

**Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Educational Data Systems**

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

1998-99 Teacher Course

1. Submit a separate record for each combination of Course Number, Section Number, Period Number and Social Security Number operating during reporting periods 1-4 and 9. The combination of course number, section number and period number must be the same as that reported for each student in this class.
2. DAYS IN TERM: For PK-12 short courses, Days in Term will be the actual number of days scheduled. For Prekindergarten Early Intervention courses, Days in Term will be the actual number of days scheduled for the term being reported. For reporting periods 1 and 4, Days in Term will be the actual Summer Session days.
3. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 13, and 20. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

**FLORIDA DEPARTMENT OF EDUCATION
DEPUTY COMMISSIONER FOR PLANNING, BUDGETING MANAGEMENT
EDUCATIONAL DATA SYSTEMS**

1998-99 TEACHER COURSE

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: February 1998 Effective Date: July 1998 Format No.: 6283 Record Type: 1 of 1 Activity No.: DB9 15B
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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 or other agency which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C</u> , for acceptable codes.										
2	3-6	4	A/N/R	School Number, Current Instruction/Service The state assigned four digit school number of the school which provides instruction or services during the current school year. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Number</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td>C901-C928</td> <td>DPS/MIS reporting number for public community colleges in Florida.</td> </tr> <tr> <td>U970-U978</td> <td>DPS/MIS reporting number for public state universities in Florida.</td> </tr> <tr> <td>N999</td> <td>DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools or home education setting.</td> </tr> </tbody> </table> (Continued on next page)	<u>Number</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 or PK-12 non-public in-state schools or home education setting.
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				<p>P001-P999 DPS/MIS reporting number for eligible postsecondary non-public colleges and universities.</p> <p>See Appendix F and Appendix K of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for Florida Public Community College, State University and Private Postsecondary Reporting Numbers.</p>												
3	7-7	1	A/N	<p>Survey Period Code</p> <p>A code representing one of the state reporting periods.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>July</td> </tr> <tr> <td>2</td> <td>October</td> </tr> <tr> <td>3</td> <td>February</td> </tr> <tr> <td>4</td> <td>June</td> </tr> <tr> <td>9</td> <td>December</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	1	July	2	October	3	February	4	June	9	December
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1	July															
2	October															
3	February															
4	June															
9	December															
4	8-11	4	N	<p>Fiscal Year</p> <p>The state fiscal year (running from July 1 through June 30) for which the report data are applicable.</p> <p>Example: 8788 Fiscal Year July 1, 1987 - June 30, 1988</p>												
5	12-18	7	A/N	<p>Course Number</p> <p>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 236.081, F.S</p> <p>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:</p> <p>(CONTINUED ON NEXT PAGE)</p>												

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				<p><u>Lecture Courses:</u> Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number.</p> <p><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</p> <p><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</p>
6	19-23	5	A/N	Section Number
				<p>Section number identifies separate groupings of students enrolled in the same course.</p> <p>XXXXX A unique offering of a course in which the student is enrolled.</p>
7	24-27	4	N	Period Number
				<p>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.</p> <p>Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999.</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p>Examples follow:</p> <p>0000 Any class that meets prior to the first period of the regular school day.</p> <p>0002 A class beginning before the regular school day and ending second period.</p> <p>0101 A one period course beginning and ending the first period.</p> <p>0203 A two period course beginning period two and ending period three.</p> <p>0406 A three period course beginning period four and ending period six.</p> <p>0106 A self-contained elementary course meeting all day.</p> <p>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.</p> <p>0288 A class which meets period two on Monday and period four on Wednesday.</p> <p>Adult classes should be coded as 9999.</p>
8	28-29	2	A/N/R	Facility Type
				<p>A facility in which school district instructional services or classes are conducted. Where 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:</p>

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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 other 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.
9	30-32	3	N/R	Days in Term (for FTE purposes)	
				The number of school days in the term for which the course is scheduled to meet during the term reported for the survey. Survey periods 2 and 3 should have the value 090. (CONTINUED ON NEXT PAGE)	

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				Survey periods 1 and 4 (Summer Sessions) record the actual number of days the course meets. For adult short courses in all surveys, record the actual number of days the course meets.												
10	33-33	1	A/N	Filler												
11	34-34	1	A/N	Filler												
12	35-44	10	N/R	Florida Educators Certificate Number												
				The ten digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with the assignment codes below: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>0000000000</td> <td>Employee has no assigned certificate number</td> </tr> <tr> <td>0000000001-</td> <td>The regular number assigned by the</td> </tr> <tr> <td>0000899999</td> <td>Certification Section of the Florida 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> </tbody> </table>	<u>Code</u>	<u>Definition</u>	0000000000	Employee has no assigned certificate number	0000000001-	The regular number assigned by the	0000899999	Certification Section of the Florida Department of Education.	0000999999	A number assigned to a community college or university instructor for reporting purposes.	9999999999	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.
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13	45-54	10	A/N/L	Social Security Number												
				The number assigned to an individual by the Social Security Administration. Report for all instructional staff.												

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14	55-55	1	A/N	Filler
15	56-56	1	A	Transaction Code A code indicating the appropriate action to be taken with respect to the district's data base reporting record. <u>Code</u> <u>Definition</u> A Add Record C Update Record (Change) D Delete Record
16	57-57	1	A/N	Certification/Licensure Status A code indicating the type of state certification/licensure status applicable to the teacher's position. <u>Code</u> <u>Definition</u> I Instructional staff teaching in-field O Instructional staff appointed by school board out-of-field, under Rule 6A-1.0503(3), FAC or Rule 6A-1.0502, FAC. NOTE: Out-of-field staff should include those who were employed on an emergency, provisional or other basis if they did not hold standard state certification or licensure for the position to which they were assigned.
17	58-60	3	N	Full-Time Aide Indicator A number that indicates the percentage of one full-time aide for the class being reported. <u>Code</u> <u>Definition</u> NNN A three digit numeric field that would represent the percentage of one full-time equivalent aide for the class being reported.
(CONTINUED ON NEXT PAGE)				

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				<p>Examples: NNN</p> <p>100 (100%) = One full-time equivalent teacher aide assigned to this class.</p> <p>050 (50%) = 1/2 full-time equivalent teacher aide assigned to this class.</p> <p>033 (33%) = 1/3 full-time equivalent teacher aide assigned to this class.</p> <p>025 (25%) = 1/4 full-time equivalent teacher aide assigned to this class.</p> <p>NOTE: This element refers to the assignment of a percentage of an aide full-time to an individual teacher for the school day.</p>						
18	61-61	1	A	Primary Instructor Indicator						
				<p>A code that indicates the primary instructor for a class.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Teacher is the primary instructor for this class.</td> </tr> <tr> <td>N</td> <td>Teacher is not the primary instructor for this class.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	Y	Teacher is the primary instructor for this class.	N	Teacher is not the primary instructor for this class.
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19	62-81	20	A/N	Course Title, Abbreviated						
				<p>The abbreviated title assigned to courses listed in the <u>Course Code Directory</u>.</p> <p>NOTE: For state reporting, this element is required when the Course Number being reported is for a Special Topics Course.</p>						
20	82-82	1	A/N	Term						
				<p>The time of the school year during which the student was enrolled in courses.</p> <p>(CONTINUED ON NEXT PAGE)</p>						

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