

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

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

**1998-99 WDIS Vocational Student Characteristics**

This format is reported three times per year using the Survey Period Codes F (Fall), W (Winter), and S (Summer). Submit a separate record for the three reporting periods as needed for any student for whom the district submitted a WDIS Vocational Student Course reporting format. 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 1, 2, 3, 4, 5 and 6. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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<b>FIELD CHARACTERISTICS:</b>  A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	<b>TAPE CHARACTERISTICS:</b>  9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: February 1998  Effective Date: July 1998  Format No.: 6945  Record Type: 1 of 1  Activity No.: DB9 51B
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Item Number	From-To	Size	Field Char.	Field Description						
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<b>District Number, Current Instruction/Service</b>						
				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.						
<b>2</b>	<b>3-4</b>	<b>2</b>	<b>N/R</b>	<b>District Number, Current Enrollment</b>						
				The two digit number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C</u> , for acceptable codes.						
<b>3</b>	<b>5-8</b>	<b>4</b>	<b>A/N/R</b>	<b>School Number, Current Enrollment</b>						
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td style="padding-left: 20px;">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>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.	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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Item Number	From-To	Size	Field Char.	Field Description
<b>4</b>	<b>9-18</b>	<b>10</b>	<b>A/N</b>	<b>Student Number Identifier, Florida</b>
				<p>A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students.</p> <p><u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u></p> <p>nnnnnnnnX      Example: 123456789X</p> <p>If a student <u>does not</u> have a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First 2 Digits</u></p> <p>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.</p> <p><u>Last 8 Digits</u></p> <p>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.</p> <p>See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.</p>
<b>5</b>	<b>19-19</b>	<b>1</b>	<b>A/N</b>	<b>Survey Period Code</b>
				<p>F - Fall W - Winter S - Summer</p>

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Item Number	From-To	Size	Field Char.	Field Description
<b>6</b>	<b>20-23</b>	<b>4</b>	<b>N</b>	<b>Fiscal Year</b> 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
<b>7</b>	<b>24-24</b>	<b>1</b>	<b>A</b>	<b>Vocational Academic Disadvantaged</b> THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Indicate whether or not the student was academically disadvantaged during the reporting year.  <u>Code</u> <u>Definition</u> A    "Academic Disadvantaged" means individuals (other than individuals with handicaps) who have academic disadvantages and <u>WHO REQUIRE SPECIAL SERVICES AND ASSISTANCE IN ORDER TO SUCCEED IN VOCATIONAL EDUCATION PROGRAMS</u> . This includes individuals who are:  migrants;  Limited English Proficient; or  dropouts from, or who are identified as potential dropouts from secondary school. (PL 101-392, the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990.)  The following indicators may be used with the above definition to determine vocational academic disadvantages:  <ul style="list-style-type: none"> <li>• The student is enrolled in remedial instruction in reading, writing or mathematics.</li> <li>• The student has secondary school grades below 2.0 on a 4.0 scale (Grade "A" equals 4.0).</li> </ul> (CONTINUED ON NEXT PAGE)

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				<ul style="list-style-type: none"> <li>• The student has scored at or below the 25th percentile for the student's grade level on a standardized achievement or aptitude test.</li> <li>• The student is failing a grade.</li> <li>• The student is on academic probation (for adults).</li> </ul> <p>Z Not Applicable</p>				
<b>8</b>	<b>25-26</b>	<b>2</b>	<b>A/N</b>	<b>Filler</b>				
<b>9</b>	<b>27-27</b>	<b>1</b>	<b>A/N</b>	<b>Vocational, Displaced Homemaker</b>				
				<p>THESE CODES ARE USED ONLY FOR ADULT VOCATIONAL STUDENTS. Select the most appropriate code below to indicate whether or not the student was a displaced homemaker during the term.</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 style="vertical-align: top;">H</td> <td> <p>Displaced Homemaker - The adult student: worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills, or</p> <p>has been dependent on public assistance or on the income of a relative but is no longer supported by such income, or</p> <p>is a parent whose youngest child will become ineligible (at age 16) to receive assistance under the program for Aid to Families with Dependent Children under part A of the title IV of the Social Security Act within two years of the parent's application for assistance under the act, or</p> <p>is unemployed or under employed and is experiencing difficulty in obtaining any employment or suitable employment as</p> </td> </tr> </tbody> </table> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	H	<p>Displaced Homemaker - The adult student: worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills, or</p> <p>has been dependent on public assistance or on the income of a relative but is no longer supported by such income, or</p> <p>is a parent whose youngest child will become ineligible (at age 16) to receive assistance under the program for Aid to Families with Dependent Children under part A of the title IV of the Social Security Act within two years of the parent's application for assistance under the act, or</p> <p>is unemployed or under employed and is experiencing difficulty in obtaining any employment or suitable employment as</p>
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				appropriate, or is described in one of the above statements and is a criminal offender.  Z Not Applicable
<b>10</b>	<b>28-28</b>	<b>1</b>	<b>A</b>	<b>Vocational, Single Parent and Single Pregnant Woman</b>
				THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Select the most appropriate code below to indicate whether or not the student was a single parent and/or single pregnant woman during the reporting year (secondary) or term (postsecondary).  <u>Code</u> <u>Definition</u> S          Single Parent, except pregnant - The student is unmarried, widowed or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.  W          Single Pregnant Woman B          Both - The student is both a single parent and a single pregnant woman.  Z          Not Applicable
<b>11</b>	<b>29-29</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b>
				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 D          Delete Record
<b>12</b>	<b>30-80</b>	<b>51</b>	<b>A/N</b>	<b>Filler</b>