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

Comprehensive Management Information System
Automated Student Reporting Format

1999-2000 Teacher Course

1.   Submit a separate record for each combination of Course Number, Section Number, Period Number and Social Security Number operating during reporting periods 1-4 and 9. The combination of course number, section number and period number must be the same as that reported for each student in this class.

2.   DAYS IN TERM: For PK-12 short courses, Days in Term will be the actual number of days scheduled. For Prekindergarten Early Intervention courses, Days in Term will be the actual number of days scheduled for the term being reported. For reporting periods 1 and 4, Days in Term will be the actual Summer Session days.

3.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 13, and 20. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only	9 Track (odd Parity)	Date: April 1999
A/N = Alphanumeric	1600 or 6250 BPI, EBCDIC	Effective Date: July 1999
N = Numeric only	Label Information_____	
Z = Zoned Numeric	Record size _____	Format No.: 6283
P = Packed decimal	Block size _____	
R = Right justified		Record Type: 1 of 1
leading zeros		
L = Left justified		Activity No.: DB9 15C

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two digit number for the current school district or other agency which is providing instruction or services. See DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Instruction/Service**
				The state assigned four digit school number of the school which provides instruction or services during the current school year.

    Number   Definition

    0001-9899   District school sites assigned a unique number in the state Master School ID File.

    C901-C928   DPS/MIS reporting number for public community colleges in Florida.

    U970-U978   DPS/MIS reporting number for public state universities in Florida.

    N999   DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.

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Item Number	From-To	Size	Field Char.	Field Description
				P001-P999 DPS/MIS reporting number for eligible postsecondary non-public colleges and universities.
				See Appendix F and Appendix K of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for Florida Public Community College, State University and Private Postsecondary Reporting Numbers.
3	**7-7**	**1**	**A/N**	**Survey Period Code**
				A code representing one of the state reporting periods.
				<u>Code</u> <u>Definition</u>
				1 July
				2 October
				3 February
				4 June
				9 December
4	**8-11**	**4**	**N**	**Fiscal Year**
				The state fiscal year (running from July 1 through June 30) for which the report data are applicable.
				Example: 8788 Fiscal Year July 1, 1987 - June 30, 1988
5	**12-18**	**7**	**A/N**	**Course Number**
				The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in section 236.081, F.S
				The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions:
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Lecture Courses: Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number. Lab Courses: Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L. Example: PHY1050L would be reported PHYL050 Combined Lecture & Lab Courses: Postsecondary Format = XXX9999C in the statewide Course Numbering System. Replace the first numeric character with C. Example: PHY1050C would be reported PHYC050
6	**19-23**	**5**	**A/N**	**Section Number**
				Section number identifies separate groupings of students enrolled in the same course. XXXXX A unique offering of a course in which the student is enrolled.
7	**24-27**	**4**	**N**	**Period Number**
				A period is defined as the instructional time of the school day during which a class or section of a course is offered. Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period. Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Examples follow:
				0000 Any class that meets prior to the first period of the regular school day.
				0002 A class beginning before the regular school day and ending second period.
				0101 A one period course beginning and ending the first period.
				0203 A two period course beginning period two and ending period three.
				0406 A three period course beginning period four and ending period six.
				0106 A self-contained elementary course meeting all day.
				Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first two characters as the first period the class meets during the week and use 88 for the third and fourth characters.
				0288 A class which meets period two on Monday and period four on Wednesday.
				Adult classes should be coded as 9999.
8	**28-29**	**2**	**A/N/R**	**Facility Type**
				A facility in which school district instructional services or classes are conducted. Where more than one facility type is used to provide instruction in the course, report only the main facility. For state reporting, code the facility type for each course where instruction or services are provided in one of the following: (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Code Definition
				00 School District Facility
				01 Church
				02 Hospital
				03 HRS Residential Institution
				04 HRS Community Based Program
				05 State Correctional Facility
				06 Federal Correctional Facility
				07 County Correctional Facility
				08 City Correctional Facility
				09 Other Facility operated or owned by an agency or other provider other than the school district in which instructional services or classes are conducted.
				10 Home
				11 Work Site
				12 Public Library
				13 Community Based Organization Center
				14 Private Residential Facility
				15 Private Day School
				16 Learning Center
				17 Community Correctional Programs
				18 Public/Private Nonprofit Organizations.
9	**30-32**	**3**	**N/R**	**Days in Term (for FTE purposes)**
				The number of school days in the term for which the course is scheduled to meet during the term reported for the survey. Survey periods 2 and 3 should have the value 090. Survey periods 1 and 4 (Summer Sessions) record the actual number of days the course meets. For adult short courses in all surveys, record the actual number of days the course meets.

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Item Number	From-To	Size	Field Char.	Field Description
10	**33-33**	**1**	**A/N**	**Filler**
11	**34-34**	**1**	**A/N**	**Filler**
12	**35-44**	**10**	**N/R**	**Florida Educators Certificate Number**
				The ten digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with the assignment codes below: Code Definition 0000000000 Employee has no assigned certificate number 0000000001- The regular number assigned by the 0000899999 Certification Section of the Florida Department of Education. 0000999999 A number assigned to a community college or university instructor for reporting purposes. 9999999999 A number assigned to a teacher providing special education programs through contractual arrangements in a non-public school or facility in accordance with Rule 6A-6.0361, FAC.
13	**45-54**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration. Report for all instructional staff.
14	**55-55**	**1**	**A/N**	**Filler**

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Item Number	From-To	Size	Field Char.	Field Description
15	**56-56**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting record.
				<table><tr><td>Code</td><td>Definition</td></tr><tr><td>A</td><td>Add Record</td></tr><tr><td>C</td><td>Update Record (Change)</td></tr><tr><td>D</td><td>Delete Record</td></tr></table>
16	**57-57**	**1**	**A/N**	**Certification/Licensure Status**
				A code indicating the type of state certification/licensure status applicable to the teacher's position.
				Code Definition
				I Instructional staff teaching in-field
				O Instructional staff appointed by school board out-of-field, under Rule 6A-1.0503(3), FAC or Rule 6A-1.0502, FAC.
				NOTE: Out-of-field staff should include those who were employed on an emergency, provisional or other basis if they did not hold standard state certification or licensure for the position to which they were assigned.
17	**58-60**	**3**	**N**	**Full-Time Aide Indicator**
				A number that indicates the percentage of one full-time aide for the class being reported.
				Code Definition
				NNN A three digit numeric field that would represent the percentage of one full-time equivalent aide for the class being reported.
				(CONTINUED ON NEXT PAGE)

DB9 15C Exp. 06/30/01

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Item Number	From-To	Size	Field Char.	Field Description
				Examples: NNN
				100 (100%) = One full-time equivalent teacher aide assigned to this class.
				050 (50%) = 1/2 full-time equivalent teacher aide assigned to this class.
				033 (33%) = 1/3 full-time equivalent teacher aide assigned to this class.
				025 (25%) = 1/4 full-time equivalent teacher aide assigned to this class.
				NOTE: This element refers to the assignment of a percentage of an aide full-time to an individual teacher for the school day.
18	**61-61**	**1**	**A**	**Primary Instructor Indicator**
				A code that indicates the primary instructor for a class.
				Code Definition Y Teacher is the primary instructor for this class. N Teacher is not the primary instructor for this class.
19	**62-81**	**20**	**A/N**	**Course Title, Abbreviated**
				The abbreviated title assigned to courses listed in the Course Code Directory.
				NOTE: For state reporting, this element is required when the Course Number being reported is for a Special Topics Course.
20	**82-82**	**1**	**A/N**	**Term**
				The time of the school year during which the student was enrolled in courses. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<table><tr><td>Code</td><td>Definition</td><td>Code</td><td>Definition</td></tr><tr><td>1</td><td>Semester 1</td><td>H</td><td>Quinmester 4</td></tr><tr><td>2</td><td>Semester 2</td><td>I</td><td>Quinmester 5</td></tr><tr><td>3</td><td>Annual</td><td>J</td><td>Six Weeks 1</td></tr><tr><td>4</td><td>Summer Session 1</td><td>K</td><td>Six Weeks 2</td></tr><tr><td>5</td><td>Summer Session 2</td><td>L</td><td>Six Weeks 3</td></tr><tr><td>6</td><td>Quarter 1</td><td>M</td><td>Six Weeks 4</td></tr><tr><td>7</td><td>Quarter 2</td><td>N</td><td>Six Weeks 5</td></tr><tr><td>8</td><td>Quarter 3</td><td>O</td><td>Six Weeks 6</td></tr><tr><td>9</td><td>Quarter 4</td><td>R**</td><td>Short Course</td></tr><tr><td>B</td><td>Trimester 1</td><td>S</td><td>Combined Summer</td></tr><tr><td>C</td><td>Trimester 2</td><td></td><td>Session</td></tr><tr><td>D</td><td>Trimester 3</td><td>T*</td><td>Intersession 1</td></tr><tr><td>E</td><td>Quinmester 1</td><td>U*</td><td>Intersession 2</td></tr><tr><td>F</td><td>Quinmester 2</td><td>V*</td><td>Intersession 3</td></tr><tr><td>G</td><td>Quinmester 3</td><td>W*</td><td>Intersession 4</td></tr><tr><td></td><td></td><td>X*</td><td>Intersession 5</td></tr></table> *NOTE: Intersessions are only to be used for year-round school recordkeeping. **NOTE: Short Course is to be used only for Workforce Development Education (adult general education and postsecondary vocational education).
21	**83-160**	**78**	**A/N**	**Filler**