Revised Date: October 2001 Effective Date: July 2002

Comprehensive Management Information System Automated Student Reporting Format

2002-2003 WDIS Student Demographic Information

This format is reported three times per year using the Survey Period Codes F (Fall), W (Winter), and S (Summer). Submit a WDIS student demographic record for any student reported on any other WDIS reporting format for the survey period. This reporting format and its data elements apply only to postsecondary vocational and 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 1, 3, 4, 5 and 6. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

	From-To	Size	Field					
No.			Char.	Field Description				
1	1-2	2	N/R	District Number , Current Ins				
				The two-digit number for See Appendix C: District	the current school district or other agency which is providing instruction or services. Name Table.			
				CODE DEFI	<u>NITION</u>			
				01 - 70 &				
				72 - 76 State	assigned number for school district or other agency			
2	3-4	2	A/N	Filler				
3	5-8	4	A/N	School Number, Current Ins				
				The state assigned four-consciously school year.	digit number of the school which provides instruction or services during the current			
				CODE	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 schools or PK-12 nonpublic in-state schools.			
				P001 - P999	DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities.			
					Public Community College and State University Reporting Numbers. ivate Postsecondary Institution Reporting Numbers.			

_				mographic Information			
Item No.	From-To	Size	Field Char.	Field Description			
4	4 9-18 10 A/N			Student Number Identifier, Florida			
				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.			
				If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by an "X."			
				nnnnnnnnX Example: 123456789X			
				If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.			
				First Two 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 Eight 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.			
				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.			
				See Student Number Identifier - Alias, Florida data element for more information concerning changes to the Student Number Identifier, Florida.			
				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.			
				NOTE: Districts may maintain a separate local student number identifier.			
5	19-19	1	A/N	Survey Period Code			
				A code representing one of the state reporting periods.			

Item	From-To	Size	Field	mographic Informati	
No.			Char.		Field Description
				<u>CODE</u>	TIME OF REPORT
				1	July
				2	October
				3	February
				4	June
				5	End of Year
				9	December
				F	Fall (for reporting all Summer instruction in WDIS)
				W	Winter (for reporting all Fall instruction in WDIS)
				S	Summer (for reporting all Winter or Winter/Spring instruction in WDIS)
6	20-23	4	N	WDIS Reporting Year	←
			→		ment Information Services (WDIS) reporting year commencing with the beginning of the and terminating with the ending of WDIS winter or winter/spring classes as defined by the
				CODE Exampl	<u>e</u>
				YYYY 0001	
				Note: "WDIS R databas	eporting Year" is neither "Fiscal Year" nor "School Year" as currently defined in the student se.

				mographic Information		
Item No.	From-To	Size	Field Char.	Field Description		
	7 24-33 10		A/N	Student Number Identifier – Alias, Florida		
	24-33	10	A/N	A ten-character code used to identify the first Student Number Identifier, Florida assigned to a student in a district. The number will be reported to the state and will be used to enable the state to do longitudinal studies. Creation of the Data Element 1. Upon enrollment in the district, copy each student's Student Number Identifier, Florida to the student's Student Number Identifier - Alias, Florida field. 2. Effective the first day of the 180 day 1991-92 school year, for any student who provides a social security number, the student's Student Number Identifier, Florida should be equal to the student's social security number followed by an "X." Subsequent Changes If a social security number is obtained at a later date or the student's social security number is incorrect, the student's existing Student Number Identifier, Florida must be updated. The correct social security number would be entered in the first nine positions of the Student Number Identifier, Florida field and an "X" would be entered into the tenth position. The Student Number Identifier – Alias, Florida field must		
				remain constant. If a student does not have a social security number and the district determines the student's Student Number Identifier, Florida is incorrect, the student's existing Student Number Identifier, Florida must be updated. The Student Number Identifier - Alias, Florida must remain constant. NOTE: This field must be reported for each student in each survey period.		
8	34-75	42	A/N/L	Student Name, Legal		
				The student's last, first and middle name including appendage as follows:		
				17 characters Last Name		
				03 characters Appendage		

2002	002-2003 WDIS Student Demographic Information								
Item	From-To	Size	Field						
No.			Char.	Field Description					
				12 characters First Name					
				10 characters Middle/Maiden Name or Initial					
				This is a fixed field.					
9	76-81	6	A/N	Filler					
10	82-82	1	Α	Gender					
				The student's gender.					
				CODE DEFINITION					
				M Male					
				F Female					
11	83-83	1	Α	Racial/Ethnic Category					
				The racial/ethnic group to which the student belongs or with which the student identifies:					
				CODE DEFINITION					
				W White, Non-Hispanic: a person having origins in any of the original peoples of Europe, North Africa or the Middle East.					
				B Black, Non-Hispanic: a person having origins in any of the black racial groups in Africa.					
				H Hispanic: a person of Mexican, Puerto Rican, Cuban or South or Central American origin or other Spanish culture or origin regardless of race.					
				A Asian or Pacific Islander: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent.					
				(CONTINUED ON NEXT PAGE)					

Item	From-To	Size	Field	mographic Informatioı │				
No.		0.20	Char.	Field Description				
				I	American Indian or Alaskan Native: a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.			
				М	Multiracial: a person having parents of different racial/ethnic categories.			
12	84-96	13	A/N	Filler				
13	97-97	2	A/N	Filler				
14	99-99	1	A/N	Resident Status, State/Co				
				A code representing 228.121(2), Florida St	the resident status of the student for purposes of enrollment as defined in Section tatutes.			
				CODE	DEFINITION			
				0	PK-12 Student: Foreign Exchange student enrolled in a Florida public school.			
				1	PK-12 Student: Out-of-county resident enrolled in this school district.			
				2	PK-12 Student: Out-of-state resident enrolled in this school district.			
				3	PK-12 Student: In-county resident.			
				4	Adult Student: Florida resident.			
				5	Adult Student: Out-of-state resident.			
15	100-101	2	A/N	Grade Level				
				The student's current	grade level placement or the grade level for which data are being reported:			
				CODE	GRADE OR LEVEL			
				PK	Prekindergarten			
				KG	Kindergarten			
				(CONTINUED ON NEXT I	PAGE)			

Item	From-To	Size	Field	mographic Information
No.			Char.	Field Description
				01-12 First through twelfth grade
				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.
				The grade level on the Statewide Assessment Program format represents the grade level the student was in at the time the test was administered.
				Obsolete Grade Level Codes are listed below:
				Postsecondary Vocational Technical, first year (applicable for years prior to 1988-89) Postsecondary Vocational Technical, second year (applicable for years prior to 1988-89) Adult Vocational Technical, Supplemental (applicable for years prior to 1988-89) Preapprenticeship-Vocational Technical (applicable for years prior to 1988-89) Apprenticeship-Vocational Technical (applicable for years prior to 1988-89) Adult General, Elementary (K-8) (applicable for years prior to 1988-89) Adult General, Secondary (9-12) (applicable for years prior to 1988-89) Adult, Community Instructional Services (applicable for years prior to 1987-88) Adult Lifelong Learning (applicable for 1987-88 only)
16	102-102	1	A/N	Filler
17	103-103	1	Α	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

2002	-2003 WD	IS Stu	dent De	mographic Information			
Item No.	From-To	Size	Field Char.	Field Description			
18	104-118	15	A/N	Filler			
19	119-126	8	N	Birth Date			
				The numeric representation of the date on which the student was born.			
				MMDDYYYY Example: 12011969 = December 1, 1969			
20	127-138	12	A/N	Filler			
21	139-139	1	A/N	Filler			
22	140-140	1	A/N	First-Time Student Indicator			
				A representation of the first-time enrollment status of a student in any postsecondary instruction.			
				CODE DEFINITION			
				Y A first-time student in any postsecondary education, other than dual enrollment or early admission. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment.			
				D A first-time student in any postsecondary dual enrollment, or an early admission student. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment.			
				N Not a first-time student in postsecondary education, postsecondary dual enrollment, nor an early admission student.			
				Note: A student may only be reported as a First-Time Student one time, i.e., in only one term.			
23	141-143	3	A/N	Filler			
24	144-144	1	Α	Exceptionality, Primary			
				A code to identify the primary exceptionality for any child, youth or adult postsecondary student enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a (CONTINUED ON NEXT PAGE)			

2003 WD	IS Stu	ident De	mographic Infor	mation				
From-To	Size	Field		Field Dos	crintian			
		Gilai.	physical, men			ary indicates that exceptionality which		
			CODE	EXCEPTIONALITY	CODE	EXCEPTIONALITY		
			A	Educable Mentally Handicapped	М	Hospital/Homebound		
			В	Trainable Mentally Handicapped	N	Profoundly Mentally Handicapped		
			С	Orthopedically Impaired	0	Dual-Sensory Impaired		
			F	Speech Impaired	Р	Autistic		
			G	Language Impaired	Q	Severely Emotionally Disturbed		
			Н	Deaf or Hard of Hearing	S	Traumatic Brain Injured		
			I	Visually Impaired	Т	Developmentally Delayed		
			J	Emotionally Handicapped	U	Established Conditions		
			К	Specific Learning Disabled	V	Other Health Impaired		
			L	Gifted	Z	Not Applicable		
145-145	1	A/N	Filler	-				
146-146	1	Α						
			Code below to	indicate whether of not the student was	a dispiaced fit	omemaker during the term.		
			COI	<u>DE</u> <u>DEFINITION</u>				
			Н	H Displaced Homemaker - the adult student:				
			(CONTINUE	D ON NEXT PAGE)				
	From-To	From-To Size	From-To Size Field Char.	From-To Size Field Char. Physical, men most affects the CODE	Physical, mental, emotional, social or learning except most affects the student's ability to learn. The codes to the student was th	From-To Size Field Char. Pield Char. Primary most affects the student's ability to learn. The codes to be used following the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability. Prim most affects the student ability to learn. The codes to be used followed by the student ability. Prim most affects the student ability to learn. The codes to be used followed by the student ability to learn. The codes to be used followed by the student ability to learn. The codes to be used followed by the student ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn. The codes to be used followed by the student's ability to learn		

2002	2002-2003 WDIS Student Demographic Information						
Item	From-To	Size	Field				
No.	1		Char.		Field Description		
					worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills; or		
					has been dependent on public assistance or on the income of a relative but is no longer supported by such income; or		
					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; or		
					is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate; or		
					is described in one of the above statements and is a criminal offender.		
				Z	Not applicable, including adult general education students.		
27	147-147	1	Α	Vocational, Single Parent	and Single Pregnant Woman		
				THESE CODES ARE below to indicate whe	USED ONLY FOR VOCATIONAL STUDENTS. Select the most appropriate code wither or not the student was a single parent and/or single pregnant woman during the dary) or term (postsecondary).		
				CODE	DEFINITION		
				S	Single Parent, except pregnant - The student is unmarried, widowed or 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.		
				В	Both - The student is both a single parent and a single pregnant woman.		
				Z	Not applicable, including adult general education students.		
L	1	1					

2002	-2003 WD	IS Stu	ident De	mographic Information		
Item	From-To	Size	Field			
No.			Char.	Field Description		
28	148-148	1	Α	Limited English Proficient, Adult		
		•		Using the definitions and the codes given below, indicate the status of the student who has been identified as a Limited English Proficient (LEP) student. A Limited English Proficient student is one who: Was not born in the U.S. and whose native language is other than English; or Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; and Who as a result of the above has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English. CODE DEFINITION Y The student is a Limited English Proficient student. N The student is NOT a Limited English Proficient student.		
29	149-149	1	A/N	Other Institutionalized Adult		
				A one-character code to reflect the status of the adult education participant upon entrance into the program.		
				CODE DEFINITION A An adult who is a patient or resident of a medical or special institution, but not in correctional facilities or classified as a "homeless adult." Z Not Applicable		

Item No.	From-To	Size	Field Char.	Field Description
30	150-150	1	Α .	Veteran Student Indicator
				The following codes are used to identify if a postsecondary student is a veteran. CODE DEFINITION V The postsecondary Workforce Development Education (adult general education and postsecondary vocational) student is a veteran. Z Not applicable
31	151-151	1	A/N	Adult Rural Resident A one-character code to reflect the rural resident status of the adult education participant upon entrance into the program. CODE DEFINITION
32	152-160		A/N	R Adults in Rural areas. Adult residents of places of less than 2,500 inhabitants and outside urbanized areas. Z Not Applicable. Filler