Florida Department of Education
Workforce Education Data Systems
CBO DATA BASE REQUIREMENTS:

STUDENT INFORMATION SYSTEM

2022-2023

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STATE OF FLORIDA
DEPARTMENT OF EDUCATION
Workforce Education Data Systems (WEDS)
Effective July 1, 2022

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Adult General Education Data Elements

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Adult Demographic Data Elements

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2014-2015
June 2014

Element Name: Community Based Organization Number

Definition

The three-digit number for the current community-based organization in which the student is officially enrolled.

CODE	DEFINITION
300 - 399	State assigned numbers for Community Based Organizations

SEE APPENDIX C

Length: **3**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Key element. This data element is a key element on all formats.**
Data Element Number: **1**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2014-2015
June 2014

Element Name: Institutional Site

Definition

The three-digit number for the current community-based organization's institutional site at which the student is receiving instruction.

CODE	DEFINITION
100 - 999	State assigned numbers for Community Based Organizations

Length: **3**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Key element. This data element is a key element on all formats.**
Data Element Number: **1A**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/14

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
~~June 2010~~

Element Name: Reporting Year

Definition

The reporting year for courses that are recorded in the student's permanent record or the reporting year for which data are reported.

A reporting year is:

YYYY Example**:** **2021**

Length: **4**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Key element. This data element is a key element on all formats.**
Data Element Number: **2**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Survey Period Code

Definition

A code representing one of the state reporting periods.

CODE	REPORTING PERIOD	DUE
11	Students Enrolled as of July 1	July/Aug*
1	July – September 30	October*
2	October – February	March*
3	March – June 30	July*

* See Appendix F for actual **required** Survey due dates.

Length: **2**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Key element. This data element is a key element on all formats.**
Data Element Number: **3**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Student Number Identifier

Definition

A ten-character code used to uniquely identify a student. The number must be maintained for all adult general education students.

If the student provides a social security number, the Student Number Identifier equals the social security number followed by an "X."

nnnnnnnnnX Example:
123456789X

If a student does not provide a social security number, the CBO should assign a number using a common statewide method.

First Three Digits

NNN — For any student entering for the first time who does not have a social security number, the first three digits will be represented by the CBO #.

Last Seven Digits

NNNNNNN — The last seven digits are CBO-defined in such a way as to result in a unique student number within the community-based organization where the number is originally assigned.

NOTE: Request a social security number for each student who enrolls or who is enrolled in classes. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.

Length: **10**	Program Requiring This Data Element:
Format: **Alphanumeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **4**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Implementation Date:
Fiscal Year 2010-2011
June 2010

ADULT DEMOGRAPHIC DATA ELEMENTS

Element Name: Social Security Number, Student

Definition

Federal social security number. Left justified.

A nine-character code used to uniquely identify a student:

XXXXXXXXX Example: **123456789**

STUDENT SOCIAL SECURITY NUMBER: When a social security number is available, the number is used as the student's *Student Number Identifier*.

If a SOCIAL SECURITY NUMBER is **NOT** provided, please enter **"0" (Zero)** - in the field:

0 (Not applicable) Example: 0

Please Note:

This field may be updated during the year if a Social Security number is given at a later date. **Only** the *Social Security Number, Student* field is updated in this case, the *Student Number Identifier* field should **NEVER** be changed.

Length: **9**	Grades and Programs Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Compatibility Requirement: **State Standard**	
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Adult Demographic
Data Element Number: **5D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Student Name, Last

Definition

The student's last name as follows:

17 characters **Last Name**

This is a fixed length field. If Last Name contains more than 17 characters, it will be truncated.

Length: **17**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **6D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3
Revised: 6/18	Volume I Effective: 7/10

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Student Name, First

Definition

The student's first name as follows:

12 characters **First Name**

This is a fixed field.

Length: **12**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **7D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Student Name, Middle/Maiden

Definition

The student's middle name as follows:

10 characters **Middle/Maiden Name or Initial**

This is a fixed field.

Length: **10**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **8D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-11
July 2010

Element Name: Birth Date

Definition

The numeric representation of the date on which the student was born. The date should be formatted in Excel as a Date Field with a Type of: (*3/14/2012).

Date: **MM/DD/YYYY**

Example: 11/10/1969 November 10, 1969

.

Length: **8**	Program Requiring This Data Element:
Format: **Date**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **9D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Sex

Definition

The student's gender.

CODE	DEFINITION
M	Male
F	Female

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Adult Demographic
Data Element Number: **10D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/10

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Race: American Indian or Alaska Native

Definition

A code to indicate whether the student is an American Indian or Alaska Native as per the description below.

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

CODE	DEFINITION
Y	Yes, the student is an American Indian or Alaska Native.
N	No, the student is not an American Indian or Alaska Native.

Note:
Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Adult Demographic
Data Element Number: **11D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/10

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June, 2010

Element Name: Race: Asian

Definition/Domain

A code to indicate whether the student is Asian as per the description below.

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.

CODE	DEFINITION
Y	Yes, the student is Asian.
N	No, the student is not Asian.

Note:
Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Adult Demographic
Data Element Number: **12D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/10

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Race: Black or African American

Definition

A code to indicate whether the student is Black or African American as per the description below.

A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American".

CODE	DEFINITION
Y	Yes, the student is Black or African American.
N	No, the student is not Black or African American.

Note:
Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: **1**	Program Requiring This Data Element:
Format **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **13D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

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ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Race: White

Definition

A code to indicate whether the student is White as per the description below.

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

CODE	DEFINITION
Y	Yes, the student is White.
N	No, the student is not White.

Note:
Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **14D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
~~June 2010~~

Element Name: Race: Native Hawaiian or Other Pacific Islander

Definition

A code to indicate whether the student is a Native Hawaiian or Other Pacific Islander as per the description below.

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

CODE	DEFINITION
Y	Yes, the student is a Native Hawaiian or Other Pacific Islander.
N	No, the student is not a Native Hawaiian or Other Pacific Islander.

Note:
Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **15D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Ethnicity

Definition

A code to indicate whether the student is of Hispanic or Latino ethnicity as per the description below.

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".

CODE	DEFINITION
Y	Yes, the student is of Hispanic/Latino origin.
N	No, the student is not of Hispanic/Latino origin.

Note:
Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **16D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/10

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Grade Level

Definition

The student's current grade level placement or the grade level for which data are being reported:

CODE	GRADE OR LEVEL
30	Adult, Non-High School graduate
31	Adult, High School graduate

Note:
If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.

Length: **2**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **17D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3
Revised: 6/18 Volume I	Effective: 7/10

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2012-2013
July 2016

Element Name: Highest School Grade Completed

Definition

The highest credential / level of schooling completed by the student at the time of entry in the current reporting year.

CODE	DEFINITION/EXAMPLE
1	Student completed the first grade.
2	Student completed the second grade.
3	Student completed the third grade.
4	Student completed the fourth grade.
5	Student completed the fifth grade.
6	Student completed the sixth grade.
7	Student completed the seventh grade.
8	Student completed the eighth grade.
9	Student completed the ninth grade.
10	Student completed the tenth grade.
11	Student completed the eleventh grade.
12	Student completed the twelfth grade but did not attain a diploma or equivalency.
D1	Student attained a high school diploma.
G1	Student attained a high school equivalency.
15	Student has a disability and attained a certificate of attendance/completion as a result of successfully completing and Individual Education Plan (IEP).
16	Student completed some college.
17	Student attained a Career Certificate.
18	Student attained an Associate of Applied Sciences.
19	Student attained an Associate of Science.
20	Student attained an Associate of Arts.
21	Student attained a Bachelor's degree.
22	Student attained beyond a Bachelor's degree.
ZZ	No school grades completed.

NOTE. This data element was revised March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: 2	Program Requiring This Data Element:
Format: Alphanumeric	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **18D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/12

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2012-2013
July 2012

Element Name: Origin of Schooling, Adult

Definition

The national origin of the highest credential/level of schooling completed by the student upon entry into the adult general education program as reported in Highest School Grade Completed.

Code	Definition/ Example
N	Non-U.S. based schooling: Highest level of schooling attained in a school that is not U. S. based.
U	U.S. based schooling: Highest level of schooling attained in the United States, a U. S. Territory, and American school overseas, or a U. S. Military School.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **19D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2014-2015
July 2016

Element Name: Employment Status

Definition

Self-reported status as to whether learner is employed, not employed, or not in the labor force at the beginning of each reporting survey.

Code	Definition / Example
E	**Employed** – If the participant (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-** but received Notice of Termination of Employment or Military Separation or the employer issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member, (i.e., within 12 months of separation or 24 months of retirement).
U	**Not Employed** – Learners who are not employed but are seeking employment, are making specific efforts to find a job and are available to work.
N	**Not in the Labor Force** – Learners who do not meet the conditions stated in values E, S, U or those who are incarcerated.

Note: *Status should be collected at the beginning of* each *survey*. If learner is enrolled in two or more terms in a reporting period, employment status reported should be for the first term/semester.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **20D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/14

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2014-2015
July 2014

Element Name: Disability

Definition

A code indicating if an adult general education student self-identifies as having a disability, and based upon documentation, requires instructional accommodations and/or related auxiliary aids and services in at least one of the following accommodation areas: flexible schedule, flexible response, flexible presentation, assistive technology, and/or direct support services.

Code	Definition/ Example
I	Student is receiving instructional accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability in order to access or respond to educational programs and opportunities.
N	Self-initiated, but neither requesting nor requiring accommodations and/or related auxiliary aids/services due to a self-initiated and documented disability.
Z	Not applicable or not self-identified.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **21D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3
Revised: 6/18 Volume I	Effective: 7/14

Implementation Date:
Fiscal Year 2016-2017
July 2016

ADULT DEMOGRAPHIC DATA ELEMENTS

Element Name: Employment Barriers

Definition

Indicate whether the student has any perceived barriers towards employment at time of entry into the adult education program for the reporting year.

Code	Definition/ Example
C	Self-identified, 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.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **22D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
July 2016

Element Name: Displaced Homemaker

Definition

Indicate if the student was a displaced homemaker during the current reporting survey.

Code	Definition/ Example
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.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **23D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/16

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
July 2016

Element Name: Single Parent and Single Pregnant Woman

Definition

Indicate whether or not the student was a single parent and/or single pregnant woman during the reporting survey period.

Code	Definition/ Example
B	Both – the student is both a single parent and a single pregnant woman.
S	Single Parent, not pregnant – The student is unmarried, widowed, legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.
W	Single Pregnant Woman.
Z	Not applicable.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **24D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/16

Implementation Date:
Fiscal Year 2016-2017
July 2016

ADULT DEMOGRAPHIC DATA ELEMENTS

Element Name: Withdrawal Reason

Definition

Indicate the reason for a student's withdrawal from Adult General Education.
Not required for Survey 11, leave field blank.

Code	Definition/ Example
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 is for youth participants only).
F	Student was withdrawn for non-attendance.
G	Student exited for a reason other than those identified above. This includes students who earned a diploma or equivalent and exited adult education.
N	Student is still enrolled at the end of the term and is expected to be enrolled in the next term.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **25D**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/16

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
July 2016

Element Name: Ex-Offender

Definition

Indicate at the beginning of each survey, whether the student considers himself or herself an ex-offender at time of entry into the program for the reporting year.

Code	Definition/ Example
E	The student 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 any one of the conditions presented above.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **26D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/16

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
July 2016

Element Name: Homeless Individuals or Runaway Youth

Definition

Indicate the homeless (individual, children, and youth or runaway youth) status of a student at the time of entry for the reporting year.

Code	Definition/ Example
A	Student lacks a fixed, regular, and adequate nighttime residence; this includes an individual who is: -sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; -living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; -is living in an emergency or transitional shelter, -is abandoned in a hospital; -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 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.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **27D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/16

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
July 2016

Element Name: Migrant and Seasonal Farmworker

Definition

Indicate whether the student is identified as a Migrant and Seasonal Farmworker at the time of entry for the reporting year.

Code	Definition/ Example
A	(A) The student is a low-income individual: -Who for the 12 consecutive months out of the 24 months prior to application to the program, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; AND -Who faces multiple barriers to economic self-sufficiency; OR (B) Is a dependent of the person described above.
B	(A) The 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 (B) Is a dependent of the person described above.
C	Student does not meet the conditions described above.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **28D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
July 2016

Element Name: Foster Care Youth

Definition

Indicate if the student is currently in foster care or has aged out of the foster care system.

Code	Definition/ Example
Y	Student is a person who is currently in foster care or has aged out of the foster care system.
N	Student does not meet the conditions described above.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Demographic
Data Element Number: **29D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/16

ADULT DEMOGRAPHIC DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
January 2020

Element Name: Income Status

Definition

Indicate, using the codes below, whether the participant had any income related barriers at the time of entry in the current reporting year.

Code	Definition/ Example
A	Participant will exhaust TANF (Part A Title IV of the Social Security Act) within 2 years of program entry.
B	Participant has been unemployed for 27 or more weeks at the time of entry.
C	Participant who identifies as low income at program entry. Low Income includes any participants meeting one of the following criteria: 1. Participant or a member of the immediate family receive benefits through SNAP/TANF, SSI, or other state public assistance 2. Total Family income does not exceed the higher of the poverty line or 70% of the lower living standard income level 3. Is currently in a foster program 4. Has a disability and has a personal income that is at or below the poverty line, regardless of family income 5. Is a youth living in a high-poverty area
N	Participant does not meet any of the conditions described above.

NOTE:
Participants reported with values "N" or "Z" should not be reported with "A", "B", or "C".

Length: **3**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Adult Demographic
Data Element Number: **30D**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3
Revised:	Volume I — Effective: 1/20

Adult Course Data Elements

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ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Community Based Organization Number

Definition

The three-digit number for the current community-based organization in which the student is officially enrolled.

CODE	DEFINITION
300 - 399	State assigned numbers for Community Based Organizations

SEE APPENDIX C

Length: **3**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **1**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/10

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2014-2015
June 2014

Element Name: Institutional Site

Definition

The three-digit number for the current community-based organization's institutional site at which the student is receiving instruction.

CODE	DEFINITION
100 - 999	State assigned numbers for Community Based Organizations

Length: **3**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **1A**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3
Revised: 6/18	Volume I Effective: 7/14

FLORIDA DEPARTMENT OF EDUCATION
INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Reporting Year

Definition

The reporting year for courses that are recorded in the student's permanent record or the reporting year for which data are reported.

A reporting year is:

YYYY Example**:** **2021**

Length: **4**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Key element. This data element is a key element on all formats.**
Data Element Number: **2**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/10

Implementation Date:
Fiscal Year 2010-2011
June 2010

ADULT COURSE DATA ELEMENTS

Element Name: Survey Period Code

Definition

A code that represents one of the required state reporting periods.

CODE	TIME OF REPORT	DUE
11	Students Enrolled as of July 1	July/Aug*
1	July – September 30	October*
2	October – February	March*
3	March – June 30	July*

*See Appendix F for actual **required** Survey due dates.

Length **2**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **3**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Student Number Identifier

Definition

A ten-character code used to uniquely identify a student. The number must be maintained for all adult general education students.

If the student provides a social security number, the Student Number Identifier equals the social security number followed by an "X."

NNNNNNNNX
Example: 123456789X

If a student does not provide a social security number, The CBO should assign a number using the common statewide method.

First Three Digits

NNN — For any student entering for the first time who does not have a social security number, the first three digits will represent the CBO.

Last Seven Digits

NNNNNNN — The last seven digits are CBO-defined in such a way as to result in a unique student number within the CBO where the number is originally assigned.

Note:
Request a social security number for each Adult student who enrolls or who is enrolled in classes. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.

Length: **10**	Program Requiring This Data Element:
Format: **Alphanumeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Key element. This data element is a key element on all formats.**
Data Element Number: **4**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/10

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Adult General Education/Career and Technical Education Program Code

Definition

Adult General Education Program Code

For the adult general education students: Record the appropriate valid adult education program code as specified below and is also referenced in Appendix B.

Note: Report Adult Education program codes for students on the Adult Course format.

Code	Adult Program
9900000	Adult Basic Education (ABE)
9900130	General Education Development
9900040	Adult English for Speakers of Other Languages (ESOL)
9900050	English Literacy for Career and Technical Education ELCATE)

Career and Technical Education Program Code for IET Students

For all postsecondary career and technical (CTE) education students: Record the seven-digit alphanumeric program code for the postsecondary CTE program.

Note: Report CTE program codes for IET students on the supplemental format.

Length: **7**	Program Requiring This Data Element:
Format: **A/N**	**Adult General Education** **Career and Technical Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Adult Course Supplemental
Data Element Number: **5C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 7/22 Volume I Effective: 7/22

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Course Number

Definition

Adult Education Courses

For Adult Education courses, record the official state number assigned to courses listed or referenced in Appendix B.

Note: Report Adult Education courses for students on the adult course format.

EXAMPLE:

If **Program Number**	Then **Course Number(s)**	
9900000	9900001	ABE Mathematics
	9900002	ABE Reading
	9900003	ABE Language
	9900023	ABE Reasoning through Language Arts (RLA)
9900130	9900131	GED Prep Reasoning thru Language Arts
	9900132	GED Prep Social Studies
	9900133	GED Prep Science
	9900134	GED Prep Mathematical Reasoning
	9900135	GED Preparation- Comprehensive
	9900136	GED Integrated Comprehensive
9900040	9900040	ESOL course
9900050	9900050	ELCATE course

Postsecondary CTE courses for IET students

For students in an Integrated Education and Training Program (IET), and are taking postsecondary courses, record the postsecondary course number as referenced in the Integrated Education and Training Program Appendix (Appendix G) for the approved IET.

Note: Report postsecondary CTE courses for IET students on the supplemental format. Courses must align to approved courses on appendix G.

Length: **7**	Program Requiring This Data Element:
Format: **A/N**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report	Adult Course
☒ Local Accountability	Supplemental
☒ Federal Report	
Data Element Number: **6C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 7/22 Volume I Effective: 7/22

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
July 2016

Element Name: Date of Entry, Program/Course

Definition

The numeric representation of the date *in the reporting period (survey)* and reporting year on which the student entered the program and course. For a program and course that is continuing into the current reporting survey from a previous survey, the Date of Entry, Program/Course is the first day of the current survey.

Student Date Entered →

Date: **MM/DD/YYYY** Example:* 12/19/2016 = December 19, 2016

*The date should be formatted in Excel as a Date field with a Type of: (*3/14/2012).

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **8**	Program Requiring This Data Element:
Format: **Date**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Course
Data Element Number: **16C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 3/19 Volume I Effective: 7/16

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
July 2016

Element Name: Date of Exit, Program/Course

Definition

The numeric representation of the date the student exited the program and course during the current reporting survey. For a program and course that is continuing into the next reporting survey, the Date of Exit, Program/Course is the last day of the current survey.

If the Survey is **11**, then the Date of Exit, Program/Course must be Blank.

Date Exited: →

Date: **MM/DD/YYYY** Example*: 10/28/2016 = October 28, 2016

*The date should be formatted in Excel as a Date Field with a Type of: (*3/14/2012).

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **8**	Program Requiring This Data Element:
Format: **Date**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Course
Data Element Number: **17C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3
Revised: 5/19	Volume I Effective: 7/16

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Adult Educational Functioning Level, Initial

Definition

A federally-defined code indicating the Adult General Education or English Language 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. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), or Literacy for Adult ESOL Learners.

For the initial Adult General Education functioning level, use the following codes to relate functioning levels to grade levels.

CODE	DEFINITION
B	ABE Level 1 (grade level 0 through 1.9),
F	ABE Level 2 (grade level 2.0 through 3.9),
H	ABE Level 3 (grade level 4.0 through 5.9),
J	ABE Level 4 (grade level 6.0 through 8.9),
K	ABE Level 5 (grade level 9.0 through 10.9 WITH a US diploma or equivalent),
L	ABE Level 6 (grade level 11.0 through 12.9 WITHOUT a US diploma or equivalent),
M	ABE Level 6 (grade level 11.0 through 12.9 WITH a US diploma or equivalent),
N	ABE Level 5 (grade level 9.0 through 10.9 WITHOUT a US diploma or equivalent)

When determining initial placement for GED® Prep Social Studies (9900132) or GED® Prep Science (9900133), a student is placed when tested at a 9.0 or higher on and eligible Reading subtest.

NOTE: See Appendix B for appropriate scaled scores.

Also: See next page for codes and definitions to be used for Adult ESOL initial functioning levels.

CONTINUED ON NEXT PAGE

Length: **1**	Program Requiring This Data Element:
Format: **Alphanumeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Course
Data Element Number: **7C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Element Name: Adult Educational Functioning Level, Initial (Continued)

Definition

For the CASAS, and BEST/BEST-PLUS scale scores equivalent to the Educational Functioning Level for ESOL, please refer to the https://nrsweb.org/sites/default/files/NRS-TestBenchmarks2018_508.docx found on the National Reporting System website: https://nrsweb.org/training-ta/ta-tools/assessment

For the initial Adult ESOL functioning level, program 9900040, use the following codes to relate functioning level to approved test scores.

CODE	DEFINITION
1	ESL Level 1
2	ESL Level 2
3	ESL Level 3
4	ESL Level 4
5	ESL Level 5
6	ESL Level 6

NOTE #1: IEFL based on reading should be reported using the field "Adult Educational Functioning Level, Initial (ESOL/ELCATE Reading)".

NOTE #2: IEFL based on listening should be reported using the field "Adult Educational Functioning Level, Initial (ESOL/ELCATE Listening)".

For the initial Adult ELCATE functioning level, program 9900050, use the following codes to relate functioning level to approved test scores.

CODE	DEFINITION
D	ESL Level 5
E	ESL Level 6

NOTE #1: IEFL based on reading should be reported using the field "Adult Educational Functioning Level, Initial (ESOL/ELCATE Reading)".

NOTE #2: IEFL based on listening should be reported using the field "Adult Educational Functioning Level, Initial (ESOL/ELCATE Listening)".

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2010 -2011
June 2010

Element Name: Online Course Delivery Indicator

Definition

Distance Learning Delivery Indicator denotes that the student and the instructor are separated in time and/or place during more than 50% of the instruction.

Code	Definition
A	Student is enrolled in an asynchronous online course enrollment per Rule 6A-10.0381(10), F.A.C.
Z	Student is not enrolled in an asynchronous online course.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Course
Data Element Number: **8C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Literacy Completion Point Code

Definition

These codes are used only for adult general education to identify the literacy completion points (LCPs) achieved by the student during the term. See Appendix B.

CODES	DESCRIPTION
A - Y	Select the appropriate alphabetic code (from the applicable list in the appendix) that most closely describes the literacy completion point awarded the student in this course, in this reporting period.
Z	Not applicable, OR the student is exiting the program without having achieved at least one LCP in that program.

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Key Element. Adult Course
Data Element Number: **9C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2016-2017
July 2016

Element Name: Literacy Completion Point Code Date Earned

Definition

The numeric representation of the date in the reporting period (survey) and reporting year on which the student achieved the associated literacy completion point. If no literacy completion point code is earned during the reporting period (survey), then leave blank.

The date reported **may not** be more than 7 calendar days **after** the course exit date.

Not required for Survey 11.

LCP earned →	Enter date:	**MM/DD/YYYY**
	Example*:	4/2/2017 = April 02, 2017
No LCP earned →	Date:	**Leave Blank**

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **8**	Program Requiring This Data Element:
Format: **Date**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Course
Data Element Number: **15C**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

Revised: 3/19 Volume I Effective: 7/16

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Post Test Status

Definition

A one-byte field that indicates the adult general education student was post tested for learning gains using a test approved by the state for this purpose.

Post Test Status should be reported regardless of whether or not post testing resulted in a learning gain.

CODE	DEFINITION
Y	Student was post tested.
N	Student was not post tested.
Z	Not Applicable

Length: 1	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Course
Data Element Number: **10C**	Reported in Survey Periods: ☒ 11 ☒ **1** ☒ **2** ☒ **3**

Revised: 6/18 Volume I Effective: 7/10

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Student Instructional Hours

Definition

Student Instructional Hours is a **whole number**, expressed in hours, assuming no decimal places and right justified for this course for the term being reported.

EXAMPLE: 5
250

Summary of language in Rule 6A-10.0381 on reporting AGE Instructional hours:

Instructional contact hours for the classroom instruction are those scheduled classroom hours that occur between the date of enrollment in a class and the withdrawal date or end-of-class date, whichever is sooner. A student may be reported only for the instructional contact hours that are scheduled for attendance.

Scheduled classroom hours means the time the class is scheduled to meet.

If a student completes a literacy completion point (LCP) which results in a change in the program or course prior to the scheduled end of the class, report the instructional contact hours to the date the LCP was earned.

If a student transfers from one class to another course section, separately report the instructional contact hours in the first class from the date of enrollment to the date of transfer and the instructional contact hours in the second class from the date of transfer or date of enrollment in the new section to the final withdrawal date or the end of the class, whichever is sooner.

Length: **4**	Grades and Programs Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Adult Course
Data Element Number: **11C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Correctional Facility Type

Definition

Facility Type denotes the principal site of instruction.

CODE	DEFINITION
A	City Correctional Facility
B	County Correctional Facility
C	State Correctional Facility
D	Federal Correctional Facility
Z	Not Applicable

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Course
Data Element Number: **12C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/10

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Diploma Type

Definition

Diploma type code awarded to an adult student upon graduation.

CODE	DEFINITION
W45	Adult State of Florida Diploma (GED)
ZZZ	Not Applicable

Definition:

State of Florida Diploma (GED)

Diploma awarded to students based on the student's satisfactory completion of the General Education Development (GED) test. Diplomas awarded to adult students should be recorded as a W45.

Length: **3**	Programs Requiring This Data Element:
Format: **Alphanumeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report	Adult Course
☒ Local Accountability	
☒ Federal Report	
Data Element Number: **13C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3
Revised: 6/18	Volume I Effective: 7/10

Implementation Date:
Fiscal Year 2016-2017
July 2016

ADULT COURSE DATA ELEMENTS

Element Name: Diploma Date

Definition

The numeric representation of the date* on which the student attained a diploma or high school equivalency (GED), in the current reporting year. The date should be formatted in Excel as a Date field with a Type of: (*3/14/2012).

If student **attained** a diploma or high school equivalency, enter:

Date: **MM/DD/YYYY**
Example: **2/10/2017** = February 10, 2017

If student **did not** attain a diploma or high school equivalency: Leave Blank.

NOTE: This data element was created March 2016 in compliance with the federal Workforce Innovation and Opportunity (WIOA) Act of 2014, HR 803, Chapter 4, Performance Accountability, Section 116.

Length: **8**	Program Requiring This Data Element:
Format: **Date**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Adult Course
Data Element Number: **14C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Implementation Date:
Fiscal Year 2022-2023
July 2022

ADULT COURSE DATA ELEMENTS

Element Name: Integrated Education and Training Program Number

Definition

The seven-digit IET program number assigned to the IET program. The IET program number must be attached to any course taken that is approved as a part of the IET. If student was not in an IET program, input seven nines.

CODE	DEFINITION
See appendix G	IET Program Number
9999999	Not applicable

SEE APPENDIX G

Length: **7**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Adult Course
Data Element Number: **18C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 7/22 Volume I Effective: 7/22

ADULT COURSE DATA ELEMENTS

Implementation Date:
Fiscal Year 2022-23
July 2022

Element Name: Section Number

Definition

Section number identifies separate groupings of students enrolled in the same course.

Code:	**Definition/Example:**
XXXXX	A unique offering of a course in which the student is enrolled

Length: **5**	Program Requiring This Data Element:
Format: **A/N**	**Adult General Education** **Integrated Education Training (IET)**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Adult Course** **Supplemental**
Data Element Number: **19C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

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Adult Test Record
Data Elements

ADULT TEST RECORD DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Community Based Organization Number

Definition

The three-digit number for the current community based organization in which the student is officially enrolled.

CODE	DEFINITION
300 - 399	State assigned numbers for Community Based Organizations

SEE APPENDIX C

Length: **3**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **1**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3
Revised:	Volume I — Effective: 7/10

ADULT TEST RECORD DATA ELEMENTS

Implementation Date:
Fiscal Year 2014-2015
June 2014

Element Name: Institutional Site

Definition

The three-digit number for the current community based organization's institutional site at which the student is receiving instruction.

CODE	DEFINITION
100 - 999	State assigned numbers for Community Based Organizations

Length: **3**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **1A**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

Revised: Volume I Effective: 7/14

ADULT TEST RECORD DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Reporting Year

Definition

The reporting year for courses that are recorded in the student's permanent record or the reporting year for which data are reported.

A reporting year is:

YYyy Example**:** **2021**

Length: **4**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **2**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3
Revised:	Volume I Effective: 7/10

Implementation Date:
Fiscal Year 2010-2011
June 2010

ADULT TEST RECORD DATA ELEMENTS

Element Name: Survey Period Code

Definition

A code representing one of the required state reporting periods.

CODE	REPORTING PERIOD	DUE
1	July – September 30	October*
2	October – February	March*
3	March – June 30	July*

* See Appendix F for actual required Survey due dates.

Length: **1**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Key element. This data element is a key element on all formats.**
Data Element Number: **3**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

ADULT TEST RECORD DATA ELEMENTS

Element Name: Student Number Identifier

Definition

A ten-character code used to uniquely identify a student. The number must be maintained for all adult general education students.

If the student provides a social security number, the Student Number Identifier equals the social security number followed by an "X."

NNNNNNNNX
Example: 123456789X

If a student does not provide a social security number, The CBO should assign a number using a common statewide method.

First Three Digits

NNN	For any student entering for the first time who does not have a social security number, the first three digits will represent the CBO.

Last Seven Digits

NNNNNNN	The last seven digits are CBO-defined in such a way as to result in a unique student number within the CBO where the number is originally assigned.

NOTE: Request a social security number for each Adult student who enrolls or who is enrolled in classes. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.

Length: **10**	Program Requiring This Data Element:
Format: **Alphanumeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Key element. This data element is a key element on all formats.**
Data Element Number: **4**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

Implementation Date:
Fiscal Year 2010-2011
June 2010

ADULT TEST RECORD DATA ELEMENTS

Element Name: Adult Test Name

Definition

A three-character code representing the name of a test given to an individual student.

TEST Name	CODE
Test of Adult Basic Education (TABE)	**TAB**
TABE CLAS-E	**TBE**
CASAS GOALS	**CAG**
CASAS Life and Work	**CLW**
BEST-Plus	**BSP**
BEST Literacy	**BSL**

Length: **3**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Key Element. Adult Test Record
Data Element Number: **5E**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

Revised: 7/22 Volume I Effective: 7/10

Implementation Date:
Fiscal Year 2010-2011
June 2010

ADULT TEST RECORD DATA ELEMENTS

Element Name: Adult Test Date

Definition

The month, day, and year in which the student was tested for each test administration during the school year. The date should be formatted in Excel as a Date field with a Type of: (*3/12/2012).

This data element is used to record the test date for various tests taken by a student, English language proficiency assessment, and assessment of students in reading intervention programs.

Test Date: **MM/DD/YYYY**

Example: 9/18/2006
Test taken on September 18, 2006

Example: Blank
Test not taken

Note: Test Dates reported on the English Language Learners Information record may be in a school year(s) other than the one in which the record is being submitted.

Length: **8**	Program Requiring This Data Element:
Format: **Date**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report	Key Element. Adult Test Record
☒ Local Accountability	
☒ Federal Report	
Data Element Number: **6E**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

ADULT TEST RECORD DATA ELEMENTS

Element Name: Adult Test Subject Content

Definition

A one-character code for each subject area of the test.

Valid Values

M	Mathematics
N	Language (TABE)
R	Reading
S	Listening
W	Writing

Length: **1**	Program Requiring This Data Element:
Format: **Alphabetic**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Key Element. Adult Test Record
Data Element Number: **7E**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

ADULT TEST RECORD DATA ELEMENTS

Element Name: Adult Test Form

Definition

A four-character code indicating the specific form of the test which was administered.

VALUES:

TABE

11OL = TABE form 11 (Online)
11PB = TABE form 11 (Paper Based)

12OL = TABE form 12 (Online)
12PB = TABE form 12 (Paper Based)

A = TABE CLAS E (ESOL or ELCATE Only)
B = TABE CLAS E (ESOL or ELCATE Only)

BEST

B = BEST Literacy (Reading and Writing)
C = BEST Literacy (Reading and Writing)
D = BEST Literacy (Reading and Writing)
NA = Form" is "Not Applicable" for BEST PLUS

CASAS

27R = CASAS Beginning Literacy Reading Level A (ESOL Only)
28R = CASAS Beginning Literacy Reading Level A (ESOL Only)

CONTINUED NEXT PAGE

Length **4**	Program Requiring This Data Element:
Format: **Alphanumeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Test Record
Data Element Number: **8E**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

Implementation Date:
Fiscal Year 2010-2011
June 2010

ADULT TEST RECORD DATA ELEMENTS

Element Name: Adult Test Form (Continued)

Definition

A four-character code indicating the specific form of the test which was administered.

CASAS VALUES (Continued):

81R = CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)
82R = CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)
81RX = CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)
82RX = CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)
83R = CASAS Life and Work Skills Series Level B Reading (ESOL or ELCATE Only)
84R =CASAS Life and Work Skills Series Level B Reading (ESOL or ELCATE Only)
85R =CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)
86R =CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)
185R=CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)
186R=CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)
187R=CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)
188R=CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)

901R = CASAS Reading GOALS (ABE Reading Only)
902R = CASAS Reading GOALS (ABE Reading Only)
903R = CASAS Reading GOALS (ABE Reading Only)
904R = CASAS Reading GOALS (ABE Reading Only)
905R = CASAS Reading GOALS (ABE Reading Only)
906R = CASAS Reading GOALS (ABE Reading Only)
907R = CASAS Reading GOALS (ABE Reading Only)
908R = CASAS Reading GOALS (ABE Reading Only)

913M = CASAS Math GOALS (ABE Math Only)
914M = CASAS Math GOALS (ABE Math Only)
917M = CASAS Math GOALS (ABE Math Only)
918M = CASAS Math GOALS (ABE Math Only)

981L = CASAS Life and Work Skills Series Level A Listening (ESOL or ELCATE Only)
982L = CASAS Life and Work Skills Series Level A Listening (ESOL or ELCATE Only)
983L = CASAS Life and Work Skills Series Level B Listening (ESOL or ELCATE Only)
984L = CASAS Life and Work Skills Series Level B Listening (ESOL or ELCATE Only)
985L = CASAS Life and Work Skills Series Level C Listening (ESOL or ELCATE Only)
986L = CASAS Life and Work Skills Series Level C Listening (ESOL or ELCATE Only)

Implementation Date:
Fiscal Year 2010-2011
June 2010

ADULT TEST RECORD DATA ELEMENTS

Element Name: Adult Test Level

Definition

A code provided by the test vendor indicating the difficulty level of the test.

Values for TABE

L	Literacy
E	Easy
M	Medium
D	Difficult
A	Advanced

Values for TABE CLAS E (ONLY)

1	Easy
2	Medium
3	Difficult
4	Advanced

Values for CASAS Life and Work 80 (Reading for ESOL or ELCATE)

A	Easy
B	Medium
C	Difficult
D	Advanced

Values for CASAS GOALS ONLY (Math)

AB	Easy
CD	Difficult

Values for CASAS 900 GOALS ONLY (Reading for ABE)

A	Easy
B	Medium
C	Difficult
D	Advanced

Values for CASAS Life and Work 980 (Listening for ESOL or ELCATE)

A	Easy
B	Medium
C	Difficult

Values for BEST Literacy

B	Easy
C	Medium
D	Difficult

Value for BEST PLUS

NA	("Level" is "Not Applicable" for BEST PLUS)

FLORIDA DEPARTMENT OF EDUCATION
INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS HANDBOOK

<table>
<tr><td>Length: 2</td><td>Program Requiring This Data Element:</td></tr>
<tr><td>Format: Alphanumeric
Use Types:
☒ State Report
☒ Local Accountability
☒ Federal Report</td><td>Adult General Education
State Reporting Formats Requiring This Data Element:
Adult Test Record</td></tr>
<tr><td>Data Element Number:
9E</td><td>Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3</td></tr>
<tr><td colspan="2">Revised: 7/22 Volume I Effective: 7/10</td></tr>
</table>

Implementation Date:
Fiscal Year 2010-2011
June 2010

ADULT TEST RECORD DATA ELEMENTS

Element Name: Adult Test Score

Definition

The scale score achieved on a specific test.

TEST SCORE RANGES

TABE 11 – 12 Reading	**300 – 800**
TABE 11 – 12 Math	**300 – 800**
TABE 11 – 12 Language	**300 – 800**
CASAS Reading (Life and Work Skills for ESOL and ELCATE)	**0 – 265**
CASAS Reading (GOALS for ABE)	**0 – 263**
CASAS Math GOALS (ABE Math Only)	**0 – 268**
CASAS Listening (Life and Work Skills for ESOL and ELCATE)	**0 – 249**
BEST Plus 2.0 Listening and Speaking	**088 – 999**
BEST Literacy 2.0 Reading and Writing	**0 – 78**
TABE CLAS-E Reading	**225 – 600**
TABE CLAS-E Listening	**230 – 600**

Note: Please see the State Data Reporting Procedures for TABE 11/12 resource for information on which score to report when a test administration results in a score of "N/A" or "OOR" (Out of Range):

http://www.fldoe.org/academics/career-adult-edu/adult-edu/assessment-resources.stml

Length: **4**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	Adult Test Record
Data Element Number: **10E**	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3

Supplemental Format Data Elements

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SUPPLEMENTAL RECORD DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Community Based Organization Number

Definition

The three-digit number for the current community based organization in which the student is officially enrolled.

CODE	DEFINITION
300 - 399	State assigned numbers for Community Based Organizations

SEE APPENDIX C

Length: **3**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **1**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Implementation Date:
Fiscal Year 2014-2015
June 2014

SUPPLEMENTAL RECORD DATA ELEMENTS

Element Name: Institutional Site

Definition

The three-digit number for the current community based organization's institutional site at which the student is receiving instruction.

CODE	DEFINITION
100 - 999	State assigned numbers for Community Based Organizations

Length: **3**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **1A**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

SUPPLEMENTAL RECORD DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Reporting Year

Definition

The reporting year for courses that are recorded in the student's permanent record or the reporting year for which data are reported.

A reporting year is:

YYYY Example**:** **2021**

Length: **4**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **2**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised:6/18 Volume I Effective: 7/10

SUPPLEMENTAL RECORD DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2011

Element Name: Survey Period Code

Definition

A code representing one of the required state reporting periods.

CODE	REPORTING PERIOD	DUE
11	Students Enrolled as of July 1	July/Aug*
1	July – September 30	October*
2	October – February	March*
3	March – June 30	July*

* See Appendix F for actual required Survey due dates.

Length: **1**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **3**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Implementation Date:
Fiscal Year 2010-2011
June 2010

SUPPLEMENTAL RECORD DATA ELEMENTS

Element Name: Student Number Identifier

Definition

A ten-character code used to uniquely identify a student. The number must be maintained for all adult general education students.

If the student provides a social security number, the Student Number Identifier equals the social security number followed by an "X."

NNNNNNNNX
Example: 123456789X

If a student does not provide a social security number, The CBO should assign a number using a common statewide method.

First Three Digits

NNN	For any student entering for the first time who does not have a social security number, the first three digits will represent the CBO.

Last Seven Digits

NNNNNNN	The last seven digits are CBO-defined in such a way as to result in a unique student number within the CBO where the number is originally assigned.

NOTE: Request a social security number for each Adult student who enrolls or who is enrolled in classes. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.

Length: **10**	Program Requiring This Data Element:
Format: **Alphanumeric**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Key element. This data element is a key element on all formats.**
Data Element Number: **4**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 6/18 Volume I Effective: 7/10

SUPPLEMENTAL RECORD DATA ELEMENTS

Element Name: Adult General Education/Career and Technical Education Program Code

Definition

Adult General Education Program Code

For the adult general education students: Record the appropriate valid adult education program code as specified below and is also referenced in Appendix B.

Note: Report Adult Education program codes for students on the Adult Course format.

Code	Adult Program
9900000	Adult Basic Education (ABE)
9900130	General Education Development
9900040	Adult English for Speakers of Other Languages (ESOL)
9900050	English Literacy for Career and Technical Education ELCATE)

Career and Technical Education Program Code for IET students

For all postsecondary career and technical (CTE) education students: Record the seven-digit alphanumeric program code for the postsecondary CTE program.

Note: Report CTE program codes for IET students on the supplemental format.

Length: **7**	Program Requiring This Data Element:
Format: **A/N**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report	Adult Course
☒ Local Accountability	Supplemental
☒ Federal Report	
Data Element Number: **5C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 7/22 Volume I Effective: 7/10

SUPPLEMENTAL RECORD DATA ELEMENTS

Implementation Date:
Fiscal Year 2010-2011
June 2010

Element Name: Course Number

Definition

Adult Education Courses

For Adult Education courses, record the official state number assigned to courses listed or referenced in Appendix B.

Note: Report Adult Education courses for students on the adult course format.

EXAMPLE:

If Program Number	Then Course Number(s)	
9900000	9900001	ABE Mathematics
	9900002	ABE Reading
	9900003	ABE Language
	9900023	ABE Reasoning through Language Arts (RLA)
9900130	9900131	GED Prep Reasoning thru Language Arts
	9900132	GED Prep Social Studies
	9900133	GED Prep Science
	9900134	GED Prep Mathematical Reasoning
9900040	9900040	ESOL course
9900050	9900050	ELCATE course

Postsecondary CTE courses for IET students

For students in an Integrated Education and Training Program (IET), and are taking postsecondary courses, record the postsecondary course number as referenced in the Integrated Education and Training Program Appendix (Appendix G) for the approved IET.

Note: Report postsecondary CTE courses for IET students on the supplemental format. Courses must align to approved courses on appendix G.

Length: 7	Program Requiring This Data Element:
Format: A/N	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report	Adult Course
☒ Local Accountability	Supplemental
☒ Federal Report	
Data Element Number: 6C	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Revised: 7/22 Volume I Effective: 7/10

SUPPLEMENTAL RECORD DATA ELEMENTS

Implementation Date:
Fiscal Year 2022-2023
July 2022

Element Name: Section Number

Definition

Section number identifies separate groupings of students enrolled in the same course.

Code:	**Definition/Example:**
XXXXX	A unique offering of a course in which the student is enrolled

Length: **5**	Program Requiring This Data Element:
Format: **A/N**	**Adult General Education** **Integrated Education Training (IET)**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Adult Course** **Supplemental**
Data Element Number: **19C**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

SUPPLEMENTAL RECORD DATA ELEMENTS

Implementation Date:
Fiscal Year 2022-2023
July 2022

Element Name: Postsecondary Course Status

Definition

The course grade status of the student in a postsecondary career certificate or applied technology diploma course.

Coding values:

Code:	**Definition/Example:**
C	Course in Progress – student continuing into the next survey
I	Incomplete
S	Satisfactory or Passing
U	Unsatisfactory or Failing
W	Withdrew from the course after the drop/add period
Z	Not applicable

Length: **1**	Program Requiring This Data Element:
Format: **A/N**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Supplemental**
Data Element Number: **5S**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Implementation Date:
Fiscal Year 2022-2023
July 2022

SUPPLEMENTAL RECORD DATA ELEMENTS

Element Name: Industry Certification Identifier

Definition

The identifier assigned by the Florida Department of Education to specify the industry certification examination that the student has taken/attempted.

See Appendix G (Integrated Education and Training (IET) Program Numbers) for approved certifications.

Code	Definition/Example
CISCO004	Cisco Certified Network Associate (CCNA)

Length: **8**	Program Requiring This Data Element:
Format: **A/N**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: **Supplemental**
Data Element Number: **6S**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Implementation Date:
Fiscal Year 2022-2023
July 2022

SUPPLEMENTAL RECORD DATA ELEMENTS

Element Name: Industry Certification Outcome

Definition

An indicator of whether or not the student passed the industry certification or technical skill assessment taken/attempted.

Code	Definition/Example
F	Student attempted but did not pass or complete all of the required components of the certification.
P	Student completed and passed all of the required components of the certification.

Length: **1**	Program Requiring This Data Element:
Format: **A/N**	**Adult General Education**
Use Types:	State Reporting Formats Requiring This Data Element:
☒ State Report ☒ Local Accountability ☒ Federal Report	**Supplemental**
Data Element Number: **7S**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

Implementation Date:
Fiscal Year 2022-2023
July 2022

SUPPLEMENTAL RECORD DATA ELEMENTS

Element Name: Industry Certification Date Earned

Definition

The numeric representation of the date the participant passed/earned the industry certification or technical skill assessment.

Code:	**Definition/Example:**
(leave blank)	Not Applicable- Student did not attempt a certification or a certification was attempted but not earned/passed
MMDDYYYY	Record the date the participant passed/earned the industry certification

Length: **8**	Program Requiring This Data Element:
Format: **Numeric**	**Adult General Education**
Use Types: ☒ State Report ☒ Local Accountability ☒ Federal Report	State Reporting Formats Requiring This Data Element: Supplemental
Data Element Number: **8S**	Reported in Survey Periods: ☒ 11 ☒ 1 ☒ 2 ☒ 3

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Appendices

Appendix A:
CBO Elements by Format and Number

Data Element Name	Adult Demographics	Adult Student Course	Adult Test Record	Supplemental
Community Based Organization Number	#1 KF	#1 KF	#1 KF	#1 KF
Institutional Site	#1A KF	#1A KF	#1A KF	#1A KF
Reporting Year	#2 KF	#2 KF	#2 KF	#2 KF
Survey Period Code	#3 KF	#3 KF	#3 KF	#3 KF
Student Number Identifier	#4 KF	#4 KF	#4 KF	#4 KF
Social Security Number, Student	#5D			
Student Name, Last	#6D			
Student Name, First	#7D			
Student Name, Middle/Maiden	#8D			
Birth Date	#9D			
Sex	#10D			
Race: American Indian or Alaska Native	#11D			
Race: Asian	#12D			
Race: Black or African American	#13D			
Race: White	#14D			
Race: Native Hawaiian or Other Pacific Islander	#15D			
Ethnicity	#16D			
Grade Level	#17D			
Highest School Grade Completed	#18D			
Origin of Schooling, Adult	#19D			
Employment Status	#20D			
Disability	#21D			
Employment Barriers	#22D			
Displaced Homemaker	#23D			
Single Parent and Single Pregnant Woman	#24D			
Withdrawal Reason	#25D			
Ex-Offender	#26D			
Homeless Individuals or Runaway Youth	#27D			
Migrant and Seasonal Farmworker	#28D			
Foster Care Youth	#29D			
Income Status	#30D			
Adult General Education/ Career and Technical Education Program Code		#5C		#5C
Course Number		#6C KF		#6C KF
Date of Entry, Program/Course		#16C		
Date of Exit, Program/Course		#17C		

Appendix A: CBO Elements by Format and Number (Continued)

Data Element Name	Adult Demographics	Adult Student Course	Adult Test Record	Supplemental
Adult Education Functioning Level, Initial		#7C		
Online Course Delivery Indicator		#8C		
Literacy Completion Point Code (LCP)		#9C KF		
Literacy Completion Point Code Date Earned		#15C		
Post Test Status		#10C		
Student Instructional Hours		#11C		
Correctional Facility Type		#12C		
Diploma/Certification Type		#13C		
Diploma Date		#14C		
Integrated Education and Training Program Number		18C		
Section Number		#19C		#19C
Adult Test Name			#5E KF	
Adult Test Date			#6E KF	
Adult Test Subject Content			#7E KF	
Adult Test Form			#8EKF	
Adult Test Level			#9EKF	
Adult Test Score			#10E	
Postsecondary Course Status				#5S
Industry Certification Identifier				#6S
Industry Certification Outcome				#7S
Industry Certification Date Earned				#8S

KF= Key Field

Appendix B:
Adult General Education Program/Course Numbers and Associated Literacy Completion Points

Program Title:
Program Number: **General Education Development ® (GED ®)**
9900130 Preparation

Course Number	Course Title	Maximum Course Length	Initial Functioning Level	Literacy Completion Point
9900131	GED® Prep Reasoning through Language Arts	Varies	K, L, M, N	V
9900132	GED® Prep Social Studies	Varies	K, L, M, N	W
9900133	GED® Prep Science	Varies	K, L, M, N	X
9900134	GED® Prep Mathematical Reasoning	Varies	K, L, M, N	Y
9900135	GED® Preparation – Comprehensive	Varies		
	Language Arts Subtest	Varies	K, L, M, N	V
	Social Studies Subtest	Varies	K, L, M, N	W
	Science Subtest	Varies	K, L, M, N	X
	Math Subtest	Varies	K, L, M, N	Y
9900136	GED® Integrated Comprehensive	Varies		
	Language Arts Subtest	Varies	K, L, M, N	V
	Social Studies Subtest	Varies	K, L, M, N	W
	Science Subtest	Varies	K, L, M, N	X
	Math Subtest	Varies	K, L, M, N	Y

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Program/Course Number:
9900040

Program/Course Title:
Adult English for Speakers of Other Languages (ESOL)

Functioning Level	Course Title	TABE CLAS-E Scale Scores		CASAS 27/28 Literacy	CASAS Life and Work 80 Series Scale Score	CASAS Life and Work 980 Series Scale Score	BEST Plus 2.0 Scale Score	BEST Literacy Scale Score	Initial Functioning Level	Listening LCP	Reading LCP
		Reading	Listening	Reading	Reading	Listening	Speaking and Listening	Reading and Writing			
ESL 1	ESL Level 1	250-392	230-389	153-180	170-180	169-180	88-361	0-20	1	G	M
ESL 2	ESL Level 2	393-436	390-437		181-190	181-189	362-427	21-52	2	H	N
ESL 3	ESL Level 3	437-476	438-468		191-200	190-199	428-452	53-63	3	I	P
ESL 4	ESL Level 4	477-508	469-514		201-210	200-209	453-484	64-67	4	J	R
ESL 5	ESL Level 5	509-557	515-549		211-220	210-218	485-524	68-75	5	K	S
ESL 6	ESL Level 6	558-588	550-607		221-235	219-227	525-564	76-78*	6	L	T

Maximum Course Length: 450

Revised: 8/22

FLORIDA DEPARTMENT OF EDUCATION
INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS HANDBOOK

Appendix B:
AGE Program/Course Numbers and Associated Literacy Completion Points (Continued)

Program/Course Number:
9900050

Program/Course Title:
English Literacy for Career and Technical Education (ELCATE)

Functioning Level	Course Title	TABE CLAS-E Scale Scores	TABE CLAS-E Scale Scores	CASAS Life and Work 80 Series Scale Scores	CASAS Life and Work 980 Series Scale Scores	BEST Plus 2.0 Scale Scores	BEST Literacy Scale Scores*	Initial Functioning Level	Reading LCP	Listening LCP
		Reading	Listening	Reading	Listening	Speaking & Listening	Reading & Writing			
ESL 5	ESOL Level 5	509-557	515-549	211-220	210-218	485-524	68-75	D	S	K
ESL 6	ESOL Level 6	558-588	550-607	221-235	219-227	525-564	76-78*	E	T	L

Program Number:
9900000

Program Title:
Adult Basic Education (ABE)

Course Number	Course Title/Functioning Level	TABE 11 & 12 Scale Scores	CASAS 900 GOALS Scale Score		Initial Functioning Level	Literacy Completion Point (LCP)
9900001	ABE Mathematics		Reading	Math		
	ABE Level 1	300-448		178-193	B	A
	ABE Level 2	449-495		194-203	F	B
	ABE Level 3	496-536		204-214	H	C
	ABE Level 4	537-595		215-225	J	D
9900002	ABE Reading					
	ABE Level 1	300-441	165-203		B	E
	ABE Level 2	442-500	204-216		F	F
	ABE Level 3	501-535	217-227		H	G
	ABE Level 4	536-575	228-238		J	H

9900003	ABE Language					
	ABE Level 1	300-457			B	J
	ABE Level 2	458-510			F	K
	ABE Level 3	511-546			H	M
	ABE Level 4	547-583			J	N
9900023	ABE Reasoning Through Language Arts (RLA)	Reading				
	ABE Level 1	300-441	165-203		B	E
	ABE Level 2	442-500	204-216		F	F
	ABE Level 3	501-535	217-227		H	G
	ABE Level 4	536-575	228-238		J	H
		Language				
	ABE Level 1	300-457			B	J
	ABE Level 2	458-510			F	K
	ABE Level 3	511-546			H	M
	ABE Level 4	547-583			J	N

Note:
Not all AGE programs are included in CBO Appendix B (This list is only CBO applicable programs and courses).
Please refer to Appendix R for a list of all Adult Programs offered:
https://www.fldoe.org/core/fileparse.php/19955/urlt/2122-AppendixR.pdf
*BEST Literacy can be used to place students into ESL level 6, but the test does not go beyond 6.

Revised: 08/22

Appendix C:
Community Based Organization State Numbering Table

CBO Number	CBO Name
340	Literacy Alliance of Northeast Florida
76	Department of Corrections (pre-assigned number)

Appendix D:
Community Based Organization- Field Naming Conventions

Data Element Name	Excel Field Name (Column Name)
Community Based Organization Number	CBO_NUM
Institutional Site	INSTITUTIONAL_SITE
Reporting Year	YEAR
Survey Period Code	SURVEY
Student Number Identifier	STUDENT_ID
Social Security Number, Student	SOCIAL_SECURITY
Student Name, Last	LAST_NAME
Student Name, First	FIRST_NAME
Student Name, Middle/Maiden	MIDDLE_NAME
Birth Date	BIRTHDATE
Sex	SEX
Race: American Indian or Alaska Native	RACE_I
Race: Asian	RACE_A
Race: Black or African American	RACE_B
Race: Native Hawaiian or Other Pacific Islander	RACE_P
Race: White	RACE_W
Ethnicity	ETHNICITY
Grade Level	GRADE
Highest School Grade Completed	SCHOOLING_LEVEL
Origin of Schooling, Adult	SCHOOLING_ORIGIN
Employment Status	EMPLOYMENT_STATUS
Disability	DISABILITY
Employment Barriers	EMPLOYM_BARRIERS
Displaced Homemaker	DISP_HOMEMAKER
Single Parent and Single Pregnant Woman	SINGLE_PARENT
Withdrawal Reason	WITHDRAWAL_REAS
Ex-Offender	EX_OFFENDER
Homeless Individuals or Runaway Youth	HOMELESS_INDIV
Foster Care Youth	FOSTERCY
Adult General Education/Career and Technical Education Program Code	VOC_PROGRAM_CODE
Course Number	COURSE
Date of Entry, Program/Course	PCS_ENTRYDATE
Date of Exit, Program/Course	PCS_EXITDATE
Adult Education Functioning Level, Initial	FUNCTION_LEVEL

Adult Education Functioning Level, Initial (Listening ESOL/ELCATE)	FUNCTION_LEVEL_LISTEN
Adult Education Functioning Level, Initial (Reading ESOL/ELCATE)	FUNCTION_LEVEL_READ

Appendix D: (continued)

Community Based Organization- Field Naming Conventions

Data Element Name	**Excel Field Name (Column Name)**
Online Course Delivery Indicator	ONLINE_INSTR
Literacy Completion Point Code (LCP)	COMP_POINT_CODE
Literacy Completion Point Code Date Earned	LCPC_DATE_EARNED
Post Test Status	POST_TEST
Student Instructional Hours	CONTACT_HOURS
Correctional Facility Type	FACILITY_TYPE
Diploma Type	DIPLOMA_TYPE
Diploma Date	DIPLOMA_DATE
Adult Test Name	ADULT_TEST_NAME
Adult Test Date	TEST_DATE
Adult Test Subject Content	ADULT_TEST_SUBJ
Adult Test Form	ADULT_TEST_FORM
Adult Test Level	ADULT_TEST_LVL
Adult Test Score	ADULT_TEST_SCOR
Migrant and Seasonal Worker	MIGRANT_SF
Income Status	AGEIncomeStatus
Integrated Education and Training Program	IET_PROGRAM_CODE
Section Number	SECTION
Postsecondary Course Status	PSSTATUS
Industry Certification Identifier	CERTID
Industry Certification Outcome	CERTOUTCOME
Industry Certification Date Earned	ICDTEEARNED

APPENDIX E:
Community Based Organization Excel File Submission Naming Conventions

THREE separate Excel files- each containing ONE spreadsheet using these filenames:

File Names: **DEM###SV*YYyyV#**
CRS###SV*YYyyV#
TST###SV*YYyyV#

###	CBO State Assigned Number
*	Survey Number (1, 2, or 3)
YYyy	Fiscal School Year (1415)
V#	Version of File Sent (V1, V2, V3, etc)

Examples: DEM318SV22021V5
CRS76SV32021V1
TST329SV22021V3

The tab in *each* file (on bottom of spreadsheet) must be labeled:
Sheet1 (no spaces)

*Note: Dept of Corrections has a TWO character CBO number and will only enter 76 for the State Assigned Number (CBO##SV*YYYY).

Appendix F:
Community Based Organizations 2022-23 Survey Load and Close Dates

SURVEY	REPORTING PERIOD
11*	Students Enrolled as of July 1, 2022
1	July 1 – September 30
2	October 1 – February 28
3	March 1 – June 30

SURVEY	OPEN DATE	LOAD DATA DUE	CLOSE DATA DUE
11*	July 11, 2022	July 14, 2022	July 28, 2022
1	October 10, 2022	October 13, 2022	October 27, 2022
2	March 13, 2023	March 16, 2023	March 23, 2023
3	July 10, 2023	July 13, 2023	July 27, 2023

*Note: Survey 11 is a preliminary survey indicating only students enrolled as of July 1, 2022.
Only the Student Demographic Format, Adult Course and Supplemental Format are to be submitted for this survey.
The year being reported in the format should reflect the new (2022-23) school year.

Appendix G: IET Program Number Appendix

IET Program Number	IET Program Name	CBO #	CBO Name	County Served	IET IC MSG Eligible	Cert Code 1	Cert Code 1 Title	Cert Code 2	Cert Code 2 Title	Cert Code 3	Cert Code 3 Title	Cert Code 4	Cert Code 4 Title	Postsecondary Program of Enrollment	Postsecondary Program Number/CIP	IET PT MSG Eligible	SCNS Course 1	SCNS Course Title 1	SCNS Course 2	SCNS Course Title 2	SCNS Course 3	SCNS Course Title 3	SCNS Course 4	SCNS Course Title 4	Status (Active/Inactive)
4763022	Department of Corrections Brick and Block Masonry CORR	76	Department of Corrections	Statewide	Y	NCCER025	NCCER Masonry - Level 1 (Secondary)	NCCER044	NCCER Masonry - Level 2 (Secondary)	NCCER045	NCCER Masonry - Level 3 (Secondary)			N/A	N/A	N									Active
4763041	Department of Corrections Administrative Office Specialist CORR	76	Department of Corrections	Statewide	N									Administrative Office Specialist	B070330	Y	OTA 040	INFORMATION TECHNOLOGY ASSISTANT OCP A (150 HOURS)	OTA 041	FRONT DESK SPECIALIST OCP B (300 HOURS)	OTA 030	ASSISTANT DIGITAL PRODUCTION DESIGNER OCP C (150 HOURS)	OTA 043	ADMINISTRATIVE ASSISTANT OCP D (450 HOURS)	Active
4763061	Department of Corrections Energy Technician CORR	76	Department of Corrections	Statewide	N									N/A	N/A	N									Active
4763131	Department of Corrections Web Design CORR	76	Department of Corrections	Statewide	N									N/A	N/A	N									Active
3993041	Literacy Alliance of NE FL Customer Service CORR	340	Literacy Alliance of Northeast Florida	Duval	Y	MICRO017	Microsoft Office Specialist: Microsoft Office 2016 Master Specialist (Requires Word Expert, Excel Expert, PowerPoint, and Access or Outlook)	ISOGR803	TOSA® Google Docs	ISOGR804	TOSA® Google Sheets	ISOGR805	TOSA® Google Slides	N/A	N/A	N									Active

*Note: A supplemental file is not required if there are no industry certifications **and** postsecondary courses to report for students enrolled in an IET program.*

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Adult General Education Record Formats

Adult Demographic Format

Item No.	From-To	Size	Field Char.	Excel Field Format	Field Description
1	1-3	3	N	General	Community Based Organization Number
1A	4-6	3	N	General	Institutional Site
2	7-10	4	N	General	Reporting Year
3	11-12	2	N	General	Survey Period Code
4	13-22	10	A/N	Text	Student Number Identifier
5D	23-31	9	N	General	Social Security Number, Student
6D	32-49	17	A/N	Text	Student Name, Last
7D	50-61	12	A	Text	Student Name, First
8D	62-71	10	A	Text	Student Name, Middle/Maiden
9D	72-79	8	N	Date (*3/14/2012)	Birth Date
10D	80-80	1	A	Text	Sex
11D	81-81	1	A	Text	Race: Amer. Indian or Alaska Native
12D	82-82	1	A	Text	Race: Asian
13D	83-83	1	A	Text	Race: Black or African American
14D	84-84	1	A	Text	Race: White
15D	85-85	1	A	Text	Race: Nat. Hawaiian/Other Pacif. Islander
16D	86-86	1	A	Text	Ethnicity
17D	87-88	2	A/N	Text	Grade Level
18D	89-90	2	A/N	Text	Highest School Grade Completed
19D	91-91	1	A	Text	Origin of Schooling, Adult
20D	92-92	1	A	Text	Employment Status
21D	93-93	1	A	Text	Disability
22D	94-94	1	A	Text	Employment Barriers
23D	95-95	1	A	Text	Displaced Homemaker
24D	96-96	1	A	Text	Single Parent and Single Pregnant Woman
25D	97-97	1	A	Text	Withdrawal Reason
26D	98-98	1	A	Text	Ex-Offender
27D	99-99	1	A	Text	Homeless Individuals or Runaway Youth
28D	100-100	1	A	Text	Migrant and Seasonal Farmworker

29D	101-101	1	A	Text	Foster Care Youth
30D	102-104	3	A	Text	Income Status

Adult Course Format

Item No.	From-To	Size	Field Char.	Excel Field Format	Field Description
1	1-3	3	N	General	Community Based Organization Number
1A	4-7	3	N	General	Institutional Site
2	8-11	4	N	General	Reporting Year
3	12-13	2	N	General	Survey Period Code
4	14-23	10	A/N	Text	Student Number Identifier
5C	24-30	7	A/N	Text	Adult General Education/CTE Program Code
18C	31-37	7	N	General	Integrated Education and Training (IET) Program Number
6C	38-44	7	A/N	Text	Course Number
19C	45-49	5	A/N	Text	Section Number
16C	50-57	8	N	Date (*3/14/2012)	Date of Entry, Program/Course
17C	58-65	8	N	Date (*3/14/2012)	Date of Exit, Program/Course
7C	66-66	1	A/N	Text	Adult Education Functioning Level, Initial
7C	67-67	1	A/N	Text	Adult Education Functioning Level, Initial (Listening ESOL/ELCATE)
7C	68-68	1	A/N	Text	Adult Education Functioning Level, Initial (Reading ESOL/ELCATE)
8C	69-69	1	A/N	Text	Online Course Delivery Indicator
9C	70-70	1	A/N	Text	Literacy Completion Point Code (LCP)
15C	71-78	8	N	Date	Literacy Completion Point Code Date Earned
10C	79-79	1	A/N	Text	Post Test Status
11C	80-83	4	N	General	Student Instructional Hours
12C	84-84	1	A/N	Text	Correctional Facility Type
13C	85-88	3	A/N	Text	Diploma Type
14C	89-96	8	N	Date (*3/14/2012)	Diploma Date

Adult Test Record Format

Item No.	From-To	Size	Field Char.	Excel Field Format	Field Description
1	1-3	3	N	General	Community Based Organization Number
1A	4-7	3	N	General	Institutional Site
2	8-11	4	N	General	Reporting Year
3	12-12	1	N	General	Survey Period Code
4	13-22	10	A/N	Text	Student Number Identifier
5E	23-25	3	A/N	Text	Adult Test Name
6E	26-33	8	N	Date (*3/14/2012)	Adult Test Date
7E	34-34	1	A/N	Text	Adult Test Subject Content
8E	35-38	4	A/N	Text	Adult Test Form
9E	39-40	2	A/N	Text	Adult Test Level
10E	41-44	4	A	Text	Adult Test Score

Supplemental Format*

A supplemental file is not required if there are no industry certifications **and postsecondary courses to report for students enrolled in an IET program*

Item No	From-To	Size	Field Char.	Excel Field Format	Field Description
1	1-3	3	N	General	Community Based Organization Number
1A	4-6	3	N	General	Institutional Site
2	7-10	4	N	General	Reporting Year
3	11-12	2	N	General	Survey Period Code
4	13-22	10	A/N	Text	Student Number Identifier
5C	23-29	7	A/N	Text	CTE/Adult General Education Program Code
6C	30-36	7	A/N	Text	Course Number
19C	38-42	5	A/N	Text	Section Number
5S	37-37	1	A/N	Text	Postsecondary Course Status
6S	43-50	8	A/N	Text	Industry Certification Identifier
7S	51-51	1	A/N	Text	Industry Certification Outcome

8S	52-59	8	N	Date (*3/14/2012)	Industry Certification Date Earned

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Adult Education Data
Edit and Validation Codes

EDIT ERROR CODES
Adult Demographics

The following codes are to be used with error codes listed on the Adult Edit Error Report. Edit errors occur when a value in a field is incorrect. Edits only look at a single format (Adult Demographic, Adult Course, or Adult Test Record), checking to make sure that each field contains valid data.

Error Code	Explanation
*D1	**Survey Period Code** must be 11, 1, 2, or 3 and must be correct for the submission period.
*D2	**Gender** must be "M" or "F".
*D3	**Grade Level** must be "30" or "31".
*D4	The value of **Ethnicity** must be 'Y' or 'N'. The value of the following data elements must be "Y" or "N" with the value of at least one of these = "Y": **Ethnicity** and/or **Race**: **American Indian or Alaska Native; Asian; Black or African American; White; Native Hawaiian or Other Pacific Islander**.
*D5	**Highest School Grade Completed** must be a number between 1-12, 15-22, "D1", "G1", or "ZZ".
*D6	**Origin of Schooling** must be "N" or "U".
*D7	**Employment Status** must be "E", "S", "N", or "U".
*D8	**Disability** must be "I", "N", or "Z".
*D9	**Employment Barriers** must be either "C" or "N".
*D10	**Displaced Homemaker** must be "A", "B", "C", "D", or "Z".
*D11	**Single Parent and Single Pregnant Woman** must be "B", "S", "W", or "Z".
*D12	**Withdrawal Reason** must be "A", "B", "C", "D", "E", "F", "G", or "N", or blank (Svy 11 only)
*D13	The **Ex-Offender** value must be "E" or "N".

*D14 **Homeless Individuals or Runaway Youth** must be “A”, “B”, “C”, “D”, or “N”.

*D15 **Migrant and Seasonal Farmworker** must be a valid code of “A”, “B”, or “C”.

*D16 **Foster Care Youth** must have a valid code of “Y” or “N”.

*D17 **Institutional Site** must be a three-digit number assigned to the CBO.

*D18 The **Reporting Year** must be the fiscal year for which the survey is being submitted.

*D19 **Income Status** must have a valid code of “A”, “B”, “C”, or “N”. If code submitted is “N,” no other code is allowed.

EDIT ERROR CODES

Adult Course

The following codes are to be used with error codes listed on the Adult Edit Error Report. Edit errors occur when a value in a field is incorrect. Edits only look at a single format (Adult Demographic, Adult Course, or Adult Test Record), checking to make sure that each field contains valid data.

Error Code Explanation

*C1 **Survey Period Code** must be 11, 1, 2, or 3 and must be correct for the submission period.

*C2 **Course Number** must be a valid course number for the **Adult General Education Program Code** submitted. See Appendix B, in the CBO Handbook for valid **Course Number** and **Adult General Education Program Code** crosswalk.

*C3 **Adult General Education Program Code** must be 9900000, 9900130, 9900040, or 9900050.

*C4 **Online Course Delivery Indicator** must be **A** or **Z**.

*C5 **Post Test Status** must be Y, N, or Z.

*C6 **Correctional Facility Type** must be A, B, C, D, or Z.

*C7 **Diploma Type** must be W45 or ZZZ.

*~~C8~~ ~~If **Survey** = 1, the **Adult Educational Functioning Level, Initial** must agree with the submitted **Adult General Education Program Code** and **Course Number** in the following table:~~

~~Adult General Education Program Code~~	~~Course Number~~	~~Adult Educational Functioning Level, Initial~~
~~9900000~~	~~9900001-9900003~~	~~B, F, H, or J~~
~~9900130~~	~~9900131-9900134~~	~~K, L, M or N~~
~~9900040~~	~~9900040~~	~~1, 2, 3, 4, 5, or 6~~
~~9900050~~	~~9900050~~	~~D or E~~

~~Adult General Education Program Code~~	~~Adult Course Number~~	~~Adult Educational Functioning Level, Initial~~	~~Adult Educational Functioning Level (Listening ESOL/ELCATE)~~	~~Adult Educational Functioning Level (Reading ESOL/ELCATE)~~
~~9900000~~	~~9900001 – 9900003~~	~~B, F, H, J~~	~~Z~~	~~Z~~
~~9900130~~	~~9900131 – 9900134~~	~~K, L, M, N~~	~~Z~~	~~Z~~
~~9900040~~	~~9900040~~	~~1, 2, 3, 4, 5, 6~~	~~Z~~	~~Z~~
~~9900050~~	~~9900050~~	~~D, E~~	~~Z~~	~~Z~~

Error Code Explanation

*C9 **Literacy Completion Point Code** must be a valid code and be in agreement with the **Course Number** in which the student is being reported. See Appendix B, in the CBO Handbook for valid Course and Program crosswalk. Not required for Survey 11.

*C10 **Date of Entry, Program/Course** must contain a valid date, greater than the last date of the prior reporting period and less than the first day of the next reporting survey

*C11 **Date of Exit, Program/Course** must contain a valid date, greater than the last date of the prior reporting period and less than the first day of the next reporting period. If the survey is Survey 11, then **Date of Exit, Program/Course** must be blank.

*C12A **Literacy Completion Point Code Date Earned** must contain a valid date, greater than the last date of the prior reporting period and less than the first day of the next reporting period, indicating date LCP earned, or a blank to show student did not earn an LCP in the current reporting survey. Not required for Survey 11.

*C12B If the **Literacy Completion Point Code** is not Z, then the **Literacy Completion Point Code Date Earned** must be blank.

*C13 If the **Diploma Type** is ZZZ, then the **Diploma Date** must be blank.

*C14 **Diploma Date** must be a valid date, and if the **Diploma Date** is other than blank, then the **Diploma Type** must be W45.

*C15 **Student Instructional Hours** must be numeric whole numbers and greater than zero.

*C16 When the **Adult General Education Program Code** equals 9900000 (ABE) or 9900130 (GED ®), the **Adult Educational Functioning Level, Initial** and the **Literacy Completion Point Code** must conform to the following relationship:

Adult Educational Functioning Level, Initial	Acceptable Adult General Education Literacy Completion Point Codes
B	A, B, C, D, E, F, G, H, J, K, M, N, and Z
F	B, C, D, F, G, H, K, M, N and Z
H	C, D, G, H, M, N, and Z
J	D, H, N, and Z
K	V, W, X and Y
L	V, W, X and Y
M	V, W, X and Y
N	V, W, X and Y

Error Code Explanation

*C17 If the **Adult General Education Program Code** is equal to 9900000, 9900040, 9900050, 9900130, then the **Literacy Completion Point Code Date Earned** must not be greater than 7 calendar days following the **Date of Exit, Program/Course** for the scheduled **Adult Educational Program Code/Course Number**. Not required for Survey 11.

*C18 **Institutional Site** must be a three-digit number assigned to the CBO (Appendix C).

*C19 The **Reporting Year** must be the fiscal year for which the survey is being submitted.

*C20 If the **Adult General Education Program Code** equals 9900040 (ESOL), the **Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE), Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)** and the **Literacy Completion Point** must conform to the following relationship; and, the **Adult Educational Functioning Level, Initial**

(Listening ESOL/ELCATE) and **Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)** must not both contain the value 7.

AGE Program Code	Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE)	Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)	Acceptable Adult General Education Literacy Completion Point Codes
9900040	1	1	G, H, I, J, K, L, Z -- M, N, P, R, S, T, Z
9900040	1	2	G, H, I, J, K, L, Z -- N, P, R, S, T, Z
9900040	1	3	G, H, I, J, K, L, Z -- P, R, S, T, Z
9900040	1	4	G, H, I, J, K, L, Z - R, S, T, Z
9900040	1	5	G, H, I, J, K, L, Z -- S, T, Z
9900040	1	6	G, H, I, J, K, L, Z --T, Z
9900040	1	7	G, H, I, J, K, L, Z –C, Z
9900040	2	1	H, I, J, K, L, Z -- M, N, P, R, S, T, Z
9900040	2	2	H, I, J, K, L, Z -- N, P, R, S, T, Z
9900040	2	3	H, I, J, K, L, Z -- P, R, S, T, Z
9900040	2	4	H, I, J, K, L, Z - R, S, T, Z
9900040	2	5	H, I, J, K, L, Z -- S, T, Z
9900040	2	6	H, I, J, K, L, Z --T, Z
9900040	2	7	H, I, J, K, L, Z --C, Z
9900040	3	1	I, J, K, L, Z -- M, N, P, R, S, T, Z
9900040	3	2	I, J, K, L, Z -- N, P, R, S, T, Z
9900040	3	3	I, J, K, L, Z -- P, R, S, T, Z
9900040	3	4	I, J, K, L, Z - R, S, T, Z
9900040	3	5	I, J, K, L, Z -- S, T, Z
9900040	3	6	I, J, K, L, Z --T, Z
9900040	3	7	I, J, K, L, Z --C, Z
9900040	4	1	J, K, L, Z -- M, N, P, R, S, T, Z

9900040	4	2	J, K, L, Z -- N, P, R, S, T, Z
9900040	4	3	J, K, L, Z -- P, R, S, T, Z
9900040	4	4	J, K, L, Z - R, S, T, Z
9900040	4	5	J, K, L, Z -- S, T, Z
9900040	4	6	J, K, L, Z --T, Z
9900040	4	7	J, K, L, Z --C, Z
9900040	5	1	K, L, Z -- M, N, P, R, S, T, Z
9900040	5	2	K, L, Z -- N, P, R, S, T, Z
9900040	5	3	K, L, Z -- P, R, S, T, Z
9900040	5	4	K, L, Z - R, S, T, Z
9900040	5	5	K, L, Z -- S, T, Z
9900040	5	6	K, L, Z --T, Z
9900040	5	7	K, L, Z --C, Z
9900040	6	1	L, Z -- M, N, P, R, S, T, Z
9900040	6	2	L, Z -- N, P, R, S, T, Z
9900040	6	3	L, Z -- P, R, S, T, Z
9900040	6	4	L, Z - R, S, T, Z
9900040	6	5	L, Z -- S, T, Z
9900040	6	6	L, Z --T, Z
9900040	6	7	L, Z --C, Z
9900040	7	1	B, Z -- M, N, P, R, S, T, Z
9900040	7	2	B, Z -- N, P, R, S, T, Z
9900040	7	3	B, Z -- P, R, S, T, Z
9900040	7	4	B, Z - R, S, T, Z
9900040	7	5	B, Z -- S, T, Z
9900040	7	6	B, Z --T, Z

Error Code Explanation

*C21 If the **Adult General Education Program Code** equals 9900050 (ELCATE), the **Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE), Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)** and the **Literacy Completion Point** must conform to the following relationship:

AGE Program Code	Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE)	Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)	Acceptable Adult General Education Literacy Completion Point Codes
9900050	D	D	K, L, Z - S,T, Z
9900050	D	E	K, L, Z -- T, Z
9900050	E	D	L, Z -- S,T, Z
9900050	E	E	L, Z --T, Z

*C22 If the **Adult Educational Functioning Level, Initial, Adult Educational Level, Initial (Listening ESOL/ELCATE), Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)** must agree with the **Adult General Education Program Code** and the **Course Number** in the following table; and, the **Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE)** and **Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)** must not all contain the value Z; and if the **Adult General Education Program Code** and the **Course Number** are both 9900040, then the **Adult Educational Functioning Level Initial (Listening ESOL/ELCATE)** and the **Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)** must not both contain the value 7: :

Adult General Education Program Code	Adult Course Number	Adult Educational	Adult Educational Functioning Level (Listening ESOL/ELCATE)	Adult Educational Functioning Level (Reading ESOL/ELCATE)

		Functioning Level, Initial		
9900000	9900001 – 9900003, 9900023	B, F, H, J	Z	Z
9900130	9900131 – 9900136	K, L, M, N	Z	Z
9900040	9900040	Z	1, 2, 3, 4, 5, 6, 7, Z	1, 2, 3, 4, 5, 6, 7, Z
9900050	9900050	Z	D, E, Z	D, E, Z

***~~C23~~** ~~If **Survey = 1**, then if **Adult General Education Program Code** equals 9900040 or 9900050, the **Adult Educational Functioning Level, Initial** and **Adult General Education Literacy Completion Point** must conform to the below relationship:~~

~~OR,~~

~~If **Survey = 1**, then if **Adult General Education Program Code** equals 9900040 or 9900050, the **Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE)** and **Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)** and **Adult General Education Literacy Completion Point** must conform to the below relationship in alignment with Appendix B. If **Adult General Education Program Code** is 9900040, the **Adult Educational Functioning Level, Initial (Listening ESOL/ELCATE)** and **Adult Educational Functioning Level, Initial (Reading ESOL/ELCATE)** must not both contain the value 7.~~

*C25 If the **Integrated Education and Training (IET) Program Number** is not 9999999, then the IET program number must be valid and listed in Appendix G for the CBO.

EDIT ERROR CODES
Adult Test

The following codes are to be used with error codes listed on the Adult Edit Error Report. Edit errors occur when a value in a field is incorrect. Edits only look at a single format (Demographic, Course, or Test), checking to make sure that each field contains valid data. **The Adult Test record is not required for Survey 11.**

Error Code	Explanation
*T1	**Survey Period Code** must be "1", "2", or "3" and must be correct for the submission period.
*T2	**Adult Test Name** must be "TAB", "TBE", "CAG", "CLW", "BSP", or "BSL"
*T3	**Adult Test Subject Content** must be "M", "N", "R", "S" or "W"
*T4	**Adult Test Form** must be valid for the test reported.
*T5	**Adult Test Level** must be valid for the test reported.
*T7	**Institutional Site** must be a three-digit number assigned to the CBO.
*T8	The year submitted must be the fiscal year for which the survey is being submitted.
*T9	**Adult Test Score** must be within the allowable range for **Adult Test Form** and **Adult Test Level**, including those that begin with a "+" or "-", the score must be numeric, HAVE LEADING ZEROS, in a TEXT Excel field. If **Adult Test Name** is TAB and **Adult Test Form** is 11 or 12 and **Adult Test Score** is Out of Range – Low, the score must be numeric, in a TEXT Excel field, with a leading "1".

For Example:

The CBO should report a "0" in the first field of the four character data element followed by the three digit score. For example, if a student receives a score of 485 on the Reading Level M Form 11 test, the CBO would report "0485" for the test score. (If the score had been OOR, then the score for the Reading Level M Form 11 score, for example, would be reported as "1442").

For more guidance on reporting OOR test scores please see the State Data Reporting for TABE 11/12 documentation located here: http://www.fldoe.org/academics/career-adult-edu/adult-edu/assessment-resources.stml.

EDIT ERROR CODES
Supplemental

The following codes are to be used with error codes listed on the Supplemental Edit Error Report. Edit errors occur when a value in a field is incorrect. Edits only look at a single format (Adult Demographic, Adult Course, Supplemental, or Adult Test Record), checking to make sure that each field contains valid data. All edits are reject errors.

Error Code Explanation

*S1 **Survey Period Code** must be 11, 1, 2, or 3 and must be correct for the submission period.

*S2 **Postsecondary Course Status** must be equal to S, U, I, C, W, or Z.

*S3 **Industry Certification Outcome** must be equal to P or F. If not applicable submit Z.

*S4 **Industry Certification Identifier** must be valid or if not applicable all zeroes (00000000).

Note: See Appendix G for a list of valid Industry Certification Identifiers

*S5 If **Industry Certification Outcome** is equal to "P", the **Industry Certification Date Earned** must be a valid MMDDYYYY date that is not in the future. For all other **Industry Certification Outcomes**, the **Industry Certification Date Earned** must be blank.

*S6 Course Number must be a valid postsecondary CTE Course Number on Appendix G or if not applicable submit all zeroes (0000000).

Note: For more information on Course Numbers refer to Appendix G in the CBO Database Handbook.

~~*S7 **Section Number** must not be all zeroes, if valid **Course Number** is submitted~~

VALIDATION ERRORS

The following validation codes are to be used with the Adult Validation Error Report. Validations differ from edit errors as edits check individual records in a single format for required data, and validations check data across formats. For example, a standard Validation check makes sure that every submitted Adult Demographic record has at least one matching (same reporting period) Adult Course record. Please see the error codes listed below for an explanation of what type of validation error was found.

Error Code	Explanation
*V1A	For Survey periods 11, 1, 2, and 3 each Adult Demographic record must have a matching Adult Course record based on **CBO number**, **Student Number Identifier**, **Survey Period Code**, and **Reporting Year**.
*V1B	For Survey periods 11, 1, 2, and 3 each Adult Course record must have a matching Adult Demographic record based on **CBO number**, **Student Number Identifier**, **Survey Period Code**, and **Reporting Year.**
*V2	If a **Literacy Completion Point Code** is not equal to "Z", then there must be at least one matching test record on the Adult Test Record format based on **CBO number**, **Student Number Identifier**, **Survey Period Code**, and **Reporting Year**. Not required for Survey 11.
*V3	If a student is awarded a **Literacy Completion Point Code**, then an **Adult Test Score** must be high enough to award the point level (LCP) awarded. Not required for Survey 11.

Example:

Course	Test	Highest LCP Awarded	Highest Score Reported	
9900040	BSL	"C"	63	Validation Error
9900040	BSL	"C"	64	No Error
9900002	TAB	"G"	502	Validation Error
9900003	CAS	"K"	225	Validation Error
9900001	TAB	"C"	506	Validation Error

*V4 A student may NOT be awarded a **Literacy Completion Point Code** of "F" and be tested using the Best Literacy test. Best Literacy does not have high enough scores to exit students out of Advanced ESOL. To earn a **Literacy Completion, Point Code** of "F", a student MUST be tested with Best Plus. Not required for Survey 11.

~~*V5 For Surveys 11, 1, 2, and 3 each Adult Course record must have a matching Adult Demographic record based on **CBO number**, **Student Number Identifier**, **Survey Period Code**, and **Reporting Year**.~~

*V5 If the **Adult General Education Program Code** is equal to 9900000, 9900010, 9900040, 9900050, or 9900130 a matching Adult Demographic record based on **CBO Number**, **Institutional Site #, Student Number Identifier, Survey Period Code, and Reporting Year**, must exist, where the age of the student is at least 16, on the **Date of Entry, Program/Course**.

*V6 For Surveys 11, 1, 2, and 3 each Supplemental Record must have a matching Adult Course record based on **CBO number**, **Student Number Identifier**, **Survey Period Code**, and **Reporting Year.**