

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

Year: 2023-24

Data Element Number: **187011**

Data Element Name: **WDIS Student Instructional Hours**

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WDIS Student Instructional Hours is a whole number, expressed in hours, assuming no decimal places and right justified with leading zeros.

WDIS Student Instructional Hours may not be reported in the Workforce Development Information System (WDIS) for students enrolled in courses or programs for which the direct instructional costs have been fully funded by an external agency. Section 1011.80(5)(d), Florida Statutes:

“State funding and student fees for workforce education instruction shall be established as follows: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding.”

For Adult General Education (Cost Reporting Codes ranging from 401 – 409\*):

WDIS Student Instructional Hours for adult general education students must be reported in accordance with the requirements in Rule 6A-10.0381, Florida Administrative Code. The text of the rule can be accessed at the following web link: <https://www.flrules.org/>.

A technical assistance paper and rule summary are posted here (See “Instructional Hours Reporting for Adult Education.”): <http://www.fldoe.org/academics/career-adult-edu/career-adult-edu-technical-assistance-.html>

When WDIS Instructional hours are reported for Integrated Education and Training (IET) programs of study that offer contextualized CTE and AGE instruction where the CTE instruction is separately reportable (SCNS course, CWE), the CTE and AGE hours may not be double reported for the same block of time and must be reported in separate courses.

For Career Certificate and Applied Technology Diploma (Cost Reporting Codes ranging from 351 – 369\*):  
For career certificate and applied technology diploma students, the WDIS Instructional hours shall be defined as the number of scheduled course hours from a student's first day of enrollment in a course and to his/her last scheduled day of enrollment in the course. If the student's enrollment in a course crosses reporting surveys, the instructional hours shall be pro-rated across the survey.

WDIS Instructional hours may not exceed the contact hours for which a student has paid/deferred tuition or received a waiver for the payment of tuition; the only exception is for instructional hours of students who withdrew after the drop/add period. If a student withdraws from a course prior to the end of the reporting survey (but after a drop/add period), the instructional hours may still be reported through the end of the course for that survey. For cases in which a student transfers to a different section in the same course during the survey, the instructional hours for the first section must be reported based on the hours from the date of enrollment to the date of transfer.

<b>Code</b>	<b>Definition/Example</b>
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**Cost Reporting Codes ranging from 351 – 369\***

0100	The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey.
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0150	The student enrolls in a 150 hour course and is scheduled to attend 150 hours within the survey. The student remains in this course to the end of the survey. For this student, WDIS instructional hours are 150.
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0150	The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey.
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For Continuing Workforce Education and Apprenticeship (Cost Reporting Codes ranging from 341 – 349, 371 and 372\*): For each Continuing Workforce Education and apprenticeship student, the WDIS Student Instructional Hours shall be defined as the number of scheduled hours from that student's first day of enrollment in that program and course through the last scheduled day for that program and course in the survey regardless of attendance.

The following Continuing Workforce Education and apprenticeship examples apply in district XX where there are 18 weeks in a semester. The WDIS class in question is scheduled to meet for one hour twice each week for a WDIS Class Length of 36 scheduled hours.

**Reporting Codes ranging from 341 – 349, 371 and 372\***

0032 The student enrolls on the fifth class day of the course (missing the first four classes). WDIS Student Instructional Hours are calculated from the fifth day of class through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 32.

0036 The student enrolls on the first day of the course. WDIS Student Instructional Hours are calculated from the first class day of the course through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 36.

See data element 108791, Cost Reporting Code, for valid codes at this link:  
[http://www.fldoe.org/eias/dataweb/database\\_0910/st37\\_1.pdf](http://www.fldoe.org/eias/dataweb/database_0910/st37_1.pdf)

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** Adult

**Programs Required:**

Workforce Development

**Formats Required:**

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

**Surveys Required:**

Survey F Yes

Survey W Yes

Survey G Yes

Survey S Yes

Survey X Yes

Data Element Number: **187011**

Data Element Name: **WDIS Student Instructional Hours**

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**Appendixes:**

None

**Description of Changes:**

9/1/2022	Definition	Added new note for reporting instructional hours for conceptualized CTE and AGE instruction.
7/1/2018	Definition	Updated data element definition to remove the 1718 procedures information and links.
12/18/2017	Definition	Data Governance request – update text with links to current State rule and TA papers.