

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

Revised Date: October 2001  
Effective Date: July 2002

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

**2002-2003 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 and 9. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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<b>Item No.</b>	<b>From-To</b>	<b>Size</b>	<b>Field Char.</b>	<b>Field Description</b>
1	1-2	2	N/R	Filler
2	3-6	4	A/N/R	Filler
3	7-16	10	A/N	<b>Student Number Identifier, Florida</b>
				<p>A ten-character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students and postsecondary vocational students.</p> <p><u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by an "X."</u></p> <p align="center">nnnnnnnnX      Example: 123456789X</p> <p>If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.</p> <p align="center"><u>First Two Digits</u></p> <p align="center">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.</p> <p align="center"><u>Last Eight Digits</u></p> <p align="center">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.</p> <p>If a student does not provide a social security number at the time of entry, but later provides a social security number, the district must update the Student Number Identifier, Florida with the verified social security number.</p> <p>See Student Number Identifier - Alias, Florida data element for more information concerning changes to the Student Number Identifier, Florida.</p> <p>NOTE: Section 229.559, F.S. requires school districts to request a social security number for each student in grades PK - Adult who enroll or who are enrolled in school. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.</p> <p>NOTE: Districts may maintain a separate local student number identifier.</p>

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<b>4</b>	<b>17-17</b>	<b>1</b>	<b>A/N</b>	<p><b>Survey Period Code</b></p> <p>A code representing one of the state reporting periods.</p> <p><u>CODE</u>    <u>TIME OF REPORT</u></p> <p>          1        July</p> <p>          2        October</p> <p>          3        February</p> <p>          4        June</p> <p>          5        End of Year</p> <p>          9        December</p> <p>          F        Fall (for reporting all Summer instruction in WDIS)</p> <p>          W        Winter (for reporting all Fall instruction in WDIS)</p> <p>          S        Summer (for reporting all Winter or Winter/Spring instruction in WDIS)</p>
<b>5</b>	<b>18-21</b>	<b>4</b>	<b>N</b>	<p><b>WDIS Reporting Year</b></p> <p>The Workforce Development Information Services (WDIS) reporting year commencing with the beginning of the WDIS summer classes and terminating with the ending of WDIS winter or winter/spring classes <u>as defined by the district's calendar.</u></p> <p><u>CODE</u>    <u>Example</u></p> <p>YYYY    0001</p> <p>Note: "WDIS Reporting Year" is neither "Fiscal Year" nor "School Year" as currently defined in the student database.</p>

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<b>6</b>	<b>22-23</b>	<b>2</b>	<b>N/R</b>	<p><b>District Number, Current Instruction/Service</b></p> <p>The two-digit number for the current school district or other agency which is providing instruction or services. See Appendix C: District Name Table.</p> <table border="0"> <tr> <td align="center"><u>CODE</u></td> <td align="center"><u>DEFINITION</u></td> </tr> <tr> <td align="center">01 - 70 &amp; 72 - 76</td> <td align="center">State assigned number for school district or other agency</td> </tr> </table>	<u>CODE</u>	<u>DEFINITION</u>	01 - 70 & 72 - 76	State assigned number for school district or other agency								
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<b>7</b>	<b>24-27</b>	<b>4</b>	<b>A/N/R</b>	<p><b>School Number, Current Instruction/Service</b></p> <p>The state assigned four-digit number of the school which provides instruction or services during the current school year.</p> <table border="0"> <tr> <td align="center"><u>CODE</u></td> <td align="center"><u>DEFINITION</u></td> </tr> <tr> <td align="center">0001 - 9899</td> <td align="center">District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td align="center">C901 - C928</td> <td align="center">DPS/MIS reporting number for public community colleges in Florida.</td> </tr> <tr> <td align="center">U970 - U978</td> <td align="center">DPS/MIS reporting number for public state universities in Florida.</td> </tr> <tr> <td align="center">N999</td> <td align="center">DPS/MIS reporting number for out-of-state schools or PK-12 nonpublic in-state schools.</td> </tr> <tr> <td align="center">P001 - P999</td> <td align="center">DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities.</td> </tr> </table> <p>See Appendix F: Florida Public Community College and State University Reporting Numbers. Also see Appendix K: Private Postsecondary Institution Reporting Numbers.</p>	<u>CODE</u>	<u>DEFINITION</u>	0001 - 9899	District school sites assigned a unique number in the state Master School ID File.	C901 - C928	DPS/MIS reporting number for public community colleges in Florida.	U970 - U978	DPS/MIS reporting number for public state universities in Florida.	N999	DPS/MIS reporting number for out-of-state schools or PK-12 nonpublic in-state schools.	P001 - P999	DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities.
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10	40-43	4	N A/N	Filler																																
11	44-45	2	A/N	Grade Level																																
				<p>The student's current grade level placement or the grade level for which data are being reported:</p> <table border="0"> <thead> <tr> <th><u>CODE</u></th> <th><u>GRADE OR LEVEL</u></th> </tr> </thead> <tbody> <tr> <td>PK</td> <td>Prekindergarten</td> </tr> <tr> <td>KG</td> <td>Kindergarten</td> </tr> <tr> <td>01-12</td> <td>First through twelfth grade</td> </tr> <tr> <td>23</td> <td>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.</td> </tr> <tr> <td>30</td> <td>Adult, Nonhigh School graduate</td> </tr> <tr> <td>31</td> <td>Adult, High School graduate</td> </tr> </tbody> </table> <p>NOTE: If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.</p> <p>The grade level on the Statewide Assessment Program format represents the grade level the student was in at the time the test was administered.</p> <p>Obsolete Grade Level Codes are listed below:</p> <table border="0"> <tbody> <tr> <td>13</td> <td>Postsecondary Vocational Technical, first year (applicable for years prior to 1988-89)</td> </tr> <tr> <td>14</td> <td>Postsecondary Vocational Technical, second year (applicable for years prior to 1988-89)</td> </tr> <tr> <td>15</td> <td>Adult Vocational Technical, Supplemental (applicable for years prior to 1988-89)</td> </tr> <tr> <td>16</td> <td>Preapprenticeship-Vocational Technical (applicable for years prior to 1988-89)</td> </tr> <tr> <td>17</td> <td>Apprenticeship-Vocational Technical (applicable for years prior to 1988-89)</td> </tr> <tr> <td>20</td> <td>Adult General, Elementary (K-8) (applicable for years prior to 1988-89)</td> </tr> <tr> <td>21</td> <td>Adult General, Secondary (9-12) (applicable for years prior to 1988-89)</td> </tr> <tr> <td></td> <td>Instructional Services (applicable for years prior to 1987-88)</td> </tr> <tr> <td>24</td> <td>Adult Lifelong Learning (applicable for 1987-88 only)</td> </tr> </tbody> </table>	<u>CODE</u>	<u>GRADE OR LEVEL</u>	PK	Prekindergarten	KG	Kindergarten	01-12	First through twelfth grade	23	Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year.	30	Adult, Nonhigh School graduate	31	Adult, High School graduate	13	Postsecondary Vocational Technical, first year (applicable for years prior to 1988-89)	14	Postsecondary Vocational Technical, second year (applicable for years prior to 1988-89)	15	Adult Vocational Technical, Supplemental (applicable for years prior to 1988-89)	16	Preapprenticeship-Vocational Technical (applicable for years prior to 1988-89)	17	Apprenticeship-Vocational Technical (applicable for years prior to 1988-89)	20	Adult General, Elementary (K-8) (applicable for years prior to 1988-89)	21	Adult General, Secondary (9-12) (applicable for years prior to 1988-89)		Instructional Services (applicable for years prior to 1987-88)	24	Adult Lifelong Learning (applicable for 1987-88 only)
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<b>12</b>	<b>46-52</b>	<b>7</b>	<b>A/N</b>	<b>Vocational/Adult General Education Program Code</b>
				<p>For <u>secondary students</u>:</p> <p>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.</p> <p>For all <u>postsecondary adult vocational students</u>:</p> <p>Record the seven-digit alphanumeric program code listed in the <u>Course Code Directory</u>.</p> <p>For the <u>adult general education students</u>:</p> <p>Record the appropriate valid code from the <u>Course Code Directory</u>.</p>
<b>13</b>	<b>53-53</b>	<b>1</b>	<b>A/N</b>	<b>Filler</b>
<b>14</b>	<b>54-56</b>	<b>3</b>	<b>A/N</b>	<b>Filler</b>
<b>15</b>	<b>57-57</b>	<b>1</b>	<b>A/N</b>	<b>Adult Educational Functioning Level, Initial</b>
				<p><b>A federally-defined code indicating the Adult General Education or English Language functioning level of the adult student upon initial entrance into the course.</b></p> <p><b>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), Literacy for Adult ESOL Learners, Adult ESOL, or Adult VESOL.</b></p> <p><b>For the <u>initial Adult General Education functioning level</u>, use the following codes to relate functioning levels to grade levels. See Appendix M for grade levels crosswalked by year. If you use a “Comprehensive” course, enter the code for the lowest “score” and track that through the end of the reporting period.</b></p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p><b><u>CODE</u> <u>DEFINITION</u></b></p> <p>B      <b>ABE Beginning Literacy (grade level 0 through 1.9),</b></p> <p>F      <b>ABE Beginning Basic Education (grade level 2.0 through 3.9),</b></p> <p>H      <b>ABE Intermediate Low (grade level 4.0 through 5.9),</b></p> <p>J      <b>ABE Intermediate High (grade level 6.0 through 8.9),</b></p> <p>K      <b>Adult Secondary Education Low (grade level 9.0 through 10.9),</b></p> <p>L      <b>Adult Secondary Education High (grade level 11.0 through 12.9 WITHOUT a high school diploma or its equivalent),</b></p> <p>M      <b>Adult Secondary Education High (grade level 11.0 through 12.9, WITH a high school diploma or its equivalent).</b></p> <p>→ See the next page for the codes and definitions to be used for Literacy for Adult ESOL Learners, Adult ESOL and Adult VESOL initial functioning levels.</p> <p>For additional ESOL code conversions refer to the Division of Workforce Development's Technical Assistance Paper cited at <a href="http://www.firn.edu/doe/workforce/pdf/vocscr.pdf">http://www.firn.edu/doe/workforce/pdf/vocscr.pdf</a>.</p> <p>NOTE: When testing on an instrument that that assesses two or more subject areas, always place and promote the student according to the lowest score.</p> <p><b>Beginning in 2002-03 there is a new course called <i>Literacy For Adult ESOL Learners</i> for adult ESOL students who are <u>functioning initially at less than the second grade level AND who are illiterate in their native language</u>. For these students, use Code 1. Code 1 students should <u>not</u> be included in Codes 2-7 or Codes C, D, or E in the charts that follow.</b></p> <table border="1" data-bbox="722 1219 1793 1414"> <thead> <tr> <th>CODE</th> <th>DEFINITION</th> <th>CASAS SCORE</th> <th>TABE Grade Level Equivalents</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td><b>Literacy for Adult ESOL Learners</b></td> <td align="center"><b>0 - 190</b></td> <td align="center"><b>0.0-1.9</b></td> </tr> </tbody> </table>	CODE	DEFINITION	CASAS SCORE	TABE Grade Level Equivalents	1	<b>Literacy for Adult ESOL Learners</b>	<b>0 - 190</b>	<b>0.0-1.9</b>
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<b>17</b>	<b>59-59</b>	<b>1</b>	<b>A</b>	<b>Vocational/Adult General Education, Disability Student</b>								
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<b>21</b>	<b>68-68</b>	<b>1</b>	<b>A</b>	<b>Adult Fee Status</b>								
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				<p align="center">D</p> <p><u>Fee Deferred:</u> Eligible fee has been deferred. Nonexempt, nonfee waived students in adult programs whose fees are deferred:</p> <ol style="list-style-type: none"> <li>1. When financial aid from a federal or state assistance program is delayed in transmissions to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid;</li> <li>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;</li> <li>3. When the district has a written authorization for payment or charges for fees, books and supplies from an approved business, industry, governmental unit, nonprofit organization or civic organization; or</li> <li>4. When fees are delayed because of a district-adopted criterion of need or adopted installment payment schedule.</li> </ol> <p align="center"><u>Fee Exempt Categories</u></p> <table border="0"> <thead> <tr> <th align="center"><u>CODE</u></th> <th align="center"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td align="center">F</td> <td><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.</td> </tr> <tr> <td align="center">G</td> <td><u>Fee Exempt:</u> 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.</td> </tr> </tbody> </table> <p align="center">(CONTINUED ON NEXT PAGE)</p>	<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.	G	<u>Fee Exempt:</u> 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.
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				<p>I      <u>Fee Exempt:</u> The student is a dependent of a deceased or disabled veteran pursuant to Section 295.01 or 295.016, F.S.</p> <p>J      <u>Fee Exempt:</u> The student is a dependent of a special risk member (as defined in Section 121.021(15),F.S.)</p> <p>K      <u>Fee Exempt:</u> The student is enrolled in approved apprenticeship programs (as defined in Section 446.021, F.S.).</p> <p>L      <u>Fee Exempt:</u> The student is mentally handicapped (as defined in Rule 6A-6.03011, FAC.).</p> <p>M      <u>Fee Exempt:</u> 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 May 5, 1997.</p> <p>N      <u>Fee Exempt:</u> The student is enrolled in an employment and training program pursuant to Section 414.025, F.S. (WAGES).</p> <p>P      <u>Fee Exempt:</u> Any student that 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 designed for, or ordinarily used as, a regular sleeping accommodation for human beings (as defined in Section 230.645(2)(g),F.S.).</p>
<b>22</b>	<b>69-76</b>	<b>8</b>	<b>A/N</b>	<b>Filler</b>
<b>23</b>	<b>77-77</b>	<b>1</b>	<b>A/N</b>	<b>Filler</b>
<b>24</b>	<b>78-81</b>	<b>4</b>	<b>A/N</b>	<b>Filler</b>

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<b>25</b>	<b>82-82</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b> 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
<b>26</b>	<b>83-83</b>	<b>1</b>	<b>A/N</b>	<b>Filler</b>
<b>27</b>	<b>84-84</b>	<b>1</b>	<b>A/N</b>	<b>Filler</b>
<b>28</b>	<b>85-87</b>	<b>3</b>	<b>A/N</b>	<b>Cost Reporting Code</b> 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>CODE</u> <u>DEFINITION</u>  340            Continuing Workforce Education instruction under the seven-digit code assigned to this program/course (E910100).  350            Postsecondary vocational instruction under any of the <i>Course Code Directory</i> seven-digit codes assigned to vocational certificate programs/courses.  360            Postsecondary vocational instruction under any of the <i>Course Code Directory</i> 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 <i>Course Code Directory</i> seven-digit codes assigned to adult general education, including any other <u>course</u> codes in the directory that are reported under an adult general education <u>program</u> code.
<b>29</b>	<b>88-99</b>	<b>12</b>	<b>A/N</b>	<b>Filler</b>

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<b>30</b>	<b>100-107</b>	<b>8</b>	<b>A/N</b>	<b>Filler</b>						
<b>31</b>	<b>108-109</b>	<b>2</b>	<b>A/N</b>	<b>Filler</b>						
<b>32</b>	<b>110-115</b>	<b>6</b>	<b>A/N</b>	<b>Vocational/Adult General Education Completion Point Code</b>						
				<p>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 (postsecondary) or year (secondary).</p> <table border="0"> <thead> <tr> <th align="left"><u>CODES</u></th> <th align="left"><u>DESCRIPTION</u></th> </tr> </thead> <tbody> <tr> <td>A - Y</td> <td>Select the appropriate alphabetic code or codes (from the applicable list in the appropriate data base handbook) that most closely describes the literacy or occupational completion point achievement(s) of the student in the term. Select as many codes as apply, and report them <u>in the order in which they were achieved</u> by the student during the term.</td> </tr> <tr> <td>Z</td> <td>Not applicable, or the student is exiting the program without having achieved at least one CPC in that program. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank.</td> </tr> </tbody> </table> <p>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. For example, adult general education students with literacy completion points from the list of such codes are to be reported on the WDIS Adult General Education Student Course format. Adult High School and Co-enrolled student LCPs are reported as two characters, as illustrated in the Workforce Development Education Data Base Handbook.</p>	<u>CODES</u>	<u>DESCRIPTION</u>	A - Y	Select the appropriate alphabetic code or codes (from the applicable list in the appropriate data base handbook) that most closely describes the literacy or occupational completion point achievement(s) of the student in the term. Select as many codes as apply, and report them <u>in the order in which they were achieved</u> by the student during the term.	Z	Not applicable, or the student is exiting the program without having achieved at least one CPC in that program. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank.
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<b>33</b>	<b>116-120</b>	<b>5</b>	<b>A</b>	<p><b>Financial Assistance</b></p> <p>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 postsecondary vocational and adult general education. Enter as many responses as apply, left justified.</p> <table border="0"> <tr> <td align="center"><u>CODE</u></td> <td align="center"><u>DEFINITION</u></td> </tr> <tr> <td align="center">A</td> <td>Pell Grant</td> </tr> <tr> <td align="center">B</td> <td>SEOG - Supplemental Educational Opportunity Grant</td> </tr> <tr> <td align="center">C</td> <td>Workstudy</td> </tr> <tr> <td align="center">D</td> <td>ITA - Individual Training Account through the Workforce Investment Act</td> </tr> <tr> <td align="center">E</td> <td>Other need-based financial assistance, such as scholarships or loans</td> </tr> <tr> <td align="center">F</td> <td>District Financial Aid, need-based only (Section 239.117(8), F.S.)</td> </tr> <tr> <td align="center">Z</td> <td>Did <u>NOT</u> receive need-based financial assistance for this instruction</td> </tr> </table>	<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	F	District Financial Aid, need-based only (Section 239.117(8), F.S.)	Z	Did <u>NOT</u> receive need-based financial assistance for this instruction
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<b>34</b>	<b>121-124</b>	<b>4</b>	<b>N</b>	<p><b>WDIS Student Contact Hours</b></p> <p>For each postsecondary vocational and adult general education student, the WDIS Student Contact Hours shall be defined as <u>the number of scheduled class hours from that student's first day of enrollment in the class through the last day the class is scheduled in the reporting period.</u></p> <p>WDIS Student Contact Hours is a whole number, expressed in hours, assuming no decimal places and right justified with leading zeros.</p> <p><u>USE THIS INFORMATION FOR THE EXAMPLES THAT FOLLOW:</u></p> <p>In district XX there are 18 weeks in a semester. The WDIS class in question is scheduled to meet for one hour twice each week for a WDIS Class Length of 36 scheduled hours.</p> <p align="center">(CONTINUED ON NEXT PAGE)</p>																

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				<p><u>CODE</u>    <u>EXAMPLES</u></p> <p>NNNN    0036    The student enrolls in the first class. WDIS Student Contact Hours extend from the first class in which the student is enrolled through the last day the class is scheduled in the reporting period, regardless of attendance. For this student, WDIS Student Contact Hours for two one-hour classes a week for 18 weeks equal 36 hours. Code this student as 0036.</p> <p>NNNN    0032    The student enrolls in the fifth class (missing the first four classes). WDIS Student Contact Hours extend from the first class in which the student is enrolled through the last day the class is scheduled in the reporting period, regardless of attendance. For this student, WDIS Student Contact Hours for two one-hour classes a week for 18 weeks equals 36 hours <u>minus the four missed classes equal 32 hours</u>. Code this student as 0032.</p>
<b>35</b>	<b>125-160</b>	<b>36</b>	<b>A/N</b>	<b>Filler</b>