

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2425
Student Database**

October 25, 2024

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **101810**

Data Element Name: **Adult Test Subject Content**

A one-character code for each subject area of the test.

Valid Values

Code	Definition/Example
C	Science
M	Mathematics
N	Language
R	Reading
S	Listening
T	Social Studies
W	Writing

Note:

The GED® test for Reasoning Through Language Arts should be reported as Language (value 'N').

The BEST Literacy test for Reading and Writing should be reported as Language (value 'N').

The BEST Plus test for Listening and Speaking should be reported as Listening (value 'S')

The TABE test for speaking should be reported as Listening (value 'S').

Length:	2
Data Type:	Alphanumeric
Year Implemented:	1011
State Standard:	No
Use Types:	
State Reporting:	Yes
Local Accountability:	No
FASTER:	No
Migrant Tracking:	No

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **101810**

Data Element Name: **Adult Test Subject Content**

Required Grades: Adult

Programs Required: Workforce Development

Formats Required: WDIS Adult General Education Test and Performance Record DB9 62X

Surveys Required: Survey F
Survey W
Survey S

Appendixes: None

Description of Changes:

10/21/2024	Note added for TABE test for speaking.
7/1/2023	Notes added to provide guidance for reporting adult test subject content.
7/1/2023	Removed TABE from Language description.
7/1/2023	Added Codes T for Social Science and C for Science.
7/1/2022	Removed 'Algebra' from definition for Code M
7/1/2019	Removed code O (ESL).

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **114425**

Data Element Name: **Discipline/Resultant Action Code**

A one-character code representing the type of disciplinary action taken for both School Environmental Safety Incident Reporting and locally-defined incidents. The discipline code will be associated with the corresponding School Number, Where Discipline/Referral Action Occurred.

Code	Definition/Example
C	<p>Corporal Punishment</p> <p>Corporal punishment is defined as the moderate use of physical force or physical contact by a teacher or principal to maintain discipline or to enforce school rule. (Maintained for students in grades PK-12 only.)</p>
E	<p>Expelled, Without Continuing Educational Services</p> <p>Student expelled from regular school without continuing educational services provided by the district. (Maintained for students in grades PK-12 and adult)</p>
F	<p>Expelled, With Continuing Educational Services</p> <p>Student expelled from regular school with continuing educational services, which may include a disciplinary program or second chance school, and/or referred to the criminal justice or juvenile justice system. (Maintained for students in grades PK-12 and adult)</p>
H	<p>Suspension Extended, Pending Hearing</p> <p>Suspension (out-of-school) extended beyond 10 school days pending School Board hearing for expulsion. (This code should only be used when the district Superintendent grants an extension for suspension beyond 10 school days as per Ch. 1006.08, F.S.).</p>
I	<p>Suspension, In-School</p> <p>In-school suspension is defined as the temporary removal of a student from the school program not exceeding ten days. (Maintained for students in grades PK-12 only.)</p> <p>In accordance with the Individuals with Disabilities Education Act, this code must be used for all instances in which a child with a disability is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel.</p>
N	<p>No Discipline</p> <p>Student was found to have committed a SESIR offense but did not receive discipline as a result because, when taking into account developmentally age-appropriate behavior or disability, if any, the student did not have the capacity to understand his or her behavior and the inappropriateness of his or her actions. This code should be used for either very young students or students with disabilities who otherwise meet these criteria.</p>
O	<p>Suspension, Out-of-School</p> <p>Out-of-school suspension is defined as the temporary removal of a student from a school and the school program for a period not exceeding ten days. (Maintained for students in grades PK-12 only.)</p>

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **114425**

Data Element Name: **Discipline/Resultant Action Code**

P Placement in Alternative Educational Setting

Student is removed from the school for an offense, i.e., disobedient, disrespectful, violent, abusive, uncontrollable or disruptive behavior, not expelled, and placed in an alternative educational setting

S Other SESIR Defined

Other SESIR defined is all other types of disciplinary action administered for a SESIR defined incident that cannot be reported using any other code in this element. For example, this code may be used when districts require students to attend additional activities such as “Saturday School”, tobacco cessation programs, drug prevention programs, counseling, anger management programs, or community service while they continue their regular course of study. (This code is to be used only when the action is related to a SESIR defined incident).

U Change in Placement

Change in placement (not to exceed 45 days) due to a unilateral decision by school personnel following a drug, weapon or serious bodily injury offense. (This code is for students with disabilities only.)

Notes:

CODE U: Use Code “U” only for those students with disabilities involved in drug, weapon or serious bodily injury offenses who were unilaterally removed to an interim alternative education setting by school personnel other than the IEP team, in lieu of suspension/expulsion.

LOCAL USE ONLY CODE D: Districts may record other district-defined disciplinary/resultant actions which cannot be reported using any other code in this element, and may assign them the code D in their local systems. These district-defined disciplinary/resultant actions should not be included on the Student Discipline/Resultant Action format. This code is to be used only when the action is related to a non-SESIR defined incident.

CODE H: For survey 5, most students with a record coded with H should also have a record coded E, F or P based on School Board action. This note is a reminder to districts that Code (H) – Suspension Extended, Pending Hearing will be followed by a record with (E) – Expelled, Without Continuing Educational Services, (F) – Expelled, With Continuing Educational Services, or (P) – Placement in an Alternative Educational Setting code for survey 5, based on the final school board decision.

REPORT ALL DISCIPLINE: Districts must report all Discipline/Resultant Action types listed in this data element whether the offense was a SESIR or locally-defined incident, with the exception of “Other SESIR Defined,” and “No Discipline” which only apply to SESIR incidents.

Length: 1
Data Type: Alphabetic
Year Implemented: 9293
State Standard: No

Use Types:
 State Reporting: Yes
 Local Accountability: Yes
 FASTER: Yes
 Migrant Tracking: No

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **114425**

Data Element Name: **Discipline/Resultant Action Code**

Required Grades: PK-12, Adult

Programs Required: Disciplined Students
Adult Secondary
Adult Basic Skills
Adult Postsecondary

Formats Required: Student Discipline/Resultant Action DB9 19x

Surveys Required: Survey 2
Survey 3
Survey 5

Appendixes: None

Description of Changes:

10/9/2024	Added a note for Report All Discipline
10/9/2024	Definition updated to include disciplinary action for SESIR and locally-defined incidents
7/1/2023	Deleted codes L, M, and R
12/21/2022	Added Code N, No Discipline
6/1/2012	Revised the note regarding local code D to be used only when the action is related to a non-SESIR defined incident.
6/1/2011	Name changed from Discipline/Referral Action Code to Discipline/Resultant Action
6/1/2011	Added a note to the definition of Code I - In accordance with the Individuals with Disabilities Education Act, this code must be used for all instances in which a child with a disability is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel.

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **184625**

Data Element Name: **Career and Technical Education Basic Skills Examination**

THESE CODES ARE USED ONLY FOR CAREER AND TECHNICAL EDUCATION STUDENTS. Students who are enrolled in postsecondary career certificate programs that are 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program (Section 1004.91, F.S.). Indicate the status of the student in reference to basic skills assessment (Rule 6A-10.040).

Code	Definition/Example
A	Basic Skills Exempt: A student who possesses a college degree at the associate in applied science level or higher pursuant to Rule 6A-10.040 (8)(a).
B	Basic Skills Exempt: A student who demonstrates readiness for public postsecondary education pursuant to s. 1008.30 and applicable rules adopted by the State Board of Education.
C	Basic Skills Exempt: A student who passes a state or national industry certification or licensure related to their career certificate program and identified in the Basic Skills Licensure Exemption List pursuant to Rule 6A-10.040 (8)(c), F. A. C
D	Basic Skills Exempt: An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with Chapter 446, Florida Statutes, pursuant to Rule 6A-10.040 (8)(d).
F	Basic Skills Exempt: An adult student with a disability as defined in s. 1004.02(7), F.S. who is exempt from meeting the required basic skills mastery level based on school district and Florida college institutions local policies adopted per s. 1004.91 (3)(a), F. S.. (Rule 6A- 10.040(4), S.B.E.).
G	The program is not subject to the basic skills requirement per 1004.91, F.S.; The total career certificate program length as indicated in the curriculum frameworks is less than 450 clock hours pursuant to Section 1004.91, F.S
H	Basic Skills Exempt. A student is enrolled in a law enforcement officer basic recruit training program and he or she is a veteran as defined in s. 1.01(14), F.S., or holds an associate degree or higher from an accredited college or university pursuant to Rule 6A-10.040 (8)(e). Note: Correctional Officer and Correctional Probation Officer programs and students do not apply to this exemption.
N	Student has not yet completed the initial assessment.
P	Student has completed initial assessment but has not demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled.
Q	Student possesses a high school diploma from a private school that is in compliance with s. 1002.42, F.S.
R	Student is in a home education program and a signed affidavit has been submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of s. 1002.41, F.S.
S	Student is in a personalized education program and a signed affidavit has been submitted by the student's parent or legal guardian attesting that the student has completed a personalized education program pursuant to the requirements of s. 1002.395, F.S.

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **184625**

Data Element Name: **Career and Technical Education Basic Skills Examination**

Y Student has demonstrated mastery of the required minimal level of basic skills for the program in which the student is enrolled utilizing the assessments listed in Rule 6A-10.040 (1)(a) – (e), F. A. C.

Z Not Applicable. (Student is not enrolled in a career certificate program)

Note: This element is not intended to show students met postsecondary readiness requirements for dual enrollment. For dual enrollment students, the reported value should indicate the status of the student in meeting the basic skills requirement of the specific program they are enrolled in, or if the program meets one of the basic skill exemptions specified in s. 1004.91, F.S.

Note added to code W; definition revised for code Y.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required: Workforce Development

Formats Required: WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required: Survey F
 Survey W
 Survey S

Appendixes: None

Description of Changes:

- 9/18/2024 Codes "Q", "R" and "S" added.
- 8/25/2023 Removed code 'W'. It could no longer be reported as of 2019-20.
- 6/21/2023 Revising language for Codes A,C,D,G,H, Y and Z
- 6/21/2023 Updated Element Definition
- 10/13/2021 Note added to code W, and definition revised for code Y.
- 4/20/2020 Added new code W for students meeting basic skills requirements without assessments for 2019-20 per FDOE Order No. 2020-EO-01 related to the COVID-19 Pandemic.
- 7/1/2016 Definitions of code "F" and "N" updated and code "P" added.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **184625**

Data Element Name: **Career and Technical Education Basic Skills Examination**

10/31/2014	Addition of rule reference to value of "F", removal of "dual enrollment" to value of Z, and addition of "Note"
7/1/2014	Added clarifying language to value of C, and added new value of Z.
7/1/2014	Expansion of valid codes and definition to meet reporting requirements of DCAE

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **185125**

Data Element Name: **Program Completer**

Indicate the type of credential (Career Certificate, Applied Technology Diploma, or Apprenticeship) for which a student was a program completer. Completion types include full program completer and derived completer. A derived completer is a student who completed all coursework but did not pass the Basic Skills test. For derived completers, report value 'O'

Code	Definition/Example
A	Applied Technology Diploma - awarded after the student completes a postsecondary Applied Technology Diploma program.
N	Indicates that no Career Certificate, Applied Technology Diploma, or state apprenticeship certificate was awarded to the student this term.
O	Student completed all coursework for a Career Certificate program but did not pass the basic skills test. NOTE: Student may be reported in a subsequent term with a 'V' if the basic skills requirement is met at a future date.
P	Apprenticeship Program: student is issued a completion of apprenticeship certificate by the Florida Department of Education from a registered apprenticeship or Preapprenticeship program.
V	Career Certificate - awarded after the student completes the entire postsecondary Career Certificate program (excluding apprenticeship programs) and meets or is exempt from the basic skill level requirement.
Z	Not Applicable - includes all Continuing Workforce Education.

Indicate the type of credential (Career Certificate, Applied Technology Diploma, or Apprenticeship) for which a student was a program completer. Completion types include full program completer and derived completer. A derived completer is a student who completed all coursework but did not pass the Basic Skills test. For derived completers, report value 'O'.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9899

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required: Workforce Development

Formats Required: WDIS Career and Technical Education Student Course Schedule DB9 47x
 WDIS Supplemental Information DB9 60x

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **185125**

Data Element Name: **Program Completer**

Surveys Required:
Survey F
Survey W
Survey S

Appendixes: None

Description of Changes:

7/1/2024	Added data element to WDIS Supplemental Information format.
7/1/2023	Data element description updated.
7/1/2023	Data element name updated.
7/1/2023	Added code value "O" and its definition. Added additional language to the definitions of code values "V" and "P".
6/1/2012	Added code value "P" and its definition and additional language to the definitions of code values 'N' and 'V'.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **197236**

Data Element Name: **Career and Technical Education Date of Program Completion**

The date of the program completion reported in the Full Program Completer Data Element.

Code	Definition/Example
12012011	December 1, 2011
MMDDYYYY	Month, day, full year

Length: 8

Data Type: Numeric

Year Implemented: 1213

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades:

Programs Required: Workforce Development

Formats Required: WDIS Career and Technical Education Student Course Schedule DB9 47x
WDIS Supplemental Information DB9 60x

Surveys Required: Survey F
Survey S
Survey W

Appendixes: None

Description of Changes:

7/1/2024 Added data element to WDIS Supplemental Information format.

6/1/2012 New Element

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **197291**

Data Element Name: **Dual Enrollment Student Type**

Using the codes below, indicate the type of dual enrollment student enrolled in an eligible postsecondary course creditable toward high school completion and career certificate.

Code	Definition/Example
A	Student is a district KG-12 student in the same district as the postsecondary school of instruction.
B	Student is a district KG-12 student in a different district than the postsecondary school of instruction.
C	Student is a private school KG-12 student.
D	Student is a home education KG-12 student.
E	Personalized Education Program (PEP) student.
Z	Not a dual enrolled student.

Length: 1
Data Type: Alphanumeric
Year Implemented: 1920
State Standard: No

Use Types:
 State Reporting: Yes
 Local Accountability: No
 FASTER: No
 Migrant Tracking: No

Required Grades: 06-12, Adult

Programs Required: Workforce Development

Formats Required: WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:
 Survey F
 Survey G
 Survey S
 Survey W
 Survey X

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **197291**

Data Element Name: **Dual Enrollment Student Type**

Appendixes: None

Description of Changes:

9/18/2024	Added code "E" for reporting Personalized Education Program (PEP) students
7/31/2019	New Data Element

APPENDICES

[Appendix I: Test Name Table](#)

[Appendix L: Test Subject Content Codes](#)

[Appendix O: Apprenticeship Sponsor Codes](#)

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2425
Staff Database**

October 25, 2024

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2024-25

Data Element Number: **206040**

Data Element Name: **Florida Educators Certificate Type**

A code to identify the type of certificate issued to instructional personnel.

Code	Definition/Example
AC	Athletic Coaching
NP	Non-renewable Professional
RG	Regular/Professional
RP	Restricted Professional
SB	Substitute
TA	Temporary Restricted (five years) Non-renewable certificate – Apprenticeship Certification
TB	Temporary (one year) certificate with credit required to reissue
TC	Temporary (one year) certificate with no credit required to reissue
TD	Temporary (three years) Non-renewable certificate
TF	Temporary (five years) Non-renewable certificate
TI	Temporary (five years) Non-renewable certificate – Internship Certification
TM	Temporary (two years)
TU	Temporary (five years) Non-renewable certificate – Military Certification

Length: 2

Data Type: Alphanumeric

Year Implemented: 9192

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Data Element Number: **206040**

Data Element Name: **Florida Educators Certificate Type**

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

10/27/2023	Added new codes: TF, TU, TI, TA. Temporary (five years) Non-renewable certificates
9/25/2020	Added new code "RP" per Rule 6A-4.004(6), F.A.C.
	None

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2324
Student Database**

October 25, 2024

Appendices

[Appendix I: Test Name Table](#)

[Appendix L: Test Subject Content Codes](#)