Revised Date: April 1999
Effective Date: July 1999

Florida Department of Education
Education Information and Accountability Services/
Workforce Development Information System (WDIS)

Comprehensive Management Information System
Automated Student Reporting Format

1999-2000 WDIS Adult General Education Student Course

This format is reported three times per year using the Survey Period Codes F (Fall), W (Winter), and S (Summer). Submit a separate record in the reporting periods noted above for each student in membership in an Adult Basic or Adult Secondary Education course at any time during the relevant reporting period. This reporting format and its data elements apply only to adult general education students and courses/programs as specified by CS/SB1688 as passed by the 1997 Legislature.

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

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 1999 Effective Date: July 1999 Format No.: 6942 Record Type: 1 of 1 Activity No.: DB9 48C

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**

				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.
				
				    <u>Number</u> <u>Definition</u>
				
				    0001-9899 District school sites assigned a unique number in the state Master School ID File.
				
				    N998 DPS/MIS reporting number for home education setting.
				
				    N999 DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.

3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students. (CONTINUED ON NEXT PAGE)

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				If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X". nnnnnnnnX Example: 123456789X If a student does not have a social security number, the school district should assign a number using the common method statewide. First 2 Digits NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. Last 8 Digits NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See data element number 175625 of the DOE Information Data Base Requirements: Volume I - Automated Student Information System for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code**
				F - Fall W - Winter S - Summer
5	**18-21**	**4**	**N**	**Fiscal Year**
				The state fiscal year (running from July 1 through June 30) for which the reported data are applicable. NNNN Example: 8788 Fiscal Year July 1, 1987 through June 30, 1988

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Item Number	From-To	Size	Field Char.	Field Description
6	**22-23**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two digit number for the school district which provides instruction or other services. See DOE Information Data Base Requirements: Volume I -- Automated Student Information System, Appendix C, for acceptable codes.
7	**24-27**	**4**	**A/N/R**	**School Number, Current Instruction/Service**
				The state assigned four digit school number which provides instruction or other services during the current school year. Number Definition 0001-9899 District school sites assigned a unique number in the State Master School ID File.
8	**28-34**	**7**	**A/N**	**Course Number**
				The official state number assigned to school district, community college, or state university courses listed or referenced in the state Course Code Directory 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: Lecture Courses: Postsecondary = XXX9999 in the format Statewide Course Numbering System. Use the actual 7 character alphanumeric course number. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Lab Courses:
				Postsecondary = XXX9999L in the format Statewide Course Numbering System. Replace the first numeric character with L.
				Example: PHY1050L would be reported as PHYL050.
				Combined Lecture and Lab Courses:
				Postsecondary = XXX9999C in the format Statewide Course Numbering System. Replace the first numeric character with C.
				Example: PHY1050C would be reported as PHYC050.
9	**35-39**	**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.
10	**40-43**	**4**	**N**	**Period Number**
				A period is defined as the instructional time of the school day during which a class or section of a course is offered. Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period.
				Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), 9990, and 9999.
				Examples follow:
				0000 Any class that meets prior to the first period of the regular school day.
				0002 A class beginning before the regular school day and ending second period.
				0101 A one period course beginning and ending the first period.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				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.
11	**44-45**	**2**	**A/N**	**Grade Level**
				The student's current grade level placement or the grade level for which data are being reported:
				<u>Code</u> <u>Definition</u>
				09-12 Ninth through twelfth grade
				23 Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year
				30 Adult Nonhigh School graduate
				31 Adult, High School graduate
				NOTE: If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.

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Item Number	From-To	Size	Field Char.	Field Description
12	**46-52**	**7**	**A/N**	**Vocational/ Adult General Education Program Code**
				For secondary students, record the seven digit numeric program code listed in the <u>Course Code Directory</u>, which is associated with the vocational course in which the student is enrolled. For all postsecondary adult vocational and adult general education students, record the seven digit alphanumeric program code listed in the <u>Course Code Directory</u>.
13	**53-53**	**1**	**A/N**	**Vocational/Adult General Education Termination Code**
				The termination code indicates the status of the student at the end of the year (secondary) or term (postsecondary). The year or term must have ended prior to reporting the termination code.

<div style="margin-left: 2em;">

<u>Code</u>	<u>Definition</u>
C	A student who has <u>completed</u> a planned sequence of competencies or courses and met all the requirements of the institution for occupational or literacy completion. This student has achieved one or more literacy completion points or occupational completion points and **exited the program**.
S	A secondary student who has achieved an occupational or literacy program completion and exited the program, <u>but is still in secondary school</u>.
R	A student who is **remaining in the occupational or literacy instruction**.
Z	None of the above. See the secondary vocational data base handbook and the district workforce development education data base handbook for lists of codes and titles for which the termination code will always be Z.

</div>

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Item Number	From-To	Size	Field Char.	Field Description
14	**54-56**	**3**	**A/N**	**Withdrawal Code, Adult**
				A state defined code indicating the status under which the adult student withdrew from a course. See Appendix B: Attendance Recordkeeping Required Codes for Adults.
15	**57-57**	**1**	**A/N**	**Adult Educational Functioning Level, Initial**
				A code indicating the Adult Basic Education or English Language functioning level of the adult student upon initial entrance into the class. A student may be assigned only one initial adult educational functioning level on each reporting record. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult Basic Education (ABE), Adult ESOL, or Adult VESOL.

For the initial **Adult Basic Education** functioning level, use the following codes to relate functioning levels to grade levels. See Appendix M for grade levels crosswalked by year.

Code	Definition
B	Beginning Literacy (Grade level 0 through 1.9).
F	Beginning Adult Basic Education (Grade level 2.0 through 3.9).
H	Beginning Adult Basic Education (Grade level 4.0 through 5.9).
J	Intermediate Adult Basic Education (Grade level 6.0 through 8.9).
N	Adult Secondary Education (grade level 9.0 through 12.9, but without a high school diploma or its equivalent).
P	Adult Secondary Education through grade level 12.9, with a high school diploma or its equivalent.

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Item Number	From-To	Size	Field Char.	Field Description
				For the <u>initial **Adult ESOL** functioning level</u>, use the following codes to relate functioning level to Student Performance Levels (SPLs).
				<u>Code</u> <u>Definition</u>
				2 Literacy/Foundation, SPL 0-2
				3 Low Beginning, SPL 3
				4 High Beginning, SPL 4
				5 Low Intermediate, SPL 5
				6 High Intermediate, SPL 6
				7 Advanced, SPL 7
				For the <u>initial **Adult VESOL** functioning level</u>, use the following codes to relate functioning level to Student Performance Levels (SPLs).
				<u>Code</u> <u>Definition</u>
				C Beginning, SPL 2-3
				D Intermediate, SPL 4-5
				E Advanced, SPL 6-7
16	**58-58**	**1**	**A/N**	**Adult General Education Priority Code**
				The priority of service under which an adult general education student is enrolled in this course.
				<u>Code</u> <u>Definition</u>
				1 Adult students who demonstrate skills at less than a fifth grade educational level as measured by tests approved for this purpose by the State Board of Education, and who are studying to achieve basic literacy.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Code Definition
				2 Adult students who demonstrate skills at or above the fifth grade level but below the ninth grade level as measured by tests approved for this purpose by the State Board of Education, and who are studying to achieve functional literacy.
				3 Adult students earning credit required for a high school diploma or preparing for the Test of General Education Development (GED).
				4 Adult students who have high school diplomas and require specific improvement of academic or learning skills before pursuing post-secondary education goals to obtain or maintain employment, or to benefit from post-secondary vocational education programs.
				5 Adult students who have high school diplomas and require specific improvement of academic or learning skills before pursuing post-secondary education goals to pursue degree-credit collegiate academic education or postsecondary vocational degree programs.
				6 Adult students enrolled in adult basic education or adult secondary education who have a high school diploma and do not demonstrate skills below the ninth grade level as assessed by an assessment instrument approved by the Department of Education.
				NOTE: The priority code 6 participants are not fee exempt.

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Item Number	From-To	Size	Field Char.	Field Description
17	**59-59**	**1**	**A**	**Vocational/Adult General Education, Disability, Student**
				A code indicating whether the postsecondary vocational or adult general education student is self-identified as disabled.
				<u>Code</u> <u>Definition</u>
				I Self-identified, documented, and receiving special instruction/services in order to take full advantage of or respond to educational programs and opportunities.
				N Self-identified, but neither requesting nor requiring special instruction/services.
				Z Not applicable or not self-identified.
18	**60-63**	**4**	**A/N**	**Filler**
19	**64-64**	**1**	**A**	**Special Appropriation**
				Indicate the status of the student, for the instruction and term being reported, regarding service from the special appropriation for <u>adults with disabilities</u>.
				<u>Code</u> <u>Definition</u>
				A This student was served from the special appropriation and **WAS NOT** supported from the Workforce Development Education Fund.
				B This student was served from the special appropriation and **ALSO WAS** supported from the Workforce Development Education Fund.
				C This student **WAS NOT** served from the special appropriation.

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Item Number	From-To	Size	Field Char.	Field Description
20	**65-67**	**3**	**A**	**Vocational/Adult General Education Suffix Code**
				The following codes are used to identify certain characteristics. As many alphabetic responses as apply may be entered in any order.
				<u>Code</u> <u>Definition</u>
				I The <u>secondary</u> vocational student is incarcerated in a correctional institution, meaning any prison, jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center or similar institution designed for confinement or rehabilitation of criminal offenders.
				V The <u>postsecondary</u> Workforce Development Education (adult general education and postsecondary vocational) student is a veteran.
				J The <u>secondary or postsecondary</u> student is JTPA (Job Training Partnership Act) sponsored for this instruction.
				Z Not applicable for this <u>secondary or postsecondary</u> student.
21	**68-68**	**1**	**A**	**Adult Fee Status**
				Indicate using the codes below, the fee status of adult general education and postsecondary vocational students.
				<u>Code</u> <u>Definition</u>
				R <u>Fee Required</u>: Fee payment required. Fee has not been waived or deferred and student fee is nonexempt.
				W <u>Fee Waived</u>: Eligible fee has been waived. Students in adult programs whose fees are waived by district school board policy. In-Kind contributions in lieu of fee payments are classified as fee waivers.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u> D <u>Fee Deferred</u>: Eligible fee has been deferred. Nonexempt, nonfee waived students in adult programs whose fees are deferred: 1. when financial aid from federal or state assistance program is delayed in transmission to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid; 2. when a veteran or other student eligible for benefits under Chapter 32, 34, or 35 Title 38 U.S. Code, upon his request, is delayed in the receipt of benefits for payment of tuition fees; 3. when the district has a written authorization for payment or charges for fees, books, and supplies from an approved business, industry, governmental unit, non-profit organization, or civic organization; or 4. when fees are delayed because of a district adopted criterion of need or adoption installment payment schedule. <u>Fee Exempt Categories</u> <u>Code</u> <u>Definition</u> F <u>Fee Exempt</u>: The student does not have a high school diploma or its equivalent; and is enrolled in adult basic skills, adult secondary education or vocational preparatory instruction for the purpose of achieving basic literacy or receiving a high school diploma or its equivalent. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Fee Exempt Categories, continued
				Code Definition
				G Fee Exempt: The student has a high school diploma or its equivalent; and is enrolled in adult basic skills, adult secondary education or vocational preparatory instruction; and has basic skills which have been determined to be at or below the eighth grade level as provided for by State Board Rule.
				H Fee Exempt: The student is enrolled in vocational preparatory courses as defined in Section 239.213, F.S.
				I Fee Exempt: The student is a dependent of a deceased or disabled veteran pursuant to Section 295.01 or 295.016, F.S.
				J Fee Exempt: The student is a dependent of a special risk member as defined in Section 121.021(15), F.S.
				K Fee Exempt: The student is enrolled in approved apprenticeship programs as defined in Section 446.021, F.S.
				L Fee Exempt: The student is mentally handicapped (as defined in Rule 6A-6.03011, FAC).
				M Fee Exempt: The student is receiving foster care board payment pursuant to Section 409.145(3), F.S., or Parts III and V Chapter 39 for whom the permanency planning goal pursuant to Part V of Chapter 39 is long term foster care or independent living, or who was adopted from the Department of Children and Family Services after December 31, 1997.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Fee Exempt Categories, continued
				N <u>Fee Exempt</u>: The student is enrolled in an employment and training program pursuant to Section 414.025, F.S. (WAGES).
				P <u>Fee Exempt</u>: Any student who lacks a fixed, regular and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary living accommodations, an institution that provides a temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings as defined in Section 230.645(2)(g), F.S.
22	**69-76**	**8**	**A/N**	**Filler**
23	**77-77**	**1**	**A/N**	**Co-Enrolled Student, Adult General Education**
				The following codes are used to identify <u>secondary</u> students (grades 9-12 and without a high school diploma or its equivalent) who are currently enrolled in a secondary school and taking a <u>secondary</u> course through adult general education. The course is to be counted toward their required courses for secondary high school graduation.
				<u>Code</u> <u>Definition</u>
				Y Co-Enrolled student
				N Not a Co-Enrolled student

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Item Number	From-To	Size	Field Char.	Field Description
24	**78-81**	**4**	**N**	**Vocational/Adult General Education Student Membership Hours**
				Vocational/Adult General Education Student Membership Hours represents the total number of hours that the student was in membership in the vocational/adult general education class for the year (secondary) or term (postsecondary). NNNN Example: 0900
25	**82-82**	**1**	**A**	**Transaction Code**

				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.
				
				        <u>Code</u> <u>Definition</u>
				
				        A Add Record
				        C Update Record (Change)
				
				        D Delete Record

26	**83-83**	**1**	**A/N**	**Adult General Education Functioning Level, Final**
				A federally-defined code indicating the Adult Basic Education or English Language functioning level of the adult general education student for the class at the end of the reporting period. A student may be assigned only one final adult educational functioning level on each reporting record. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult Basic Education (ABE), Adult ESOL, or Adult VESOL. For the final **Adult Basic Education** functioning level, use the following codes to relate functioning levels to grade levels. See Appendix M for grade levels crosswalked by year. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u>
				B Beginning Literacy (Grade Level 0 through 1.9)
				F Beginning Adult Basic Education (Grade Level 2.0 through 3.9)
				H Beginning Adult Basic Education (Grade Level 4.0 through 5.9)
				J Intermediate Adult Basic Education (Grade Level 6.0 through 8.9)
				N Adult Secondary Education (grade level 9.0 through 12.9, but without a high school diploma or its equivalent).
				P Adult Secondary Education through grade level 12.9, with a high school diploma or its equivalent.
				For the <u>final **Adult ESOL** functioning level</u>, use the following codes to relate functioning level to Student Performance Levels (SPLs).
				<u>Code</u> <u>Definition</u>
				2 Literacy/Foundation, SPL 0-2
				3 Low Beginning, SPL 3
				4 High Beginning, SPL 4
				5 Low Intermediate, SPL 5
				6 High Intermediate, SPL 6
				7 Advanced, SPL 7
				For the <u>final **Adult VESOL** functioning level</u>, use the following codes to relate functioning level to Student Performance Levels (SPLs).
				<u>Code</u> <u>Definition</u>
				C Beginning, SPL 2-3
				D Intermediate, SPL 4-5
				E Advanced, SPL 6-7

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Item Number	From-To	Size	Field Char.	Field Description
27	**84-84**	**1**	**A/N**	**Term**
				The time of the school year during which the student was enrolled in courses.

Code	Definition	Code	Definition
1	Semester 1	J	Six Weeks 1
2	Semester 2	K	Six Weeks 2
3	Annual	L	Six Weeks 3
4	Summer Session 1	M	Six Weeks 4
5	Summer Session 2	N	Six Weeks 5
6	Quarter 1	O	Six Weeks 6
7	Quarter 2	R**	Short Course
8	Quarter 3	S	Combined Summer Session
9	Quarter 4	
B	Trimester 1	T*	Intersession 1
C	Trimester 2	U*	Intersession 2
D	Trimester 3	V*	Intersession 3
E	Quinmester 1	W*	Intersession 4
F	Quinmester 2	X*	Intersession 5
G	Quinmester 3	
H	Quinmester 4	
I	Quinmester 5	

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

**Note: To be used only for Workforce Development.

| **28** | **85-87** | **3** | **A/N** | **Cost Reporting Code** |
| | | | | Indicate which of the following represents the predominant Workforce Development cost reporting code under which this student was served for this instruction this term. <u>Any student whose instruction was supported from the special appropriation for adults with disabilities is to be reported as "450", regardless of the amount of support or the presence of additional support under another code.</u>

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Item Number	From-To	Size	Field Char.	Field Description
				Code Description 340 **Continuing Workforce Education** instruction under the seven-digit code assigned to this program/course (E910100). 350 Postsecondary vocational instruction under any of the Course Code Directory seven-digit codes assigned to **vocational certificate** programs/courses. 360 Postsecondary vocational instruction under any of the Course Code Directory seven-digit codes assigned to **applied technology diploma** programs/courses. 370 Postsecondary vocational instruction using the **apprenticeship method of instruction.** 400 **Adult general education** instruction under any of the Course Code Directory seven-digit codes assigned to adult general education, including any other course codes in the directory that are reported under an adult general education program code. 450 Adults with disabilities whose instruction was supported under the 1998-99 **Special Appropriation For Adults With Disabilities**. The student met one of the two criteria for this funding: EITHER the student was categorized as one whose expected time to completion of a program exceeded twice that of a similar program for nondisabled students; OR the student's individualized education plan did not include competitive employment as a goal.
29	**88-99**	**12**	**A/N**	**Filler**

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Item Number	From-To	Size	Field Char.	Field Description
30	**100-107**	**8**	**N**	**Date of Entry**
				The numeric representation of the date on which this student entered in the program with which this course is associated. <u>This is not a re-entry date.</u> MMDDYYYY Example: 08241998 = August 24, 1998
31	**108-109**	**2**	**A/N**	**Filler**
32	**110-115**	**6**	**A/N**	**Vocational/Adult General Education Completion Point Code**
				These codes are used only for adult general education and vocational students to identify the literacy completion points and occupational completion points achieved by the student during the term. Codes Description A-Y Select the appropriate alphabetic codes (from the applicable list in the appropriate data base handbook) that most closely describe the literacy or occupational achievement(s) of the student in the term. Select as many codes as apply, and report them in the order in which they were achieved by the student during the term. 8 Use the numeric code "8" to indicate that an exceptional student who is coded as an "E" on the Vocational Instructional Setting/Method data element, with an IEP that features a modified occupational outcome, achieved that modified occupational completion this term. If the student also achieved one or more listed occupational codes during the term, enter those codes and the "8" in the order in which they were received. <u>The code "8" is not to be used for literacy completion points for adult general education</u>. (CONTINUED ON NEXT PAGE)

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1999-2000 WDIS Adult General Education Student Course

Item Number	From-To	Size	Field Char.	Field Description
				Z Not applicable. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank. NOTE: These codes are to be reported on the format that is associated with the type of student for whom the record is being submitted. Adult High School and Co-enrolled student LCPs are reported as two characters, as illustrated in the Workforce Development Education Data Base Handbook.
33	**116-120**	**5**	**A**	**Financial Assistance**
				Indicate whether the vocational or adult general education student received any of the following forms of need-based financial assistance for the instruction and term being reported. The record is for the year for secondary vocational and for the term for postsecondary vocational and adult general education. Enter as many responses as apply, left justified. <u>Code</u> <u>Definition</u> A Pell Grant B SEOG - Supplemental Educational Opportunity Grant C Workstudy D ITA - Individual Training Account through the Workforce Investment Act E Other need-based financial assistance, such as scholarships or loans Z Not receiving need-based financial assistance for this instruction
34	**121-160**	**40**	**A/N**	**Filler**