the armed services beginning on or after September 11, 2001. Funds are capped at the amount charged to full-time undergraduate students at the most expensive public institution and vary by length of service. Only the Tuition and Fees will be reported because that is the only payment sent to the college.

#### LOANS

- 201 **Loan, Federal Perkins Loans.** Low interest loans distributed by the institution to students to defray educational expenses (Federally funded).
- 202 **Loan, Federal FFELP.** Federal Family Education Loan Program subsidized and unsubsidized Stafford loans. Federally insured low interest loans afforded to students to defray educational expenses (Federally funded).
- 203 **Loan, Federal FFELP Plus.** Federal family education loan program - plus loans meant to provide additional funds for educational expenses. This loan, made by a private lender, is available to parents of dependent undergraduate, and independent undergraduate students (Federally funded).
- 204 **Loan, Federal-Health Professions.** Program designed to assist students in the fields of medicine, osteopathy, dentistry, veterinary medicine, optometry, pharmacy, nursing and pediatrics by providing long-term, low-interest loans (Federally funded).
- 205 **Loan, Federal HEAL.** Health Education Assistance Loan (HEAL) a federal loan provided to students in Health Education (Federally funded).
- 206 **Loan, Federal FDLF.** William D. Ford Federal Direct Loan Program subsidized and unsubsidized Stafford loans - low interest loans afforded to students to defray educational expenses. This loan is made by the federal government (Federally funded).
- 207 **Loan, Federal FDLF Plus.** William D. Ford Federal Direct Loan Program Plus additional funds for educational expenses. This loan is made by the federal government and is available to parents of dependent undergraduate and independent undergraduate students (Federally funded).
- 208 **Loan, Other Federal.** Loans provided to students from federal sources not previously identified to defray education expenses, i.e. Federal law Enforcement Educational Loan, etc. (Federally funded).
- 209 **Loan, State.** Loans provided by the state of Florida to defray educational expenses (State funded).
- 210 **Loan, Institutional (Long Term).** Low interest loans to students provided by the college to defray educational expenses (Institutionally funded).
- 211 **Loan, Private.** Low interest loans afforded to students from private lenders to defray educational expenses (Privately funded).

**SCHOLARSHIPS** (*Money in this category does not have to be repaid*)

- 301 **Scholarship, Federal.** Funds afforded to students from federal sources to defray educational expenses (i.e. Federal Nursing Scholarships, etc.) (Federally funded).
- 302 **Scholarship, State, Bright Futures FAS.** Florida Academic Scholars funds provided to students with outstanding high school academic achievement for attendance at a Florida public or non-public college or university. FS 1009.534 (State funded).
- 303 **Scholarship, State, Bright Futures FMS.** Florida Medallion Scholars funds provided to students with meritorious high school academic achievement for attendance at a Florida public or non-public college or university. FS 1009.535 (State funded).
- 304 **Scholarship, State, Bright Futures FGVS.** Florida Gold Seal Vocational Scholars funds provided to students with outstanding High School Academic achievement and vocational preparation for attendance at a Florida public or non-public college or university. FS 1009.536 (State funded).
- 305 **Scholarship, Other State.** Funds afforded to students from state sources other than those uniquely identified to defray educational expenses (State funded).
- 306 **Scholarship, Institutional.** Funds afforded to students from institutional sources to defray educational expenses (Institutionally funded).
- 307 **Scholarship, Private.** Funds afforded to students from private sources to defray educational expenses (Privately funded).
- 308 **Scholarship, Federal IASG.** Iraq and Afghanistan Service Grants funds provided for Postsecondary education scholarships for Veteran’s Dependents (Federally funded).

**STUDENT EMPLOYMENT** (*Part-time employment provided to students on campus or at a non-profit organization in order to afford them the opportunity to earn money to defray educational expenses.*)

- 401 **Federal Student Employment, College Work Study.** Funds derived from federal sources, available to under-graduate and graduate students (Federally funded).
- 402 **State Student Employment, Florida Work Experience Program.** Funds derived from state sources, available to under-graduates. FS 1009.77 (State funded).
- 403 **Public School Work Experience Program – PSWEP.** State funded work experience program (State funded).

**Edit:**

1.	Missing or Invalid	Critical
2.	IN (101, 102, 104, 111, 112, 113, 114, 201, 202, 203, 204, 205, 206, 207, 208, 301, 308, 401) and Financial Aid – Source of Funds (DE 3207) NE F	Critical
3.	IN (105, 106, 107, 209, 302, 303, 304, 305, 402, 403) and Financial Aid – Source of Funds (DE3207) NE S	Critical
4.	IN (108, 210, 306) and Financial Aid – Source of Funds (DE 3207) NOT IN (W, I)	Critical
5.	IN (109, 211, 307) and Financial Aid – Source of Funds (DE 3207) NE P	Critical
6.	EQ 110 and Financial Aid – Source of Funds (DE 3207) NE O	Critical
7.	IN (101, 102, 105, 107, 111, 112, 113, 201, 401, 402) and Financial Aid – Award Condition I.D. (DE 3206) NE 1	Critical
8.	IN (114, 302, 303, 304) and Financial Aid – Award Condition I.D. (DE 3206) NE 2	Critical

## Data Element 3209

### Financial Aid Paid Amount

#### Data Element is used in the Following Reports:

- Financial Aid

#### Description:

Record Type Eight – The amount of aid paid by source of fund and type of award for term (DE 3201) and fiscal year (DE 3202).

#### Edit:

- |    |                        |          |
|----|------------------------|----------|
| 1. | Missing or Non-numeric | Critical |
| 2. | EQ 0000000             | Critical |

## Data Element 3301

### Program of Industry – CIP

#### Data Element is used in the Following Reports:

- Fundable Certifications
- Perkins IV

#### Description:

Record Type Nine – Identifies the classification associated with the program in which a completion occurred. Program Industry – CIP is a ten-character code composed of a two-digit code indicating the program cluster, a six-digit code indicating the Classification of Instructional Program (CIP), and a two-digit unique identifier.

Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

#### TABLE VALUES:

##### CLUSTER VALUES:

- 01 - Agriculture
- 02 - Marketing
- 03 - Health Occupations
- 04 - Family and Consumer Sciences
- 05 - Business
- 06 - Industrial
- 07 - Public Service
- 08 - Apprenticeship
- 09 - Preparation for Homemaking
- 10 - Diversified Cooperative Training
- 15 - Adult General Education

##### CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

##### UNIQUE IDENTIFIER:

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

**Associate in Science (AS) Degree Programs with Articulated General Education**

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES**

**CLUSTER VALUES:**

- 11 - Agriculture
- 12 - Marketing
- 13 - Health Occupations
- 14 - Family and Consumer Sciences
- 15 - Business
- 16 - Industrial
- 17 - Public Service

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

**UNIQUE IDENTIFIER:**

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

**NOTE:**

1. For Fundable Industry Certification all nines can be sent for Classification of Instructional Program
2. Edit 2 is only applicable during Annual Submission (4E).

**Edit:**

- |    |   |           |
|----|---|-----------|
| 1. | Missing or Non-numeric                          | Critical  |
| 2. | CIP not an AAS, AS, PSAVC, PSVC, or ATD program | *Critical |

\*See Note 2



## Data Element 3302

### Program Industry Certification Number

#### Data Element is used in the Following Reports:

- Fundable Certifications
- Perkins IV

#### Description:

Record Type Nine – Identifier assigned by the Florida Department of Education (DOE) to specify the industry certification or technical skill attainment by third party assessment that the student has taken.

**NOTE:** Edits 2, 3, and 4 are only applicable during Summer Term (1E), Fall Term (2E), and Winter/Spring Term (3E) submissions.

#### Edit:

- |    |   |           |
|----|---|-----------|
| 1. | Missing or Non-numeric  | Critical  |
| 2. | Valid Certification for prior year only – no Course record in prior year    | *Critical |
| 3. | No Course record exists in either year                                      | *Critical |
| 4. | Valid Certification for Current year only; no Course record in current year | *Critical |

\*See Note

## Data Element 3303

### Program Industry Certification Date

#### Data Element is used in the Following Reports:

- Fundable Certifications
- Perkins IV

#### Description:

Record Type Nine – The date the Program Industry Certification Test was taken by the student.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (20) and YY is a numeric year.

#### Edit:

- |    |  |          |
|----|--|----------|
| 1. | Missing or Non-numeric   | Critical |
| 2. | Invalid range month  | Critical |
| 3. | Invalid range century  | Critical |
| 4. | Invalid date range – Date must be in the range of 05/2014 thru 05/2015 | Critical |

## Data Element 3304

### Program Industry Certification Outcome

#### Data Element is used in the Following Reports:

- Fundable Certifications
- Perkins IV

#### Description:

Record Type Nine – Indicates whether or not the student passed the industry certification or technical assessment taken/attempted.

#### TABLE VALUES

- P Student passed the assessment
- F Student did not pass the assessment
- Z Student did not take an assessment

#### Edit:

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

## Student Demographic Information Record Format – Record Type 1

Field Characteristics					Student Information
A Alphabetic Only					Record Type 1
A/N Alphanumeric					
N Numeric Only					
					Page 1 of 2
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 1
1015	22-41	20	A/N	Last Name	Last Name
1014	42-56	15	A/N	First Name	First Name
	57	1			FILLER
1006	58	1	A/N	Gender	Gender
	59				FILLER
1019	60-67	8	N	Birth Date	Student Birth Date
	68	1			FILLER
1004	69	1	A/N	Residence Fee	Fee Classification Residency
1001	70	1	A/N	Citizenship	Citizenship
1002	71	1	A/N	Disabled Class	Disabled Classification
1013	72	1	A/N	Limited English	Limited English Proficiency
1007	73-78	6	A/N	HS Code	High School County Code CCHHHH,CC=County, HHHH=High School Code
1008	79	1	A/N	HS-Graduation-Code	High School Graduation Code
1009	80-85	6	N	HS-Graduation Date	High School Graduation Date
1011	86	1	A/N	Incarceration-Status	Incarceration Status
1005	87	1	A/N	First-Time	First-time Student Flag
1032	88	1	A/N	Transfer	Transfer Student Flag
1018	89-90	2	A/N	Admission-State-Code	State Code at Time of Admission
1053	91	1	A/N	Highest_Ed_Level_PG1	Highest Education Level Parent 1 or Guardian 1
1054	92	1	A/N	Highest_Ed_Level_PG2	Highest Education Level Parent 2 or Guardian 2
1057	93	1	A	Mil_Status	Current Military Status
1058	94	1	A	Single_Parent_or_Single_Pregnant	Single parent or single pregnant woman
1059	95	1	A	Displaced_Homemaker	Displaced Homemaker
1060	96	1	A	AGE_Ex_Offender	Adult General Ed, Ex-Offender
1061	97	1	A	AGE_Homeless_or_Runaway	Adult General Ed, Homeless Individual, Homeless Children and Youths, or Runaway Youth
1029	98	1	A/N	Full/Part-Time	Term Part-Time/Full-Time
	99	1			FILLER

Field Characteristics					Student Information
A Alphabetic Only					Record Type 1
A/N Alphanumeric					
N Numeric Only					
					Page 2 of 2
DE#	From/To	Size	Field Char	Field Name	Field Description
1055	100-109	10	A/N	Suffix	Name Suffix
1064	110-111	2	A	Lvl_School_Achieved	Level of Schooling Achieved
	112-114	3			FILLER
1026	115-118	4	N	Inst-GPA-Points-Term	Term Inst. Grade Points for GPA
1027	119-121	3	N	Inst-GPA-Hours-Term	Term Inst. Hours for GPA
1030	122-126	5	N	Inst-Grade-Points-Total	Total Inst. Grade Points
1031	127-130	4	N	Inst-GPA-Hours-Total	Total Inst. Hours for GPA
1033	131-132	2	A	Nation-Citizen	Nation of Citizenship
1034	133-139	7	N	Transfer-Inst.	Transfer Institution
1035	140	1	A	Ver-Dis-Class-Ind	Verified Disabled Classification Indicator
1036	141	1	A	Race-White	Race – White
1037	142	1	A	Race-Black	Race – Black
1038	143	1	A	Race-Asian	Race – Asian
1039	144	1	A	Race-Indian	Race – American Indian/Alaskan Native
1040	145	1	A	Race-Hawaiian	Race - Native Hawaiian/Pacific Islander
1041	146	1	A	Hispanic	Ethnicity – Hispanic/Latino
1042	147	1	A	Athletic-Aid	Athletic Related Aid Indicator
1043	148	1	A	Career Pathways	Career Pathways Indicator
1062	149	1	A	AGE_Emp_Barrier	Adult General Ed, Employment Barrier
1063	150	1	A	AGE_Migrant_Worker	Adult General Ed, Migrant/Farmworker
1052	151	1	A	AGE_Adult_Empl	Adult General Ed, Adult Employment Status
1047	152	1	A	Adult_Lev_Schl_Ach	Adult Level of Schooling Achieved
1048	153	1	A	Adult_Org_Schl	Adult Origin of Schooling
1049	154	1	A	Dist_Ed_Stu_Loc	Distance Education Student Location
1050	155	1	A	Hschool_Dev	Developmental Education for High School Exemption
1051	156	1	A	Mil_Dev	Developmental Education for Military Exemption
1016	157-176	20	A/N	Middle Name	Middle Name
1000	177-190	14	A/N	FLEID	Florida Education Identifier
	191-199	9	N	Zip_Code	USPS Zip Code
	200	1			FILLER

**NOTE:** Shaded fields are unique key elements.

## Entry/Exit Testing Information Record Format – Record Type 2

Field Characteristics					Entry Testing Information
A Alphabetic Only					Record Type 2
A/N Alphanumeric					
N Numeric Only					
					Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student_ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record_Type	Record Type = 2
1104	22	1	A/N	ELT_Type	Entry Level/Exit Test – Type
1103	23	1	A/N	ELT_Subtest	Entry Level/Exit Test – Subtest
1101	24-27	4	N	ELT_Score	Entry Level/Exit Test – Score
1102	28	1	A/N	ELT_Site	Entry Level/Exit Test – Site
1105	29-34	6	N	ELT_Date	Entry Level/Exit Test – Date
1106	35	1	A/N	Col_Prep_Complete	College Preparatory Completion Indicator
1107	36-40	5	A/N	Adult_Entry_Level_Exit_Form	Adult test form
1108	41	1	A/N	Adult_Test_level_of_Difficulty	Adult Test level of Difficulty
1109	42-49	8	N	Adult_Test_Date	Adult Test - Date
	50-176	127			FILLER
1000	177-190	14	A/N	FLEID	Florida Education Identifier
	191-200	10			FILLER

**NOTE:** Shaded fields are unique key elements.

## Acceleration Information Record Format – Record Type 3

Field Characteristics					Acceleration Information
A Alphabetic Only					Record Type 3
A/N Alphanumeric					
N Numeric Only					
					Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student_ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record_Type	Record Type = 3
1204	22	1	A/N	Test_Type_AP	Acceleration – Type
1203	23	1	A/N	Subtest_AP	Acceleration – Subtest
1201	24	1	A/N	Hour_Type_AP	Acceleration – Hour Type
1202	25-29	5	N	Hours_AP	Acceleration – Hours
1205	30-38	9	A/N	Industry_Certification	Gold Standard Industry Certification
	39-176	138			FILLER
1000	177-190	14	A/N	FLEID	Florida Education Identifier
	191-200	10			FILLER

**NOTE:** Shaded fields are unique key elements.

## Program Information Record Format – Record Type 4

Field Characteristics					Program Information
A Alphabetic Only					Record Type 4
A/N Alphanumeric					
N Numeric Only					
					Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 4
2002	22-31	10	N	Program-CIP	Program of Study – CIP
2001	32	1	A/N	Award-Type	Program of Study – Award Type
2003	33	1	A/N	Program-Hour-Type	Program of Study – Hour Type
2004	34-38	5	N	Program-Hours	Program of Study – Hours
2005	39	1	A/N	Program-Level	Program of Study – Level
2006	40-69	30	A/N	Program-Title	Program of Study – Title
2007	70-75	6	N	Program-Clock	Total Clock Hours Earned
2008	76-81	6	N	Program-Credit-Hours	Total Credit Hours Earned
2009	82	1	A	Locally Inactive Program Flag	Locally Inactive Program Flag
2010	83-85	3	N	P_Teacher_Cert	State Approved Teacher Preparation Program – DOE Code
2011	86-90	5	N	P_Teacher_Cert_Benchmark	State Approved Teacher Preparation Program – Benchmark Term
2012	91-95	5	N	P_Teacher_Cert_Stu_Teach_Term	State Approved Teacher Preparation Program – Student Teaching Term
2013	96	1	A	Bac_Enr_Flag	Baccalaureate Enrollment Flag
2014	97-102	6	N	Bac_Prog_Int	Baccalaureate Program of Interest
2015	103-109	7	N	Bac_Inst_Int	Baccalaureate Institution of Interest
2016	110-112	3	N	P_EPI_Cert1	EPI Subject Area Specialization – Program 1
2017	113-115	3	N	P_EPI_Cert2	EPI Subject Area Specialization – Program 2
2018	116-118	3	N	P_EPI_Cert3	EPI Subject Area Specialization – Program 3
2019	119-121	3	N	P_EPI_Cert4	EPI Subject Area Specialization – Program 4
2020	122-124	3	N	P_EPI_Cert5	EPI Subject Area Specialization – Program 5
2021	125	1	A	AGE_Withdrawal_Reason	Withdrawal Reason from Adult General Ed Program
	126-176	51			FILLER
1000	177-190	14	A/N	FLEID	Florida Education Identifier
	191-200	10			FILLER

**NOTE:** Shaded fields are unique key elements.



## Completion Information Record Format – Record Type 5

Field Characteristics					Completion Information
A Alphabetic Only					Record Type 5
A/N Alphanumeric					
N Numeric Only					
					Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 5
2101	22-31	10	N	Completion_CIP	Completion - CIP
2103	32	1	A/N	Degree-Granted	Completion Degree Granted
2102	33-38	6	N	Completion-Date	Completion Date (MMCCYY)
2104	39	1	A/N	Occupational Completion Point Indicator	Occupational Completion Point Indicator
2105	40-41	2	A/N	Adult Literacy Completion Point Indicator	Adult Literacy Completion Point Indicator
2106	42-46	5	A/N	ATC Completion Hours	Advanced Technical Certificate Completion Hours
2107	47	1	A	Locally Inactive Completion Program Flag	Locally Inactive Completion Program Flag
2108	48	1	A	Completion Multiple Major Indicator	Completion Multiple Major Indicator
	49	1			FILLER
2110	50-52	3	N	C_Teacher_Cert	State Approved Teacher Prep Program Completion – DOE code
2111	53	1	A	CTE_Basic_Skills	Career and Technical Education Basic Skills Examination Flag
2116	54-56	3	N	C_EPI_Cert1	EPI Subject Area Specialization – Completion 1
2117	57-59	3	N	C_EPI_Cert2	EPI Subject Area Specialization – Completion 2
2118	60-62	3	N	C_EPI_Cert3	EPI Subject Area Specialization – Completion 3
2119	63-65	3	N	C_EPI_Cert4	EPI Subject Area Specialization – Completion 4
2120	66-68	3	N	C_EPI_Cert5	EPI Subject Area Specialization – Completion 5
2121	69-76	8	N	AGE_Completion_Date	Adult General Education Cert/Diploma/LCP Earned Date
	77-176	100			FILLER
1000	177-190	14	A/N	FLEID	Florida Education Identifier
	191-200	10			FILLER

**NOTE:** Shaded fields are unique key elements.

## Course Information Record Format – Record Type 6

Field Characteristics					Course Information
A Alphabetic Only					Record Type 6
A/N Alphanumeric					
N Numeric Only					
					Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record_Type	Record Type = 6
3008	22-29	8	A/N	Course-ID	Course Identifier
3009	30-37	8	A/N	Course-Section	Course Identifier Section
3001	38-42	5	N	Course – ICS	Course ICS
3007	43-44	2	A/N	Course-Grade	Course Grade Awarded
3014	45	1	A/N	Registration-Period	Course Registration Period
3011	46	1	A/N	Course-Hour-Type	Course Section Hour Type
3012	47-51	5	N	Course-Section-Hours	Course Section Hours
3013	52-56	5	N	Course-Section-Location	Course Section Location
3015	57	1	A/N	Instructor-Flag	Course Instructor Flag
3006	58	1	A/N	Fee-Waiver	Course Fee Kind
	59	1			FILLER
3010	60	1	A/N	Lifelong	Course Lifelong Learning Flag
3003	61	1	A/N	Course-Cooperative Ed	Course Cooperative Ed Flag
3005	62	1	A/N	Dual-Enroll	Course Dual Enrollment/Co-Enrollment Flag
3004	63-64	2	A/N	Dual-Enroll-Category	Course Dual Enrollment Category
	65-66	2			FILLER
3018	67	1	A/N	FTE Flag	FTE Flag
	68-74	7			FILLER
3022	75	1	A	Adult Educational Functioning Level, Initial	Adult Ed Functioning Level, Initial
3023	76-81	6	N	Adult-Educational-Course-Enrollment-Date	Adult Ed Course Enrollment Date
3024	82-87	6	N	Adult-Educational-Course-Exit-Date	Adult Ed Course Exit Date
3025	88	1	A	Adult-Educational-Course-Post-Status	Adult Ed Course Post Status
3026	89-96	8	N	AGE_Crse_Entry_Date	Adult General Ed Course Entry Date
3027	97-104	8	N	AGE_Crse_Exit_Date	Adult General Ed Course Exit Date
	105-176	72			FILLER
1000	177-190	14	A/N	FLEID	Florida Education Identifier
	191-200	10			FILLER

**NOTE:** Shaded fields are unique key elements.

## Economically Disadvantaged Record Format – Record Type 7

Field Characteristics					Economically Disadvantaged Information
A Alphabetic Only					Record Type 7
A/N Alphanumeric					
N Numeric Only					
					Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student_ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record_Type	Record Type = 7
3102	22-23	2	A/N	Aid_Type	Financial Aid Award Type
	24-176	153			FILLER
1000	177-190	14	A/N	FLEID	Florida Education Identifier
	191-200	10			FILLER

**NOTE:** Shaded fields are unique key elements.

## Financial Aid Record Format – Record Type 8

Field Characteristics					Financial Aid Information
A Alphabetic Only					Record Type 8
A/N Alphanumeric					
N Numeric Only					
					Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student_ID	Student Identification
3201	18	1	N	Financial Aid Term Identifier	Term Identifier
	19-20	2	A/N		FILLER
101A	21	1	N	Record_Type	Record Type = 8
3202	22-25	4	N	Financial Aid Academic Year	Academic Year
3203	26	1	A/N	Dependency_Status	Student Current Dependency Status
3204	27-33	7	N	Family_Contribution	Expected Family Contribution
3205	34-40	7	N	Aid_Need	Financial Aid Need
3206	41	1	A/N	Aid_Condition_ID	Financial Aid Award Condition ID
3207	42	1	A/N	Fund_Source	Source of Financial Aid Funds
3208	43-45	3	A/N	Aid_Type	Financial Aid Award Type
3209	46-52	7	N	Aid_Amount	Financial Aid Paid Amount
	53-176	124			FILLER
1000	177-190	14	A/N	FLEID	Florida Education Identifier
	191-200	10			FILLER

**NOTE:** Shaded fields are unique key elements.

## Industry Certification Information Record Format – Record Type 9

Field Characteristics					Industry Certification Information
A Alphabetic Only					Record Type 9
A/N Alphanumeric					
N Numeric Only					
Page 1 of 1					
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 9
3301	22-31	10	A/N	Program-Industry-CIP	Program Industry CIP
3302	32-39	8	A/N	Program-Industry-Certification-Number	Program Industry Certification Number
3303	40-45	6	N	Program-Industry-Certification-Date	Program Industry Certification Date
3304	46	1	A/N	Industry-Certification-Outcome	Industry Certification Outcome
	47-176	130			FILLER
1000	177-190	14	A/N	FLEID	Florida Education Identifier
	191-200	10			FILLER

**NOTE:** Shaded fields are unique key elements.

## Sample Instructions to Send Student Data

### WS-FTP

	<b>Text File</b>
Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS
User_ID:	Your NWRDC Userid
Password:	Your NWRDC Password
Account:	NWRDC IP Address
Remote Host:	'CCcc.STU.STUDENT.Tttyyyy'
Local PC:	Your local Directory
Transfer Mode:	ASCII

### NOTES:

1. Single Quotes are required for the NWRDC "Remote Host" parameter.
2. You need to set up the **logical record length** with the site command. Also use Tracks instead of Cylinders.
3. For detailed instructions, refer to the Data Submission Procedures Guide.

### DIS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE256,PROJ=STU,CNUM=cc,FNAM=STUDENT,
// YEAR=yyyy,TERM=tt,LRECL=200,BLKSZ=27800,
// SPACE=(TRK,(5,1),RLSE)'
```

### RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT NnnRrr
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE256,PROJ=STU,CNUM=cc,FNAM=STUDENT,
// YEAR=yyyy,TERM=tt,LRECL=200,BLKSZ=27800,
// SPACE=(TRK,(5,1),RLSE)'
```

### Where:

cc	=	your college number (1-28)
nn	=	your printer node
rr	=	your printer remote
ppppp	=	your password
ll	=	SYSOUT lines in thousands
yyyy	=	year (i.e., 2007)
tt	=	term (i.e., 3E)

**Section III:  
Verification Reports Selection Criteria**





## Exceptions Report

The Exceptions report displays the frequency of table values for a specific Data Element. The following Data Elements are included on this report:

1000	Florida Education Identifier	1203	Acceleration - Subtest
1001	Citizenship	1204	Acceleration - Type
1002	Disabled Classification	2001	Program of Study - Award Type
1003	Ethnic Origin	2003	Program of Study - Hour Type
1004	Fee Classification Residency	2005	Program of Study – Level
1005	First-Time Student Flag	2007	Total Clock Hours Earned
1006	Gender	2008	Total Credit Hours toward Award
1007	High School Code	2009	Locally Inactive Program Flag
1008	High School Graduation Code	2010	State Approved Teacher Preparation Program – DOE Code
1009	High School Graduation Date	2011	State Approved Teacher Preparation Program – Benchmark
1010	Immunization Status	2012	State Approved Teacher Preparation Program – Student Teaching Term
1011	Incarceration Status	2013	Baccalaureate Enrollment Flag
1013	Limited English Proficiency	2014	Baccalaureate Program of Interest
1019	Student Birth Date	2015	Baccalaureate Institution of Interest
1021	Student Identification Number	2103	Completion Degree Granted
1026	Term Institutional Grade Points	2107	Locally Inactive Completion Program Flag
1027	Term Institutional Hours for GPA	2110	State Approved Teacher Preparation Program Completion – DOE Code
1029	Term Part-Time/Full-Time	3003	Course Cooperative Education Flag
1030	Total Institutional Grade Points	3004	Course Dual Enrollment Category
1031	Total Institutional Hours for GPA	3005	Course Dual Enrollment/Co-Enrollment Flag
1032	Transfer Student Flag	3006	Course Fee Kind
1033	Nation of Citizenship	3007	Course Grade Awarded
1034	Transfer Institution	3010	Course Lifelong Learning Flag
1035	Verified Disabled Classification Indicator	3011	Course Section Hour Type
1036	Race-White	3014	Course Registration Period
1037	Race-Black	3015	Course Instructor Flag
1038	Race-Asian	3016	Course WIA-ITA Flag
1039	Race-Indian	3017	Welfare Transition Flag
1040	Race-Hawaiian	3018	FTE Flag
1041	Hispanic	3020	School-to-Work Indicator, Work-Based Experience
1042	Athletic Aid	3021	School-to-Work Indicator, School-Based Experience
1043	Tech Prep	3022	Adult Educational Functioning Level, Initial
1047	Adult Level of Schooling Achieved		
1048	Adult Origin of Schooling		
1049	Distance Ed Student Location		
1102	Entry Level Test - Score		
1103	Entry Level Test - Subtest		
1104	Entry Level Test - Type		
1106	College Preparatory Completion Indicator		
1201	Acceleration - Hour Type		

3025	Adult Ed Course Post-Test	<b>Annual Financial Aid</b>	
3102	Financial Aid Award Type	3203	Student Current Dependency Status
3302	Program Industry Certification Number	3204	Expected Family Contribution
3303	Program Industry Certification Date	3205	Financial Aid Need
3304	Program Industry Certification Outcome	3206	Financial Aid Award Condition ID
		3207	Source of Financial Aid Funds
		3208	Financial Aid Award Type
		3209	Financial Aid Paid Amount

The following are included as part of the Exceptions Report:

Students not Matching from Prior Term  
Duplicate FTIC Students  
Duplicate Completers from Prior Term  
GPA > 4.0

## Entry Level Test Report

The Summary Entry Level Test report is generated from the Entry Level Test Type (DE 1104). This report displays the number of First-Time in College (DE 1005 EQ Y) students who are at/above or below the Cut-Off Scores (Entry Level Test Score (DE 1101) – see cutoff Scores used below). The report is broken down by Entry Level Test – Subtest (DE 1103).

### Cut-Off Scores Used

Test Type	Subtest	SDB Subtest	Score	2000-01 Fall Score
ACT	English	Reading	15	
	Composite	Writing	14	
	Mathematics	Math	13	
Enhanced ACT	Reading	Reading	16	18
	English	Writing	16	17
	Mathematics	Math	16	19
ASSET	Reading Skills	Reading	22	
	Language Usage	Writing	43	
	Elementary Algebra	Math	12	
New ASSET	Reading Skills	Reading	37	
	Writing Skills	Writing	37	
	Elementary Algebra	Math	37	
CPT	Reading Comprehension	Reading	83	
	Sentence Skills	Writing	83	
	Elementary Algebra	Math	72	
MAPS	Reading Comprehension	Reading	13	
	Test of Standard Written English	Writing	31	
	Elementary Algebra	Math	209	
New MAPS	Reading Comprehension	Reading	109	
	Conventions of Written English	Writing	311	
	Elementary algebra	Math	613	
SAT	Verbal	Reading	340	
	Test of Standard Written English	Writing	31	
	Mathematics	Math	400	
PERT	Reading Skills	Reading	104	
	Writing Skills	Writing	99	
	Math Skills	Reading	113	

Test Type	Subtest	SDB Subtest	Score	2000-01 Fall Score
SATI	Administered between March 1, 1994 and March 31, 1995			
	Verbal*	Reading	340	
	Verbal*	Writing	340	
	Mathematics	Math	400	
	Administered after March 31, 1995			
	Verbal*	Reading	420	440
Verbal*	Writing	420	440	
	Mathematics	Math	440	

**\*NOTE:** *The Verbal score is sent in for both Reading and Writing. Rule 6A-10.0315 1(d) states, 'Students with scores below the cut score on the verbal subtest of the SATI shall be considered to have fallen below the cut score in both reading and writing for placement and reporting purposes.'*

## Enrollment in Occupationally Specific Programs (EP)

The programs that are displayed on this report are defined as Occupationally Specific by the Federal Government.

### Demographic Table

1. Citizenship (DE 1001)
2. Ethnic Origin (DE 1003)
3. Gender (DE 1006)

### Program Information Table

1. Program of Study – Level (DE 2005) where program level IN (0, 1, 2, 8, A, C, D, P, T)
2. Program of Study – CIP (DE 2002) where CIP < 888888

## IPEDS Completion Report (C2)

The IPEDS Completions Report (C2) counts the number of degrees and awards conferred by each institution. Program completions are counted by the 2-digit Federal Program Category, as well as by the six-digit Federal Program CIP, for awards less than one academic year, at least one but less than two years, associate degrees, awards at least two but less than four years, and baccalaureate degrees. All of these counts are reported by race and gender. In addition to the federal reporting requirements, the Division will report the total number of awards granted to students with unknown gender.

The column totals will be calculated using the following criteria:

### **BACCALAUREATE DEGREES**

DE 2103 (*Completion Degree*) EQ C (Bachelor's Degree)

### **AWARDS AT LEAST 2 BUT < 4 YEARS**

Always Zero

### **ASSOCIATE'S DEGREES**

DE 2103 (*Completion Degree*) EQ 1 (Associate in Arts) OR  
 EQ 2 (Associate in Science) OR  
 EQ A (Associate in Arts and Sciences)

### **AWARDS AT LEAST 1 BUT < 2 YEARS**

Completion Degree is PSVC, PSAVC, ATC, ATD, Apprenticeship, or EPI DE 2103 IN (3,4,5,7,P,F)

Program CIP matches Completion CIP DE 2002 (*Program of Study – CIP*) EQ Completion CIP

Program Hours are more than 29 semester hours and Program Hour Type Is Semester Hours DE 2004 GT 29 AND DE 2003 EQ S

**OR**

Program Hours are more than 899 clock hours and Program Hour Type Is Clock Hours DE 2004 GT 899 AND DE 2003 EQ C

### **AWARD LESS THAN 1 YEAR**

Completion Degree is PSVC, PSAVC, ATC, ATD, or Apprenticeship DE 2103 IN (3,4,5,7,P)

Program CIP matches Completion CIP DE 2002 (*Program of Study – CIP*) EQ Completion CIP

Program Hours are less than 30 semester hours and Program Hour Type is Semester Hours DE 2004 LT 30 AND DE 2003 EQ S

**OR**

Program Hours are less than 900 clock hours and Program Hour Type is Clock Hours DE 2004 LT 900 AND DE 2003 EQ C

**RACIAL/ETHNIC DESCRIPTIONS**

Citizenship is Non-Resident Alien

DE 1001 EQ A

Ethnic Origin is Asian, Black (non-Hispanic), Hispanic, American Indian/Alaskan Native, White (non-Hispanic), Multiracial, Pacific Islander, or Unknown

DE 1003 IN (A,B,H,I,W,X,M,P)

**NOTE:** *The report displays the Federal CIP title, not the college CIP title. Federal CIP Categories 21 and 32-37 are excluded.*

## Course Match Report

The Course Match Report shows the distinct courses (DE 3008), for a term, which did not appear on the Statewide Course Numbering System (SCNS).

The distinct courses are selected from the course information where:

Course – ICS is:

Advanced and Professional Courses OR

Course ICS is Postsecondary Vocational Courses OR

Postsecondary Adult Vocational Courses OR

College Preparatory Courses OR

Dual Enrollment/Co-Enrollment Flag is Home School, Private School, or Public school that apply toward diploma

DE 3001 LT 12000 OR

DE 3001 IN (12101, 12201, 12301, 12401, 12501, 12601, 12701) OR

DE 3001 is in range (12102, 12202, 12302, 12402, 12502, 12602, 12702) OR

DE 3001 IN (13101, 13103) OR

DE 3005 IN (H, P, S)



## Readiness for College Report

1. All Colleges, 2016-17 Reporting Year and Summer, Fall, Winter/Spring End-of-Term data.
2. Highest degree held is either a High School Diploma attained from a Florida Public High School or a College Ready Diploma.  
  
High School Code (DE 1007) NOT IN (XXXXXX, ZZZZZZ, 000000, 999999) and High School Code matches a High School Code on the Public School Master School ID File.  
  
High School Graduation Code (DE 1008) EQ A.
3. The student graduated from a Florida Public High School in 2016.  
  
High School Graduation Date (DE 1009) is between (MMCCYY) 092015 and 082016.
4. Matriculation took place during the year (e.g., Student has a course record in the 2016-17 Reporting Year).
5. The student is pursuing a degree.  
  
Program of Study – Level (DE 2005) IN (0, 1, A) OR  
[Program of Study – Level (DE 2005) IN (3, 4) AND  
Program of Study – Award Type (DE 2001) IN (1, 2, 6, A)]
6. Transfer students are excluded from the report.  
  
Transfer Student Flag (DE 1032) IN (N, Z).

File layout for the Ready file: CCxx.STU.READYFIL.Tttyyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

Item	Position	Length	Field Name
1	01-06	6	HSCODE
2	07-11	5	FICE
3	12-21	10	PSNID
4	22-41	20	LNAME
5	42-51	10	SUFFIX
6	52-66	15	FNAME
7	67-96	20	MNAME
8	97-97	1	RACE
9	98-98	1	GENDER
10	99-99	1	TOOKTEST
11	100-100	1	MTYPE
12	101-101	1	RTYPE
13	102-102	1	WTYPE
14	103-103	1	MATHIND
15	104-104	1	READIND
16	105-105	1	WRITEIND
17	106-111	6	GRAD CCYMM
18	112-125	14	FLIED

**NOTE:** Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.

## AA-1A Report

From the Student Database End-of-Term files, a file will be generated for producing the state enrollment and completions reports (AA1A), according to the following selection criteria. Each record will contain the totals for enrollments, and completions, excluding a total for cooperative education completers.

The program record data will be based on the first occurrence of program records found in the Winter/Spring Term, then the Fall Term, then the Summer Term. The most up-to-date program hour information will be derived from the CIP table. Each record will contain the following totals for enrollments, and completions, excluding a total for cooperative education completers.

### SELECTION CRITERIA

#### Demographic Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Gender	DE 1006
Ethnic Origin	
Citizenship	DE 1001
Disabled Class	DE 1002
Limited English	DE 1013

#### Course Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Course – ICS	DE 3001
Course Cooperative Education Flag	DE 3003
Course Dual Enrollment/Co-Enrollment Flag	DE 3005

#### Completion Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Completion – CIP	DE 2101
Occupational Completion Point Indicator	DE 2104
Literacy Completion Point Indicator	DE 2105
Completion Degree Granted	DE 2103

#### Financial Aid Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Financial Aid Award Type	DE 3102

**Program Table**

Reporting Institution	DE 1017
Term Identifier	DE 1028
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hour Type	DE 2003
Program of Study – Hours	DE 2004

**Student VCIP Table**

Vocational CIP Cluster
Vocational CIP
Vocational CIP Unique ID
Vocational CIP Title
Vocational Primary Hours
Vocational Occupational Point

**Where**

Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	1 char (1, 2, or 3)
Year is Submission Year (e.g., 2008 for submission year 2008-09)	4 Digit Year
Bac	EQ N (ATC, BAC, EPI, and AA) or EQ E (EPI only) or EQ U (BAC only)

**PROCESSES AND CALCULATIONS**

- Select Student Demographic = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
  - Create two flags to keep track of Disable Class and Limited English. These flags are called Disabled and LEP.
  - If Disable Class (DE 1002) IN (D, H, L, M, O, P, S, V) then set Disabled EQ Y
  - If Limited English (DE1013) EQ Y then set LEP EQ Y
- Select Student Course = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
  - Create three flags to keep track of Dual Enrollment, Cooperative Education, and courses that are considered to be Disadvantage. These flags are called Dual, Coop, and Disadv.
  - If Dual Enrollment (DE 3005) IN (H, P, S, V), then set Dual EQ Y
  - If Cooperative Education (DE 3003) EQ Y, then set Coop EQ Y
  - If ICS (DE 3001) IN (13101, 13102, 13103, 13104), then set Disadv EQ Y
- Select Student Program = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
  - If Program Level (DE 2005) EQ 0 and
  - IF Program Credit Hours (DE 2008) NE 99998.9

4. Select VCIP Table by looking at award type (DE 2001).
  - a. Merge VCIP records with Program records. This will give you the number of hours it will take to complete program.
5. Select Student Financial Aid table = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
  - a. Create a flag for Aid Type called Aid.
  - b. IF Aid Type (DE 3208) NOT IN (AS, GS, MS, NN, SS) Then set Aid EQ Y
6. Select Student Completion records = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
  - a. If Occupational Completion Point (DE 2104) EQ Z and
  - b. If Literacy Completion Point (DE 2105) EQ Z and
  - c. If Completion – CIP Cluster (DE 2101) LT 999 and
  - d. If Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 7, A, C, P, F)
7. Select VCIP Table = Year
  - a. If Vocational Occupational Point EQ Z and
  - b. Vocational Award Type IN (ATC, BAC, EPI, AA)
8. Update Student Demographic (step 1) with Student Financial Aid (step 5)
  - a. If Aid EQ Y then update Disadv EQ Y
9. Update Student Demographic (step 8) with from Student Course (step 2).
  - a. Create a flag for Disadvantage to be used in the Student Demographic. The reasoning is because you have multiple Student Course records.
  - b. If Disadv EQ Y (step 2) then set the new flag Disadv EQ Y
10. Merge Student Demographic output (step 9) with Student Course (step 2).
  - a. Student that have a demographic record but does not have a course record will be dropped. These totals will be used for enrollments.
11. Merge Student Demographic (step 9) with Student Completion (step 6).
  - a. There must be a match between Student Demographic and Student Completions. These totals will be used for completers.
12. Read Student Demographic /Student Completion merge by Reporting Institution (DE 1017) CIP Instructional Program (DE 2002). Student ID (DE 1021)
  - a. If CIP Instructional Program (DE 2002) EQ 240101 then
  - b. IF CIP cluster (DE 2002) GT 111 and LT 119
  - c. Only the first record is outputted.
13. Sort Student Demographic/Student Completion (step 12) by CIPID (DE2101) and then merge with the Non Traditional Table.
  - a. This will show mark which courses are non-traditional.
  - b. Create a field in the file so you will know that this is the completers file.

14. Match Student Demographic (step 10) with Student Program enrollment (step 3).
  - a. Sort descending term with no duplicates to get the most recent program record using sort key of Reporting Institution (DE 1017), Student ID (DE 1021), Term Identifier (DE 1028), CIP (DE 2002).
  - b. Sort the output in step 12a with no duplicates using sort key Reporting Institution (DE 1017), Student ID (DE 1021), and CIP (DE 2002).
  - c. Sort the output in step 12b using sort key CIP (DE 2002).
  
15. Merge Vocational CIP output with Student Demographic (step 12).
  - a. This will give you the program titles and length of programs.
  
16. Sort output from step 13 and merge with the Non Traditional table.
  - a. This will show which courses are non-traditional.
  - b. Create a field in the file so you will know that this is the enrollment file.
  
17. Sort the Student Demographic/Completers and the Student Demographic/Enrollment files with the following criteria :
  - a. Type record, Reporting Institution (DE 1017), Student ID (DE 1021), CIP (DE 2002), Title (DE 2006)
  
18. Combine Student Demographic/Completes and Student Demographic/Enrollment into one file.
  
19. Sort combined file from step 18 by Reporting Institution (DE 1017), CIP Cluster, CIP Instructional Program, CIP Unique Identifier, (DE 2002 or DE 2101) and Level (DE 2005 or DE 2103)
  - a. Read sorted combined file creating totals for Race/Gender/Citizenship.

A record will be created for each college and program of study, and will include the following:

College Number	01 - 28
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hours	DE 2004
Program of Study – Hour Type	DE 2003

	<b>DE Number</b>	<b>DE Name</b>	<b>Value</b>
Total Alien Females	1001	Citizenship	A
	1006	Gender	F
Total Alien Males	1001	Citizenship	A
	1006	Gender	M
Total Asian Females		Ethnic Origin	A
	1006	Gender	F
Total Asian Males		Ethnic Origin	A
	1006	Gender	M
Total Indian Females		Ethnic Origin	I
	1006	Gender	F

	<b>DE Number</b>	<b>DE Name</b>	<b>Value</b>
Total Indian Males	1006	Ethnic Origin Gender	I M
Total Black Females	1006	Ethnic Origin Gender	B F
Total Black Males	1006	Ethnic Origin Gender	B M
Total Hispanic Females	1006	Ethnic Origin Gender	H F
Total Hispanic Males	1006	Ethnic Origin Gender	H M
Total White Females	1006	Ethnic Origin Gender	W F
Total White Males	1006	Ethnic Origin Gender	W M
Total Unknown Ethnic Females	1006	Ethnic Origin Gender	X F
Total Unknown Ethnic Males	1006	Ethnic Origin Gender	X M
Total Unknown Gender	1006	Gender	X
Total Unknown Gender and Unknown Ethnicity	1006	Gender Ethnic Origin	X X
Total		Count of enrollments/completers	
Total Dual-Enrolled	3005	Course Dual Enrollment/Co- Enrollment Flag	H, P, S
Total Disabled	1002	Disabled Classification	H, V, P, S, L, O, M, D
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	NOT IN (NN, SS, AS, GS, MS)
		<b>OR</b>	
	3001	Course – ICS	13101, 13102, 13103, 13104
		<b>OR</b>	
Total Cooperative Ed.*	3003	Course Cooperative Education Flag	Y

**NOTES:**

- \*1. Only for enrollments.
2. The student should be enrolled at least in a course during the year to be included in the enrollment counts.
3. The enrollments and completions are unduplicated by college, student Id and CIP code.

4. *Program records with Program of Study – CIP (DE 2002) of 9999999999 or with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*
5. *Program records with Program of Study – Level (DE 2005) of '3', '4', '5', '6', '7', '9', 'B', 'G', or 'Z' (Awaiting Limited Access, General Freshman, Employment Related, Other Personal Objectives, Linkage, Adult High School Diploma, Adult Basic, GED, Not Applicable) will be excluded.*
6. *Completion records with Completion Degree Granted (DE 2103) of '6', '8', '9', or 'Z' will be excluded.*
7. *Students having a Demographic record in any term classifying them as LEP will be reported as LEP in all of their program(s).*
8. *Students having a Demographic record in any term classifying them as Disabled will be reported as Disabled in all of their program(s).*
9. *Students having a Course record in any term classifying them as Dual Enrolled will be reported as Dual Enrolled in all of their program(s).*
10. *Students having a Course record in any term classifying them as Cooperative Education will be reported as Cooperative Education in all of their program(s).*
11. *Students having a Course record in any term or an Economically Disadvantaged record in any term classifying them as Disadvantaged will be reported as Disadvantaged in all of their program(s).*
12. *Two files are outputted that the college can download. Below are the names and the file formats.*

## Completions File Record Format

Record Description for the Completions File

Field Characteristics: CCxx.STU.AA1ACOMP.FILE.Tttccyy

Where:

'xx' is the college number

'tt' is the term submission

'ccyy' is the year submission

A = Alphabetic only

LRECL = 98

A/N = Alphanumeric

BLKSIZE = 27972

N = Numeric only

RECFM = FB

Z = Zoned numeric

R = Right justified with leading zeroes

L = Left justified

Item No.	From/To	Field Size	Field Char	Name	Field Description
1	01-02	02	Z	CCNUM	COLLEGE NUMBER
2	03-12	10	A/N	PSNID	STUDENT IDENTIFICATION
3	13-13	01	N	TRM	TERM
4	14-14	01	A/N	RACE	RACE
5	15-15	01	A/N	GENDER	GENDER
6	16-16	01	A/N	CITIZEN	CITIZEN
7	17-17	01	A/N	DSABLE	DISABLE
8	18-18	01	A/N	LMTENG	LIMITED ENGLISH PROFICIENCY
9	19-19	01	A/N	DISADV	DISADVANTAGE
10	20-20	01	A/N	DUAL	DUAL ENROLLMENT FLAG
11	21-21	01	A/N	COOP	COURSE COOPERATIVE ED FLAG
12	22-24	03	A/N	CIPCLUST	CIP CLUSTER
13	25-30	06	A/N	CIP	CIP
14	31-31	01	A/N		FILLER
15	32-33	02	A/N	CIPUNQID	CIP UNIQUE IDENTIFIER
16	34-63	30	A/N	TITLE	CLASS TITLE
17	64-64	01	A/N	LEVEL	PROGRAM OF STUDY LEVEL
18	65-65	01	A/N	HRTYPE	PROGRAM HOUR TYPE
19	66-69	04	A/N	AWARD	PROGRAM OF STUDY AWARD TYPE
20	70-70	01	A/N	OCP	OCCUPATIONAL COMPLETION POINT INDICATOR
21	71-71	01	A/N	DEGREE	DEGREE GRANTED
22	72-79	08	Z	VOCLEN	VOCATIONAL HRS LENGTH
23	80-80	01	A/N	NTRADIND	NON TRADITIONAL INDICATOR
24	81-84	04	N	DOECERT	STATE APPROVED TEACHER PREPARATION PROGRAM
25	85-98	14	A/N	FLEID	FLORIDA EDUCATION IDENTIFIER



## Enrollment File Record Format

Field Characteristics: CCxx.STU.AA1AENRL.FILE.Tttccyy

Where:

'xx' is the college number

'tt' is the term submission

'ccyy' is the year submission

A = Alphabetic only

LRECL = 92

A/N = Alphanumeric

BLKSIZE = 27972

N = Numeric only

RECFM = FB

Z = Zoned numeric

R = Right justified with leading zeroes

L = Left justified

Item No.	From/To	Field Size	Field Char	Name	Field Description
1	01-02	02	Z	CCNUM	COLLEGE NUMBER
2	03-12	10	A/N	PSNID	STUDENT IDENTIFICATION
3	13-13	01	N	TRM	TERM
4	14-14	01	A/N	RACE	RACE
5	15-15	01	A/N	GENDER	GENDER
6	16-16	01	A/N	CITIZEN	CITIZEN
7	17-17	01	A/N	DSABLE	DISABLE
8	18-18	01	A/N	LMTENG	LIMITED ENGLISH PROFICIENCY
9	19-19	01	A/N	DISADV	DISADVANTAGED
10	20-20	01	A/N	DUAL	DUAL ENROLLMENT FLAG
11	21-21	01	A/N	COOP	COURSE COOPERATIVE ED FLAG
12	22-24	03	A/N	CIPCLUST	CIP CLUSTER
13	25-30	06	A/N	CIP	CIP
14	31-31	01	A/N		FILLER
15	32-33	02	A/N	CIPUNQID	CIP UNIQUE IDENTIFIER
16	34-63	30	A/N	TITLE	CLASS TITLE
17	64-64	01	A/N	LEVEL	PROGRAM OF STUDY LEVEL
18	65-65	01	A/N	HRTYPE	PROGRAM HOUR TYPE
19	66-73	08	Z	HR	TOTAL HOURS PIC 9(07)V9
20	74-74	01	A/N	NTRADIND	NON TRADITIONAL INDICATOR
21	75-78	04	N	DOECERT	STATE APPROVED TEACHER PREPARATION PROGRAM
22	79-92	14	A/N	FLEID	FLORIDA EDUCATION IDENTIFIER

## AA-1B Report and File

From the Student Database End-of-Term files, a file will be generated for producing the Pre-Program Enrollment Students Report (AA1B), according to the following selection criteria. A record will be created for each college in the following enrollment groups: General Freshman, Employment Related, Other Personal Objectives and Awaiting Admittance To Limited Access Programs.

College Number 01 - 28

### Part A

	DE Number	DE Name	Value
(1) General Freshman	2005	Program of Study – Level	4
(2) Employment Related	2005	Program of Study – Level	5
(3) Other Personal Objectives	2005	Program of Study – Level	6
Total Alien Female	1001	Citizenship	A
	1006	Gender	F
Total Alien Male	1001	Citizenship	A
	1006	Gender	M
Total Asian Female		Ethnic Origin	A
	1006	Gender	F
Total Asian Male		Ethnic Origin	A
	1006	Gender	M
Total Indian Females		Ethnic Origin	I
	1006	Gender	F
Total Indian Males		Ethnic Origin	I
	1006	Gender	M
Total Black Females		Ethnic Origin	B
	1006	Gender	F
Total Black Males		Ethnic Origin	B
	1006	Gender	M
Total Hispanic Females		Ethnic Origin	H
	1006	Gender	F
Total Hispanic Males		Ethnic Origin	H
	1006	Gender	M
Total White Females		Ethnic Origin	W
	1006	Gender	F
Total White Males		Ethnic Origin	W
	1006	Gender	M

Florida College System  
Student Database  
2016-17 Reporting Year

	<b>DE Number</b>	<b>DE Name</b>	<b>Value</b>
Total	Count of Pre-Program Enrollment Students		
Total High School	3005	Course Dual Enrollment/Co-enrollment Flag	H, P, or S
Total Disabled	1002	Disabled Classification	H, V, P, S, L, O, M, D
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	NOT IN (NN, SS, AS, GS, MS)
<b>OR</b>	3001	Course – ICS	13101, 13102, 13103, 13104
<b>PART B</b>			
Awaiting Limited Access Program	2005	Program of Study – Level	3
(4) Agriculture	2002	Program of Study – CIP	01 or 11
(5) Marketing	2002	Program of Study – CIP	02 or 12
(6) Health	2002	Program of Study – CIP	03 or 13
(7) Home Economics	2002	Program of Study – CIP	04 or 14
(8) Business	2002	Program of Study – CIP	05 or 15
(9) Industrial	2002	Program of Study – CIP	06 or 16
(10) Public Service	2002	Program of Study – CIP	07 or 17
Total Alien Female	1001	Citizenship	A
	1006	Gender	F
Total Alien Male	1001	Citizenship	A
	1006	Gender	M
Total Asian Female		Ethnic Origin	A
	1006	Gender	F
Total Asian Male		Ethnic Origin	A
	1006	Gender	M
Total Indian Females		Ethnic Origin	I
	1006	Gender	F
Total Indian Males		Ethnic Origin	I
	1006	Gender	M
Total Black Females		Ethnic Origin	B
	1006	Gender	F
Total Black Males		Ethnic Origin	B
	1006	Gender	M
Total Hispanic Females		Ethnic Origin	H
	1006	Gender	F
Total Hispanic Males		Ethnic Origin	H

	<b>DE Number</b>	<b>DE Name</b>	<b>Value</b>
	1006	Gender	M
Total White Females		Ethnic Origin	W
	1006	Gender	F
Total White Males		Ethnic Origin	W
	1006	Gender	M
Total	Count of Pre-Program Enrollment Students		
Total High School	3005	Course Dual Enrollment/Co- Enrollment Flag	H, P, S
Total Disabled	1002	Disabled Classification	H, V, P, S, L, O, M, D
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	NOT IN (NN, SS, AS, GS, MS)
<b>OR</b>			
	3001	Course – ICS	13101, 13102, 13103, 13104

**NOTES:**

1. *Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*
2. *General Freshman is an unduplicated annual headcount of persons who were enrolled in courses with the apparent intent to obtain an award or certificate but have not been admitted to a program of study.*
3. *Employment Related is an unduplicated annual headcount of persons who were enrolled in employment related courses with no apparent intent to earn an award or certificate.*
4. *Other Personal Objectives is an unduplicated annual headcount of persons who were enrolled in courses for which the intent was self-enrichment.*
5. *Limited Access is determined by either the College or an Accrediting Board.*

## AA-1B Record Format

Record Description for the two parts

Field Characteristics: CCxx.STU.AA1BPARA.FILE.Tttccyy

Field Characteristics: CCxx.STU.AA1BPARB.FILE.Tttccyy

Where:

'xx' is the college number

'tt' is the term submission

'ccyy' is the year submission

A = Alphabetic only

LRECL = 81

A/N = Alphanumeric

BLKSIZE = 27972

N = Numeric only

RECFM = FB

Z = Zoned numeric

R = Right justified with leading zeros

L = Left justified

Item No.	From/To	Field Size	Field Char	Name	Field Description
1	01-02	02	N	CCNUM	COLLEGE NUMBER
2	03-12	10	A/N	PSNID	STUDENT IDENTIFICATION
3	13-13	01	N	TRM	TERM
4	14-14	01	A/N	RACE	RACE
5	15-15	01	A/N	GENDER	GENDER
6	16-16	01	A/N	CITIZEN	CITIZEN
7	17-17	01	A/N	DSABLE	DISABLE
8	18-18	01	A/N	LMTENG	LIMITED ENGLISH PROFICIENCY
9	19-23	05	N	ICS	
10	24-24	01	A/N	DUAL	DUAL ENROLLMENT FLAG
11	25-25	01	A/N	DISADV	DISADVANTAGE
12	26-28	03	A/N	CIPCLUST	CIP CLUSTER
13	29-34	06	A/N	CIP	CIP
15	35-36	02	A/N	CIPUNQID	CIP UNIQUE IDENTIFIER
16	37-66	30	A/N	TITLE	PROGRAM TITLE
17	67-67	01	A/N	LEVEL	PROGRAM OF STUDY LEVEL
18	68-81	14	A/N	FLEID	FLORIDA EDUCATION IDENTIFIER

## AA-1C Report and File

From the Student Database End-of-Term files, a file will be generated for producing the Special Category Enrollment Students Report (AA1C), according to the following selection criteria. A record will be created for each college in the following enrollment groups: Continuing Workforce, Special Needs, and Apprenticeship.

College Number 01 - 28

### Part A - Continuing Workforce Headcount

	DE Number	DE Name	Value
Continuing Workforce	3001	Course – ICS	12103, 12203, 12303, 12403, 12503, 12603, 12703
Total Alien Female	1001	Citizenship	A
	1006	Gender	F
Total Alien Male	1001	Citizenship	A
	1006	Gender	M
Total Asian Female		Ethnic Origin	A
	1006	Gender	F
Total Asian Male		Ethnic Origin	A
	1006	Gender	M
Total Indian Females		Ethnic Origin	I
	1006	Gender	F
Total Indian Males		Ethnic Origin	I
	1006	Gender	M
Total Black Females		Ethnic Origin	B
	1006	Gender	F
Total Black Males		Ethnic Origin	B
	1006	Gender	M
Total Hispanic Females		Ethnic Origin	H
	1006	Gender	F
Total Hispanic Males		Ethnic Origin	H
	1006	Gender	M
Total White Females		Ethnic Origin	W
	1006	Gender	F
Total White Males		Ethnic Origin	W
	1006	Gender	M
Total		Count of Vocational Supplemental Students	

**Part B - Special Needs Headcount (ALL Programs)**

	<b>DE Number</b>	<b>DE Name</b>	<b>Value</b>
Total Disabled	1002	Disabled Classification	H, V, P, S, L, O, M, D
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	NOT IN (NN, SS, AS, GS, MS)
<b>OR</b>			
	3001	Course – ICS	13101, 13102, 13103, 13104

**Part C - Apprenticeship Headcount**

	<b>DE Number</b>	<b>DE Name</b>	<b>Value</b>
Total Apprenticeship	3001	Course – ICS	12102, 12202, 12302, 12402, 12502, 12602, 12702, 12997, 12998
Total Alien Female	1001 1006	Citizenship Gender	'A' 'F'
Total Alien Male	1001 1006	Citizenship Gender	'A' 'M'
Total Asian Female	1006	Ethnic Origin Gender	'A' 'F'
Total Asian Male	1006	Ethnic Origin Gender	'A' 'M'
Total Indian Female	1006	Ethnic Origin Gender	'I' 'F'
Total Indian Male	1006	Ethnic Origin Gender	'I' 'M'
Total Black Female	1006	Ethnic Origin Gender	'B' 'F'
Total Black Male	1006	Ethnic Origin Gender	'B' 'M'
Total Hispanic Female	1006	Ethnic Origin Gender	'H' 'F'
Total Hispanic Males	1006	Ethnic Origin Gender	'H' 'M'
Total White Females	1006	Ethnic Origin Gender	'W' 'F'

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	<b>DE Number</b>	<b>DE Name</b>	<b>Value</b>
Total White Males		Ethnic Origin	'W'
	1006	Gender	'M'
Total	Count of Apprenticeship Students		

**NOTE:** *The Special Needs information covers all program enrollments - not just Supplemental Program Enrollments.*



## OA-2 Report Acceleration Report

### Purpose of the Report

The reporting form is designed to report acceleration credits and credit equivalents awarded by a college and the number of individuals receiving them to demonstrate that the college is providing mechanisms for students to progress as rapidly as possible toward their program objectives as required in s. 1007.27 F.S.

### Definitions and Instructions

The report is to include all acceleration credits and credit equivalents awarded by the college during the reporting year (Summer, Fall, Winter), and the number of recipients. Credit accepted through student transfer is not awarded by the college. The categories in which to report the information on the form are self-explanatory or defined below.

**College Credits** - This is the number of college credits awarded.

**College Credit Equivalents** - This is the number of college credit equivalents awarded. The equivalent is computed by dividing by 30 the required clock hours to complete the instruction.

**Student Headcount** - This is the number of students who successfully completed an instance of acceleration. Within each category of acceleration, student headcount should be unduplicated.

**Credit by Examination** - This is the number of college credits or college credit equivalents awarded students and the number of students who earned such awards by demonstrating through some form of examination, without completing the instruction at the college, that they possess the knowledge and/or skill expected upon satisfactory completion of the instruction offered by the college. The subcategories are:

1. College Level Examination Program (CLEP)
2. CEEB Advanced Placement Program
3. International Baccalaureate Program (*see s. 1007.27 F.S.*)

**Other Credit by Examination** - Examinations, other than CLEP and the Advanced Placement Program, devised to provide students the opportunity to demonstrate that they possess the knowledge and/or skill expected upon satisfactory completion of instruction offered by the college without undergoing the instruction.

**Credit for Experiential Learning** - This is credit awarded as the result of the assessment of prior learning when the transfer of "credit" is not appropriate.

**Dual Enrollment (Dual Credit)** - The dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course(s) creditable toward an associate degree or vocational certificate and also creditable toward a high school diploma.

There are four categories of dual enrollment. These are:

1. Associate Degree - This is the number of dual enrolled students and credits earned which are creditable toward an A.A. or A.S. degree.
2. Postsecondary Adult Vocational - This is the number of dual enrolled students and credit equivalents awarded which are creditable toward a vocational certificate.
3. Early Admission - This is the number of dual enrolled students and credits earned in the Early Admission program as defined in s.1007.27 F.S. Report only that credit applicable toward an associate degree and the high school diploma.
4. Advanced Placement - This is the number of students and college credits earned because of the Advanced Placement program. Report only those students who have stated a preference for advanced placement credit instead of dual enrollment credit (see s.1007.272 F.S.).

**Other Dual Enrollment** - This is the number of college credits or college credit equivalents awarded to students by the college and the number of students who earned such credit while simultaneously enrolled in high school. Such credit may be applied toward a high school diploma. Dual enrollment arrangements between the college and the private high schools would be reported in this category.

## SELECTION CRITERIA

### Acceleration

Record Type Three: Acceleration, End-of-Term Data

College Credits - Column 1	Hour Type (DE 1201) EQ S
2	Count of distinct Student Identification Number (DE 1021) by subtest Sum of Hours (DE 1202)

College Credit Equivalents Column 3	Hour Type (DE 1201) EQ C
4	Count of distinct Student Identification Number (DE 1021) by subtest Sum of Hours (DE 1202)

Row 1

A.	College Level Examination Program (CLEP) Acceleration Type (DE 1204) EQ A * College Credits only
----	--

B.	CEEB Advanced Placement Program Acceleration Type (DE 1204) EQ B * College Credits only
----	---

C.	International Baccalaureate Program Acceleration Type (DE 1204) EQ C * College Credits only
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D.	Other Credit by Examination 1. Institutional Exam Acceleration Type (DE 1204) EQ D
----	--

- 2.Other Exam  
Acceleration Type (DE 1204) EQ E
- 3.Other Method  
Acceleration Type (DE 1204) EQ G
- 4.ACT-PEP  
Acceleration Type (DE 1204) EQ H
- 5.DANTE  
Acceleration Type (DE 1204) EQ I
- 6.AICE  
Acceleration Type (DE 1204) EQ J

- E. Credit for Experiential Learning  
Acceleration Type (DE 1204) EQ F

**\*NOTE:** A summary row showing Other Credit by Examination will be included.

**Dual Enrollment**

Record Type Six: Course, End-of-Term Data with Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S)

- College Credits - Section Hour Type (DE 3011) EQ S  
 Column 1 Count of distinct Student Identification Number (DE 1021)  
 2 Sum of Section Hours (DE 3012)
- College Credit Equivalents - Section Hour Type (DE 3011) EQ C  
 Column 3 Count of distinct Student Identification Number (DE 1021)  
 4 Sum of Section Hours (DE 3012)
- Row 2 Dual Enrollment  
 Dual Enrollment Category (DE 3004) IN (DA, DV, EA, EV, AP) and  
 Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, S, P)
- A. Associate Degree  
 Dual Enrollment Category (DE 3004) EQ DA  
 \* College Credits only
- B. Postsecondary Adult Vocational  
 Dual Enrollment Category (DE 3004) EQ DV  
 \* College Credit Equivalents only
- C. Early Admission  
 Dual Enrollment Category (DE 3004) EQ EA  
 \* College Credits only  
 Dual Enrollment Category (DE 3004) EQ EV  
 \* Non-Credits only

D.                      Advanced Placement  
                          Dual Enrollment Category (DE 3004) EQ AP  
                          \* College Credits only

Row 3                   Other Dual Enrollment  
                          Dual Enrollment Category (DE 3004) EQ OD

**\*NOTE:** *A summary row showing Other Credit by Examination will be included*

## EA-3 File

From the Student Database End-of-Term files, a file will be generated for producing the Adult General Education and Lifelong Learning Students Report (EA-3), according to the following selection criteria. A record will be created for each college in the following enrollment groups: College Preparatory, Vocational Preparatory, Adult Basic Instruction, Adult Secondary Instruction, Preparation for G.E.D., Lifelong Learning, and Recreation and Leisure.

College Number	01 - 28		
	<b>DE Number</b>	<b>DE Name</b>	<b>Value</b>
<b>Adult General Education</b>			
(1.31) Total (unduplicated)	3001	Course – ICS	1.31.01, 1.31.02, 1.31.03, 1.31.04
(1.31.01) College Preparatory	3001	Course – ICS	1.31.01, 1.31.03
(1.31.02) Vocational Preparatory	3001	Course – ICS	1.31.02, 1.31.04
<b>Adult Basic and Secondary Instruction</b>			
(1.32) Total (unduplicated)	3001	Course – ICS	1.32.01, 1.32.02, 1.32.03, 1.32.04
(1.32.01) Adult Basic Instruction	3001	Course – ICS	1.32.01, 1.32.04
(1.32.02) Adult Secondary Instruction	3001	Course – ICS	1.32.02
(1.32.03) Preparatory for G.E.D.	3001	Course – ICS	1.32.03
<b>Lifelong Learning</b>			
(1.33.00) Lifelong Learning (Unduplicated)	3001	Course – ICS	1.33.00
<b>Recreation and Leisure</b>			
(1.42.00) Recreation and Leisure (Unduplicated)			

**NOTES:**

**Preparatory:**

1. (1.31) Total (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in College Preparatory or Vocational Preparatory courses.
2. (1.31.01) College Preparatory is an unduplicated annual headcount of persons who were enrolled in a College Preparatory course.
3. (1.31.02) Vocational Preparatory is an unduplicated annual headcount of persons who were enrolled in a Vocational Preparatory course.

**Adult Basic and Secondary Instruction:**

1. *(1.32) Total (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Adult Basic or Adult Secondary or G.E.D. Preparatory or Lifelong Learning or EAP Literacy courses.*
2. *(1.32.01) Adult Basic Instruction is an unduplicated annual headcount of persons who were enrolled in an Adult Basic or EAP Literacy course.*
3. *(1.32.02) Adult Secondary Instruction is an unduplicated annual headcount of persons who were enrolled in an Adult Secondary course.*
4. *(1.32.03) Preparation for G.E.D. is an unduplicated annual headcount of persons who were enrolled in a G.E.D. Preparatory course.*
5. *(1.33.00) Lifelong Learning (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Lifelong Learning course.*
6. *(1.42.00) Recreational and Leisure (Unduplicated) will be provided by the colleges.*

## PSAV Readiness for College

1. All Colleges, 2009-10 Reporting Year and Summer, Fall, Winter/Spring End-of-Term data.
2. Highest degree held is either a High School Diploma attained from a Florida Public High School or a College Ready Diploma.

High School Code (DE 1007) NOT IN (XXXXXX, ZZZZZ, 000000, 999999) and High School Code matches a High School Code on the Public School Master School ID File.

High School Graduation Code (DE 1008) EQ A

3. The student graduated from a Florida Public High School in 2007.  
High School Graduation Date (DE 1009) is between (MMCCYY) 092006 and 082007.
4. Matriculation took place during the year. (The student has a course record in the 2009-10 Reporting Year).

5. Program of Study Level is PSAV.

Program of Study – Level (DE 2005) IN (2, P)

6. Program of Study – Hours (DE 2004) GE 450.

7. Entry Level Test Type (DE 1104) must be CPT, TABE, ASSET, or Enhanced ASSET.

(DE 1104 IN (C, V, T, F))

8. If pass TABE then ready or if passed other test then ready.

**NOTE:** Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.

## WFD Completers Report

The Career and Technical Education Funding Completers Report displays the number of completers by degree title for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, and CIP Unique ID.

### SELECTION CRITERIA

#### Completion Record

Completion Degree Granted (DE 2103) IN (2, 3, 4, 5, 6, 7, 8, A, P)

Completion CIP (DE 2101) NE 240101 and LT 999999

File layout for CMP file: CCxx.STU.WFCMPFIL.Tt/yyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

	Position	Description
1	1-2	College Number
2	3-12	Student Identification Number
3	13-16	Submission Year
4	17	Submission Term
5	18	Filler
6	19-28	Program CIP Code
7	29	Degree
8	30	OCP
9	31-44	Florida Education Identifier

An additional file with full program completions that does not have any OCPs reported for the reporting year is generated for the colleges to review and determine if OCPs are appropriate for these students. The full program completion records are compared to the cumulative OCP file to determine if a NOOCP record should be generated.

File layout for NOOCP file: CCxx.STU.WFNOCPFL.Tt/yyyy

Where xx is the college number, tt is the term and yyyy is the submission year.

	Position	Description
1	1-2	College Number
2	3-12	Student Identification Number
3	13-16	Submission Year
4	17	Submission Term
5	18	Filler
6	19-28	Program CIP Code
7	29	Degree
8	30-43	Florida Education Identifier



## WFD Occupational Completion Points Report

The Career and Technical Education Funding Occupational Completion Points Report displays the number of completers by completion CIP, program title and OCP for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID and OCP.

### SELECTION CRITERIA

#### Completion Record

Completion Degree Granted (DE 2103) IN (9, Z)

Completion CIP (DE 2101) NE 240101 and LT 999999

Occupational Completion Point (DE 2104) NE Z

File layout for OCP file: CCxx.STU.WFOCPFIL.Ttyyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

	Position	Description
1	1-2	College Number
2	3-12	Student Identification Number
3	13-16	Submission Year
4	17	Submission Term
5	18	Filler
6	19-28	Program CIP Code
7	29	Degree
8	30	OCP
9	31-44	Florida Education Identifier

## WFD Apprenticeship Completers Report

The Career and Technical Education Funding Apprenticeship Completers Report displays the number of completers who were enrolled in apprenticeship programs by completion CIP and program title for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID, and OCP.

### SELECTION CRITERIA

#### Completion Record

Completion Degree Granted is Apprenticeship Program  
Completion CIP

DE 2103 EQ P  
DE 2101 NE 240101 and  
DE 2101 LT 999999

Occupational Completion Point NE

The apprentice records are compared to the valid CIP file to insure that the CIP Cluster, CIP, and CIP Unique ID is a valid apprentice program.

File layout for APP file: CCxx.STU.WFAPPFIL.Tt/yyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

	Position	Description
1	1-2	College Number
2	3-12	Student Identification Number
3	13-16	Submission Year
4	17	Submission Term
5	18	Filler
6	19-28	Program CIP Code
7	29	Program Level
8	30	OCP
9	31-60	Program Title
10	61-74	Florida Education Identifier

## WFD Adult Literacy Completion Points Report

The Career and Technical Education Funding Adult Literacy Completion Points Report displays the number of completers by completion CIP and ALCP for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID, and ALCP.

### SELECTION CRITERIA

#### Completion Table

Completion Degree Granted	DE 2103 IN (9, Z)
Completion CIP	DE 2101 IN (320102, 320103, 320105, 330102)
Literacy Completion Point	DE 2105 NE Z

File layout for LCP file: CCxx.STU.WFLCPFIL.Tttyyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

	Position	Description
1	1-2	College Number
2	3-12	Student Identification Number
3	13-16	Submission Year
4	17	Submission Term
5	18	Filler
6	19-28	Program CIP Code
7	29	Degree
8	30-31	LCP
9	32-47	Florida Education Identifier

## FTE Reports

### SDFTE – Aggregate Hours and Calculate FTE

#### SELECTION CRITERIA

##### A. All FTE

###### Student Database

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Term Identifier	DE 1028
Disabled Classification	DE 1002
Fee Classification Residency	DE 1004
High School	DE 1007 (digits 1, 2)
High School Graduation Year	DE 1009 (digits 5, 6)
Incarceration Status	DE 1011
Birth Date	DE 1019
Transfer Flag	DE 1032
Verified Disabled Classification	DE 1035
Program of Study – Level	DE 2005
Course ICS	DE 3001
Course Dual Enrollment/Co-Enrollment Flag	DE 3005
Course Fee Kind	DE 3006
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course Lifelong Learning Flag	DE 3010
Course Section Hours	DE 3012
Course Section Location – Campus	DE 3013 part 2 (digits 2, 3)
Course Registration Period	DE 3014
FTE Flag	DE 3018

###### Where

Term, Term Submission	DE 1028 IN (1E, 2B) (FTE1)
	DE 1028 IN (1E, 2E, 3B) (FTE2)
	DE 1028 IN (1E, 2E, 3E) (FTE3)

##### B. FTE by Distance Learning Types

###### Personnel Database

Reporting Institution	DE 0110
Term Identifier	DE 0120
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Distance Learning Delivery Indicator	DE 4055

###### Where

Primary Course Section Classification	DE 4060 EQ S
---------------------------------------	--------------



- |    |  |  |
|----|--|--|
| 5. | Set Disabled Type Indicator:<br>Not Reported<br>Disabled Type  | DE 1002 IN (X, Z)<br>DE 1002 IN (H, V, P, S, L, O, D, M)   |
| 6. | Set High School Grad Year – Identify current year, 2 prior years, and other:<br>Year<br><br>9999   | DE 1009 (digits 5, 6) GE (current reporting year - 2)<br>DE 1009 (digits 5, 6) LT (current reporting year - 2)   |
| 7. | Set Age Groups:<br>Age = ((Oct. 15, current year – 1) – Birth date (DE 1019)) / 365.25<br>999<br>15<br>40<br>50<br>60<br>70<br>80<br>90<br>100<br>101  | Age LE 0<br>Age GT 0 and LE 15<br>Age GT 15 and LE 40<br>Age GT 40 and LE 50<br>Age GT 50 and LE 60<br>Age GT 60 and LE 70<br>Age GT 70 and LE 80<br>Age GT 80 and LE 90<br>Age GT 90 and LE 100<br>Age GT 100   |
| 8. | Set Florida Public High School Grad Indicator:<br>If High School County (DE 1007 (digits 1, 2)) EQ 99 then set FHSG EQ N else set FHSG EQ Y<br>Florida Public HS Grad<br>Non-Florida Public HS Grad  | DE 1007 (digits 1, 2) NE 99<br>DE 1007 (digits 1, 2) EQ 99   |
| 9. | Set FTE Categories:<br>College Prep Repeats<br>College Credit Repeats<br>Dual Enrolled in College’s<br>Charter School<br>Non-Fee-Paying Municipal/City Inmates<br>Non-Fee-Paying County Inmates<br>Non-Fee-Paying Federal Inmates<br>Non-Fee-Paying State Inmates<br>Fee-Paying Municipal/City Inmates<br>Fee-Paying County Inmates<br>Fee-Paying Federal Inmates<br>Fee-Paying State Inmates<br>National Guard Fee Waiver<br>Adult with Disabilities<br>State Employee Fee Waiver<br>Fee Waivers – Authorized<br>Fee Waivers - Not Authorized | DE 3018 EQ C<br>DE 3018 EQ E<br>DE 3018 EQ D<br><br>DE 3006 EQ C AND DE 1011 EQ C<br>DE 3006 EQ C AND DE 1011 EQ D<br>DE 3006 EQ C AND DE 1011 EQ E<br>DE 3006 EQ C AND DE 1011 EQ S<br>DE 3006 EQ N AND DE 1011 EQ C<br>DE 3006 EQ N AND DE 1011 EQ D<br>DE 3006 EQ N AND DE 1011 EQ E<br>DE 3006 EQ N AND DE 1011 EQ S<br>DE 3006 EQ A<br>DE 3006 EQ D<br>DE 3006 EQ E<br>DE 3006 EQ F<br>DE 3006 EQ G |

Homeless	DE 3006 EQ H
Relative Caregiver Exemptions	DE 3006 EQ Q
Road to Independence Exemptions	DE 3006 EQ R
Spouses of Deceased State Employees	DE 3006 EQ S
Children of Law Enforcement Officers Killed in Line of Duty	DE 3006 EQ T
Children of Fire Fighters Killed in Line of Duty	DE 3006 EQ U
Adoption Exemptions	DE 3006 EQ V
Dual Enrollment - Home School	DE 3005 EQ H
Dual Enrollment - Private School	DE 3005 EQ P
Dual Enrollment - Public School	DE 3005 EQ S
Victim of Wrongful Incarceration Waiver	DE 3006 EQ W
Upper Division Non-Resident	DE 1004 EQ N AND DE 3008 (character 4) IN (3, 4)
 Baccalaureate 10K Fee Waiver	
Adult Co-Enrollment	DE 3006 EQ Y DE 3005 EQ E AND DE 3001 EQ 13202 AND [Core Course EQ N OR (Core Course EQ Y and Number of Core Courses GT 2)]

10. Create separate file of Adult records
  - A. Where ICS IN (13104, 13201, 13202, 13203, 13204)
  
11. Merge Student Course Data with Distance Learning Course Data
  - A By College, Term, Course, Section
  
12. Aggregate hours (DE 3012) where course/section not exempted from FTE reporting (DE 3018 EQ Z).
  - A. AGE, HS Grad Year, Fla. Public HS Grad (AGE/HSGY/FPHSG):  
By College (DE 1017), by Age Range, by High School Grad Year, by Florida Public High School Grad, by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
  
  - B. Verified Disabled by Disability:  
Where Verified Disabled (DE 1035) EQ Y.  
By College (DE 1017), by Disability, by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

- C. Selected Course Prefixes:  
By College (DE 1017), by Selected Course Prefixes, by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
  - D. Residence:  
By College (DE 1017), by Residence (DE 1004), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
  - E. Site:  
By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
  - F. Upper Level Students taking Lower Level Courses (ULSLLC):  
Where Program of Study – Level (DE 2005) EQ (C or E) and Lower/Upper Level EQ 1.  
By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
  - G. Distance Learning Types. By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Distance Learning Type, by ICS (DE 3001), by Category.
13. For AGE/HSGY/FPHSG, Verified Disabled, Selected Course Prefixes, Residence, Site, and ULSLLC, and Distance Learning, calculate Student Semester Hours (SSH) and Credit Hour Equivalent (CHE):
- A. If credit hours (ICS LT 12000 or ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) then SSH EQ aggregate hours rounded to tenths.
  - B. If non-credit hours (ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12999, 13102, 13104, 13201, 13202, 13203, 13204, 13299, 13300) then CHE EQ aggregate hours / 30, rounded to tenths.
14. For AGE/HSGY/FPHSG, Verified Disabled, IT/Nursing, Residence, Site, and ULSLLC, calculate Non-Weighted Base FTE:
- A. If credit hours (ICS LT 12000 or ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) then FTE EQ aggregate hours / 30, rounded to tenths.
  - B. If non-credit hours (ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12999, 13102, 13104, 13201, 13202, 13203, 13204, 13299, 13300) then FTE EQ aggregate hours / 900, rounded to tenths.
15. For AGE/HSGY/FPHSG, Verified Disabled, Selected Course Prefixes, Residence, Site, ULSLLC, and Distance Learning, calculate Non-Weighted Funded FTE:



- A. Exclude Non-Fee-Paying Municipal/City Inmates, Non-Fee-Paying County Inmates, Non-Fee-Paying Federal Inmates, Non-Fee-Paying State Inmates, Fee Waivers - Not Authorized, Adult with Disabilities, Upper Division Non-Resident, and Lifelong Learning.
  - B. If credit hours (ICS LT 12000 or ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) then FTE EQ aggregate hours / 30, rounded to tenths.
  - C. If non-credit hours (ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12999, 13102, 13104, 13201, 13202, 13203, 13204, 13299, 13300) then FTE EQ aggregate hours / 900, rounded to tenths.
16. Aggregate SSH/CHE, FTE:
- A. By AGE/HSGY/FPHSG, College, Categories, Verified Disabled, IT/Nursing, Residence, Site, ULSLLC.
  - B. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.
  - C. By College, Level, ICS, Term, Registration Period.
17. Report 12 Hour Minimum and Excess Adult Hours:
- A. 12 Hour Minimum
    - 1. From Adult records file created in 10.
    - 2. Aggregate hours by college, PSNID, term, ICS IN (13104, 13201, 13202, 13203, 13204).
    - 3. Exclude Non-Funded Hours: See 14.A
    - 4. If total by ICS LT 10, hours are non-funded
  - B. Excess Adult Hours
    - 1. By PSNID, by Term and year, aggregate hours:
    - 2. Adult courses: where ICS IN 913104, 13201, 13202, 13203, 13204)
    - 3. Exclude Non-funded Hours: See 14.A
    - 4. If Term IN (1, 2, 3), then Excess hours EQ HR - 433.3 (*for information only*)
    - 5. If Annual then Excess hours EQ HR – 1300 (*non-funded hours*)
  - C. Report Headcount, Base Hours, Non-Funded Hours, Excess Hours, <12 Hour Minimum.
18. Report SSH/CHE, FTE by College, ICS – SDPF205:
- A. By College, Categories, AGE Groups, Residence, Verified Disabled, Selected Course Prefixes, HS Grad by Grad year, Fla. Public HS Grad by Grad year, Non-Fla. HS Grad by Grad year, Site, ULSLLC, and Distance Learning.
  - B. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.

C. By College, Level, ICS.

19. Report SSH/CHE, FTE by College, Program Area – CCFTE201:

A. By College, Categories, AGE Groups, Residence, Verified Disabled, Selected Course Prefixes, HS Grad by Grad year, Fla. Public HS Grad by Grad year, Non-Fla. HS Grad by Grad year, Site, ULSSLLC, and Distance Learning.

B. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.

C. By College, Level, Program Area (A&P, College Prep, College Prep EAP, PSV, PSAV, Apprenticeship, CWE, Voc Prep, Adult Basic, Adult EAP, Adult Sec & GED, AWD, LLL).

AWD & LLL reported for Base only.

20. Report SSH/CHE, FTE by Categories, Program Area – CCFTE207:

A. By Categories.

B. By College, Level, Program Area (A&P, College Prep, PSV, PSAV, Apprenticeship, CWE, Voc Prep, Adult Basic, Adult Sec & GED, AWD, LLL).

## Perkins Report

### SELECTION CRITERIA

#### Demographic Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
First Name	DE 1014
Last Name	DE 1015
Middle Name	DE 1016

#### Where

Term Identifier	DE 1028 IN (1, 2, 3)
-----------------	----------------------

#### Program Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006

#### Where:

Term Identifier	DE 1028 IN (1E, 2E, 3E) <b>AND</b>
[Program of Study – Award	[DE 2001 in (2,3,4,A,D,T) <b>OR</b>
Program of Study – Level	DE 2005 in (1,2,3,7,8,A,D,PT) <b>OR</b>
Program of Study – CIP]	DE 2002 cluster (first three digits) IN (001, 002, 003, 004, 005, 006, 007, 009, 010, 011, 012, 013, 014, 016, 017) <b>OR</b> (DE 2002 cluster (first three digits) EQ 015 AND DE2002 CIP (first three digits) NOT IN (320, 330))]

#### Course Table

College	DE 1017
Student Identification Number	DE 1021
Course – ICS	DE 3001

#### Where

Term Identifier	DE 1028 IN (1, 2, 3) <b>AND</b>
Course – ICS	[DE 3001 IN (13102, 13104) <b>OR</b> DE 3001 in the range (11101 and 11849) <b>OR</b> DE 3001 in the range (12101and 12701) <b>OR</b> DE 3001 in the range (12102 and 12702) <b>OR</b> DE 3001 IN (12997, 12998)]

**From the results of the first selection of course group records, select:**

Course – ICS	DE 3001 IN (13102, 13104) <b>OR</b>
Apprenticeship Courses	DE 3001 IN (12997, 12998) <b>OR</b>
Course Cooperative Education Flag	DE 3003 EQ Y

**Economically Disadvantaged Table**

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3102

**Where**

Term Identifier	DE 1028 IN (1, 2, 3) <b>AND</b>
Financial Aid Award Type	DE 3102 IN (GA, GB, EA)

---

**PROCESSES AND CALCULATIONS**

1. Merge Student demographic information with Program information, Course Information and Economically Disadvantaged information by College, Student Identification Number.
2. If Financial Aid Award (DE 3102) EQ GA select the student for 'PELL'  
ELSE If Financial Aid Award (DE 3102) EQ GB select the student for 'SEOG'  
ELSE If Financial Aid Award (DE 3102) EQ EA select the student for 'WORK'  
ELSE select the student for 'Not Classified'.

Creation of the Perkins file ('CCxx.STU.PERKINSF.Tttccyy') with the selected students and the Perkins report ('CCxx.STU.PERKINS.Tttccyy').

**NOTES:**

1. *This report is generated only for End-of-Term submissions.*
2. *Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*

## Perkins Record Format

Field Characteristics:

CCxx.STU.PERKINSF.Ttccyy

Where 'xx' is the college number, 'tt' is the term submission, and 'ccyy' is the year submission

A = Alphabetic only

LRECL = 147

A/N = Alphanumeric

BLKSIZE = 2926

N = Numeric only

RECFM = FB

Z = Zoned numeric

R = Right justified with leading zeros

L = Left justified

	From/To	Field Size	Field Char	Name	Field Description
1	01-02	02	A/N	CCNUM	COLLEGE NUMBER
2	03-12	10	A/N	PSNID	STUDENT IDENTIFICATION NUMBER
3	13-32	20	A/N	LNAME	LAST NAME
4	33-47	15	A/N	FNAME	FIRST NAME
5	48-68	01	A/N	MNAME	MIDDLE NAME
6	49-51	02	A/N	CIPCLUST	CIP CLUSTER
7	52-57	06	A/N	CIP	CIP
8	58-59	02	A/N	CIPUNQID	CIP UNIQUE ID
9	60-89	30	A/N	PNAME	PROGRAM NAME
10	90-90	01	A/N	PELL	PELL
11	91-91	01	A/N	SEOG	SEOG
12	92-92	01	A/N	WKSTDY	FEDERAL WORKSTUDY
13	93-93	01	A/N		FILLER
14	94-94	01	A/N		FILLER
15	95-95	01	A/N	OTHER	OTHER
16	96-133	38	A/N		FILLER
17	134-147	14	A/N	FLEID	FLORIDA EDUCATION IDENTIFIER

## Annual Financial Aid Counts Report

### SELECTION CRITERIA

#### Annual Financial Aid Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3208
Financial Aid Paid Amount	DE 3209

#### Where

Term Identifier is Summer, Fall, or Winter/Spring	DE 1028 IN (1, 2, 3)
---	----------------------

### PROCESSES AND CALCULATIONS

1. Calculate headcount totals by College and Financial Aid Award Type.
2. Summarize Financial Aid Amount by College and Financial Aid Award Type.

**NOTE:** *This report is generated only with the Annual Financial Aid submission.*

## Annual Financial Aid Summary Reports

### SELECTION CRITERIA

#### Demographic Table

College	DE 1017
Student Identification Number	DE 1021

#### Where

Term Identifier is Summer, Fall, or Winter/Spring	DE 1028 IN (1, 2, 3)
---	----------------------

#### Annual Financial Aid Table

College	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3208
Financial Aid Paid Amount	DE 3209

#### Where

Financial Aid Term Identifier is Summer, Fall, or Winter/Spring	DE 3201 IN (1, 2, 3)
---	----------------------

### PROCESSES AND CALCULATIONS

1. Merge Student demographic information with Annual Financial Aid information by College, Student Identification Number.
2. Aggregate headcount totals by College and Column.

### Report Groups and Columns

#### Grants

Column	Name	Financial Aid Award Type (DE 3208)
1	PELL	101
2	SEOG	102
3	OTHER	103, 104, 111, 112, 113,114
4	STATE	105, 106, 107
5	INT/PRV OTHER	108, 109, 110

#### Loans

Column	Name	Financial Aid Award Type (DE 3208)
6	FED	201, 202, 203, 204, 205, 206, 207, 208
7	STATE	209
8	INST	210, 211

#### Scholarships

Column	Name	Financial Aid Award Type (DE 3208)
9	FAS	302
10	FGVS	304
11	FMS	303
12	OTHER	301, 305, 306, 307

<b>Employment Column</b>	<b>Name</b>	<b>Financial Aid Award Type (DE 3208)</b>
13	FED	401
14	INST	402, 403, 404

**NOTE:** *This report is generated only with the Annual Financial Aid submission.*



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## Annual Financial Aid Match Report

### SELECTION CRITERIA

#### **Demographic Table** *(both current and previous year submissions)*

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Last name	DE 1015
First name	DE 1014
Middle Name	DE 1016

#### **Where**

Term Identifier is Summer, Fall, or Winter/Spring DE 1028 IN (1, 2, 3)

#### **Annual Financial Aid Table**

Reporting Institution	DE 1017
Student Identification Number	DE 1021

#### **Where**

Term Identifier is Summer, Fall, or Winter/Spring DE 1028 IN (1, 2, 3)

### PROCESSES AND CALCULATIONS

1. Merge Student demographic information with Annual Financial Aid Demographic information by Reporting Institution and Student Identification Number.
2. Print Annual Financial Aid Demographic records that do not have a matching Student demographic record.

**NOTE:** *This report is generated only with the Annual Financial Aid submission.*

## Economically Disadvantaged Summary Report

### SELECTION CRITERIA

#### Demographic Table

College	DE 1017
Student Identification Number	DE 1021

#### Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)
-----------------	-------------------------

#### Economically Disadvantaged Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3102

#### Where

Financial Aid Term Identifier	DE 3201 IN (1, 2, 3)
-------------------------------	----------------------

### PROCESSES AND CALCULATIONS

1. Merge Student Demographic information with Economically Disadvantaged information by College, Student Identification Number.
2. Aggregate headcount totals by college and column.

### REPORT GROUPS AND COLUMNS

#### Grants

Column	Name	Financial Aid Award Type (DE 3102)
1	PELL	GA
2	SEOG	GB
3	ACG	GC
4	FPSAG	GD
5	FPPCESAGP	GF

#### Loans

Column	Name	Financial Aid Award Type (DE 3102)
6	NDSL	LA
7	FED INS	LB
8	STATE INS	LC

#### Employments

Column	Name	Financial Aid Award Type (DE 3102)
9	FED	EA
10	STATE	EC

## Course Hours Attempted Report

### SELECTION CRITERIA

#### Demographic Tale

Reporting Institution	DE 1017
Student Identification Number	DE 1021

#### Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)
-----------------	-------------------------

#### Course Table

Institution	DE 1017
Student Identification Number	DE 1021
Course Information Classification Structure	DE 3001
Course Grade Awarded	DE 3007
Course Section Hour Type	DE 1011
Course Section Hours	DE 3012

#### Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)
Course Grade Awarded	DE 3007 NE Z

### PROCESSES AND CALCULATIONS

1. Aggregate Course Section Hours by Discipline using the Course Information Classification Structure.

### REPORT GROUPS

#### Disciplines

Line	Name	Course information Classification Structure (DE 3001)
1	Advanced & Professional	11101, 11102, 11104, 11109, 11112, 11119, 11210, 11311, 11315, 1408, 11505, 11607, 11617, 11703, 11720, 11722, 11808, 11813, 11814, 11816, 11818, 11821, 11823, 11849
2	Postsecondary Vocational	12101, 12201, 12301, 12401, 12501, 12601, 12701
3	College Preparatory	13101, 13103
4	Educator Preparation Instruction	15001
5	Postsecondary Adult Vocational	12102, 12202, 12302, 12402, 12502, 12602, 12702
6	Continuing Workforce Education	12103, 12203, 12303, 12403, 12503, 12603, 12703
7	Apprenticeship	12997, 12998
8	Vocational Preparation	13102, 13104
9	Adult Basic	13201, 13204
10	Adult Secondary	13202, 13203
11	Lifelong Learning	13300

**NOTE:** This report is generated only at End-of-Term submissions.

## Course Hours Earned Report

### SELECTION CRITERIA

#### Demographic Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021

#### Where

Term identifier is Summer, Fall or Winter/Spring	DE 1028 IN (1E, 2E, 3E)
--	-------------------------

#### Course Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Course Information Classification Structure	DE 3001
Course Grade Awarded	DE 3007
Course Section Hour Type	DE 1011
Course Section Hours	DE 3012

#### Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)
Course Grade Awarded	DE 3007 IN (A, B, C, D, P, PR, S)

### PROCESSES AND CALCULATIONS

1. Aggregate Course Section Hours by Discipline using the Course Information Classification Structure.

### REPORT GROUPS

#### Disciplines

Line	Name	Course information Classification Structure (DE 3001)
1	Advanced & Professional	11101, 11102, 11104, 11109, 11112, 11119, 11210, 11311, 11315, 1408, 11505, 11607, 11617, 11703, 11720, 11722, 11808, 11813, 11814, 11816, 11818, 11821, 11823, 11849
2	Postsecondary Vocational	12101, 12201, 12301, 12401, 12501, 12601, 12701
3	College Preparatory	13101, 13103
4	Educator Preparation Instruction	15001
5	Postsecondary Adult Vocational	12102, 12202, 12302, 12402, 12502, 12602, 12702
6	Continuing Workforce Education	12103, 12203, 12303, 12403, 12503, 12603, 12703
7	Apprenticeship	12997, 12998
8	Vocational Preparation	13102, 13104
9	Adult Basic	13201, 13204
10	Adult Secondary	13202, 13203
11	Lifelong Learning	13300

**NOTE:** This report is generated only on End-of-Term submissions.

## Unduplicated Headcount of Students Enrolled in Funded FTE Courses Report (SDPHDCNT – Aggregate Headcount)

### SELECTION CRITERIA

#### Demographic Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Term Identifier	DE 1028
Disabled Classification	DE 1002
Fee Classification Residency	DE 1004
High School	DE 1007 (digits 1, 2)
High School Graduation Year	DE 1009 (digits 5, 6)
Incarceration Status	DE 1011
Student Birth Date	DE 1019
Verified Disabled Classification	DE 1035

#### Course Table

Course – ICS	DE 3001
Course Dual Enrollment/Co-Enrollment Flag	DE 3005
Course Fee Kind	DE 3006
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course Lifelong Learning Flag	DE 3010
Course Section Hours	DE 3012
Course Section Location – Campus	DE 3013 part 2 (digits 2, 3)
Course Registration Period	DE 3013
FTE Flag	DE 3018

#### Where

Term, Term Submission	DE 1028 IN (1E, 2B) ( <i>FTE1</i> )
	DE 1028 IN (1E, 2E, 3B) ( <i>FTE2</i> )
	DE 1028 IN (1E, 2E, 3E) ( <i>FTE3</i> )

### PROCESSES AND CALCULATIONS

- Set ICS
 

Lifelong Learning – 13300	(DE 3018) EQ Z AND (DE 3010) EQ Y
Adults with Disabilities – 13299	(DE 3006) EQ D
- Set Lower/Upper Level Course Indicator
 

Lower Level	(DE 3008, character 4) IN (1, 2)
Upper Level	(DE 3008, character 4) IN (3, 4)
- Set Verified Disabled Indicator
 

Verified Disabled	(DE 1035) EQ Y
Not Verified Disabled	(DE 1035) NE Y

- 
- 4. Set Disabled Type Indicator  
Disabled Type (DE 1002) IN (H, V, P, S, L, O, D, M, X, Z)
  
  - 5. Set Dual Enrollment  
Home Schooled (DE 3004) EQ H  
Private School (DE 3004) EQ P  
Public School (DE 3004) EQ S
  
  - 6. Set FTE Categories  
College Prep Repeats (DE 3018) EQ C  
College Credit Repeats (DE 3018) EQ E  
Direct Instruction (DE 3018) EQ D  
Non-Fee-Paying Municipal/City Inmates (DE 3006) EQ C AND (DE 1011) EQ C  
Non-Fee-Paying County Inmates (DE 3006) EQ C AND (DE 1011) EQ D  
Non-Fee-Paying Federal Inmates (DE 3006) EQ C AND (DE 1011) EQ E  
Non-Fee-Paying State Inmates (DE 3006) EQ C AND (DE 1011) EQ S  
Fee-Paying Municipal/City Inmates (DE 3006) EQ N AND (DE 1011) EQ C  
Fee-Paying County Inmates (DE 3006) EQ N AND (DE 1011) EQ D  
Fee-Paying Federal Inmates (DE 3006) EQ N AND (DE 1011) EQ E  
Fee-Paying State Inmates (DE 3006) EQ N AND (DE 1011) EQ S  
National Guard Fee Waiver (DE 3006) EQ A  
Adult with Disabilities (DE 3006) EQ D  
State Employee Fee Waiver (DE 3006) EQ E  
Fee Waivers – Authorized (DE 3006) EQ F  
Fee Waivers - Not Authorized (DE 3006) EQ G  
Homeless (DE 3006) EQ H  
Relative Caregiver Exemptions (DE 3006) EQ Q  
Road to Independence Exemptions (DE 3006) EQ R  
Spouses of Deceased State Employees (DE 3006) EQ S  
Children of Law Enforcement Officers Killed in Line  
of Duty (DE 3006) EQ T  
Children of Fire Fighters Killed in Line of Duty (DE 3006) EQ U  
Adoption Exemptions (DE 3006) EQ V  
Dual Enrollment - Home School (DE 3005) EQ H  
Dual Enrollment - Private School (DE 3005) EQ P  
Dual Enrollment - Public School (DE 3005) EQ S  
Victim of Wrongful Incarceration Waiver (DE 3006) EQ W  
Upper Division Non-Resident (DE 1004) EQ N AND (DE 3008, character 4)  
IN (3, 4)
  
  - 7. Exclude Non-Funded  
Lifelong Learning  
Direct Funded by Outside Agency  
College Prep 3peats  
College Credit 3peats  
Adults With Disabilities  
Non-Fee Paying Inmates  
Unauthorized Fee Waivers  
Upper Division Non-Resident

8. Unduplicate Headcount
  - For College by Level, Term & Annual, Program Area
  - For Dual Enrollment by College, Dual Type, Level, Term & Annual, Program Area
  - For Verified Disabled by College, Disability Type, Level, Term & Annual, Program Area
  - For FTE Categories (Waivers) by College, Category Type, Level, Term & Annual, Program Area
  
9. Report Unduplicated Headcount
  - For College by Level, Term & Annual, Program Area
  - For Dual Enrollment by College, Dual Type, Level, Term & Annual, Program Area
  - For Verified Disabled by College, Disability Type, Level, Term & Annual, Program Area
  - For FTE Categories (Waivers) by College, Category Type, Level, Term & Annual, Program Area





**Section IV:  
System Reports Selection Criteria**



## 2016-17 IPEDS Fall Enrollment and 12-Month Enrollment Postsecondary Headcount Selection Criteria

The Integrated Postsecondary Education Data System (IPEDS) 2016-17 Collection Cycle will use the following criteria for both the Fall Enrollment Survey and the 12-Month Enrollment Survey. The Postsecondary Course File below is used for each of the following verification reports and the data uploaded to IPEDS:

- Postsecondary Headcount Verification for Each Submission
- IPEDS 12-Month Enrollment Survey
- IPEDS Fall Enrollment Survey

### Postsecondary Course File (Term and End-of-Year):

Select from the Course Records

DE 1017 (*Reporting Institution*)  
DE 1021 (*Student Identification Number*)  
DE 1028 (*Year*) = Current Reporting Year  
DE 3004 (*Course Dual Enrollment Category*)  
DE 3012 (*Course Section Hours*)

Each Term Submission

**Where** DE 1028 (*Term Current Term*) Term Submission = Current Term Submission

**OR** End-of-Year

**Where** DE 1028 (*Term*) EQ 1 (*Summer*), 2 (*Fall*), and 3 (*Winter/Spring*) and  
Term Submission EQ E (*End-of-Term*)

**Where** DE 3001 (*Course – ICS*)

Advanced and Professional	1.11.01 thru 1.18.49
Postsecondary Vocational	1.21.01, 1.22.01, 1.23.01, 1.24.01, 1.25.01, 1.26.01, 1.27.01
Apprenticeship	1.29.97 Classroom
Postsecondary Adult Vocational	1.21.02, 1.22.02, 1.23.02, 1.24.02, 1.25.02, 1.26.02, 1.27.02
College Preparatory	1.31.01
EAP College Preparatory	1.31.03
EPI	1.50.01

DE 3007 (*Course Grade Awarded*) NE Z (*Audit*)

DE 3013 (*Course Section Location*) NE 3 (*Taught at a branch campus located in a foreign  
country*)

**Create** EnrlType

Enrollment Type EQ 3 (*Dual Enrolled Only*)

**Where** DE 3004 (*Course Dual Enrollment Category*) IN (AP, DA, DV, EA, EV)

EQ 2 Remedial Only **Where** Course ICS = 1.31.01 and 1.31.03

EQ 1 Postsecondary Otherwise

---

## Postsecondary Headcount for Current Term Submission

### Postsecondary Cohort Term File

Postsecondary Course File **Where DE 1028 Term EQ Current Term**

**Sort** by College, Student Identification, and EnrIType

**Unduplicate** by College and Student Identification

### Degree/Certificate Seeking file

**Merge** Postsecondary Cohort Term file with Student Data Base Program Records

**by** College, Student Identification, Year, Term, and Term Submission

**Select** College, Student Identification, Award Type, Program of Study – CIP

**Create DegSeek** EQ Y (*Degree/Certificate Seeking*)

**Where** EnrIType NE 3 (*Dual Enrolled Only*)

And

DE 2001 (*Program of Study – Award Type*) IN

- 1 (*Associate in Arts (AA) Degree*)
- 2 (*Associate in Science (AS) Degree*)
- 3 (*Associate in Science (AS) Certificate*)
- 4 (*Vocational Certificate*)
- 6 (*Degree Seeking – Undecided*)
- A (*Associate in Applied Science (AAS) Degree*)
- C (*Baccalaureate*)
- D (*Applied Technology Diploma (ATD)*)
- F (*Educator Preparation Institute (EPI) Certificate*)
- I (*Certificate of Professional Preparation*)
- P (*Apprenticeship Program*)
- T (*Advanced Technical Certificate (ATC)*)

Otherwise N

**Sort by** College, Student Identification, descending DegSeek, and Award Type

**Unduplicate** By College and Student Identification

**Create Fed2CIP** Federal CIP Prefix

EQ First Two Digits of CIP in Degree/Certificate Seeking file

### Degree/Certificate Seeking with Selected CIPS

**Select** Degree/Certificate Seeking with Duplicates file

by College, Student Identification

**Create Fed2CIP** IN

- 13 Education
- 14 Engineering
- 26 Biological and Biomedical Sciences
- 27 Mathematics
- 40 Physical Sciences
- 52 Business, Management, Marketing, and Related Support Services

**Sort** by College, Student Identification, and Fed2CIP  
**Unduplicate** by College and Student Identification

### Degree/Certificate Seeking Unduplicated file

**Select** Degree/Certificate Seeking with Duplicates file  
**Sort** by College, Student Identification, descending DegSeek, and Award Type  
**Unduplicate** by College and Student Identification

### Postsecondary Term File

**Merge** Degree/Certificate Seeking with Selected Federal CIPS  
with Student Data Base Demographic Records  
by College, Student Identification, Year, Term, and Term Submission

**Select** DE 1001 (*Citizenship*)  
DE 1004 (*Fee Classification Residency Flag*)  
DE 1005 (*First-Time Student Flag*)  
DE 1006 (*Gender*)  
DE 1009 (*High School Graduation Date*)  
DE 1018 (*State Code at Time of Admission*)  
DE 1019 (*Student Birth Date*)  
DE 1029 (*Term Part-Time/Full-Time Flag*)  
DE 1032 (*Transfer Student Flag*)  
Ethnic Origin

**Create** AgRaceE Aggregate Race/Ethnicity Codes  
**Where** DE 1001 (*Citizenship*)  
EQ N (*Non-resident*)  
EQ A (*Non-resident alien*)  
EQ Ethnic Origin

**Create** Flag EF2FullTime  
EQ F [*DE 1029 (Term Part-Time/Full-Time Flag) = F (Full-Time)*]  
Otherwise EQ P

**Create** Flag EntClass (*Entering Class Type*)  
EQ Y (*FTIC*)  
**Where** DE 1005 (*First Time Student Flag*) EQ Y  
EQ T (*First Time Transfer*)  
**Where** DE 1032 (*Transfer Student Flag*)  
EQ F (*First Time Transfer*)  
EQ D [*Flag EnrIType EQ 3 (Dual Enrolled Only)*]  
Otherwise EQ N (*Continuing Not Entering Class*)

**Create** Line  
EQ 1 (*First-Time-in-College*)  
**Where** EF2FullTime EQ F  
Degree/Certificate Seeking DegSeek EQ Y (Yes)  
EntClass EQ Y (FTIC)

EQ2 First-Time Transfer

**Where:** EF2FullTime EQ F

*Degree/Certificate Seeking DegSeek\_EQ Y (Yes)*

*EntClass EQ T (First-Time Transfer)*

EQ3 (Continuing Degree Seeking)

**Where:** EF2FullTime EQ F

*Degree/Certificate Seeking DegSeek\_EQ Y (Yes)*

*EntClass NOT IN (Y (FTIC) or T (First Time Transfer))*

*EntClass EQ N (Continuing not Entering Class)*

EQ7 (Full Time Non-Degree Seeking)

**Where:** EF2FullTime EQ F

*Non-Degree/Certificate Seeking DegSeek EQ N (No)*

EQ15 (First-Time-in-College)

**Where:** EF2FullTime EQ P

*Degree/Certificate Seeking DegSeek\_EQ Y (Yes)*

*EntClass EQ Y (EF2 FTIC)*

EQ16 (First Time Transfer)

**Where:** EF2FullTime EQ P

*Degree/Certificate Seeking DegSeek\_EQ Y (Yes)*

*EntClass EQ T (EF2 First Time Transfer)*

EQ17 (Continuing Degree Seeking)

**Where** EF2FullTime EQ P

*Degree/Certificate Seeking DegSeek\_EQ Y (Yes)*

*EntClass EQ N (Continuing not Entering Class)*

EQ 21 (Full Time Non-Degree Seeking)

**Where** EF2FullTime EQ P

*Non-Degree/Certificate Seeking DegSeek\_EQ N (No)*

**Create EF2AgeRange** Age Range **Where** Age is as of October 15, 2012

EF2FULLTIME F	Not F	Age Range
=1	=13	Under 18
=2	=14	18-19
=3	=15	20-21
=4	=16	22-24
=5	=17	25-29
=6	=18	30-34
=7	=19	35-39
=8	=20	40-49
=9	=21	50-64
=10	=22	65-over
=11	=23	Unknown Age

Unknown Age **Where** Birthdate LE October 15, current reporting Year

**Create** PYrHSgrads (*Prior Year High School Graduates*)

EQ Y **Where** Line IN (1,15) and High School Graduation Date (DE 1009) is between September of the prior reporting year and August of the current reporting year

EQ Z **Where** Line NOT IN (1,15)

Otherwise EQ N

### Verification Reports

**Postsecondary Headcount Verification Report** located at Northwest Regional Data Center (NWRDC):  
CCxx.STU.EF2REPT.Ttyyyy

CCxx.STU.STtyyyy (EF2REPT) PDF

Where xx is the college number and tt is the Term Submission and yyyy Current Reporting Year

**Postsecondary Headcount**

Unduplicated Count

by Line, Aggregate Race/Ethnicity, and Gender

**Age Range of Postsecondary First Time Degree/Certificate Seeking Students**

Unduplicated Count

by Age Range by Gender and Full-Time/Part-Time

**State of Residence at Admittance of First Time Degree/Certificate Seeking Students**

Unduplicated Count

by DE 1018 State Code at Time of Admission for

First-Time-In-College Degree/Certificate Seeking

**Where** Line IN (1,15)

First-Time-In-College Degree/Certificate Seeking Prior Year High School  
Grads

**Where** Line EQ (1,15)

and EQ Y

**NOTE:** *Students with Gender EQ X are not reported to IPEDS but are included in the verification reports in a footnote under Unknown Gender.*

## IPEDS 12-Month Enrollment Survey (End-of-Year)

### Postsecondary Cohort End-of-Year File

**Sort** Postsecondary Course File

**Where** DE 1028 (*Term*) IN (1,2,3)

by College, Student Identification, and descending Term

**Unduplicate** by College and Student Identification

### Instructional Activity file for End-of-Year

Postsecondary Course End-of-Year file

Sum Postsecondary Course File End-of-Year: Section Hours by College

**Credit Hours**

**Where** DE 3001 (*Course – ICS*) LE 1.18.49

Or DE 3001 (*Course – ICS*) IN (1.21.01, 1.22.01, 1.23.01, 1.24.01, 1.25.01,  
1.26.01, 1.27.01, 1.50.01, 1.31.01, 1.31.03)

**Contact Hours**

**Where** DE3001 (*Course – ICS*) IN (1.21.02, 1.22.02, 1.23.02, 1.24.02, 1.25.02,  
1.26.02, 1.27.02, 1.29.97)

**NOTE:** IPEDS definition of Contact Hours is Clock Hours.

### Postsecondary End-of-Year file

**Merge:** Postsecondary Cohort End-of-Year file with Student Data Base Demographic Records  
By College, Student Identification, Year, Term, and Term Submission

**Select:** DE 1001 (*Citizenship*)

DE 1006 (*Gender*)

Ethnic Origin

**Create** AgRaceE (*Aggregate Race/Ethnicity Codes*)

EQ N (*Non-resident*)

**Where** DE 1001 (*Citizenship*) EQ A (*Non-resident alien*)

Otherwise

EQ *Ethnic Origin*

### IPEDS Verification Reports

**IPEDS E12 Verification Report** are located at Northwest Regional Data Center (NWRDC) in PDF format with the filename: CCxx.IPEDS.Y2013(E12Y2012) (where xx is the college number).

#### **E12 Part A: 12-Month Unduplicated Headcount**

Headcount by Race/Ethnicity and Gender

**NOTE:** Students where Gender EQ X are not reported to IPEDS.

#### **E12 Part B: Instructional Activity**

Instructional Activity File

by College

Report Credit Hours and Contact Hours



## IPEDS Fall Enrollment Survey

### IPEDS EF2 Part A, Part B, Part C, and Part D

#### Former Dual Enrollment Students First Time after HS Graduation file

**Match** Postsecondary Term File (Fall BOT only) with Student Data Base Course Records  
By College and Student Id  
And By Student Id

**Where** First Character of the Student Id is not Alphabetic

**Select** from Postsecondary Term File (Fall BOT only)  
College and Student Identification from Fall Term File

**Where:** EntClass NE Y (*EF2FTIC*) and NE D (*Dual*)  
DE 1009 (*High School Graduation Date*) = September through August of  
the prior reporting year

**Select** from Student Data Base Course Records  
Student Identification and DE 3004 (*Course Dual Enrollment Category*)

**Where:** DE Term Submission EQ E (*End-of-Term*)  
DE 1028 (*Year*) EQ Prior Year Two Years  
DE 1029 (*Term*) IN (1, 2, 3)

**Sort** by College, Student Id, descending Year, descending Term, and Course Dual Enrollment  
Category

**Unduplicate** by College and Student Id

**Select Where** DE 3004 (*Course Dual Enrollment Category*) IN (AP, DA, DV, EA, EV)

#### Prior Summer FTIC File

**Match** Postsecondary Term File (Fall BOT only) with the Student Data Base Demographic Records  
**by** College and Student Identification

**Select** College, Student Identification, and State Code at Time of Admission

**Where:** Term File (Fall BOT only)  
DE 1028 Term EQ 2 (*Fall*)  
DE Term Submission EQ B (*Beginning of Term*)  
EntClass NE Y (*EF2FTIC*) and NE D (*Dual*)

**And** Student Data Base Demographic Records

**Where:** DE 1028 Term EQ 1 (*Summer*)  
DE 1005 (*First-Time Student Flag*) EQ Y

#### Prior Summer First-Time Transfer file

**Match** Postsecondary Term File (Fall BOT only) with the Student Data Base Demographic  
**By** College and Student Identification

**Select** College and Student Identification

**Where** Term File (Fall BOT only)  
DE 1028 Term EQ 2 (*Fall*)  
DE Term Submission EQ B (*Beginning of Term*)  
DE 1032 EQ Y (*Yes*)  
EntClass NE Y (*EF2FTIC*) and NE D (*Dual*)

Student Records

**Where** DE 1028 EQ 1 (*Summer*)  
DE 1032 EQ F

---

**IPEDS EF2 file**

**Merge** Postsecondary Term File (*Fall beginning-of-term only*)

Prior Summer FTIC file

Prior Summer Transfer file

Former Dual Enrolled

**by** College and Student ID

**Where** Postsecondary Term File

DE 1028 Term EQ 2 (*Fall*)

DE Term Submission EQ B (*Beginning of Term*)

**Where** Prior Summer FTIC file, or Prior Summer Transfer file, or Former Dual Enrolled

**Modify** EntClass (*Entering Class*)

EQ Y Where College and Student Identification in Prior Summer FTIC file

Else EQ F Where College and Student Identification in Former Dual File

Else EQ T Where College and Student Identification in Prior Summer First-Time Transfer file

**Modify** Line - Line Number

EQ 1 First Time in College

EF2FullTime EQ F (*Full-time*)

Degree/Certificate Seeking **DegSeek** EQ Y (*Yes*)

EntClass EQ F (*Former Dual First Time after HS Grad*)

**Or** Prior Summer First-Time Student Flag in EQ Y (*Yes*)

EQ 2 First Time Transfer

EF2FullTime EQ F (*Full-time*)

Degree/Certificate Seeking **DegSeek** EQ Y (*Yes*)

EntClass EQ T (*First Time Transfer*)

EQ 15 First-Time-in-College

EF2FullTime EQ P (*Part-time*)

Degree/Certificate Seeking **DegSeek** EQ Y (*Yes*)

EntClass EQ F (*Former Dual First Time after HS Grad*)

**Or** Prior Summer First-Time Student Flag in EQ Y (*Yes*)

EQ 16 First Time Transfer

EF2FullTime EQ P (*Part-time*)

Degree/Certificate Seeking **DegSeek** EQ Y (*Yes*)

EntClass EQ T (*First Time Transfer*)

**Modify** PYrHSgrads (*Prior Year High School Graduates*)

EQ Z **Where** Line NOT IN (1,15)

EQ Y **Where** Line IN (1,15) and DE 1009 High School Graduation Date is GE September 1, yyyy- and LE August 31, yyyy-1

Where yyyy Current Reporting Year

EQ N otherwise

**Create** R2State

**EQ 12** (Florida)

Where Line IN (1,15) and EntClass EQ F (*Former Dual First Time after HS Grad*)

EQ Prior Summer DE 1018 (*State Code at Time of Admission*)

Where Line IN (1,15) and Prior Summer First-Time Student Flag in EQ Y

Otherwise

EQ DE 1018 State Code at Time of Admission

## IPEDS EF2 Part E

### Prior Year IPEDS Fall First-Time-In-College Full and Part-Time Students Retained as of Current IPEDS Fall Enrollment

#### Retention of Prior Year First-Time-In-College Students

Prior Year FTIC File

Prior Year IPEDS EF2 file Select College, Student ID, and Line

**Where** Line IN (1,15) FTIC Full/Part-Time

**Merge** Prior Year FTIC File

**by** College and Student ID

**Select if** in the Prior Year FTIC file

**With** Prior and Current Year Student Data Base Completions

Select College and Student Id

Where DE 2103 (*Completion Degree Granted*) IN

- 1 (Associate in Arts (AA) Degree)
- 2 (Associate in Science (AS) Degree)
- 3 (Associate in Science Certificate)
- 4 (Vocational Certificate)
- 5 (Advanced Technical Certificate (ATC))
- 7 (Applied Technology Diploma (ATD))
- A (Associate in Applied Science (AAS) Degree)
- C (Baccalaureate)
- F (Educator Preparation Institute (EPI))
- I (Certificate of Professional Preparation)
- P (Apprenticeship Program)

**And** Current Reporting Year Postsecondary Term File (*Fall Beginning-of-Term only*)

Where: DE 1028 (*Term*) EQ 2 (*Fall*)

Term Submission EQ B (*Beginning-of-Term*)

#### Create Retained

EQ 1 (*Retained*)

Where College and Student Id in Completions

Or Current Reporting Year Term File

EQ 0 (*Not Retained*)

(Otherwise)

**Sort by** College, Student ID, and descending Retained

**Unduplicate by** College and Student ID

### **IPEDS EF2 Verification Report (Fall Beginning of Term Only)**

**IPEDS EF2 Survey Verification Report** in PDF format from North West Regional Data Center (NWRDC):  
**CCxx.STU.ST2Byyyy (EF2Yyyyy)**

where xx is the college number and yyyy is the Current Reporting Year

**EF2 Part A** IPEDS Fall Enrollment Headcount

Unduplicated count of Race/Ethnicity and Gender  
by Full/Part-Time and Enrollment Status

**EF2 Part B** Age Range

Unduplicated count Age Range  
by Gender and Full-Time/Part-Time

**EF2 Part C State** Residence at Admittance

First-Time-In-College Degree/Certificate Seeking Students  
Unduplicated count of State Code at Time of Admission for:  
First-Time-In-College Degree/Certificate Seeking  
First-Time-In-College Degree/Certificate Seeking Prior Year High School Grads

**EF2 Part D** Total Entering Class

Unduplicated count of Entering Class  
by Full/Part-Time and Enrollment Status

**EF2 Part E** Retention of Prior Year First-Time-In-College Students

By Full/Part-Time  
Unduplicated count of:  
First Time in College the Prior Year  
Retained following Fall  
Retention Rate

**Old Format EF2 IPEDS Fall Enrollment Part A**

Uses 2011 format with Deg/Cert Other First Year and Other reported on separate lines  
Unduplicated count of Race/Ethnicity and Gender  
by Full/Part-Time and Enrollment Status

***NOTE:** Students where Gender EQ X are not reported to IPEDS but are included in the EF2 Part A footnote.*

**Create** College IPEDS EF2 Data file from EF2 file at NWRDC:

**CCxx.STU.EF2IPFIL.T2Byyyy**

where xx is the college number and yyyy is the Current Reporting Year

### **IPEDS EF1 Verification Report (Fall Beginning of Term Only and Four Year Institutions Only)**

**IPEDS EF1 Survey Verification Report** in PDF format from NWRDC:

**CCxx.STU.ST2Byyyy (EF1yyyy)**

where xx is the college number and yyyy is the Current Reporting Year

**EF1 Part A** IPEDS Fall Enrollment Headcount Selected Fields of Study

Unduplicated count of Race/Ethnicity and Gender by Selected Fields of Study

## IPEDS EF2 Data File Record Format

**IPEDS EF2 Data file** is located at Northwest Regional Data Center (NWRDC): CCxx.STU.EF2IPFIL.T2Byyyy where xx is the college number and yyyy is the Current Reporting Year

	DE#	From/To	Field Size	Field Char	Name	Field Description
1		01-04	04	N	YEAR	YEAR
2	1028	05-05	01	N	TERM	TERM
3		06-06	01	A/N	TERMSUB	TERM SUBMISSION
4		07-08	02	N	CCNUM	COLLEGE NUMBER
5	1021	09-18	10	A/N	PSNID	STUDENT IDENTIFICATION NUMBER
6	1006	19-19	01	A/N	GENDER	GENDER
7		20-20	01	A/N	ETHNIC_ORIGIN	H = Hispanic U = Unknown W = White B = Black A = Asian I = American Indian P = Native Hawaiian/Pacific Island M = Two or More
8	1001	21-21	01	A/N	CITIZEN	CITIZENSHIP
9	1005	22-22	01	A/N	FTIC	FIRST TIME STUDENT FLAG
10		23-23	01	A/N		FILLER
11	1029	24-24	01	A/N	PTIME	TERM PART-TIME/FULL-TIME
12		25-25	01	A/N	EntClass (formerly EF2FTIC)	ENTERING CLASS TYPE Y = FTIC F = Former Dual First Time after HS Grad T = First-Time Transfer D = Currently Dual Enrolled Only N = Continuing
13	2001	26-26	01	A/N	AWARD	PROGRAM OF STUDY – AWARD TYPE
14		27-27	01	A/N	DEGSEEK	DEGREE/CERTIFICATE SEEKING Y = Yes N = No
15	1032	28-28	01	A/N	TRANSFER	TRANSFER STUDENT FLAG
16		29-30	02	N	LINE (Full-Time/Part-time)	IPEDS EF2 PART A LINE NUMBER – 1 = Degree/Cert Seeking First-Time Full-time 2 = Degree/Cert Seeking Transfer-in Full-time 3 = Degree/Cert Seeking Continuing Full-time 7 = Non-Degree/Cert Seeking Full-time 15 = Degree/Cert Seeking First-Time Part-time 16 = Degree/Cert Seeking Transfer-in Part-time 17 = Degree/Cert Seeking Continuing Part-time 21 = Non-Degree/Cert Seeking Part-time
17		31-31	01	A/N	PYrHSgrads	PRIOR YEAR HS GRAD Y = Yes FTIC Prior HS Grad N = No FTIC Not Prior HS Grad Z = Not FTIC
18		32-32	01	A/N	RESIDE	Fee Classification Residency Flag
19		33-34	02	A/N	R2State	STATE CODE AT TIME OF ADMISSION
20		35-35	01			FILLER
21	1019	36-43	08	N	BIRDATE	STUDENT BIRTHDATE (MM/DD/YY)
22	1000	44-57	14	A/N	FLEID	FLORIDA EDUCATION IDENTIFIER

**NOTE:** Additional fields have been created; preexisting fields have not changed location



# **Appendix A**





Appendix A is to be used by colleges in reporting when students complete segments of Adult Programs. These segments are defined as Literacy Completion Points. This appendix is used in conjunction with Completion – CIP (DE 2101) and Adult Literacy Completion Point Indicator (DE 2105). The designated CIP codes will also be used when reporting program enrollment for the student (Program – CIP (DE 2002)).

## Adult Basic Education (ABE)

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
<b>ABE Mathematics (DE 2101 (Completion – CIP): 1532010200)</b>		
Beginning ABE Literacy	Level 1 (0.0-1.9) (TABE < 314) (450 hours) (CASAS < 201) Mathematics	A
Beginning Basic Education	Level 2 (2.0-3.9) (TABE 314-441) (450 hours) (CASAS 201-210) Mathematics	B
Low Intermediate Basic Education	Level 3 (4.0-5.9) (TABE 442-505) (300 hours) (CASAS 211-220) Mathematics	C
High Intermediate Basic Education	Level 4 (6.0-8.9) (TABE 506-565) (300 hours) (CASAS 221-235) Mathematics	D

<b>ABE Reading (DE 2101 (Completion – CIP): 1532010200)</b>		
Beginning ABE Literacy	Level 1 (0.0-1.9) (TABE < 368) (450 hours) (CASAS < 201) Reading	E
Beginning Basic Education	Level 2 (2.0-3.9) (TABE 368-460) (450 hours) (CASAS 201-210) Reading	F
Low Intermediate Basic Education	Level 3 (4.0-5.9) (TABE 461-517) (300 hours) (CASAS 211-220) Reading	G
Intermediate Basic Education	Level 4 (6.0-8.9) (TABE 518-566) (300 hours) (CASAS 221-235) Reading	H

<b>ABE Language (DE 2101 (Completion – CIP): 1532010200)</b>		
Beginning ABE Literacy	Level 1 (0.0-1.9) (TABE < 390) (450 hours) (CASAS < 201) Language	J
Beginning Basic Education	Level 2 (2.0-3.9) (TABE 390-490) (450 hours) (CASAS 201-225) Language	K

<b>ABE Language (DE 2101 (Completion – CIP): 1532010200)</b>		
Low Intermediate Basic Education	Level 3 (4.0-5.9) (TABE 491-523) (300 hours) (CASAS 226-242) Language	M
Intermediate Basic Education	Level 4 (6.0-8.9) (TABE 524-559) (300 hours) (CASAS 243-260) Language	N

**NOTES:**

1. The TABE ranges above are scaled scores.
2. CASAS is an acceptable test for Adult Basic students – the scores above are scaled.

## English Literacy for Career & Technical Education (ELCATE)\*

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
<b>Adult ELCATE (DE 2101 (Completion – CIP): 1532010301)</b>		
ELCATE I – Beginning	Basic skills assessment at appropriate Vocational level EFL 4 (450 hours) (CASAS 201-210)	A
ELCATE II – Intermediate	Basic skills assessment at appropriate Vocational level EFL 5 (450 hours) (CASAS 211-220)	B
ELCATE III – Advanced	Basic skills assessment at appropriate Vocational level EFL 6 (450 hours) (CASAS 221-235)	C

**NOTE:** The EFL level is based on CASAS Test only using a scaled score.

## Other Adult Programs

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
<b>Citizenship (DE 2101 (Completion – CIP): 1533010200)</b>		
Citizenship	Mastery Test of Citizenship Materials (450 hours)	A
<b>Adult General Education for Adults with Disabilities (DE 2101 (Completion – CIP): 1532010204)</b>		
Adult General Education for Adults with Disabilities	(hours vary depending on IEP)	A
<b>Adult ESOL College and Career Readiness (DE 2101 (Completion – CIP): 1532010302)</b>		
Adult ESOL Academic Skills	(450 hours) EFL 7 or Higher (CASAS > 235/Grade Level 7.5-12)	A

## Adult High School – Adult Secondary and Students Seeking an Adult High School Diploma

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
<b>Adult Secondary (DE 2101 (Completion – CIP): 1532010202)</b>		
English	4 credits	LA, LB, LC, LD, LE, LF, LG, LH
Mathematics	4 credits	MA, MB, MC, MD, ME, MF, MG, MH
Science	4 credits	SA, SB, SC, SD, SE, SF, SG, SH
U.S. History	1 credit	HA, HB
World History	1 credit	WA, WB
Economics	.5 credit	JA
U.S. Government	.5 credit	GA
Practical Arts Career Ed. or Exploratory Career Ed. or Performing Fine Arts	1 credit	CA, CB
Social Studies	1 credit	KA, KB
Electives	9 credits	EA, EB, EC, ED, EE, EF, EG, EH, EJ, EK, EL, EM, EN, EP, ER, ES, ET, EU, EV

### NOTES:

1. To show attainment of the High School Diploma by a student, code the following:
  - a. DE 2101 (Completion – CIP): 1532010202
  - b. DE 2103 (Completion Degree Granted): 6 (student attained an Adult High School Diploma)
  - c. DE 2105 (Adult Literacy Completion Point): Z (not applicable).
2. 90 hours = 1/2 credit
3. Life Management Skills is no longer a required Adult High School credit and is now available as an elective.
4. TABE scale scores – for ASE LOW are Reading 567-595, Math 566-594, Language 560-585; for ASE HIGH are reading > 595, Math > 594, Language > 585.
5. CASAS scale scores – for ASE LOW are Reading 236-245, Math 236-245, Writing 261-270; for ASE HIGH are Reading > 245, Math > 245, Writing > 270.
6. The fourth credit for Science and the first credit for Social Studies are only required in certain counties.
7. The fourth credit for Math is required only for students starting as Freshmen in 2007-08.

## Adult High School Co-Enrolled – Adult Secondary

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
<b>CO_ENROLLED (Adult High School) (DE 2101 (Completion – CIP): 1532019900)</b>		

**NOTE:** Use the same LCPs as in the Adult High School – Adult Secondary Program ABOVE CIP 1532010202 but remember to use CIP 1532019900 to report the Co-enrolled LCPs for this program AND use this program ONLY for the co-enrolled students. A co-enrolled student is any student who has not been withdrawn from the K-12 system, including summer students who are expected to return to the K-12 system in the Fall.

## Applied Academics for Adult Education

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
<b>Applied Academics for Adult Education (DE 2101 (Completion – CIP):1532010503)</b>		
Applied Academics for Adult Education - Mathematics	Attainment of level appropriate for Program (100 hours per grade level)	A
Applied Academics for Adult Education – Reading	Attainment of level appropriate for Program (100 hours per grade level)	B
Applied Academics for Adult Education – Language	Attainment of level appropriate for Program (100 hours per grade level)	C

## Adult English for Speakers of Other Languages (ESOL)

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
<b>Adult ESOL (DE 2101 (Completion – CIP): 1532010300)</b>		
Beginning ESL Literacy	Successfully complete level benchmarks EFL 0-1 (450 hours) (CASAS < 180 for Reading and Listening)*	A
Low Beginning ESL	Successfully complete level benchmarks EFL 2 (450 hours) (CASAS 181-190 for Reading and Listening and 136-145 for Writing)*	B
High Beginning ESL	Successfully complete level benchmarks EFL 3 (450 hours) (CASAS 191-200 for Reading and Listening and 146-200 for Writing)*	C
Low Intermediate ESL	Successfully complete level benchmarks EFL 4 (450 hours) (CASAS 201-210 for Reading and Listening and 201-225 for Writing)*	D
High Intermediate ESL	Successfully complete level benchmarks EFL 5 (450 hours) (CASAS 211-220 for Reading and Listening and 226-242 for Writing)*	E

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
Advanced ESL	Successfully complete level benchmarks EFL 6 (450 hours) (CASAS 221-235 for Reading and Listening and 243-260 for Writing)*	F

## Adult Literacy Skills

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
<b>Adult Literacy Skills (DE 2101 (Completion – CIP): 1532010303)</b>		
ESOL Literacy - Pre Literacy	Achieve Pre Literacy Concepts - Native Language/English EFL 0 (180hours)	A
ESOL Literacy - Basic Literacy	Achieve Basic Literacy Concepts - English EFL 0 (180 hours)	B
ESOL Literacy - Advanced Literacy	Achieve Advanced Literacy Concepts - English EFL 0 (180 hours)	C

**NOTE: The hours listed for each LCP are the maximum hours allowed.**

## General Education Development (GED®) Preparation-2014

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (DE 2105)
<b>GED Preparation (DE 2101 (Completion – CIP): 1532010207)</b>		
GED® Prep Reasoning through Language Arts – 2014	Receive passing score on GED® Reasoning through Language Arts subtest	V
GED® Prep Social Studies – 2014	Receive passing score on GED® Social Studies subtest	W
GED® Prep Science – 2014	Receive passing score on GED® Science subtest	X
GED® Mathematical Reasoning – 2014	Receive passing score on GED® Mathematical Reasoning subtest	Y

**NOTE: To show attainment of the GED Diploma by a student, code the following: DE 2101 (Completion – CIP): 1532010207, DE 2103 (Completion Degree Granted): 8 (student attained a GED), and DE 2105 (Adult Literacy Completion Point Indicator): Z (not applicable).**