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 Vocational Student Course Schedule

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 postsecondary vocational course in which the student was in membership at any time during the relevant reporting period. This reporting format and its data elements apply only to postsecondary vocational 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.

DB9 47C Exp. 06/30/05

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

Item No.	From-To	Size	Field Char.	Field Description
**2002-2003 WDIS Vocational Student Course Schedule**
1	1-2	2	N/R	Filler
2	3-6	4	A/N/R	Filler
3	7-16	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."

nnnnnnnnnX   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.

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

Item No.	From-To	Size	Field Char.	Field Description
2002-2003 WDIS Vocational Student Course Schedule				
4	17-17	1	A/N	**Survey Period Code**
				A code representing one of the state reporting periods.
				CODE 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)
5	18-21	4	N	**WDIS Reporting Year**
				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>.
				CODE Example
				YYYY 0001
				Note: "WDIS Reporting Year" is neither "Fiscal Year" nor "School Year" as currently defined in the student database.

DB9 47C Exp. 06/30/05

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

Item No.	From-To	Size	Field Char.	Field Description
2002-2003 WDIS Vocational Student Course Schedule				
6	22-23	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 Appendix C: District Name Table.
				<u>CODE</u> <u>DEFINITION</u>
				01 - 70 & 72 - 76 State assigned number for school district or other agency
7	24-27	4	A/N/R	**School Number, Current Instruction/Service**
				The state assigned four-digit number of the school which provides instruction or services during the current school year.
				<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.
				See Appendix F: Florida Public Community College and State University Reporting Numbers. Also see Appendix K: Private Postsecondary Institution Reporting Numbers.

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

2002-2003 WDIS Vocational Student Course Schedule

Item No.	From-To	Size	Field Char.	Field Description
8	28-34	7	A/N	**Course Number**
				The official state number assigned to school district courses listed or referenced in the <u>Course Code Directory</u>, community college or state university courses listed or referenced in the Statewide Course Numbering System, *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 eight character numbers) will need to be recoded to seven-character numbers using the following conventions:
				<u>Lecture Courses</u>: Postsecondary Format = XXX9999 in the Statewide Course Numbering System
				Use the actual seven-character alphanumeric course number.
				<u>Lab Courses</u>: Postsecondary Format = XXX9999L in the Statewide Course Numbering System
				Replace the first numeric character with L.
				Example: PHY1050L would be reported PHYL050.
				<u>Combined Lecture and Lab Courses</u>: Postsecondary Format = XXX9999C in the Statewide Course Numbering System
				Replace the first numeric character with C.
				Example: PHY1050C would be reported 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	A/N	**Filler** ⬅

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

2002-2003 WDIS Vocational Student Course Schedule

Item No.	From-To	Size	Field Char.	Field Description
11	44-44	1	A/N	**Filler**
12	45-48	4	A/N	**Filler**
13	49-49	1	A/N	**Filler**
14	50-52	3	A/N	**Filler**
15	53-53	1	A/N	**Filler**
16	54-54	1	A/N	**Filler**
17	55-60	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 (postsecondary) or year (secondary).
				CODES DESCRIPTION
				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 in the order in which they were achieved 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.
				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.
18	61-61	1	A/N	**Filler**

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

2002-2003 WDIS Vocational Student Course Schedule

Item No.	From-To	Size	Field Char.	Field Description
19	62-63	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
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

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:

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)
	Adult, Community Instructional Services (applicable for years prior to 1987-88)
24	Adult Lifelong Learning (applicable for 1987-88 only)

Item No.	From-To	Size	Field Char.	Field Description
20	64-68	5	A/N	**Filler**

DB9 47C Exp. 06/30/05

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

Item No.	From-To	Size	Field Char.	Field Description
2002-2003 WDIS Vocational Student Course Schedule				
21	69-75	7	A/N	**Vocational/Adult General Education Program Code**
				For <u>secondary students</u>:
				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 <u>postsecondary adult vocational students</u>:
				Record the seven-digit alphanumeric program code listed in the <u>Course Code Directory</u>.
				For the <u>adult general education students</u>:
				Record the appropriate valid code from the <u>Course Code Directory</u>.
22	76-76	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
23	77-79	3	A	**Filler** ⬅
24	80-81	2	A/N	**Filler**
25	82-82	1	A/N	**Filler** ⬅
26	83-85	3	A/N	**Filler**

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

Item No.	From-To	Size	Field Char.	Field Description
2002-2003 WDIS Vocational Student Course Schedule				
27	86-86	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-initiated, documented and receiving special instruction/services in order to take full advantage of or respond to educational programs and opportunities.
				N Self-initiated, but neither requesting nor requiring special instruction/services.
				Z Not applicable or not self-identified.
28	87-87	1	A/N	**Vocational Basic Skills Examination**
				THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Indicate the status of the student in reference to basic skills assessment. (Section 239.213, F.S., as amended by the 1998 Legislature)
				<u>CODE</u> <u>DEFINITION</u>
				E Student is:
				• Not required to be assessed for basic skills, OR
				• Is exempt from meeting the required basic skills mastery level per local policy.
				Y Student has demonstrated mastery of the required minimal level of basic skills.
				N Student has not yet:
				• Completed the initial assessment, OR
				• Demonstrated mastery of the required minimal level of basic skills.
29	88-88	1	A	Filler
30	89-100	12	A/N	Filler

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

Item No.	From-To	Size	Field Char.	Field Description
				2002-2003 WDIS Vocational Student Course Schedule
31	101-103	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>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 *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 <u>course</u> codes in the directory that are reported under an adult general education <u>program</u> code.
32	104-111	8	N	**Filler**
33	112-113	2	A/N	**Filler**
34	114-114	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)

DB9 47C Exp. 06/30/05

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

2002-2003 WDIS Vocational Student Course Schedule				
Item No.	From-To	Size	Field Char.	Field Description
				D Fee Deferred: Eligible fee has been deferred. Nonexempt, nonfee waived students in adult programs whose fees are deferred: 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; 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, nonprofit organization or civic organization; or 4. When fees are delayed because of a district-adopted criterion of need or adopted installment payment schedule. Fee Exempt Categories CODE DEFINITION F Fee Exempt: 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 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. 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.) (CONTINUED ON NEXT PAGE)

DB9 47C Exp. 06/30/05

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

Item No.	From-To	Size	Field Char.	Field Description
				2002-2003 WDIS Vocational Student Course Schedule
				K <u>Fee Exempt:</u> The student is enrolled in approved apprenticeship programs (as defined in Section 446.021, F.S.). L <u>Fee Exempt:</u> The student is mentally handicapped (as defined in Rule 6A-6.03011, FAC.). 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. 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 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.).
35	115-119	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 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 (CONTINUED ON NEXT PAGE)

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

Item No.	From-To	Size	Field Char.	Field Description
				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 NOT receive need-based financial assistance for this instruction
36	120-120	1	A/N	**Vocational Credential, Other**
				Indicate the type of credential (vocational certificate or Applied Technology Diploma) awarded to the student this term for vocational instruction.
				CODE DEFINITION
				V ➤ Vocational Certificate - awarded after the student completes the entire postsecondary vocational program and meets the basic skill level requirement. When a program branches with multiple specialties, a terminal OCP identified in Appendix I counts as full program completion. In this case the student must also meet the basic skill level requirement.
				A Applied Technology Diploma - awarded after the student completes a postsecondary Applied Technology Diploma program.
				N Neither of the above - Indicates that neither a vocational certificate nor an Applied Technology Diploma was awarded to the student this term.
				Z Not Applicable - includes all Continuing Workforce Education.
37	121-124	4	A/N	**Filler** ◄
38	125-125	1	A/N	**Registered Apprenticeship** ◄
				A code that reports a postsecondary vocational student participating in an approved apprenticeship program.
				➤ **CODE** **DEFINITION**
				A **Student is receiving on-the-job training in an apprenticeship program registered with an approved registration agency in accordance with state and federal laws and regulations.**
				(CONTINUED ON NEXT PAGE)

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

2002-2003 WDIS Vocational Student Course Schedule				
Item No.	From-To	Size	Field Char.	Field Description
				or B **Student is receiving classroom-related instruction in an apprenticeship program registered with an approved registration agency in accordance with state and federal laws and regulations.** **or** Z **Not applicable**
39	126-126	1	A/N	**Youth Apprenticeship**
				A code that reports that a secondary vocational education student is participating in a Youth Apprenticeship/ Industrial Alternative program of study. CODE DEFINITION Y Student is enrolled in a Youth Apprenticeship Education/Industry Alternative program of study beginning at the 11th grade. The program integrates technical and academic curriculum, provides paid work-site learning and experience, leads to high school graduation and advanced studies and provides standing at the post secondary level under a sponsor in an occupation for which there is labor market demand. Z Not Applicable
40	127-130	4	N	**WDIS Student Contact Hours**
				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>. WDIS Student Contact Hours is a whole number, expressed in hours, assuming no decimal places and right justified with leading zeros. (CONTINUED ON NEXT PAGE)

DB9 47C Exp. 06/30/05

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

Item No.	From-To	Size	Field Char.	Field Description
2002-2003 WDIS Vocational Student Course Schedule				
				USE THIS INFORMATION FOR THE EXAMPLES THAT FOLLOW: 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. CODE EXAMPLES 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. 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.
41	**131-160**	**30**	**A/N**	**Filler** ⬅