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# STUDENT DATABASE UPDATES 2526

# JULY 18TH, 2025

Data Element Number:   **100075**

Data Element Name:   **Additional Hours Credited**

A six-byte numeric field representing the cumulative count of clock hours credited the student in the current career and technical education program number, excluding clock hours reported on the Career and Technical Education Student Course Schedule. These hours include those credited due to work completed prior to enrollment in the reporting institution (transfer, life experience, etc).  Additional Hours Credited are not reported for Continuing Workforce Education, Adult General Education, or Apprenticeship.

| Code | Definition/Example |
|---|---|
| 000150 | Student is given credit for OCP A in the program for "life experience" (for example, skills gained while in the military).  OCP A has a length of 150 hours.  Report 150 hours for Additional Hours Credited. |
| 000150 | Student transfers from another institution with credit for  Course A, a 150 hour course.  Report 150 hours for Additional Hours Credited. |

## Data Element Detailed Information

| Length: | 6 |
|---|---|
| Data Type: | Numeric |
| Year Implemented: | 0910 |
| State Standard: | No |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|

WDIS Supplemental Information

| **Programs Required:** | Workforce Development |
|---|---|
| **Surveys Required:** | Survey F   Yes<br>Survey S   Yes<br>Survey W   Yes |
| **Appendices:** | |

## Description of Changes:

| Data Element Number: | **100075** |
|---|---|
| Data Element Name: | **Additional Hours Credited** |

7/1/2015          Deleted words from definition "

Data Element Number:     **101742**

Data Element Name:       **Adult Test Form**

A four-character code indicating the specific form of the test which was administered.

Values are listed below:

| Code | Definition/Example |
|------|--------------------|
| **ACT WorkKeys (Math for ABE Only)** | |
| 014 | ACT WorkKeys Applied Math |
| 015 | ACT WorkKeys Applied Math |
| 016 | ACT WorkKeys Applied Math |
| 017 | ACT WorkKeys Applied Math |
| **ACT WorkKeys (Reading for ABE Only)** | |
| 018 | ACT WorkKeys Workplace Documents |
| 019 | ACT WorkKeys Workplace Documents |
| 020 | ACT WorkKeys Workplace Documents |
| 021 | ACT WorkKeys Workplace Documents |
| **BEST Literacy (Reading and Writing)** | |
| B | BEST Literacy |
| C | BEST Literacy |

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D          BEST Literacy

## BEST Literacy 2.0 (Reading and Writing)

1          BEST Literacy

2          BEST Literacy

3          BEST Literacy

## BEST PLUS

NA         BEST PLUS ("Form" is "Not Applicable" for BEST PLUS)

## BEST PLUS 2.0

NA         BEST PLUS ("Form" is "Not Applicable" for BEST PLUS 2.0)

## BEST Plus 3.0

1PB        BEST PLUS 3.0

2PB        BEST PLUS 3.0

NA         BEST PLUS 3.0 (Use N/A for BEST PLUS 3.0 online tests)

## CASAS GOALS 2 (Math for ABE Only)

921M       CASAS Math GOALS 2

922M       CASAS Math GOALS 2

| 923M | CASAS Math GOALS 2 |
| --- | --- |
| 924M | CASAS Math GOALS 2 |
| 925M | CASAS Math GOALS 2 |
| 926M | CASAS Math GOALS 2 |
| 927M | CASAS Math GOALS 2 |
| 928M | CASAS Math GOALS 2 |
| 929M | CASAS Math GOALS 2 |
| 930M | CASAS Math GOALS 2 |

**CASAS GOALS 2 (Reading for ABE Only)**

| 921R | CASAS Reading GOALS 2 |
| --- | --- |
| 922R | CASAS Reading GOALS 2 |
| 923R | CASAS Reading GOALS 2 |
| 924R | CASAS Reading GOALS 2 |
| 925R | CASAS Reading GOALS 2 |
| 926R | CASAS Reading GOALS 2 |
| 927R | CASAS Reading GOALS 2 |

| 928R | CASAS Reading GOALS 2 |
|------|------------------------|
| 929R | CASAS Reading GOALS 2 |
| 930R | CASAS Reading GOALS 2 |

**CASAS Life and Work 80 (Reading for ESOL)**

| 185R | CASAS Life and Work Skills Series Level C Reading (ESOL Only) |
|------|----------------------------------------------------------------|
| 186R | CASAS Life and Work Skills Series Level C Reading (ESOL Only) |
| 187R | CASAS Life and Work Skills Series Level D Reading (ESOL Only) |
| 188R | CASAS Life and Work Skills Series Level D Reading (ESOL Only) |
| 27R | CASAS Beginning Literacy Reading Level A (ESOL Only) |
| 28R | CASAS Beginning Literacy Reading Level A (ESOL Only) |
| 81R | CASAS Life and Work Skills Series Level A Reading (ESOL Only) |
| 81RX | CASAS Life and Work Skills Series Level A Reading (ESOL Only) |
| 82R | CASAS Life and Work Skills Series Level A Reading (ESOL Only) |
| 82RX | CASAS Life and Work Skills Series Level A Reading (ESOL Only) |
| 83R | CASAS Life and Work Skills Series Level B Reading (ESOL Only) |
| 84R | CASAS Life and Work Skills Series Level B Reading (ESOL Only) |

| Data Element Number: | **101742** |
| --- | --- |
| Data Element Name: | **Adult Test Form** |

| 85R | CASAS Life and Work Skills Series Level C Reading (ESOL Only) |
| --- | --- |
| 86R | CASAS Life and Work Skills Series Level C Reading (ESOL Only) |

### CASAS Life and Work 980 (Listening for ESOL)

| 981L | CASAS Life and Work Skills Series Level A Listening |
| --- | --- |
| 982L | CASAS Life and Work Skills Series Level A Listening |
| 983L | CASAS Life and Work Skills Series Level B Listening |
| 984L | CASAS Life and Work Skills Series Level B Listening |
| 985L | CASAS Life and Work Skills Series Level C Listening |
| 986L | CASAS Life and Work Skills Series Level C Listening |

### CASAS STEPS (Listening for ESOL)

| 621L | CASAS STEPS Level A Listening (ESOL only) |
| --- | --- |
| 622L | CASAS STEPS Level A Listening (ESOL only) |
| 623L | CASAS STEPS Level B Listening (ESOL only) |
| 624L | CASAS STEPS Level B Listening (ESOL only) |
| 625L | CASAS STEPS Level C Listening (ESOL only) |
| 626L | CASAS STEPS Level C Listening (ESOL only) |

| 627L | CASAS STEPS Level E Listening (ESOL only) |

| 628L | CASAS STEPS Level D Listening (ESOL only) |

| 629L | CASAS STEPS Level D Listening (ESOL only) |

| 630L | CASAS STEPS Level E Listening (ESOL only) |

**CASAS STEPS (Reading for ESOL)**

| 621R | CASAS STEPS Level A Reading (ESOL only) |

| 622R | CASAS STEPS Level A Reading (ESOL only) |

| 623R | CASAS STEPS Level B Reading (ESOL only) |

| 624R | CASAS STEPS Level B Reading (ESOL only) |

| 625R | CASAS STEPS Level C Reading (ESOL only) |

| 626R | CASAS STEPS Level C Reading (ESOL only) |

| 627R | CASAS STEPS Level D Reading (ESOL only) |

| 628R | CASAS STEPS Level D Reading (ESOL only) |

| 629R | CASAS STEPS Level E Reading (ESOL only) |

| 630R | CASAS STEPS Level E Reading (ESOL only) |

**CASAS GOALS (Reading for ABE only)**

| | |
|---|---|
| 905R | CASAS Reading GOALS |
| 907R | CASAS Reading GOALS |

**CASAS GOALS (Reading for ABE only)**

| | |
|---|---|
| 901R | CASAS Reading GOALS |
| 902R | CASAS Reading GOALS |
| 903R | CASAS Reading GOALS |
| 904R | CASAS Reading GOALS |
| 906R | CASAS Reading GOALS |
| 908R | CASAS Reading GOALS |

**Other**

| | |
|---|---|
| ZZZZ | Not Applicable (GED®) |

**TABE**

| | |
|---|---|
| 11OL | TABE form 11- Online |
| 11PB | TABE form 11- Paper Based |
| 12OL | TABE form 11- Online |
| 12PB | TABE form 11- Paper Based |

| Data Element Number: | **101742** |
| Data Element Name: | **Adult Test Form** |

| 13OL | TABE form 13 - Online |

| 13PB | TABE form 13- Paper Based |

| 14OL | TABE form 14 - Online |

| 14PB | TABE form 14- Paper Based |

**TABE CLAS E (ESOL only)**

| A | TABE CLAS E |

| B | TABE CLAS E |

| COL | TABE CLAS E - Online |

| CPB | TABE CLAS E - Paper Based |

| DOL | TABE CLAS E - Online |

| DPB | TABE CLAS E - Paper Based |

## Data Element Detailed Information

| Length: | 4 |
| Data Type: | Alphanumeric |
| Year Implemented: | 1011 |
| State Standard: | No |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| **Formats Required:** | **Edits Required:** |

Data Element Number:     **101742**

Data Element Name:       **Adult Test Form**

WDIS Adult General Education Test and Performance Record

| Programs Required: | Workforce Development |
| --- | --- |
| | Survey F     Yes |
| | Survey W     Yes |
| | Survey S     Yes |
| | None |

| Description of Changes: | |
| --- | --- |
| 7/1/2025 | Correction of the "Level for CASAS STEPS Listening and Reading, Forms 629L, T 630L, 629R, and 630R. |
| 7/1/2025 | Added new test forms and associated codes for CASAS GOALS 2 Reading and TABE CLAS-E paper-based and online. |
| 7/1/2025 | Removed CASAS GOALS Math and associated codes. |
| 2/6/2025 | Added new ACT WorkKeys test series. Added new TABE 13/14 series and TABE CLAS E forms, C/D. |
| 7/1/2024 | Added new tests and values for CASAS STEPS listening and reading, CASAS GOALS 2 Math, and removed all mentions of ELCATE. |
| 7/1/2024 | Added back the breakout for TABE to reflect paper based versus online test taking options and new BEST Literacy 2.0 and BEST PLUS 3.0 test forms |
| 7/1/2023 | Deleted definition/code B,C and D. |
| 7/1/2022 | Added to definitions for CASAS codes 185R-188R, 27R, 28R, 81R, 81RX, 82R, 82RX, 83R-86R and 981L- 9861L; and to TABE codes A & B. |
| 7/1/2019 | Deleted CASAS Life Skills Series codes 31M-38M; added CASAS Math GOALS codes 913M – 918M; deleted TABE codes 9 and 10; modified TABE 11 to 11OL and TABE 12 to 12OL; added TABE 11PB and 12PB. |
| 7/1/2018 | Added eight new CASAS Reading Test Form codes. |
| 3/21/2018 | Added TABE Form 11 and TABE Form 12 |
| 7/1/2017 | Removed Wonderlic GAIN from Adult Test Form. |
| 7/1/2016 | Removal of or modification of obsolete test forms for CASAS |
| 12/18/2015 | Addition of new valid forms for CASAS listening as required by the Division of Career and Adult Education |
| 11/19/2013 | Correction of the "Level" for  five CASAS forms |
| 8/15/2012 | Add forms back for CASAS  Listening (81L, 82L, 83L, 84L, 85L & 86L). |
| 6/1/2012 | For BEST Literacy Tests deleted codes 1 and2 and added codes B, C and D.  For CASAS, deleted codes 81L, 82L, 83L, 84L, 85L and 86L. |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I

STUDENT DATA ELEMENTS
**2025-26**

Data Element Number:  **102825**

Data Element Name:  **Attendance, Daily**

A one-character code which indicates the daily presence or absence of the PK-12 student in school as required by state statute.

Code a U, E or T or leave blank for the student as defined by district policy.  Codes D and N may optionally replace code U.  Code H may optionally be used in lieu of withdrawing the student who is assigned temporarily to a hospital program in another district.  See Automated Student Attendance Recordkeeping for procedures.

| Code | Definition/Example |
|------|--------------------|
| **AD1** | |
| Blank | Present |
| E | Excused absence as defined by district policy |
| H | Hospital/Homebound student scheduled in a hospital program in another district pursuant to the rule regarding alternately-assigned students, 6A-6.03020(6), FAC.  (Code H should not be counted as a day absent, but rather should be considered a day of non-enrollment.) |
| T | Tardy |
| U | Unexcused absence as defined by district policy |
| **AD2** | |
| D | Unexcused absence related to discipline as defined by district policy |
| N | Unexcused absence not related to discipline as defined by district policy |

| Data Element Detailed Information |
|-----------------------------------|

Data Element Number:     **102825**

Data Element Name:       **Attendance, Daily**

|  | 1 |  |  |  |
|---|---|---|---|---|
|  | Alphanumeric |  |  | No |
|  | 8788 |  |  | Yes |
|  | No |  |  | No |
|  | PK-12 |  |  | No |

None

None

| **Programs Required:** | All Programs |
|---|---|
| **Surveys Required:** | None |
| **Appendices:** | None |

| **Description of Changes:** | |
|---|---|
| 6/27/2025 | Removed Code Q |
| 8/18/2021 | Added new code 'Q' per 6AER-21-01. |

Data Element Number:     **108791**

Data Element Name:       **Cost Reporting Code**

Report the appropriate Workforce Development Cost Reporting Code for the postsecondary instruction provided to the adult student for the term [1011.80(10), F.S.].

| Code | Definition/Example |
|------|--------------------|
| **Adult General Education (AGE)** | |
| 401 | Literacy/Adult Basic Education (ABE) |
| 402 | Adult High School (Includes Adult High Co-enrolled) (Adult Secondary) |
| 403 | GED Preparatory |
| 404 | ESOL |
| 409 | Academic Skills Building |
| **Applied Technology Diploma (ATD)** | |
| 364 | Postsecondary career and technical education instruction under the Course Code Directory seven-digit codes assigned to applied technology diploma programs/courses.  Section 1004.02(8), F.S. |
| **Apprenticeship (APP)** | |
| 371 | Related classroom instruction (RTI) |
| 372 | On the job training (OJT) |
| **Career Certificate (CAR)** | |
| 351 | Agriscience and Natural Resources |

Data Element Number:    **108791**

Data Element Name:    **Cost Reporting Code**

| | |
|---|---|
| 352 | Business Education |
| 353 | Family and Consumer Science |
| 354 | Health Science |
| 355 | Industrial |
| 356 | Marketing (Distributive) |
| 357 | Public Service |
| 359 | Other CTE |

**Continuing Workforce Education (CWE)**

341    Continuing Workforce Education instruction listed under the seven-digit code assigned to program/course E91010A, E91010B, E91010C, E91010D, E91010E, E91010F, E91010G, E91010H, E91010J, E91010K, E91010L, E91010M, , E91010N, E91010S, E91010T, E91010X, or E91010Y. , (1004.02(12) F.S).

## Data Element Detailed Information

| | | | | |
|---|---|---|---|---|
| Length: | 3 | **Use Types:** | | |
| Data Type: | Alphanumeric | State Reporting: | | Yes |
| Year Implemented: | 9899 | Local Accountability: | | Yes |
| State Standard: | No | FASTER: | | No |
| Required Grades: | Adult | Migrant Tracking: | | No |

## Applicable Format And Edit

| **Formats Required:** | **Edits Required:** |
|---|---|

WDIS Adult General Education Student Course

WDIS Career and Technical Education Student Course Schedule

| **Programs Required:** | Workforce Development |
|---|---|

| Data Element Number: | **108791** |
| --- | --- |
| Data Element Name: | **Cost Reporting Code** |

|  | Survey F | Yes |
| --- | --- | --- |
|  | Survey W | Yes |
|  | Survey S | Yes |
|  | Survey G | Yes |
|  | Survey X | Yes |
|  | None |  |

## Description of Changes:

| 7/1/2025 | Deletion of code 405 and modified codes 402 and 409 descriptions. |
| --- | --- |
| 2/6/2025 | Renamed Postsecondary Adult Vocational programs (PSAV) to Career Certificate (CAR). |
| 12/12/2014 | For 341 - corrected the statutory reference and the list of programs associated with CWE. |
| 11/2/2011 | Update code description for value 364, Applied Technology Diploma, to remove dual Enrollment references no longer in statute, and to add statutory reference to ATD. |

| | |
|---|---|
| Data Element Number: | **115835** |
| Data Element Name: | **Dual Enrollment Indicator** |

A one-character field that describes the type of dual enrollment in which the secondary student is engaged for the course or program being reported as per Section 1007.271, Florida Statutes. The dual enrollment program is the enrollment of an eligible secondary student, home education or Personal Education Program (PEP) student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. Note that a student can be both academically and career and technical education dually enrolled at the same time.

| Code | Definition/Example |
|---|---|
| A | Academic dual enrollment. Includes students working toward A.A., S.A.A.T., B.A. and B.S. degrees in Florida colleges and universities who are enrolled part-time in postsecondary classes. |
| B | Career and technical education college credit dual enrollment. Includes students working toward an A.A.S. or A.S. degree, an ATD, or a college credit certificate program and an industry certification. |
| C | Career and technical education certificate dual enrollment. Includes students working in a clock hour postsecondary adult career and technical education program (career certificate or ATD) and an industry certification at a school district career center, school district charter technical career center, or a Florida College System institution. |
| E | Early admission student. Includes students who are working toward a high school diploma and are enrolled full-time at a postsecondary institution. |
| Z | Not Applicable. Includes all postsecondary students, grades 30 and 31, and all secondary students not dually enrolled. |

Additional information on Dual Enrollment is available in section 1007.271, Florida Statutes.

## Data Element Detailed Information

| Length: | 1 |
|---|---|
| Data Type: | Alphanumeric |
| Year Implemented: | 9798 |
| State Standard: | No |
| Required Grades: | 09-12 |

**Use Types:**

| State Reporting: | Yes |
|---|---|
| Local Accountability: | Yes |
| FASTER: | No |
| Migrant Tracking: | No |

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|
| Student Course Schedule | 15, 20, 21, 2A, 2C, 2F, 2M, 39, 44, 47, 48, 52, 5B, 5Z, 84 |

Data Element Number:      **115835**

Data Element Name:        **Dual Enrollment Indicator**

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WDIS Career and Technical Education Student Course Schedule

| **Programs Required:** | Dual Enrollment | |
|---|---|---|
| | Survey 1 | Yes |
| | Survey 2 | Yes |
| | Survey 3 | Yes |
| | Survey 4 | Yes |
| | Survey F | Yes |
| | Survey G | Yes |
| | Survey S | Yes |
| | Survey W | Yes |
| | Survey X | Yes |
| | None | |

## Description of Changes:

| 7/1/2025 | Personal Education Program (PEP) added to data element description and description of code C updated to specify clock hour and clarify CTE programs. |
|---|---|
| 7/1/2024 | Revised code A. |
| 7/1/2014 | Revised Codes B and C. |

Data Element Number: **122244**

Data Element Name: **First-Time Student Indicator**

A representation of the first-time enrollment status of a student in any postsecondary instruction.

| Code | Definition/Example |
|------|--------------------|
| D | A first-time student in any postsecondary dual enrollment, or an early admission student. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment. |
| N | Not a first-time student in postsecondary education, postsecondary dual enrollment, nor an early admission student. Student is enrolled in at least one course in one of the following instructional areas: Career Certificate, Applied Technology Diploma, or Apprenticeship. |
| Y | A first-time student in any postsecondary education, other than dual enrollment or early admission. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment. |
| Z | Not Applicable – Student is exclusively enrolled in Adult General Education or Continuing Workforce Education. |

Note: A student may only be reported as a First-Time Student in only one year.

## Data Element Detailed Information

| | | | |
|---|---|---|---|
| Length: | 1 | **Use Types:** | |
| Data Type: | Alphanumeric | State Reporting: | Yes |
| Year Implemented: | 9899 | Local Accountability: | Yes |
| State Standard: | No | FASTER: | No |
| Required Grades: | Adult | Migrant Tracking: | No |

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|-------------------|-----------------|

WDIS Student Demographic Information

**Programs Required:**   Workforce Development

**Surveys Required:**
Survey F     Yes
Survey W     Yes
Survey S     Yes
Survey G     Yes

Data Element Number:     **122244**

Data Element Name:     **First-Time Student Indicator**

Survey X     Yes

| **Appendices:** | None |

| **Description of Changes:** |
| --- |

| 7/1/2025 | Deleted "Postsecondary Adult Vocational" and added "Career Certificate" to code N description. |
| 6/1/2012 | Added sentence to definition of code value "N" and added new code value "Z" and its definition. |
| 10/11/2011 | Deleted "one time, i.e. in only one term" and replaced these words with "in only one year." |

Data Element Number:     **144063**

Data Element Name:       **English Language Learners, Adult**

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Using the definitions and the codes given below, indicate the status of the student who has been identified as an English Language Learner (ELL) student.  A English Language Learner student is one who:

1) Was not born in the U.S. and whose native language is other than English; or

2) Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or

3) Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; and

4) Who as a result of the above has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.

| Code | Definition/Example |
|------|--------------------|
| N | The student is NOT a Limited English Proficient student |
| Y | The student is a Limited English Proficient student |

## Data Element Detailed Information

| Length: | 1 |
|---------|---|
| Data Type: | Alphabetic |
| Year Implemented: | 9495 |
| State Standard: | No |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | | Edits Required: |
|-------------------|---|-----------------|

WDIS Student Demographic Information

| **Programs Required:** | Workforce Development |
|------------------------|------------------------|

| **Surveys Required:** | Survey F | Yes |
|-----------------------|----------|-----|
| | Survey W | Yes |
| | Survey S | Yes |
| | Survey G | Yes |

Data Element Number: **144063**

Data Element Name: **English Language Learners, Adult**

|  | Survey X | Yes |
| --- | --- | --- |
| **Appendices:** | None | |

| Description of Changes: |
| --- |

| 7/1/2025 | Enumerated definition items under data element description. |

Data Element Number: **157425**

Data Element Name: **Adult General Education, Institutional Setting**

For participants enrolled in adult general education NRS eligible programs only, indicate using a code below the facility type of the adult education participant at the beginning of the term. Report non-NRS participants as code 'Z'.

| Code | Definition/Example |
|------|--------------------|
| A | An adult who is a patient or resident of a medical or special institution. Should not include residents in correctional facilities or institutions for homeless adult residents. |
| B | An adult who is remanded to the custody of a state correctional facility. |
| C | An adult who is remanded to the custody of a Federal correctional facility. |
| D | An adult who is remanded to the custody of a county correctional facility. |
| E | An adult who is remanded to the custody of a city correctional facility |
| F | An adult who is participating in a community correctional program. |
| Z | Not Applicable |

## Data Element Detailed Information

| | |
|---|---|
| Length: | 1 |
| Data Type: | Alphanumeric |
| Year Implemented: | 0203 |
| State Standard: | No |
| Required Grades: | Adult |

### Use Types:

| | |
|---|---|
| State Reporting: | Yes |
| Local Accountability: | Yes |
| FASTER: | No |
| Migrant Tracking: | No |

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|-------------------|-----------------|

WDIS Adult General Education Student Course

|  | Workforce Development |
| --- | --- |

|  |  |  |
| --- | --- | --- |
|  | Survey G | Yes |
|  | Survey X | Yes |
|  | Survey F | Yes |
|  | Survey W | Yes |
|  | Survey S | Yes |

|  | None |
| --- | --- |

## Description of Changes:

| 7/1/2025 | Data element description updated. |
| --- | --- |
| 7/1/2018 | Added Surveys G an X as required surveys. |
| 7/1/2018 | Changed format required from WDIS Student Demographic Information to WDIS Adult General Education Student Course . |
| 7/1/2018 | Added codes B-F and updated code A. |
| 7/1/2018 | Changed data element name from Other Institutionalized Adult to Adult General Education, Institutional Setting |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I

STUDENT DATA ELEMENTS
**2025-26**

Data Element Number: **176425**

Data Element Name: **Test Date**

The month, day, and year in which the student was tested for each test administration during the school year.

This data element is used to record the test date for various tests taken by a student including, for example, pretest and posttest dates for the Basic Achievement Skills Inventory (BASI) used in Department of Juvenile Justice schools, English language proficiency assessment, and assessment of students in reading intervention programs.

| Code | Definition/Example |
|---|---|

MMDDYYYY  Example:  01282026  Test taken on January 28, 2026

Example:  00000000  Test not taken

NOTE:  Test Dates reported on the English Language Learners Information record may be in a school year(s) other than the one in which the record is being submitted.

## Data Element Detailed Information

| Length: | 8 | | Use Types: | |
|---|---|---|---|---|
| Data Type: | Numeric | State Reporting: | | Yes |
| Year Implemented: | 9495 | Local Accountability: | | Yes |
| State Standard: | No | FASTER: | | Yes |
| Required Grades: | PK-12, Adult | Migrant Tracking: | | Yes |

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|
| English Language Learners Information | 14, 26, 29, 30, 31, 32, 37, 38, 39, 40, 41, 46, 47, 49, 50, 55, 56, 57, 58 |
| Student Assessment | 8, 21, 27 |
| WDIS Adult General Education Test and Performance Record | |

| **Programs Required:** | All Programs Workforce Development |
|---|---|
| **Surveys Required:** | Survey F Yes Survey W Yes Survey S Yes Survey 2 Yes Survey 3 Yes Survey 5 Yes |
| **Appendices:** | None |

| Data Element Number: | **176425** |
|---|---|
| Data Element Name: | **Test Date** |

| Description of Changes: |
|---|

| 7/1/2025 | Example updated within data element description. |
|---|---|
| 7/1/2015 | Survey 7 Removed from Required Surveys |
| 6/1/2011 | Deleted DJJ Student Entry Assessment DB9 53x and DJJ Student Exit Assessment DB9 54x. |

Data Element Number: **184625**

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

---

THESE CODES ARE USED ONLY FOR POSTSECONDARY CAREER AND TECHNICAL EDUCATION STUDENTS. Students who are enrolled in a program offered for career credit of 450 hours or more, including career certificate programs and clock hour ATD programs, shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program (Section 1004.91, F.S.; Rule 6A-10.024 (6) and (6)(a)). Report the code that indicates 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 credit 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 | Basic Skills Exempt: Student possesses a high school diploma from a private school that is in compliance with s. 1002.42, F.S. |

| | |
|---|---|
| R | Basic Skills Exempt: 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 | Basic Skills Exempt: 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. |
| 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 credit program) |

Note: Students who are enrolled in any career credit program of less than 450 clock hours should be coded with value 'G' even if they meet other criteria.

Dual enrollment students must meet basic skills unless otherwise exempt. 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.

## Data Element Detailed Information

| | | | | |
|---|---|---|---|---|
| Length: | 1 | **Use Types:** | | |
| Data Type: | Alphanumeric | State Reporting: | | Yes |
| Year Implemented: | 9495 | Local Accountability: | | Yes |
| State Standard: | Yes | FASTER: | | No |
| Required Grades: | Adult | Migrant Tracking: | | No |

## Applicable Format And Edit

| **Formats Required:** | **Edits Required:** |
|---|---|
| WDIS Career and Technical Education Student Course Schedule | |

| | |
|---|---|
| **Programs Required:** | Workforce Development |
| **Surveys Required:** | Survey F    Yes<br>Survey W    Yes<br>Survey S    Yes |
| **Appendices:** | None |

## Description of Changes:

| | |
|---|---|
| Data Element Number: | **184625** |
| Data Element Name: | **Career and Technical Education Basic Skills Examination** |

| | |
|---|---|
| 7/1/2025 | Added clarification to data element description; added minor language modifications to codes G, R, S, Z and added note for guidance. |
| 12/3/2024 | Updated definition for codes "Q", "R" and "S". |
| 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. |
| 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 |

| Data Element Number: | **185875** |
|---|---|
| Data Element Name: | **Career and Technical Education/Adult General Education Program Code** |

For secondary students:
Record the seven-digit numeric program code listed in the Course Code Directory, which is associated with the career and technical education course in which the student is enrolled.

For all postsecondary adult career and technical education students:
Record the seven-digit alphanumeric program code listed in the Course Code Directory.

For the adult general education students:
Record the appropriate valid program code from the Course Code Directory.

| Code | Definition/Example |
|---|---|
| | Not applicable for this element |

NOTE:  To report the appropriate code for dually enrolled students in FTE Surveys 1-4:

For regular secondary career and technical education students, enter the secondary program number. For a dually enrolled student taking postsecondary adult career and technical education in a district setting, enter the postsecondary adult career and technical education program number. (See Appendix I in the WDIS DataBase Handbook for current program numbers.)

If reporting a dually enrolled student taking an academic or career and technical education class for college credit through a state university or community college, zero fill this field.

In Survey 5, report only the instruction actually provided to the student by the school of instruction. Dual enrollment courses are reported in Survey 5 if the student took an industry certification or listed in Appendix Z that is related to the dual enrollment course.

## Data Element Detailed Information

| Length: | 7 |
|---|---|
| Data Type: | Alphanumeric |
| Year Implemented: | 9192 |
| State Standard: | No |
| Required Grades: | 06-12, Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|
| Career and Technical Education Student Course Schedule | 8 |
| Industry Certification | 11, 24, 41 |
| Student Course Schedule | 41, 53 |

| Data Element Number: | **185875** |
|---|---|
| Data Element Name: | **Career and Technical Education/Adult General Education Program Code** |

WDIS Adult General Education Student Course

WDIS Career and Technical Education Student Course Schedule

WDIS Supplemental Information

| **Programs Required:** | Career and Technical |
|---|---|
| | |

Survey 1   Yes
Survey 2   Yes
Survey 3   Yes
Survey 4   Yes
Survey 5   Yes
Survey F   Yes
Survey W   Yes
Survey S   Yes
Survey F   Yes
Survey X   Yes

| **Appendices:** | Appendix Z: Industry Certification Identifier |
|---|---|

## Description of Changes:

| 7/1/2025 | Changed Definiton and Notes for added clarity. |
|---|---|
| 2/16/2015 | Added Industry Certification Format |
| 10/18/2011 | Added the words 'for college credit' to the note regarding taking a class through a state university or community college. |

| Data Element Number: | **187011** |
|---|---|
| Data Element Name: | **WDIS Student Instructional Hours** |

WDIS Student Instructional Hours is a whole number, expressed in hours, assuming no decimal places and right justified with leading zeros.

WDIS Student Instructional Hours may not be reported in the Workforce Development Information System (WDIS) for students enrolled in courses or programs for which the direct instructional costs have been fully funded by an external agency. Section 1011.80(5)(d), Florida Statutes:
"State funding and student fees for workforce education instruction shall be established as follows: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding."
For Adult General Education (Cost Reporting Codes ranging from 401 – 404, 409*):
WDIS Student Instructional Hours for adult general education students must be reported in accordance with the requirements in Rule 6A-10.0381, Florida Administrative Code. The text of the rule can be accessed at the following web link: https://www.flrules.org/.
A technical assistance paper and rule summary are posted here (See 'Instructional Hours Reporting for Adult Education.'): https://www.fldoe.org/academics/career-adult-edu/research-evaluation/data-reports-adult-edu.stml

When WDIS Instructional hours are reported for Integrated Education and Training (IET) programs of study that offer contextualized CTE and AGE instruction where the CTE instruction is separately reportable (SCNS course, CWE), the CTE and AGE hours may not be double reported for the same block of time and must be reported in separate courses.
For Career Certificate and Applied Technology Diploma (Cost Reporting Codes ranging from 351 – 364*):
For career certificate and applied technology diploma students, the WDIS Instructional hours shall be defined as the number of scheduled course hours from a student's first day of enrollment in a course and to his/her last scheduled day of enrollment in the course. If the student's enrollment in a course crosses reporting surveys, the instructional hours shall be pro-rated across the survey.

WDIS Instructional hours may not exceed the contact hours for which a student has paid/deferred tuition or received a waiver for the payment of tuition; the only exception is for instructional hours of students who withdrew after the drop/add period. If a student withdraws from a course prior to the end of the reporting survey (but after a drop/add period), the instructional hours may still be reported through the end of the course for that survey. For cases in which a student transfers to a different section in the same course during the survey, the instructional hours for the first section must be reported based on the hours from the date of enrollment to the date of transfer.

| Code | Definition/Example |
|---|---|
| **Cost Reporting Codes ranging from 351 – 369*** | |
| 0100 | The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey. |
| 0150 | The student enrolls in a 150 hour course and is scheduled to attend 150 hours within the survey. The student remains in this course to the end of the survey. For this student, WDIS instructional hours are 150. |
| 0150 | The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey. |

**Reporting Codes ranging from 341 – 349, 371 and 372***

| Data Element Number: | **187011** |
| --- | --- |
| Data Element Name: | **WDIS Student Instructional Hours** |

| 0032 | The student enrolls on the fifth class day of the course (missing the first four classes). WDIS Student Instructional Hours are calculated from the fifth day of class through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 32. |
| --- | --- |
| 0036 | The student enrolls on the first day of the course. WDIS Student Instructional Hours are calculated from the first class day of the course through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 36. |

## Data Element Detailed Information

| Length: | 4 |
| --- | --- |
| Data Type: | Numeric |
| Year Implemented: | 0203 |
| State Standard: | No |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | | Edits Required: |
| --- | --- | --- |

WDIS Adult General Education Student Course

WDIS Career and Technical Education Student Course Schedule

| **Programs Required:** | Workforce Development |
| --- | --- |
| **Surveys Required:** | Survey F     Yes<br>Survey W    Yes<br>Survey G    Yes<br>Survey S     Yes<br>Survey X    Yes |
| **Appendices:** | None |

## Description of Changes:

| 7/1/2025 | Additional guidance added to data element description. |
| --- | --- |
| 9/1/2022 | Added new note for reporting instructional hours for conceptualized CTE and AGE instruction. |
| 7/1/2018 | Updated data element definition to remove the 1718 procedures information and links. |
| 12/18/2017 | Data Governance request – update text with links to current State rule and TA papers. |

Data Element Number: **197236**

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

---

The date the institution awarded a student a full program completion. See data element 185125, Program Completer. Program completion dates must be reported for students reported with Program Completer values 'A', 'P' and 'V', only.

| Code | Definition/Example |
|------|--------------------|
| 01282026 | January 28, 2026 |
| MMDDYYYY | Month, day, full year |

## Data Element Detailed Information

| Length: | 8 |
|---------|---|
| Data Type: | Numeric |
| Year Implemented: | 1213 |
| State Standard: | Yes |
| Required Grades: | |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|-------------------|-----------------|

WDIS Career and Technical Education Student Course Schedule

WDIS Supplemental Information

| **Programs Required:** | Workforce Development |
|------------------------|------------------------|
| **Surveys Required:** | Survey F    Yes<br>Survey S    Yes<br>Survey W    Yes |
| **Appendices:** | None |

## Description of Changes:

Data Element Number: **197236**

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

| | |
|---|---|
| 7/1/2025 | Clarification added to data element description and code example updated. |
| 7/1/2024 | Added data element to WDIS Supplemental Information format. |
| 6/1/2012 | New Element |

Data Element Number: **197245**

Data Element Name: **Total Clock Hours Earned Toward Award**

A cumulative count of clock hours earned, prior to and after formal admission, which apply to the current career and technical education program code. This total should include all hours creditable toward an award including transfer credit/hours.

| Code | Definition/Example |
|---|---|
| | Not Applicable |

Notes:  Report 999999 for Not Applicable (Continuing Workforce Education).

## Data Element Detailed Information

| Length: | 6 |
|---|---|
| Data Type: | Numeric |
| Year Implemented: | 1213 |
| State Standard: | Yes |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|

WDIS Career and Technical Education Student Course Schedule

| **Programs Required:** | Workforce Development |
|---|---|
| **Surveys Required:** | Survey F    Yes<br>Survey S    Yes<br>Survey W    Yes |
| **Appendices:** | None |

## Description of Changes:

| 7/1/2025 | Removed vocational, added career and technical education to data element description. |
|---|---|
| 6/1/2012 | New Element |

Data Element Number:     **197260**

Data Element Name:     **Postsecondary School of Enrollment**

---

Definition: The state assigned four-digit school number in which the student is officially enrolled in postsecondary instruction.

Postsecondary School of Enrollment will be used for reporting performance outcomes by school for legislatively required reports.The main campus school number must be reported for the postsecondary enrollment for institutions accredited by the Council on Occupational Education (COE). For all instruction offered through non-accredited instructional sites, the value of 9999 must be reported.

School of Instruction should not match School of Enrollment in the following situations:
• Instruction is provided on an extension campus which falls under the accreditation of a Council on Occupational Education (COE) accredited site. In this situation the school of enrollment would be the accredited school, and the school of instruction would be the school where services were received.
• Instruction is provided at a separate school that has been approved as an alternate site under an accredited institution. In this situation the school of enrollment would be the accredited school, and the school of instruction would be the school where services were received.
• A student is dual enrolled and instruction is provided at the secondary school. In this situation, the school of enrollment would be the school that was providing the instructional services, not the physical location of the instruction.

| Code | Definition/Example |
|------|--------------------|
| 0001-0899 | District school sites assigned a unique number in the state Master School ID File. |
| 9999 | Non-COE accredited institution |

## Data Element Detailed Information

| Length: | 4 |
|---------|---|
| Data Type: | Alphanumeric |
| Year Implemented: | 1415 |
| State Standard: | Yes |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|-------------------|-----------------|

WDIS Career and Technical Education Student Course Schedule

WDIS Supplemental Information

| Programs Required: | Workforce Development |
|--------------------|------------------------|

Data Element Number:     **197260**

Data Element Name:       **Postsecondary School of Enrollment**

| | |
|---|---|
| | Survey F     Yes |
| | Survey G     Yes |
| | Survey S     Yes |
| | Survey W     Yes |
| | Survey X     Yes |
| | None |

## Description of Changes:

| 7/1/2025 | Removal of erroneous symbols in description. |
|---|---|
| 9/1/2022 | Added new code of 9999 for Non-COE accredited Institution. |
| 9/1/2022 | Updated description. |
| 10/31/2014 | Addition of clarifying language to "Definition" |
| 7/1/2014 | New Element |

Data Element Number:     **197260**

Data Element Name:     **Postsecondary School of Enrollment**

---

Definition: The state assigned four-digit school number in which the student is officially enrolled in postsecondary instruction.

Postsecondary School of Enrollment will be used for reporting performance outcomes by school for legislatively required reports.The main campus school number must be reported for the postsecondary enrollment for institutions accredited by the Council on Occupational Education (COE). For all instruction offered through non-accredited instructional sites, the value of 9999 must be reported.

School of Instruction should not match School of Enrollment in the following situations:
• Instruction is provided on an extension campus which falls under the accreditation of a Council on Occupational Education (COE) accredited site. In this situation the school of enrollment would be the accredited school, and the school of instruction would be the school where services were received.
• Instruction is provided at a separate school that has been approved as an alternate site under an accredited institution. In this situation the school of enrollment would be the accredited school, and the school of instruction would be the school where services were received.
• A student is dual enrolled and instruction is provided at the secondary school. In this situation, the school of enrollment would be the school that was providing the instructional services, not the physical location of the instruction.

| Code | Definition/Example |
|------|--------------------|
| 0001-0899 | District school sites assigned a unique number in the state Master School ID File. |
| 9999 | Non-COE accredited institution |

## Data Element Detailed Information

| Length: | 4 |
|---------|---|
| Data Type: | Alphanumeric |
| Year Implemented: | 1415 |
| State Standard: | Yes |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|-------------------|-----------------|

WDIS Career and Technical Education Student Course Schedule

WDIS Supplemental Information

| Programs Required: | Workforce Development |
|--------------------|------------------------|

Data Element Number:    **197260**

Data Element Name:    **Postsecondary School of Enrollment**

|  |  |  |
|---|---|---|
|  | Survey F | Yes |
|  | Survey G | Yes |
|  | Survey S | Yes |
|  | Survey W | Yes |
|  | Survey X | Yes |
|  | None | |

## Description of Changes:

| | |
|---|---|
| 7/1/2025 | Removal of erroneous symbols in description. |
| 9/1/2022 | Added new code of 9999 for Non-COE accredited Institution. |
| 9/1/2022 | Updated description. |
| 10/31/2014 | Addition of clarifying language to "Definition" |
| 7/1/2014 | New Element |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I

STUDENT DATA ELEMENTS
**2025-26**

Data Element Number:     **197272**

Data Element Name:       **Adult General Education, Withdrawal Reason**

For participants enrolled in adult general education NRS eligible programs only, indicate the reason for a student's withdrawal from adult general education.

| Code | Definition/Example |
|------|--------------------|
| A | Participant is incarcerated or residing in an institution or facility providing 24-hour support such as a hospital or treatment center |
| B | Participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. |
| C | Participant was found to be deceased |
| D | Participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days |
| E | Participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only) |
| F | Participant was withdrawn and exited for non-attendance |
| G | Participant exited for a reason other than those identified above.This includes students who earned a diploma or equivalent and exited adult education. |
| N | Participant is in an NRS eligible program, is still enrolled at the end of the term, and is expected to be enrolled in the next term |
| Z | Participant is not enrolled in an NRS eligible program |

Note #1: Code = 'A'  should only be reported when the student is withdrawing entirely from your AGE program because they are becoming incarcerated or institutionalized and will no longer be enrolled in AGE.

Note #2: Codes 'A' - 'E' are used to determine participant exclusion from any NRS performance outcome measures. See OCTAE Program Memo 17-2

## Data Element Detailed Information

|  | 1 |  |  |
|---|---|---|---|
|  | Alphabetic |  | Yes |
|  | 1617 |  | Yes |
|  | Yes |  | No |
|  | Adult |  | No |

WDIS Student End of Term Status

|  | Workforce Development |
|---|---|
|  | Survey F     Yes |
|  | Survey S     Yes |
|  | Survey W     Yes |
| **Appendices:** | None |

## Description of Changes:

| | |
|---|---|
| 7/1/2025 | Data element description updated and clarifying notes added. |
| 7/1/2019 | Added a note explaining when to report Code A. |
| 12/18/2017 | Data Governance Request to add "Note: . . ." under Definition/Example |
| 7/1/2016 | New Element |

| Data Element Number: | **197273** |
|---|---|
| Data Element Name: | **Adult General Education, Employment Barriers** |

For participants enrolled in adult general education NRS eligible programs only, indicate, using a code below, whether the participant had any perceived barriers towards employment.

| Code | Definition/Example |
|---|---|
| C | Participant perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment |
| Z | Participant is not enrolled in an NRS eligible program |

Notes: Status should be collected at the beginning of each term/semester. If a participant is enrolled in two or more terms in a reporting period, the code reported should be for the first term/semester.

## Data Element Detailed Information

| Length: | 1 |
|---|---|
| Data Type: | Alphabetic |
| Year Implemented: | 1617 |
| State Standard: | Yes |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|

WDIS Student Demographic Information

Workforce Development

| Survey F | Yes |
|---|---|
| Survey S | Yes |
| Survey W | Yes |

**Appendices:** None

## Description of Changes:

Data Element Number:    **197273**

Data Element Name:    **Adult General Education, Employment Barriers**

---

7/1/2025            Description of changes updated.

7/1/2016            New Element

Data Element Number:     **197274**

Data Element Name:       **Adult General Education, Ex-Offender**

---

For participants enrolled in adult general education NRS eligible programs only, indicate, using a code below, whether the participant was considered an ex-offender.

| Code | Definition/Example |
|------|--------------------|
| E | The participant has self-identified as a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. |
| N | Participant does not meet any one of the conditions presented above |
| Z | Participant was not enrolled in an NRS eligible program |

Notes:  Status should be collected at the beginning of each term/semester. If a student is enrolled in two or more terms in a reporting period, the code reported should be for the first term/semester.

## Data Element Detailed Information

| Length: | 1 |
|---------|---|
| Data Type: | Alphabetic |
| Year Implemented: | 1617 |
| State Standard: | Yes |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|-------------------|-----------------|

WDIS Student Demographic Information

Workforce Development

| Survey F | Yes |
|----------|-----|
| Survey S | Yes |
| Survey W | Yes |

**Appendices:**     None

## Description of Changes:

Data Element Number:     **197274**

Data Element Name:       **Adult General Education, Ex-Offender**

| | |
|---|---|
| 7/1/2025 | Data element description updated. |
| 7/1/2016 | New Element |

Data Element Number: **197277**

Data Element Name: **Military Status**

The following codes are used to identify if a student (adult general education and postsecondary career and technical education) is a veteran.

| Code | Definition/Example |
|------|--------------------|
| A | Active Duty Personnel |
| D | Eligible Dependent (spouse/child. See eligible dependent statuses below.) |
| E | Veteran (Prior Service, Service Dates Unknown) |
| N | Active Member of the National Guard |
| R | Active Member of the Reserves |
| V | Veteran (Prior Service, Service Prior to 9/11/2001) |
| W | Veteran (Prior Service, Service on or after 9/11/2001) |
| X | Unknown/No Response |
| Y | No Military History |
| Z | Not Applicable (Continuing Workforce Education, dual enrolled or co-enrolled secondary students) |

Notes:
1. Values that identify Actively serving members of the U.S. Armed Forces, to include:
   • 'A' - Active Duty
   • 'N' - Active Member of the National Guard
   • 'R' - Active Member of the Reserves
Active Duty values take precedence over values that identify a student as a veteran. Students will only be identified as veterans if and only if they are no longer actively serving in the U.S. Armed Forces.

2. Eligible Dependent is defined in Title 10 U.S. Code, Section 1072 "with respect to a member or former member of the

| Data Element Number: | **197277** |
|---|---|
| Data Element Name: | **Military Status** |

uniformed service, within the scope of this data element means-
(A) The spouse
(B) The unremarried widow
© The unremarried widower
(D) A child who-
    i. Has not attained the age of 21;
    ii. Has not attained the age of 23, is enrolled in a full time course of study at an institution of    higher learning approved by the administering Secretary and is, or was at the time of the member's or former member's death, in fact dependent on the member or former member for over one half of the child's support; or
    iii. Is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member under clause (i) or (ii) and is, or was at the time of the member's or former member's death, in fact dependent on the member or former member for over one-half of the child's support.

3.   If the student is no longer an active military member (through discharge, retirement, etc.), then this data element will be coded appropriately as "V" (Prior Service Military Member-Began Term of Service prior to 9/11/2001) or "W" (Prior Service Military Member-Began Term of Service on or after 9/11/2001), based on the date they entered into service.

## Data Element Detailed Information

| | | | |
|---|---|---|---|
| Length: | 1 | **Use Types:** | |
| Data Type: | Alphabetic | State Reporting: | Yes |
| Year Implemented: | 1617 | Local Accountability: | Yes |
| State Standard: | No | FASTER: | No |
| Required Grades: | Adult | Migrant Tracking: | No |

## Applicable Format And Edit

| **Formats Required:** | **Edits Required:** |
|---|---|

WDIS Student Demographic Information

|  |  |
|---|---|
|  | Workforce Development |
|  | Survey F    Yes |
|  | Survey S    Yes |
|  | Survey W    Yes |
| **Appendices:** | None |

## Description of Changes:

| 7/1/2025 | Clarification added to data element definition and note section. |
|---|---|
| 7/1/2016 | New Element |

Data Element Number:   **197278**

Data Element Name:   **Adult General Education, Migrant and Seasonal Farmworker**

For participants enrolled in adult general education NRS eligible programs only, indicate using a code below whether the participant was identified as a Migrant worker or a Seasonal Farmworker.

| Code | Definition/Example |
|---|---|
| A | Participant is (A) a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency; or (B) a dependent of the person described above |
| B | Participant is (A) a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; or (B) a dependent of the person described above |
| N | Participant is enrolled in an NRS eligible program and does not meet the conditions described above |
| Z | Participant is not enrolled in an NRS eligible program |

Notes:  Status should be collected at the beginning of each term/semester. If a student is enrolled in two or more terms in a reporting period, the code reported should be for the first term/semester.

## Data Element Detailed Information

| Length: | 1 |
|---|---|
| Data Type: | Alphabetic |
| Year Implemented: | 1617 |
| State Standard: | Yes |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|

WDIS Student Demographic Information

| Programs Required: | Workforce Development |
|---|---|
| **Surveys Required:** | Survey F   Yes |
| | Survey S   Yes |
| | Survey S   Yes |

Data Element Number:     **197278**

Data Element Name:     **Adult General Education, Migrant and Seasonal Farmworker**

| | None |
|---|---|

## Description of Changes:

| 7/1/2025 | Data element description updated. |
|---|---|
| 7/1/2016 | New Element |

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I

STUDENT DATA ELEMENTS
**2025-26**

Data Element Number: **197282**

Data Element Name: **Adult High School Diploma Option**

For students enrolled in adult high school (AHS) programs only, indicate the type of adult high school diploma program in which the student has been placed.

| Code | Definition/Example |
|------|--------------------|
| A | Adult high school student seeking the 18 credit ACCEL high school diploma under the provisions of s. 1002.3105 (5),F.S. |
| B | Adult high school student seeking the 24 credit high school diploma under the provisions of s.1003.4282 (6)(b),F.S. |
| C | Adult High School student seeking the 18 credit CTE Pathway option under provisions of s. 1003.4282(10), F.S. |
| Z | Not applicable (student is not enrolled in adult high school) |

## Data Element Detailed Information

| Length: | 1 |
|---------|---|
| Data Type: | Alphabetic |
| Year Implemented: | 1718 |
| State Standard: | Yes |
| Required Grades: | Adult |

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

## Applicable Format And Edit

**Formats Required:**                    **Edits Required:**

WDIS Student Demographic Information

**Programs Required:**          Workforce Development

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

Data Element Number:      **197282**

Data Element Name:        **Adult High School Diploma Option**

| Appendices: | None |
|---|---|

| **Description of Changes:** |
|---|

| 7/1/2025 | Data element description updated and required grades. |
|---|---|
| 7/1/2023 | Added Definition Adult High School Student seeking the 18 Credit CTE Pathway option under provisions of  s.1003.4282(10),F.S. to code C. |
| 7/1/2023 | Added Florida Statutes (5),F.S to code A and (6)(b),F.S. to code B |
| 7/1/2023 | Added Code C |
| 7/1/2017 | New Element |

Data Element Number: **197292**

Data Element Name: **Adult General Education, Income Status**

For participants enrolled in adult general education NRS eligible programs only, indicate, using the codes below, whether the participant had any income related barriers at the time of entry in the current reporting year.

| Code | Definition/Example |
|------|--------------------|
| A | Participant will exhaust TANF (Part A Title IV of the Social Security Act) within 2 years of program entry. |
| B | Participant has been unemployed for 27 or more weeks at the time of program entry. |
| C | Participant who identifies as low income at program entry. Low Income includes any participant meeting one of the following criteria:<br>1. Participant or a member of the immediate family receive benefits through SNAP/TANF, SSI, or other state public assistance.<br><br>2. Total family income does not exceed the higher of the poverty line or 70% of the lower living standard income level.<br><br>3. Is currently in a foster program.<br><br>4. Has a disability and has a personal income that is at or below the poverty line, regardless of family income.<br><br>5. Is a youth living in a high-poverty area. |
| N | Participant is enrolled in an NRS eligible program and does not meet any of the conditions described above. |
| Z | Participant is not enrolled in an NRS eligible program. |

NOTE: Participants reported with values "N" or "Z" cannot be reported with values "A", "B", or "C".

| Data Element Detailed Information | | | |
|---|---|---|---|
| Length: | 3 | **Use Types:** | |
| Data Type: | Alphanumeric | State Reporting: | Yes |
| Year Implemented: | 1920 | Local Accountability: | No |
| State Standard: | No | FASTER: | No |
| Required Grades: | Adult | Migrant Tracking: | No |

| Data Element Number: | **197292** |
|---|---|
| Data Element Name: | **Adult General Education, Income Status** |

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|

WDIS Adult General Education Student Course

WDIS Student Demographic Information

| Programs Required: | Workforce Development |
|---|---|
| | Survey F     Yes |
| | Survey W    Yes |
| | Survey S     Yes |
| | None |

## Description of Changes:

| 7/1/2025 | Updated 'Format Required' section. |
|---|---|
| 7/1/2025 | Data element description updated and additional guidance added to note. |
| 12/3/2019 | New Data Element |

Data Element Number: **197304**

Data Element Name: **Adult Educational Functioning Level Subject Area**

A one-character code for the content areas of the assessment for the pre- or post-Test ID. At least one subject area must be provided for National Reporting System (NRS) eligible programs which are subject to pre- and post-testing requirements.

| Code | Definition/Example |
|------|--------------------|
| M | Mathematics |
| N | Language |
| P | Speaking |
| R | Reading |
| S | Listening |
| W | Writing |
| Z | Not applicable |

Report code Z for students in a non-NRS program or students in an adult high school program. Also, report code Z if the student did not pre-test and/or post-test in multiple subject areas.

## Data Element Detailed Information

| Length: | 1 |
|---------|---|
| Data Type: | Alphanumeric |
| Year Implemented: | 2324 |
| State Standard: | No |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|-------------------|-----------------|

WDIS Adult General Education Student Course

| **Programs Required:** | Workforce Development | |
|---|---|---|
| | Survey 2 | No |
| | Survey 3 | No |
| | Survey 5 | No |
| | Survey F | Yes |
| | Survey G | No |
| | Survey S | Yes |
| | Survey W | Yes |
| | Survey X | No |
| | None | |

## Description of Changes:

| 7/1/2025 | Updated 'Format Required' section. |
|---|---|
| 7/1/2025 | Updated 'Programs Required' section. |
| 2/6/2025 | New code P added for Speaking. |

Data Element Number: **197305**

Data Element Name: **Adult High School Credits at Entry**

For students enrolled in adult high school (AHS) programs only, record the numeric total number of credits earned which are creditable toward the adult high school diploma. This value will not change after the student enters the adult high school program.

| Code | Definition/Example |
|------|--------------------|
| 100 | 10 credits at time of entry into adult high school |
| 155 | 15 and one-half (1/2) credits at time of entry into adult high school |
| 999 | Student is not in adult high school program |

Notes:
Adult High School Credits at Entry are reported as an implied decimal.

For example, if the student had 10 credits at the time of adult high school entry which may be used toward the diploma attainment, report as 100. If the student earned 15.5 credits, report as 155. See examples above. Reporting is not limited to the examples provided and should reflect the number of credits earned at entry by each AHS student.

## Data Element Detailed Information

| | | | |
|---|---|---|---|
| Length: | 3 | | |
| Data Type: | Numeric | | |
| Year Implemented: | 2324 | | |
| State Standard: | No | | |
| Required Grades: | Adult | | |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|-------------------|-----------------|

WDIS Student Demographic Information

**Programs Required:** Workforce Development

**Surveys Required:**
| | |
|---|---|
| Survey 2 | No |
| Survey 3 | No |
| Survey 5 | No |
| Survey F | Yes |
| Survey G | No |

Data Element Number:    **197305**

Data Element Name:    **Adult High School Credits at Entry**

|  | Survey S | Yes |
|---|---|---|
|  | Survey W | Yes |
|  | Survey X | No |
|  | None |  |

<div style="background:#1b2a41; color:white; text-align:center; font-weight:bold;">Description of Changes:</div>

| 7/1/2025 | Program requirement section updated. |
|---|---|

Data Element Number: **197306**

Data Element Name: **Adult High School Credits Earned in Course**

For students enrolled in adult high school programs (AHS) only, record the numeric total number of credits earned in the course. Only courses creditable toward the diploma may be reported with credits earned.

| Code | Definition/Example |
|---|---|
| 000 | No credits earned in a course creditable toward diploma attainment. |
| 005 | ½ high school credit toward diploma attainment. |
| 010 | 1 high school credit toward diploma attainment. |
| 999 | Student is not in adult high school program or Student is enrolled in a course for which maximum credits were already earned through prior enrollments. |

Notes:
Adult High School Credits Earned in Course are reported as an implied decimal.
For example, if the student earned 5 high school credits toward diploma attainment, report as 050. If the student earned 5.5 credits, report as 055. See examples above. Reporting is not limited to the examples provided and should reflect the number of credits earned in a course by each AHS student.

## Data Element Detailed Information

| Length: | 3 |
|---|---|
| Data Type: | Numeric |
| Year Implemented: | 2324 |
| State Standard: | No |
| Required Grades: | Adult |

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

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|

WDIS Adult General Education Student Course

| **Programs Required:** | Workforce Development |
|---|---|
| **Surveys Required:** | Survey 2    No |
| | Survey 3    No |
| | Survey 5    No |

Data Element Number:    **197306**

Data Element Name:    **Adult High School Credits Earned in Course**

|  | Survey F | Yes |
|---|---|---|
|  | Survey G | No |
|  | Survey S | Yes |
|  | Survey W | Yes |
|  | Survey X | No |

**Appendices:**    None

## Description of Changes:

Data Element Number: **197307**

Data Element Name: **Post-Test Identification Number (Post-Test ID)**

A unique ID created by the district assigned to the post-test used to establish the final educational functioning level of the student in the course in a subject area. Reported for all students who are post-tested in a content area for a course.

See Adult Educational Functioning Level Subject Area for the content areas.

| Code | Definition/Example |
|---|---|
| 9999 | Not Applicable. |

Notes:
Report code '9999' if student did not post-test or student is in non-NRS program; or student is in an adult high school program or GED program.

## Data Element Detailed Information

| | | | Use Types: | |
|---|---|---|---|---|
| Length: | 4 | | | |
| Data Type: | Alphanumeric | State Reporting: | Yes |
| Year Implemented: | 2324 | Local Accountability: | Yes |
| State Standard: | No | FASTER: | No |
| Required Grades: | Adult | Migrant Tracking: | No |

## Applicable Format And Edit

| Formats Required: | Edits Required: |
|---|---|

WDIS Adult General Education Student Course

| | Workforce Development | |
|---|---|---|
| | Survey 2 | No |
| | Survey 3 | No |
| | Survey 5 | No |
| | Survey F | Yes |
| | Survey G | No |
| | Survey S | Yes |
| | Survey W | Yes |
| | Survey X | No |
| **Appendices:** | None | |

## Description of Changes:

Data Element Number:     **197307**

Data Element Name:       **Post-Test Identification Number (Post-Test ID)**

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7/1/2025                 Note updated with additional guidance.

# Dropout Prevention Program Data

**REJECT RULES**

**UPDATED 07/01/2025**

**6.**

If Dropout Prevention/Juvenile Justice Programs code is A, D, E, J, N, P, R, S T, U or W, then Dropout Prevention Program Enrollment Date must be numeric, a valid date, greater than or equal to 07/01/201~~4~~3 and less than 08/31/2026.

**Record rejected**

**EXAMPLE**

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Dropout Prevention Program Enrollment Date is not numeric. The fourth record would be rejected because the Dropout Prevention Program Enrollment Date is an invalid date.

| Florida Education Identifier | Survey Period Code | School Year | Dropout Prevention Program/Juvenile Justice Programs | Dropout Prevention Program Enrollment Date |
|---|---|---|---|---|
| FL123456789000 | 5 | **** | U | 09272013 |
| FL123456789100 | 5 | **** | D | 10152015 |
| *FL123456789200 | 5 | **** | U | XXXXXXXX |
| *FL123456789300 | 5 | **** | U | 14032012 |

**** = Valid fiscal year for data submission.

**DISTRICT RESPONSIBILITY**

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Dropout Prevention Program Enrollment Date and resubmit the records.

# STUDENT DEMOGRAPHIC

**REJECT RULES**

**UPDATED 07/01/2025**

**15.**

If Migrant Status Term is B, D, E, S, T, U, V, W or X, then Birth Date must be 090120032 through 08312026 inclusive. (This edit does not apply to Survey Period 6).

**Record Rejected**

**EXAMPLE**

The first record would be rejected because the Birth Date is not in the acceptable range. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.

| Florida Education Identifier | Survey Period Code | Year | Migrant Status Term | Birth Date |
|---|---|---|---|---|
| *FL123456789000 | 5 | **** | D | 09141983 |
| FL123456789001 | 5 | **** | S | 01092003 |
| FL123456789002 | 5 | **** | B | 10192005 |

**** = Valid fiscal year for data submission.

**DISTRICT RESPONSIBILITY**

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Birth Date or the Migrant Status Term and resubmit the record.

# STUDENT DEMOGRAPHIC

**REJECT RULES**

**38.**

If Migrant Status Term is B, D, E, S, T, U, V, W or X, then Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be greater than or equal to 9/1/2022~~1~~ and less than or equal to 08/31/2026. (This edit does not apply to Survey Period 6.)

**Record Rejected**

**EXAMPLE**

The first record would be rejected because the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not less than or equal to 8/31/2026~~5~~. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.

| Florida Education Identifier | Survey Period Code | Year | Migrant Status Term | Qualifying Arrival Date (QAD) for Migrant Program Eligibility |
|---|---|---|---|---|
| *FL123456789100 | 5 | **** | D | 09142028 |
| FL123456789200 | 5 | **** | D | 01092018 |
| FL123456789300 | 5 | **** | D | 10192019 |

**** = Valid fiscal year for data submission.

**DISTRICT RESPONSIBILITY**

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the record.

# STUDENT DEMOGRAPHIC

**REJECT RULES**

**UPDATED 07/01/2025**

**41.**

If School Number, Current Enrollment is not 9995, then Birth Date must be less than or equal to the survey due date. If School Number, Current Enrollment is 9995; Survey Period Code is not 6 and Migrant Status Term is Z; then Birth Date must be 00000000. If School Number, Current Enrollment is

9995; Survey Period Code is not 6; and Migrant Status Term is not Z, then

Birth Date must be 090120032 through 08312026 inclusive.

**Record Rejected**

**EXAMPLE**

If the survey week for the records listed below were October 14-18, 2014, the first record would be rejected because the Birth Date is not less than the Survey Date. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.

| Florida Education Identifier | Survey Period Code | Year | Birth Date |
|---|---|---|---|
| * FL123456789000 | 2 | **** | 11042014 |
| FL123456789002 | 2 | **** | 03152012 |
| FL123456789003 | 2 | **** | 08112013 |

**** = Valid fiscal year for data submission.

**DISTRICT RESPONSIBILITY**

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Birth Date and resubmit the record.

**Appendices**