Revised Date: October 2001
Effective Date: July 2002

**Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems**

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

2002-2003 Vocational Teacher Course

1.	Submit a separate record for each combination of Course Number, Section Number, Period Number, Social Security Number and Term on the Vocational Teacher Course format for each combination of Course Number, Section Number, Period Number, and Term submitted on the Vocational Student Course format during Survey 5.

2.	SCHOOL YEAR: Vocational courses are to be reported for the School Year.

3.	KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 8 and 13. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2002-2003 VOCATIONAL TEACHER COURSE

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 2001 Effective Date: July 2001 Format No.: 6352 Record Type: 1 of 1 Activity No.: DB9 24B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two digit number for the current school district which is providing instruction or services. 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 Instruction/Service**
				The state assigned four digit school number in which instruction or other services are provided 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.
3	**7-7**	**1**	**A/N**	**Survey Period Code - Always '5'**
4	**8-11**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8384 NOTE: The school year, for reporting purposes, is the 180 day regular school year plus the associated summer session(s) immediately preceding the next 180 day school year.

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2002-2003 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
5	**12-18**	**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 <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 1011.62, 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:
				<u>Lecture Courses:</u> Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 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 & 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.
6	**19-23**	**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.

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
7	**24-27**	**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), 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.
				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.

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
8	**28-28**	**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	H	Quinmester 4
2	Semester 2	I	Quinmester 5
3	Annual	J	Six Weeks 1
4	Summer Session 1	K	Six Weeks 2
5	Summer Session 2	L	Six Weeks 3
6	Quarter 1	M	Six Weeks 4
7	Quarter 2	N	Six Weeks 5
8	Quarter 3	O	Six Weeks 6
9	Quarter 4		
B	Trimester 1	S	Combined
C	Trimester 2		Summer Session
D	Trimester 3	T*	Intersession 1
E	Quinmester 1	U*	Intersession 2
F	Quinmester 2	V*	Intersession 2
G	Quinmester 3	W*	Intersession 4
		X*	Intersession 5
		Y***	Year of Nonenrollment.

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

***Note: Code Y is to be used only for reporting students who have withdrawn between school years.

Item Number	From-To	Size	Field Char.	Field Description
9	**29-30**	**2**	**A/N/R**	**Facility Type**
				A facility in which school district instructional services or classes are conducted. When more than one facility type is used to provide instruction in the course, report only the main facility. For state reporting, code the facility type for each course where instruction or services are provided in one of the following:
				(CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2002-2003 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u>
				00 School District Facility
				01 Church
				02 Hospital
				03 HRS Residential Institution
				04 HRS Community Based Program
				05 State Correctional Facility
				06 Federal Correctional Facility
				07 County Correctional Facility
				08 City Correctional Facility
				09 Other Facility operated or owned by an agency or other provider rather than the school district in which instructional services or classes are conducted.
				10 Home
				11 Work Site
				12 Public Library
				13 Community Based Organization Center
				14 Private Residential Facility
				15 Private Day School
				16 Learning Center
				17 Community Correctional Programs
				18 Public/Private Nonprofit Organizations
10	**31-31**	**1**	**A/N**	**Filler**
11	**32-35**	**4**	**N/R**	**Secondary Vocational/Class Length**
				The total number of hours of instruction for which the vocational, or the adult general education class was scheduled for the reporting year (secondary).
				NOTE: For secondary, the total number of hours is the date of entry through the end of the reporting period.

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2002-2003 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
12	**36-45**	**10**	**N/R**	**Florida Educators Certificate Number**
				The 10 digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with assignment codes below:

<table>
<tr><td>Code</td><td>Definition</td></tr>
<tr><td>0000000000</td><td>Employee has no assigned certificate number.</td></tr>
<tr><td>0000000001 - 0000999998, 0001000000 - 0009999999</td><td>The regular number assigned by the Certification Section of the Department of Education.</td></tr>
<tr><td>0000999999</td><td>A number assigned to a community college or university instructor for reporting purposes.</td></tr>
<tr><td>9999999999</td><td>A number assigned to a teacher providing special education programs through contractual arrangements in a non-public school or facility in accordance with Rule 6A-6.0361, FAC.</td></tr>
</table>

Item Number	From-To	Size	Field Char.	Field Description
13	**46-55**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration. (Left justified)

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2002-2003 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
14	**56-56**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code Definition A Add Record C Update Record D Delete Record
15	**57-80**	**24**	**A/N**	**Filler**