

**Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Educational Data Systems**

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

1998-99 Student Course Transcript Information

1. Submit course information for all students in grades 9-12 for whom the district gave grades during the 1998-99 School year, including summer school.
2. **Send all courses the student has taken for which a course grade has been assigned.** The Course Grade field (item 20) may contain I for incomplete, NG for no grade assigned or similar grades other than A, B, C, D and F as defined in the DOE Information Data Base Requirements: Volume I -- Automated Student Information System.
3. The Grade Level field (item 10) should contain the Grade Level the student was in at the time the course was taken.

<u>Grade Level</u>	<u>Course Information</u>
12	Grades 9, 10, 11, 12 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.
11	Grades 9, 10, 11 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.
10	Grades 9, 10 and any other courses below ninth grade that the student took in order to earn credit toward a high school diploma.
9	Grade 9 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.

1998-99 Student Course Transcript Information (Con't)

- NOTE: Only report credits on grade 30 if the student left a secondary K-12 program, entered the Adult High School program as grade 30 and subsequently returned to a secondary K-12 program prior to graduation.
4. The School Number, Where Credit Earned field (item 7) may contain 0001-9899, N999, C901-C928 Florida public community colleges, U970-U978 Florida public state universities or P001-P999 eligible postsecondary non-public institutions.
 5. KEY FIELDS: The key fields for this format are item numbers 2-5 and 9-13. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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1998-99 STUDENT COURSE TRANSCRIPT INFORMATION

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: February 1998 Effective Date: July 1998 Format No.: 6715 Record Type: 1 of 1 Activity No.: DB9 39B
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Item Number	From-To	Size	Field Char.	Field Description
1	1-14	14	A/N	Filler
2	15-15	1	A/N	Survey Period Code - Always '5' ←
3	16-17	2	N/R	District Number, Current Enrollment
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System, Appendix C</u> , for acceptable codes.
4	18-21	4	A/N/R	School Number, Current Enrollment
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. <u>Number</u> <u>Definition</u> 0001-9899 District school sites assigned a unique number in the state Master School ID File.
5	22-31	10	A/N	Student Number Identifier, Florida
				A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students. (CONTINUED ON NEXT PAGE)

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				<p><u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u></p> <p>nnnnnnnnX Example: 123456789X</p> <p>If a student <u>does not</u> have a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First 2 Digits</u></p> <p>NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.</p> <p><u>Last 8 Digits</u></p> <p>NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.</p> <p>See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information.</p>						
6	32-33	2	A/N/R	<p>District Number, Where Credit Earned</p>						
				<p>The district in which the student earned credit (for permanent record and transcripts).</p> <table data-bbox="690 1533 1443 1690"> <thead> <tr> <th data-bbox="690 1533 803 1564"><u>Code</u></th> <th data-bbox="836 1533 982 1564"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="690 1575 803 1648">01-70 &</td> <td data-bbox="836 1575 1443 1648">State assigned number for school districts or</td> </tr> <tr> <td data-bbox="690 1648 803 1690">72-76</td> <td data-bbox="836 1648 1443 1690">other agency</td> </tr> </tbody> </table> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	01-70 &	State assigned number for school districts or	72-76	other agency
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72-76	other agency									

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Item Number	From-To	Size	Field Char.	Field Description
				<p><u>Code</u> <u>Definition</u></p> <p>99 Other than Florida Public School</p> <p>AL-WY Two character code for out-of-state districts in which student earned credit</p> <p>AF-ZA Two character code for foreign county in which student earned credit</p> <p>See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System, Appendices G, H and Q.</u> ←</p>
7	34-37	4	A/N/R	<p>School Number, Where Credit Earned</p> <p>The number of the school where the student earned credit.</p> <p><u>Code</u> <u>Definition</u></p> <p>0001-9899 District school sites assigned a unique number in the state Master School ID File.</p> <p>N999 DPS/MIS reporting number for out-of-state schools or PK-12 non-public in-state schools.</p> <p>N998 DPS/MIS reporting number for Home Education.</p> <p>N997 DPS/MIS reporting number for American schools abroad.</p> <p>C901-C928 DPS/MIS reporting number for public community colleges in Florida.</p> <p>U970-U978 DPS/MIS reporting number for public state universities in Florida.</p> <p>P001-P999 DPS/MIS reporting number for eligible postsecondary non-public colleges and universities.</p> <p>See Appendix F: Florida Public Community Colleges and State University Reporting Numbers.</p> <p>See Appendix K: Private Postsecondary Institution Reporting Numbers.</p>

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8	38-62	25	A/N	Filler																																																																				
9	63-66	4	N	School Year ←																																																																				
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8788																																																																				
10	67-68	2	A/N	Grade Level																																																																				
				The student's current grade level placement or the grade level for which data are being reported.																																																																				
11	69-69	1	A/N	Term																																																																				
				The time of the school year during which the student was enrolled in courses. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>Semester 1</td><td>H</td><td>Quinmester 4</td></tr> <tr><td>2</td><td>Semester 2</td><td>I</td><td>Quinmester 5</td></tr> <tr><td>3</td><td>Annual</td><td>J</td><td>Six Weeks 1</td></tr> <tr><td>4</td><td>Summer Session 1</td><td>K</td><td>Six Weeks 2</td></tr> <tr><td>5</td><td>Summer Session 2</td><td>L</td><td>Six Weeks 3</td></tr> <tr><td>6</td><td>Quarter 1</td><td>M</td><td>Six Weeks 4</td></tr> <tr><td>7</td><td>Quarter 2</td><td>N</td><td>Six Weeks 5</td></tr> <tr><td>8</td><td>Quarter 3</td><td>O</td><td>Six Weeks 6</td></tr> <tr><td>9</td><td>Quarter 4</td><td>R**</td><td>Short Course</td></tr> <tr><td>B</td><td>Trimester 1</td><td>S</td><td>Combined Summer Session</td></tr> <tr><td>C</td><td>Trimester 2</td><td></td><td></td></tr> <tr><td>D</td><td>Trimester 3</td><td>T*</td><td>Intersession 1</td></tr> <tr><td>E</td><td>Quinmester 1</td><td>U*</td><td>Intersession 2</td></tr> <tr><td>F</td><td>Quinmester 2</td><td>V*</td><td>Intersession 3</td></tr> <tr><td>G</td><td>Quinmester 3</td><td>W*</td><td>Intersession 4</td></tr> <tr><td></td><td></td><td>X*</td><td>Intersession 5</td></tr> </tbody> </table> <p>*NOTE: Intersessions are only to be used for year-round school recordkeeping.</p> <p>**NOTE: Short Course is to be used only for Workforce Development Education (adult general education and postsecondary vocational education).</p>	<u>Code</u>	<u>Definition</u>	<u>Code</u>	<u>Definition</u>	1	Semester 1	H	Quinmester 4	2	Semester 2	I	Quinmester 5	3	Annual	J	Six Weeks 1	4	Summer Session 1	K	Six Weeks 2	5	Summer Session 2	L	Six Weeks 3	6	Quarter 1	M	Six Weeks 4	7	Quarter 2	N	Six Weeks 5	8	Quarter 3	O	Six Weeks 6	9	Quarter 4	R**	Short Course	B	Trimester 1	S	Combined Summer Session	C	Trimester 2			D	Trimester 3	T*	Intersession 1	E	Quinmester 1	U*	Intersession 2	F	Quinmester 2	V*	Intersession 3	G	Quinmester 3	W*	Intersession 4			X*	Intersession 5
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Item Number	From-To	Size	Field Char.	Field Description
12	70-76	7	A/N	<p>Course Number</p>
				<p>The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 236.081, F.S.</p> <p>The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions:</p> <p><u>Lecture Courses:</u> Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number.</p> <p><u>Lab Courses:</u> Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L. Example: PHY1050L would be reported PHYL050.</p> <p><u>Combined Lecture & Lab Courses:</u> Postsecondary Format = XXX9999C in the statewide Course Numbering System. Replace the first numeric character with C. Example: PHY1050C would be reported PHYC050.</p>

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13	77-81	5	A/N	Course, Sequence Number																																																				
				A code assigned by the district, to each course record transmitted to the state in this record format. The code must be unique for each course sent for a student within a school year. The code may be generated at the time the district generates the course record submitted to the state.																																																				
14	82-96	15	A/N	Filler																																																				
15	97-98	2	A	Course, State Subject Area Requirements																																																				
				A code indicating the subject area in which credit toward high school graduation will apply upon successful completion of the course (See <u>Course Code Directory</u>).																																																				
				<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Subject Area</u></th> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Subject Area</u></th> </tr> </thead> <tbody> <tr> <td>EN</td> <td>English</td> <td>PF</td> <td>Performing Fine Arts</td> </tr> <tr> <td>MA</td> <td>Mathematics</td> <td>LM</td> <td>Life Management Skills</td> </tr> <tr> <td>SC</td> <td>Science</td> <td>PE</td> <td>Physical Education</td> </tr> <tr> <td>AH</td> <td>American History</td> <td>EX</td> <td>Exceptional Student</td> </tr> <tr> <td>WH</td> <td>World History</td> <td>EL</td> <td>Electives</td> </tr> <tr> <td>EC</td> <td>Economics</td> <td>FL</td> <td>Foreign Language</td> </tr> <tr> <td>AG</td> <td>American Government</td> <td></td> <td>Elective</td> </tr> <tr> <td>VO</td> <td>Vocational (either</td> <td>LA</td> <td>Language Arts Elective</td> </tr> <tr> <td></td> <td>Practical Arts</td> <td>SS</td> <td>Social Studies Elective</td> </tr> <tr> <td></td> <td>Vocational or</td> <td>NC</td> <td>Non Credit</td> </tr> <tr> <td></td> <td>Exploratory</td> <td>CE</td> <td>Computer Education</td> </tr> <tr> <td></td> <td>Vocational)</td> <td></td> <td>(Effective 91-92, but may be used prior to effective date)</td> </tr> </tbody> </table>	<u>Code</u>	<u>Subject Area</u>	<u>Code</u>	<u>Subject Area</u>	EN	English	PF	Performing Fine Arts	MA	Mathematics	LM	Life Management Skills	SC	Science	PE	Physical Education	AH	American History	EX	Exceptional Student	WH	World History	EL	Electives	EC	Economics	FL	Foreign Language	AG	American Government		Elective	VO	Vocational (either	LA	Language Arts Elective		Practical Arts	SS	Social Studies Elective		Vocational or	NC	Non Credit		Exploratory	CE	Computer Education		Vocational)		(Effective 91-92, but may be used prior to effective date)
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EN	English	PF	Performing Fine Arts																																																					
MA	Mathematics	LM	Life Management Skills																																																					
SC	Science	PE	Physical Education																																																					
AH	American History	EX	Exceptional Student																																																					
WH	World History	EL	Electives																																																					
EC	Economics	FL	Foreign Language																																																					
AG	American Government		Elective																																																					
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Item Number	From-To	Size	Field Char.	Field Description
				<p>Courses in the Language Arts section of the Course Code Directory will be coded as EN if they meet the specific graduation requirements for English. Those Language Arts courses which do not meet the graduation requirements for English would be coded as electives (EL) or language arts electives (LA) depending on district policy.</p> <p>Courses in the Social Studies section of the <u>Course Code Directory</u> which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC-Economics, WH-World History, AH-American History and AG-American Government. Social Studies courses which do not meet specific graduation requirements will be coded as electives (EL) or social studies electives (SS) depending on district policy.</p> <p>Courses in foreign languages may be coded as electives (EL) or as foreign language electives (FL) depending on district policy. If the student is completing coursework for college admissions or the Florida Academic Scholar Program, foreign language courses should be coded FL.</p> <p>Since all science and mathematics courses currently listed in the <u>Course Code Directory</u> meet specific graduation requirements, any credits in mathematics or science taken above the minimum graduation requirements should be coded as MA or SC or as appropriate.</p> <p>Computer Education (CE) may be substituted for an elective credit when a district's local policy requires a student to complete a Computer Education course in order to graduate.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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Item Number	From-To	Size	Field Char.	Field Description
				The Practical Arts graduation requirement may be fulfilled by substituting one of the basic Computer Education (CE) courses on a curriculum equivalency basis. If a substitution is made, a 1 should be shown in the Course Flag field.
16	99-102	4	A/N	Course Flag
				<p>Up to four characters describing course attributes which give additional information needed by the district for counseling, tracking of credits, flagging for use with weighted grade point averages, etc. The letter or number codes defined below will be standard statewide. Any time one of the codes below is printed under "Course Flag" on the permanent record printout, it must correspond to the meaning given below. The field may also be used for locally defined codes which are consistent with state requirements for the use of state course numbers and titles. The coded values do not have to appear in any specific order.</p> <p><u>Code</u></p> <p>E = Academic Scholar - Elective The course meets an Academic Scholar elective.</p> <p>R = Academic Scholar -Requirement The course meets an Academic Scholar requirement.</p> <p>G = Gifted The course section is entirely composed of gifted students.</p> <p>H = Honors This is an honors course as designated by the state Course Code Directory. To designate an honors course by district definition, use a code reserved for local district use.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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Item Number	From-To	Size	Field Char.	Field Description
				<p><u>Code</u></p> <p>N = No Credit No credit awarded - per district policy (i.e., 9-12 grade student did not meet the 135 hour rule).</p> <p>S = SLEP Credit awarded by passing SLEP examination.</p> <p>T = Transferred Credit transferred from an out-of-state school or non-public school by equating of courses.</p> <p>P = Progress For use in 1) interdistrict records transfer to indicate the courses the student was taking and had not yet completed at the time when he or she left the sending district; and 2) for Exceptional Student Education courses taken over a longer period of time than usual. Credit would be zero until the course is complete (time modification).</p> <p>I = Include Include in grade point average (used only in combination with a "X").</p> <p>X = Exclude Exclude from state and local grade point average (used only in combination with an "I" for tracking forgiveness).</p> <p>W = Exclude from State GPA Exclude from state GPA, but include in district GPA.</p> <p style="text-align: center;">(CONTINUED ON NEXT PAGE)</p>

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Item Number	From-To	Size	Field Char.	Field Description
				<p><u>Code</u></p> <p>1 = Sub for Practical Arts graduation requirement Computer Education substitution for Practical Arts graduation requirement. The valid Computer Education substitution courses are 0200300-0200380, 0200800-0200810, 0201300-0201360, and 0201380.</p> <p>2 = Sub for BUS EN I 1001440 Vocational substitution for Business English I. The valid substitutions are courses 8209200, 8209100, 8209000, 8212300, and 8215100.</p> <p>3 = Sub for BUS EN I 1001440/II 1001450 Vocational substitution for Business English I. The valid substitution is course 8212200.</p> <p>4 = Sub for MA I 1205540 Vocational substitution for Business Mathematics. The valid substitutions are courses 8212000, 8209000, 8206300, 8212300, 8206200, 8206100, 8203100, 8215100, 8203200, and 8216100.</p> <p>5 = Sub for MA I 1205380/II 1208390 (valid prior to 7/1/97) Vocational substitution for Mathematics I: Course Number 1205380; and Mathematics II: Course Number 1205390.</p> <p>6 = Sub for GEN SCI 2002310 Vocational substitution for General Science. The valid substitutions are courses 8121600, 8121000, 8121300, 8121400, 8106600, 8106200, 8115110, 8106800, 8106400, 8118200, 8118300, and 8112100.</p> <p style="text-align: center;">(CONTINUED ON NEXT PAGE)</p>

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				<p><u>Code</u></p> <p>7 = Sub for ANAT PHYSIO 2000350 Vocational substitution for Anatomy and Physiology. The valid substitutions are courses 8417130-8417210, 8418300, and 8417230.</p> <p>8 = Sub for Pre-Algebra Vocational substitution for Pre-Algebra. The valid substitution is 8730000.</p> <p>9 = Ninth Grader A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high school graduation as provided through the district pupil progression plan.</p> <p>B* = Home Language and/or ESOL Instruction Limited English Proficient: Instructional Strategy code indicating the type of instruction of the LEP student. (This code is only valid for an elementary self-contained course.)</p> <p>M* = Home Language Instruction Limited English Proficient: Instructional Strategy code indicating the LEP student is receiving instruction in their home language in the course. (Home Language instruction is valid in math, science, social studies and computer literacy.)</p> <p>D* = ESOL Instruction Limited English Proficient: Instructional Strategy code indicating the LEP student is receiving instruction in English in the course. (ESOL Instruction is valid in language arts, math, science, social studies and computer literacy.)</p> <p style="text-align: center;">(CONTINUED ON NEXT PAGE)</p>

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				<p><u>Code</u></p> <p>A = Sub for Science Graduation Requirements JROTC Coast Guard substitution for Oceanography. The valid JROTC Maritime substitution courses are the completion of program 1804320-1804350.</p> <p>F = Sub for Science Graduation Requirements JROTC Air Force substitution for General Science. The valid JROTC Aerospace substitution courses are the completion of program 1800300-1800320.</p> <p>K = Sub for Science Graduation Requirements JROTC Navy substitution for General Science. The valid JROTC Naval Science substitution courses are the completion of program 1802300-1802330.</p> <p>O = Sub for Life Management Skills Graduation Requirements JROTC Army substitution for Life Management Skills. The valid JROTC Army substitution courses are the completion of program 1801300-1801310.</p> <p>Q = Sub for Life Management Skills Graduation Requirements JROTC Marine Corps substitution for Life Management Skills. The valid JROTC Marine Corps substitution courses are the completion of program 1803300-1803310.</p> <p>0 (zero) = Sub for Practical Arts Graduation Requirements JROTC substitution for Practical Arts graduation requirement. The valid JROTC substitution courses are the completion of program 1800300-1800360, or 1801300-1801330, or 1802300-1802330, or 1803300-1803330, or 1804300-1804350.</p> <p style="text-align: center;">.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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1998-99 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				<p>\$ = Sub for Practical Arts Graduation Requirements Journalism substitution for Practical Arts graduation requirement. The valid journalism substitution courses are 1006300-1006330.</p> <p>*NOTE: The LEP student's Instructional Strategy code (B, M or D) must be submitted to the state in survey periods 2 and 3 in the "Limited English Proficient: Instructional Strategy" data element for each course being reported to the state.</p> <p>Example: RH9 The course meets an Academic Scholar requirement; it is being offered as an Honors course; the individual who is taking the course is a student below the ninth grade who is able to count the course toward fulfilling graduation requirements and Academic Scholar requirements because the district's pupil progression plan addresses this specific situation.</p> <p>NOTE: Codes C, J, L, U, V, Y and Z are reserved for local district use. The Department will not assign values to those codes at any time in the future. Districts may also define other codes for local use, but should recognize that it is possible that the Department may define standard values for them sometime in the future.</p> <p>NOTE: Codes 5 and 8 have new titles and definitions and code 0 (zero) is not state defined.</p>
17	103-103	1	A/N	Filler

**FLORIDA DEPARTMENT OF EDUCATION
DEPUTY COMMISSIONER FOR PLANNING, BUDGETING AND MANAGEMENT
EDUCATIONAL DATA SYSTEMS**

1998-99 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
18	104-106	3	N	Credit Attempted, Course
				<p>The number of credits attempted in a term for a grade 9-12 course. Credit attempted for a course can not exceed the number of credits allocated to the course in the state curriculum framework, if applicable.</p> <p style="padding-left: 40px;">NNN 0.50 One-half credit 1.00 One credit 0.00 Non-credit course</p>
19	107-109	3	N	Credit Earned, Course
				<p>The number of credits earned in a term for a course based upon successful completion of the course. Credit earned for a course can not exceed the number of credits allocated to the course in the state curriculum framework, if applicable.</p> <p style="padding-left: 40px;">NNN 0.50 One-half credit 1.00 One credit 0.00 Non-credit course</p>
20	110-112	3	A/N/R	Course Grade
				<p>The academic letter grade earned by a student in a course or other codes to indicate the current course status.</p> <p>See Data Based Element Number 109225 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for definition.</p>
21	113-159	47	A/N	Filler
22	160-160	1	A	Transaction Code
				<p>A code indicating the appropriate action to be taken with respect to the district's database reporting record.</p> <p style="padding-left: 40px;"><u>Code</u> <u>Definition</u></p> <p style="padding-left: 40px;">A Add Record C Update Record (Change) D Delete Record</p>