**Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems**

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

<u>**2001-2002 Student Course Schedule**</u>

1. Submit a separate record for each course for which the student in grades PK-12 or 23 is in membership during reporting periods 1-4 and 9 regardless of whether the student is FTE eligible.

2. FEFP PROGRAM NUMBER: Record the appropriate number of the FEFP program for the course in which the student is in membership.

3. FTE EARNED COURSE: See "FTE General Instructions, 2000-2001" for information on calculating FTE Earned, Course. For Reporting Period 9, Data Format item 15 is not required, enter zeroes.

4. GRADE LEVEL: Record the grade level of the student as reported on the demographic format. Only grade levels PK-12 or 23 are valid for reporting on this format.

5. KEY FIELDS: The key fields for this format are item numbers 3, 4, 5, 6, 7, 8, 9, 10 and 27. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6282 Record Type: 1 of 1 Activity No.: DB9 14B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**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</u>, Appendix C, for acceptable codes.
2	**3-6**	**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.
				
				    N998 DPS/MIS reporting number for home education setting.
				
				    N999 DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.

3	**7-16**	**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 general education students, and postsecondary vocational students. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".
				nnnnnnnnnX Example: 123456789X
				If a student does not have a social security number, the school district should assign a number using the common method statewide.
				First 2 Digits
				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.
				Last 8 Digits
				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.
				See data element number 175625 of the DOE Information Data Base Requirements: Volume I - Automated Student Information System for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code**
				A code representing one of the state reporting periods.
				Code Definition
				1 July
				2 October
				3 February
				4 June
				9 December

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Item Number	From-To	Size	Field Char.	Field Description
5	**18-21**	**4**	**N**	**Fiscal Year**
				The state fiscal year (running from July 1 through June 30) for which the report data are applicable.
				Example: 8788 Fiscal Year July 1, 1987 - June 30, 1988
6	**22-23**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two digit number for the current school district or other agency which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
7	**24-27**	**4**	**A/N/R**	**School Number, Current Instruction/Service**
				The state assigned four digit number of the school which provides instruction or other services 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.
				C901-C928 DPS/MIS reporting number for public community colleges in Florida.
				U970-U979 DPS/MIS reporting number for public state universities in Florida.
				N999 DPS/MIS reporting number for out-of-state schools, PK-12 non-public in-state schools.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Number Definition P001-P999 DPS/MIS reporting number for eligible postsecondary non-public colleges and universities See Appendix F and Appendix K in the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for Florida Public Community College, State University and Private Postsecondary Reporting Numbers.
8	**28-34**	**7**	**A/N**	**Course Number**

				The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in section 236.081, F.S.
				
				The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions:
				
				<u>Lecture Courses</u>:
				   Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number.
				
				<u>Lab Courses</u>:
				   Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L.
				
				   Example: PHY1050L would be reported PHYL050.
				
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<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.
9	**35-39**	**5**	**A/N/L**	**Section Number**
				Section number identifies separate groupings of students enrolled in the same course. XXXXX A unique offering of a course in which the student is enrolled.
10	**40-43**	**4**	**N**	**Period Number**
				A period is defined as the instructional time of the school day during which a class or section of a course is offered. Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period. Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999. Examples follow: 0000 Any class that meets prior to the first period of the regular school day. 0002 A class beginning before the regular school day and ending second period. 0101 A one period course beginning and ending first period. 0203 A two period course beginning period two and ending period three. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				0406 A three period course beginning period four and ending period six.
				0106 A self-contained elementary course meeting all day.
				Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first two characters as the first period the class meets during the week and use 88 for the third and fourth characters.
				0288 A class which meets period two on Monday and period four on Wednesday.
				Adult classes should be coded as 9999.
11	**44-44**	**1**	**N**	**Days Per Week**
				The number of days per week the PK-12 student is scheduled to attend this course. For adult students enter 0 (zero).
12	**45-49**	**5**	**A/N**	**Filler**
13	**50-53**	**4**	**N/R**	**Class Minutes, Weekly**
				The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes, Weekly upon which FTE is based. For adult students enter "0000". See "FTE General Instructions, 1997-98" for further explanation concerning the reporting of Class Minutes Weekly for grades PK-5 courses.
14	**54-56**	**3**	**N**	**FEFP Program Number**
				The number of the Florida Education Finance Program in which a student earns FTE in a class or section of a course. <u>See Attachment 1 for FEFP Program Numbers</u>.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
15	**57-60**	**4**	**N/R**	**FTE Earned, Course**
				The four decimal numeric value for the FTE earned by the student in each course listed or referenced in the state <u>Course Code Directory</u>. For dually enrolled students, enter the FTE earned by the student for courses listed in the Statewide Course Numbering System. FTE earned is a calculated value based on state requirements and procedures.
16	**61-61**	**1**	**A/N**	**Filler**
17	**62-62**	**1**	**A/N**	**Filler**
18	**63-63**	**1**	**A/N**	**Filler**
19	**64-64**	**1**	**A/N**	**Filler**
20	**65-66**	**2**	**A/N**	**Grade Level**
				The student's current grade level placement or the grade level which data are being reported.
				<u>Code</u> <u>Grade or Level</u>
				PK Prekindergarten
				KG Kindergarten
				01-12 First through Twelfth Grade
				23 Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year.
				30 Adult, Nonhigh School Graduate
				31 Adult, High School Graduate
				If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.

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Item Number	From-To	Size	Field Char.	Field Description
21	**67-67**	**1**	**A**	**Vocational Student Intent**
				Vocational Student Intent is used only for vocational students to describe the intent in taking the class reported.
				<u>Code</u> <u>Intent</u>
				J **Job Preparatory** instruction in the competencies necessary for effective entry into an occupation.
				Z Not Job Preparatory.
22	**68-69**	**2**	**A/N**	**Filler**
23	**70-70**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's database reporting record.
				<u>Code</u> <u>Definition</u>
				A Add Record
				C Update Record (Change)
				D Delete Record
24	**71-71**	**1**	**A/N**	**Limited English Proficient: Instructional Strategy**
				A code that indicates the type of instructional strategy used for the instruction of a Limited English Proficient student in each course.
				<u>Code</u> <u>Definition</u>
				B Home Language and/or ESOL Instruction. (This code is only valid for elementary self-contained courses.)
				M Home Language Instruction - Math, Science, Social Studies, and Computer Literacy
				D ESOL Instruction - Language Arts, Math, Science, Social Studies and Computer Literacy
				Z Not Applicable

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Item Number	From-To	Size	Field Char.	Field Description
25	**72-72**	**1**	**A/N**	**Year-Round/Extended School Year FTE Indicator**
				An indicator used to identify the FTE being reported as being either part of a year-round school program or an extended school year program. Code Definition A Intersession FTE: FTE reported is for a student participating in a year-round school session for days beyond the 180 day school year. B Extended School Year FTE: FTE reported is for a student participating in an extended school year program (days in addition to the regular 180-day school year). Z Not applicable.
26	**73-73**	**1**	**A/N**	**Dual Enrollment Indicator**
				See Data Element Number 196225 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for additional information. A Academic dual enrollment. Includes students working toward A.A., B.A., and B.S. degrees in community colleges and universities. B Vocational credit dual enrollment. Includes students working toward an A.S. degree or working in a college credit certificate program. C Vocational certificate dual enrollment. Includes students working in a postsecondary adult vocational program at a school district institution or a community college designated area center. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Code Definition Z Not applicable. Includes all postsecondary students, grades 30 and 31, and all secondary students not dually enrolled. NOTE: Early admission is a form of dual enrollment. The Early Admission data element is reported on the Federal/State Indicator format.
27	**74-74**	**1**	**A/N**	**Term**
				Code Definition Code Definition

Code   Definition   Code   Definition

Code	Definition	Code	Definition
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	T*	Intersession 1
D	Trimester 3	U*	Intersession 2
E	Quinmester 1	V*	Intersession 3
F	Quinmester 2	W*	Intersession 4
G	Quinmester 3	X*	Intersession 5

*NOTE: Intersessions are to be used only for year-round school recordkeeping.

**NOTE: Short Course is to be used only for Workforce Development Education (adult general education and postsecondary vocational education).

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Item Number	From-To	Size	Field Char.	Field Description
28	**75-81**	**7**	**A/N**	**Vocational/Adult General Education Program Code**
				For secondary students, record the seven-digit numeric program code listed in the <u>Course Code Directory</u>, which is associated with the vocational course in which the student is enrolled. For all postsecondary adult vocational students, record the seven-digit alphanumeric program code listed in the <u>Course Code Directory</u>. For the adult general education students, reocrd the appropriate valid code from the <u>Course Code Directory.</u>
29	**82-160**	**79**	**A/N**	**Filler**

FEFP PROGRAM NUMBERS

APPENDIX E
FEFP PROGRAM NUMBERS

Program/Category	FEFP Program Numbers Used for Reporting on the Student Course Schedule Format
Basic Programs	
*K-3 Basic	101
4-8 Basic	102
9-12 Basic	103
**K-3 Basic, with ESE Services	111
4-8 Basic, with ESE Services	112
9-12 Basic, with ESE Services	113
EXCEPTIONAL STUDENT EDUCATION	
Support Level 4	254
Support Level 5	255
ESOL	130
VOCATIONAL 6-12	
Vocational 6-12 (formerly 301-309)	300
OTHER PROGRAMS	
Community Instructional Services (CIS) (Applicable to years prior to 1987-88)	998
Nonfunded because student not eligible for FTE for reasons other than attendance or program membership (used in state reporting)	999

*Includes children of teenage parents.
**Includes PK disabled children.

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