Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Workforce Development Information System (WDIS)

Comprehensive Management Information System
Automated Student Reporting Format

<u>**1998-99 WDIS Teacher Course**</u>

This format is reported three times per year using the Survey Period Codes F (Fall), W (Winter), and S (Summer). Submit a matching WDIS Teacher Course record for each combination of Course Number, Section Number, Period Number, and Term submitted on the WDIS Adult General Education Student Course and WDIS Vocational Student Course formats during Surveys F, W, and S. 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, 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.

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only	9 Track (odd Parity)	Date: February 1998
A/N = Alphanumeric	1600 or 6250 BPI, EBCDIC	Effective Date: July 1998
N = Numeric only	Label Information_____	
Z = Zoned Numeric	Record size _____	Format No.: 6943
P = Packed decimal	Block size _____	
R = Right justified		Record Type: 1 of 1
leading zeros		
L = Left justified		Activity No.: DB9 49B

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**
				F - Fall W - Winter S - Summer
4	**8-11**	**4**	**N**	**Fiscal Year**
				The state fiscal year (running from July 1 through June 30) for which the reported data are applicable. NNNN Example: 8788 Fiscal Year July 1, 1987 through June 30, 1988

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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 Course Code Directory 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 8 character numbers) will need to be recoded to seven character numbers using the following conventions:
				Lecture Courses:
				Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number.
				Lab Courses:
				Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L.
				Example: PHY1050L would be reported PHYL050.
				Combined Lecture & Lab Courses:
				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.

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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.
				Adult classes should be coded as 9999.

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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	J	Six Weeks 1
2	Semester 2	K	Six Weeks 2
3	Annual	L	Six Weeks 3
4	Summer Session 1	M	Six Weeks 4
5	Summer Session 2	N	Six Weeks 5
6	Quarter 1	O	Six Weeks 6
7	Quarter 2	R**	Short Course
8	Quarter 3	S	Combined
9	Quarter 4		Summer Session
B	Trimester 1	T*	Intersession 1
C	Trimester 2	U*	Intersession 2
D	Trimester 3	V*	Intersession 3
E	Quinmester 1	W*	Intersession 4
F	Quinmester 2	X*	Intersession 5
G	Quinmester 3		
H	Quinmester 4		
I	Quinmester 5		

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

**Note: To be used only for Workforce Development.

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)

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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 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**	**Vocational/AGE Class Length**
				The total number of hours of instruction for which the vocational or adult general education class was scheduled for the reporting year (secondary) or term (postsecondary). (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				NOTE: For WDIS, districts respond to this element both for postsecondary vocational and adult general education classes. Enter the total number of hours of instruction for which the postsecondary vocational and adult general education class was scheduled for the term. For secondary, districts respond to this element for secondary vocational education classes. Enter the total number of hours of instruction for which the secondary vocational class was scheduled for the school year.
12	36-45	10	A/N	**Filler**
13	46-55	10	A/N/L	**Social Security Number**
				The number assigned to an individual by the Social Security Administration. (Left justified)
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	57-57	1	A/N	**Filler**
16	58-58	1	A/N	**Family Literacy, Adult General Education**
				The following codes are used to indicate whether the adult general education class was provided through the special program initiative. Code Definition Y This special initiative class provided activities addressing Family Literacy. N Not Family Literacy.

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Item Number	From-To	Size	Field Char.	Field Description
17	**59-59**	**1**	**A/N**	**Gateway Education, Adult General Education**
				The following codes are used to indicate whether the adult general education class was provided through the special program initiative.
				Code Definition
				Y This special initiatives class provided activities funded under special Section 322 of the Adult Education Act which includes Gateway Grants.
				N Not Gateway Education.
18	**60-60**	**1**	**A/N**	**Workforce Education, Adult General Education**
				The following codes are used to indicate whether the adult general education class was provided through the special program initiative.
				Code Definition
				Y This special initiative class provided adult general education activities as part of a Workforce Education agreement.
				N Not Workforce Education agreement.
19	**61-61**	**1**	**A/N**	**Probationers' Educational Growth (PEG), Adult General Education**
				The following codes are used to indicate whether the adult general education class was provided through the special program initiative.
				Code Definition
				Y This special initiative class was provided as a part of Probationers' Educational Growth.
				N Not Probationers' Educational Growth.
20	**62-80**	**19**	**A/N**	**Filler**