Florida College System Student Database

Reporting Year 2025-26

Version 37.01

PREVIOUS VERSIONS ARE OBSOLETE

Summary of Changes

Version 37.01 (Updated 1/5/2026)

1. Summer 1E/Fall 2B Submission Calendar – added following note to the Close date: "T2B data is used for IPEDS Fall Enrollments."
2. Verification Reports List – added the following reports:
    a. Course Count and Instructional Hours Comparison Report
    b. Report 19A – GATE Program Enrollments
    c. Report 19B – GATE Program Completions
3. Exceptions Report
    a. In selection criteria, for Annual Financial Aid data elements, removed DE 3204 Expected Family Contribution and added DE 3210 Student Aid Index (SAI).
4. Frequency Zero Edits
    a. Added DE 1049 - Distance Education Student Location Informational edits
        i. S – no students with Distance Education in same state as the institution
        ii. Z – no students not enrolled in a Distance Education course
5. DE 1004:
    a. Deleted note:
        i. For students enrolled in non credit courses, code this data element with data that is available for the student.
6. DE 1005:
    a. Clarified in the description and table values that Career Certificate was formerly known as Postsecondary Adult Vocational.
7. DE 1057:
    a. Modified notes:
        i. (D)(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 on half of the child's support; or
        ii. (D)(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.
8. DE 1061:
    a. Modified description:
        i. Identifies whether a participant in adult general education NRS-eligible program was a homeless individual or runaway youth at the time of entry in the current term.
9. DE 1063:
    a. Modified description:
        i. Indicates whether a participant in an adult general education, NRS-eligible program is a migrant or seasonal farmworker at the time of entry in the current term.
10. DE 1071:
    a. Edit 1071_5 GATE Program Date of Enrollment (DE 1071) NE 99999999 AND Reporting Institution (DE 1017) not approved for GATE – Critical; new edit added due to GATE reporting requirements.

b. Edit 1071_6 GATE Program Date of Enrollment (DE 1071) LT Approval Date for the Reporting Institution (DE 1017) – Critical; new edit added due to GATE reporting requirements.
c. Edit 1071_7 GATE Program Date of Enrollment (DE 1071) NE 99999999 AND Program of Study – CIP (DE 2002) IN (AHS, GED, ATD, CAR) AND all GATE Program Enrollment Flag (DE 2023) EQ N – Critical; new edit added due to GATE reporting requirements.

11. DE 1205:
    a. Modified note:
        i. Valid industry certification codes are listed in the reference file GOLD.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.
12. DE 2004:
    a. Edit 2004_11 Program of Study – Hours (DE 2004) NE the standard program hour range from the SAAT CIP table and Program of Study – Level (DE 2005) EQ J – Critical; new edit added to validate SAAT program hours are within range from new SAATCIP table.
13. DE 2021
    a. Modified note:
        i. 6. Students coded A-E are used to determine participants excluded from any NRS performance outcome measures using placement or employment data per WIOA guidelines. See OCTAE Program Memo 17-2.
14. DE 2023:
    a. Modified Edit 2023_2 GATE Program Enrollment Flag (DE 2023) EQ Y and Program of Study – CIP (DE 2002) NOT IN (GED, AHS, CAR, ATD) – Critical; removed ABE.
    b. Edit 2023_6 GATE Program Enrollment Flag (DE 2023) EQ Y and more than one AHS or GED program record reported – Critical; new edit added due to GATE reporting requirements.
    c. Edit 2023_7 GATE Program Enrollment Flag (DE 2023) EQ Y NOT valid for the Reporting Institution (DE 1017) – Critical; new edit added due to GATE reporting requirements.
    d. Edit 2023_8 Program of Study – CIP (DE 2002) IN (ATD, CAR) with GATE Program Enrollment Flag (DE 2023) EQ Y AND NE Prior Term Program of Study – CIP (DE 2002) IN (ATD, CAR) with GATE Program Enrollment Flag (DE 2023) EQ Y – Critical; new edit added due to GATE reporting requirements.
    e. Edit 2023_9 GATE Program Enrollment Flag (DE 2023) EQ Y for Program of Study – CIP (DE 2002) IN (AHS, GED) AND no Program of Study – CIP (DE 2002) IN (ATD, CAR) with GATE Program Enrollment Flag (DE 2023) EQ Y – Informational; new edit added due to GATE reporting requirements.
    f. Edit 2023_10 Program of Study – CIP (DE 2002) IN (AHS, GED) with GATE Program Enrollment Flag (DE 2023) EQ Y AND NE Prior Term Program of Study – CIP (DE 2002) IN (AHS, GED) with GATE Program Enrollment Flag (DE 2023) EQ Y – Critical; new edit added due to GATE reporting requirements.
15. DE 2111:
    a. Modified description:
        i. Indicates the status of the student in reference to basic skills assessment (Rule 6A-10.040). Students who are enrolled in programs offered for postsecondary career credit of certificate programs that are 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program (§ 1004.91, F.S., Rule 6A-10.024 (6) and (6)(a)). Career credit programs include career certificate programs and clock hour ATD programs.
    b. Modified table value description:
        i. Z – Not Applicable (Student is not enrolled in a career credit program).

c. Modified notes:
    i. 1. 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.
    ii. 3. Dual enrollment students must meet basic skills unless otherwise exempt. This data 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 § 1004.91, F.S.
d. Modified Edit 2111_2 CTE Basic Skills Examination Flag (DE 2111) NOT IN (D, Z) and Completion Degree Granted (DE 2103) NOT IN (4, 7) and CIP Hour Type EQ Clock and Occupational Completion Point Indicator (DE 2104) EQ Z – Critical; modified to align with business rules.
e. Modified Edit 2111_3 CTE Basic Skills Examination Flag (DE 2111) IN (D, N, Z) and Completion Degree Granted (DE 2103) EQ 4 – Critical; modified to add value D.
f. Edit 2111_5 CTE Basic Skills Examination Flag (DE 2111) IN (D, Z) and Completion Degree Granted (DE 2103) EQ 7 and CIP Hour Type EQ Clock – Critical; new edit added due to policy requirements.
g. Edit 2111_6 CTE Basic Skills Examination Flag (DE 2111) NE Z and Completion Degree Granted (DE 2103) EQ 7 and CIP Hour Type EQ Credit – Critical; new edit added due to policy requirements.

16. DE 3009
    a. Modified Edit 3009_2 Course Identifier – Section (DE 3009) valid Course Section and Term Part-Time/Full-Time (DE 1029) EQ Z – Critical; changed from informational to critical.
17. DE 3033:
    a. Edit 3033_10 Required Subject Area (R) missing in Adult Educational Functioning Level Subject Area 1 (DE 3033) and Adult Educational Functioning Level Subject Area 2 (DE 3036) and Course Identifier (DE 3008) IN (ABX0400-ABX0499 (ABE RLA), ASB0200-ASB0299 (ASB RLA)) – Critical; new edit added to ensure required subject area is present in appropriate courses.
    b. Edit 3033_11 Required Subject Area (R, S, or N) missing in Adult Educational Functioning Level Subject Area 1 (DE 3033), Adult Educational Functioning Level Subject Area 2 (DE 3036), and Adult Educational Functioning Level Subject Area 3 (DE 3039) and Course – ICS (DE 3001) EQ 13204 (ESOL) – Critical; new edit added to ensure required subject area is present in appropriate courses.
18. DE 3206:
    a. Deleted Edit 3204_3 Expected Family Contribution (DE 3204) NE 9999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2 – Critical.

Version 37.00 (Updated 7/1/2025)

1. Verification Reports—Removed crosswalk as Old File Names have been removed and File Names are retained.
2. Data Element Alphabetical Listing – updated for new data elements.
3. Data Element Numerical Listing – updated for new data elements.

4. Student Demographic Information Record Format (Record Type 1) - updated for new data element.
5. Program Information Record Format (Record Type 4) - updated for new data element.
6. Course Information Record Format (Record Type 6) - updated for changes to length of data element.
7. Exceptions Report:
    a. Added new data elements: GATE Date of Enrollment (DE 1071) and Gate Program Enrollment Flag (DE 2023).
8. EA-3 File:
    a. Changed reference of “Vocational Preparatory” to “Academic Skills Building”.
    b. Removed ICS 13104.
    c. Modified notes:
        i. (1.31) Total (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Developmental Education (College Preparatory) or Academic Skills Building courses.
        ii. (1.31.02) Academic Skills Building is an unduplicated annual headcount of persons who were enrolled in an Academic Skills Building course.
9. Course Hours Attempted Report:
    a. Changed “Vocational Preparation” to “Academic Skills Building”.
10. Course Hours Earned Report:
    a. Changed “Vocational Preparation” to “Academic Skills Building”.
11. Unduplicated Headcount of Students Enrolled in Funded FTE Courses Report (SDPHDCNT – Aggregate Headcount):
    a. Added value ‘4’ to Fee Classification Residency criteria.
12. Report 4B – CTE Enrollment and Instructional Credit Hours by Program Comparison:
    a. Modified selection criteria to include students in Program Level ‘T’ – Advanced Technical Certificate (ATC).
13. Report 4C – Apprentice Program Enrollments and Hours by Program Comparison:
    a. Modified selection criteria to only select students in Apprenticeship ICS codes 12997 or 12998.
14. Report 4D – Other Apprenticeship Program Enrollments and Hours by Program Comparison:
    a. Modified selection criteria to only select students in Apprenticeship ICS codes 12997 or 12998.
15. Report 14 – Adult High School Credits Earned by Course:
    a. Added selection criteria.
16. Report 15A – Adult Test Out-of-Range (OOR) Scores:
    a. Added selection criteria.
17. Report 15B – Adult Test Out-of-Range (OOR) Scores by Program:
    a. Added selection criteria.
18. Report 16 - ABE and ASB Post Test Status Counts:
    a. Added selection criteria.

19. Report 17 - ESOL Post-Test Status Counts:
    a. Added selection criteria.
20. Report 18A – AGE Headcount by Corrections Institutional Setting:
    a. Added selection criteria.
21. Report 18B – AGE Headcount by Corrections Institutional Setting with IET Program Enrollments:
    a. Added selection criteria.
22. DE 1004:
    a. New value:
        i. 4 – Non-Florida resident Florida High School Graduates paying in-state fees who are citizens of the United States or lawfully present in the United States (§1009.26 (12)(a) F.S.)
    b. Edit 1004_7 Fee Classification Residency (DE 1004) EQ E and earliest Course Entry Date (DE 3026) GT 06302025 Critical; new edit for value 'E' as it will no longer be reportable after T1E
    c. Modified note:
        i. Table Value E indicates an out-of-state waiver for a student who went to a Florida school for three years, graduated from a Florida high school, and was admitted to a college within 24 months of high school graduation. The student must submit an official Florida high school transcript as evidence of attendance and graduation. If a student is coded E for DE 1004, they may be coded as an X on DE 1001 – Citizenship. This value is not valid for courses with a start date after June 30, 2025. This value will not be reportable starting 2025-26 Fall Beginning-of-Term (T2B) and will be deleted in 2026-27.
    d. New note:
        i. Effective July 1, 2025, Florida College System institutions shall waive out-of-state fees for students who are citizens of the United States or lawfully present in the United States who meet the following conditions: (1) went to a Florida school for three consecutive years immediately before graduating from a Florida high school, (2) admitted to a college within 24 months of high school graduation, and (3) must submit an official Florida high school transcript as evidence of attendance and graduation. Use Table Value 4 for students who meet the above statutory requirements.
23. DE 1005:
    a. Modified description: any references to "Vocational Preparatory" were changed to "Academic Skills Building".
    b. Modified value:
        i. N – The student is not First-Time-in-College or First-Time-in-College Dual Enrollment or Early Admission Student – Student is enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Career Certificate, Developmental Education, Academic Skills Building, or Apprenticeship.
24. DE 1032:
    a. Modified description: any references to "Vocational Preparatory" were changed to "Academic Skills Building".

25. DE 1071:
    a. New data element: Gate Program Date of Enrollment (DE 1071).
    b. Edit 1071_1 GATE Program Date of Enrollment (DE 1071) missing or non-numeric Critical; new edit.
    c. Edit 1071_2 GATE Program Date of Enrollment (DE 1071) invalid range month Critical; new edit.
    d. Edit 1071_3 GATE Program Date of Enrollment (DE 1071) invalid range day Critical; new edit.
    e. Edit 1071_4 GATE Program Date of Enrollment (DE 1071) invalid range century Critical; new edit.
26. DE 1101:
    a. Added new test type and score ranges: Classic Learning Test 10.
        i. Classic Learning Test 10 Verbal Reasoning and Grammar/Writing 0–80
        ii. Classic Learning Test 10 Quantitative Reasoning 0–40
27. DE 1103:
    a. Edit 1103_12 Entry Level Test – Subtest (DE 1103) NOT IN (M, W) and Entry Level Test – Type (DE 1104) EQ 13 Critical; new edit for new Entry Level Test Type
    b. New note:
        i. Classic Learning Test 10 Verbal Reasoning and Grammar/Writing should be reported as Writing (value 'W').
28. DE 1104: new value:
    a. 13 – Classic Learning Test 10 (CLT10)
29. DE 2023:
    a. New data element: Gate Program Enrollment Flag (DE 2023).
    b. Edit 2023_1 GATE Program Enrollment Flag (DE 2023) missing or invalid Critical; new edit.
    c. Edit 2023_2 GATE Program Enrollment Flag (DE 2023) EQ Y and Program of Study – CIP (DE 2002) NOT IN (ABE, GED, AHS, Career Certificate, ATD) Critical; new edit.
    d. Edit 2023_3 GATE Program Enrollment Flag (DE 2023) EQ Y and GATE Program Date of Enrollment (DE 1071) EQ 99999999 Critical; new edit.
    e. Edit 2023_4 GATE Program Enrollment Flag (DE 2023) EQ N and GATE Program Date of Enrollment (DE 1071) NE 99999999 Informational; new edit.
    f. Edit 2023_5 GATE Program Enrollment Flag (DE 2023) EQ Y and more than one Career Certificate or ATD program record reported Critical; new edit.
30. DE 3001:
    a. Modified note for EAP reporting—removed ICS code 13104.
    b. Modified Edit 3001_40 Course – ICS (DE 3001) EQ 13202 and Course Identifier (DE 3008) first seven characters not found in CCD Adult High portion Critical; changed edit from informational to critical.
31. DE 3012: added zero frequency edits.
    a. 3012 Course Section Hours - Termsub = E AND No records with hours GT 0 AND Student Semester hours Count NE 0 Critical

b. 3012 Course Section Hours - Termsub = E AND No records with hours GT 0 AND Student Semester hours Count NE 0 Informational
c. 3012 Course Section Hours - Termsub = E AND No records with hours GT 0 AND Instructional Clock hours Count NE 0 Critical
d. 3012 Course Section Hours - Termsub = B AND No records with hours GT 0 AND Instructional Clock hours Count NE 0 Informational

32. DE 3032:
    a. Modified physical description: 9(8)
    b. Modified table value: 99999999
    c. Modified Edit 3032_3 Integrated Education and Training Program Number (DE 3032) NE 99999999 and Course – ICS (DE 3001) NOT IN (13102, 13201, 13202, 13203, 13204) Critical; expanding IET Program number from 7 digits to 8 digits
    d. Modified note:
        i. Please use Appendix D (IET Program Numbers) to identify assigned IET program number. The IET program number must be attached to any adult education course taken that is providing IET instruction. If the student did not enroll in an IET program or is not an adult education student, insert all 9's. If previously assigned a 7-digit IET program number, report with a leading zero (0) to make it 8 digits in length.
33. DE 3401:
    a. Added table value:
        i. CASAS GOALS 2 - Reading (Reading for ABE only) 178 – 268
    b. Removed table value:
        i. CASAS GOALS – Math (Math for ABE Only) 178 – 250
34. DE 3404:
    a. Edit 3404_14 Adult Education Test – Type (DE 3404) EQ 3 and Adult Education Test – Subtest (DE 3403) EQ R and Adult Education Test – Date (DE 3409) GT 06302026 Critical; new edit.
    b. Edit 3404_15 Adult Education Test – Type (DE 3404) EQ D and Adult Education Test – Form (DE 3407) IN (11OL, 11PB, 12OL, 12PB) and Adult Education Test – Date (DE 3409) GT 06302026 Critical; new edit.
    c. Edit 3404_16 Adult Education Test – Type (DE 3404) EQ Q and Adult Education Test – Form (DE 3407) IN (A, B) and Adult Education Test – Date (DE 3409) GT 06302025 Critical; new edit.
    d. Modified notes:
        i. CASAS GOALS represents the reading tests designed for ABE, GED® Prep and CTE.
        ii. CASAS GOALS 2 represents the reading and/or math tests designed for ABE, GED® Prep and CTE.
35. DE 3407
    a. New forms:
        i. COL TABE CLAS-E – Online (Reading, Listening, Speaking, Writing)
        ii. CPB TABE CLAS-E – Paper Based (Reading, Listening, Speaking, Writing)
        iii. DOL TABE CLAS-E – Online (Reading, Listening, Speaking, Writing)

iv. DPB TABE CLAS-E – Paper Based (Reading, Listening, Speaking, Writing)
v. 921R CASAS Reading GOALS 2
vi. 922R CASAS Reading GOALS 2
vii. 923R CASAS Reading GOALS 2
viii. 924R CASAS Reading GOALS 2
ix. 925R CASAS Reading GOALS 2
x. 926R CASAS Reading GOALS 2
xi. 927R CASAS Reading GOALS 2
xii. 928R CASAS Reading GOALS 2
xiii. 929R CASAS Reading GOALS 2
xiv. 930R CASAS Reading GOALS 2

b. Deleted forms:
   i. C TABE CLAS-E (Reading, Listening, Speaking, Writing)
   ii. D TABE CLAS-E (Reading, Listening, Speaking, Writing)
   iii. 913M CASAS Math GOALS
   iv. 914M CASAS Math GOALS
   v. 917M CASAS Math GOALS
   vi. 918M CASAS Math GOALS

36. DE 3408:
   a. Removed CASAS GOALS (Math for ABE) (Reading for ESOL) test conversion.
   b. Modified CASAS GOALS 2 title to add Reading- CASAS GOALS 2 (Math and Reading for ABE).

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Section I:
Documents and Procedures

Summer End-of-Term (1E) and Fall Beginning-of-Term (2B) Data Submission Calendar

August 15, 2025	Open date. Submission period begins.
September 5, 2025	Adult Education Load/Due date. Adult education data submitted by this date will be used for federal reporting. Continue to complete and correct adult education data through the close date for state reporting.
September 8, 2025	Certification form for adult education load date data is due.
September 12, 2025	Load date. All colleges must load data.
September 15, 2025	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 3, 2025	Close date. Submission period ends. Summer End-of-Term and Fall Beginning-of-Term data must be loaded. This data is used for input to FTE-1 estimates process. Fall Beginning-of-Term data is used for IPEDS Fall Enrollments.
October 6, 2025	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 7, 2025	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Fall End-of-Term (2E) and Spring Beginning-of-Term (3B) Data Submission Calendar

January 2, 2026	Open date. Submission period begins.
February 6, 2026	Load date. Colleges must load data. This data is used for input to FTE-2 estimates process.
February 9, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 6, 2026	Close date. Submission period ends. Fall End-of-Term and Spring Beginning-of-Term data must be loaded.
March 9, 2026	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 10, 2026	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Spring End-of-Term (3E) Data Submission Calendar

April 3, 2026	Open date. Submission period begins.
May 8, 2026	Load date. Colleges must load data. This data is used for input to Fundable Postsecondary Industry Certifications.
May 11, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 12, 2026	Term close date. Submission period ends. Spring End-of-Term data and data from any prior term resubmissions must be loaded.
June 15, 2026	Certification forms due.
	If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
June 16, 2026	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 16, 2026	First data verification period begins. If errors are found or grade updates are required, data resubmission will be allowed through written request by the Reports Coordinator.
June 24, 2026	First data verification period ends. Data must be loaded and certification form submitted.
	If data has not been loaded and/or certification form not received, the college's President is notified with a copy to the Reports Coordinator.
June 26, 2026 - July 2, 2026	Annual data verification period. Data resubmission allowed only through a request signed by the college's President. Any data submitted during this period must be recertified.
July 2, 2026	Annual close date. Data Verification period ends. Any resubmissions must be loaded. This data is used for input to FTE enrollment Plan and Capital Outlay FTE Projections.
July 2, 2026	**Annual close. No data resubmission will be accepted.** Resubmit certification form if changes were made in verification period.

Annual (4E) Financial Aid Data Submission Calendar

September 18, 2026	Open date. Submission period begins.
October 9, 2026	Load date. Colleges must load data.
October 12, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 23, 2026	Close Date. Submission period ends. Annual End-of-Term data.
October 26, 2026	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 27, 2026	If certification forms have not been received, the college's President is notified with a copy to the Reports Coordinator.
October 27, 2026 - November 5, 2026	Data verification period. Data resubmission allowed only through a request signed by the college's President. Any data submitted during this period must be recertified.
November 8, 2026	**Annual close. No data resubmission will be accepted.** Resubmit certification form if changes were made in verification period.

Verification Reports List

The following reports are generated for every data submission during terms 1-3 and are available four times a -day turnaround basis.

	Report Description	File Names
*	**AA1A (AA1A)**	AA1A_Enrollment_and_Completions
*	**AA1B (AA1B)**	
	Pre-program Admittance Enrollment	AA1B_PreProgram_Enrollment
*	**AA1C (AA1C)**	
	Continuing Workforce Enrollments	AA1C_PartA_CWE_Enrollment
	Special Needs Enrollments	AA1C_PartB_Special_Needs
	Apprenticeship	AA1C_PartC_Apprenticeship
	Baccalaureate Program of Interest	Baccalaureate_Interest
*	**Completions**	
	Detail Report	Program_Completions
	Summary Report	Program_Completion_Summary
	Course Number Match	Course_Match
*	**EA3 (EA3)**	EA3_AGE_Lifelong
	Exceptions	Exceptions_Frequency_Analysis
*	**Financial Aid Summary Headcount**	Financial_Aid_Need_Based_Summary
*	**OA2**	Acceleration_Report
	Career Certificate Program Readiness for College	Career_Certificate_Program_Readiness
	Ethnicity and Sex by Full/Part-Time and Enrollment Status	Postsecondary_Headcount
*	**Career and Technical Education**	
	Program Completers	Workforce_Program_Completers_Summary
	Occupational Completion Points (OCP)	Workforce_Occupational_Completion_Points
	Full Program Completions – No OCP	Workforce_Full_Program_Completions_No_OCPs
	Apprenticeship	Workforce_Apprenticeship_OCP_Completers
	Program Completers File	Workforce_Program_Completers_File
	Valid CIP File	Valid_CIP_File
	All CIPS except CIP 240101	All_CIPS_no_AA_CIPs_File
	Occupational Completion Points File	Workforce_Occupational_Completion_Points_File
	Full Program Completions – No OCP File	Workforce_Full_Program_Completions_No_OCPs_File
	Apprenticeship File	Workforce_Apprenticeship_OCP_Completers_File
*	**Hours Attempted Report**	Course_Hours_Attempted
*	**Hours Earned Report**	Course_Hours_Earned
	Career Certificate Program Readiness for College File	Career_Certificate_Program_Readiness_File
*	**Perkins**	Need_Based_PERKINS_Report
*	**Perkins File**	Need_Based_PERKINS_File
	Comparative Frequencies Report *(Five year comparison on specific fields)*	Comparative_Frequency
	Comparative Frequencies Summary Report	Comparative_Frequency_Summary
	Course Count and Instructional Hours Comparison Report	Course_Count_Hours_Compare

Report Description	File Names
SSH/CHE	***BASE***
by ICS	Base_CHE_ICS
by ICS by Waiver/Exemption Category	Base_CHE_ICS_by_Waiver_Exemption
by ICS by Age Groups	Base_CHE_ICS_by_Age
by ICS by Residence	Base_CHE_ICS_by_Residence
by ICS by Verified Disability	Base_CHE_ICS_by_Disability
by ICS by High School Graduation Year	Base_CHE_ICS_by_HS_Grad_Year
by ICS by Florida public high school Graduation Year	Base_CHE_ICS_by_FL_HS_Grad_Year
by ICS by Non-Florida public high school Graduation Year	Base_CHE_ICS_by_Non_FL_HS_Grad_Year
by ICS by Site	Base_CHE_ICS_by_Site
by ICS for Upper Division Students Taking Lower Division Courses	Base_CHE_ICS_by_UD_Students_in_LD_Courses
FTE	***BASE***
by ICS	Base_FTE_ICS
by ICS by Waiver/Exemption Category	Base_FTE_ICS_by_Waiver_Exemption
by ICS by Age Groups	Base_FTE_ICS_by_Age
by ICS by Residence	Base_FTE_ICS_by_Residence
by ICS by Verified Disability	Base_FTE_ICS_by_Disability
by ICS by High School Graduation Year	Base_FTE_ICS_by_HS_Grad_Year
by ICS by Florida public high school Graduation Year	Base_FTE_ICS_by_FL_HS_Grad_Year
by ICS by Non-Florida public high school Graduation Year	Base_FTE_ICS_by_Non_FL_HS_Grad_Year
by ICS by Site	Base_FTE_ICS_by_Site
by ICS for Upper Division Students Taking Lower Division Courses	Base_FTE_ICS_by_UD_Students_in_LD_Courses
by Program Area	Base_FTE_by_Program_Area
by Waiver/Exemption Category	Base_FTE_by_Waiver_Exemption
by Age Groups	Base_FTE_by_Age
by High School Graduation Year	Base_FTE_by_HS_Grad_Year
by Florida public high school Graduation Year	Base_FTE_by_FL_HS_Grad_Year
by Non-Florida public high school Graduation Year	Base_FTE_by_Non_FL_HS_Grad_Year
by Site	Base_FTE_by_Site
by Residence	Base_FTE_by_Residence
by Verified Disability	Base_FTE_by_Disability
for Upper Division Students Taking Lower Division Courses	Base_FTE_by_UD_Students_in_LD_Courses

(where t=term cc=college)

**Only generated at End-of-Term*

Report Description	File Names
SSH/CHE	***FUNDED***
by ICS	Funded_CHE_ICS
by ICS by Waiver/Exemption Category	Funded_CHE_ICS_by_Waiver_Exemption
by ICS by Age Groups	Funded_CHE_ICS_by_Age
by ICS by Residence	Funded_CHE_ICS_by_Residence
by ICS by Verified Disability	Funded_CHE_ICS_by_Disability
by ICS by High School Graduation Year	Funded_CHE_CS_by_HS_Grad_Year
by ICS by Florida public high school Graduation Year	Funded_CHE_ICS_by_FL_HS_Grad_Year
by ICS by Non-Florida public high school Graduation Year	Funded_CHE_ICS_by_Non_FL_HS_Grad_Year
by ICS by Site	Funded_CHE_ICS_by_Site
by ICS for Upper Division Students Taking Lower Division Courses	Funded_CHE_ICS_by_UD_Students_in_LD_Courses
FTE	***FUNDED***
by ICS	Funded_FTE_ICS
by ICS by Waiver/Exemption Category	Funded_FTE_ICS_by_Waiver_Exemption
by ICS by Age Groups	Funded_FTE_ICS_by_Age
by ICS by Residence	Funded_FTE_ICS_by_Residence
by ICS by Verified Disability	Funded_FTE_ICS_by_Disability
by ICS by High School Graduation Year	Funded_FTE_ICS_by_HS_Grad_Year
by ICS by Florida public high school Graduation Year	Funded_FTE_ICS_by_FL_HS_Grad_Year
by ICS by Non-Florida public high school Graduation Year	Funded_FTE_ICS_by_Non_FL_HS_Grad_Year
by ICS by Site	Funded_FTE_ICS_by_Site
by ICS for Upper Division Students Taking Lower Division Courses	Funded_FTE_ICS_by_UD_Students_in_LD_Courses
by Program Area	Funded_FTE_by_Program_Area
by Waiver/Exemption Category	Funded_FTE_by_Waiver_Exemption
by Age Groups	Funded_FTE_by_Age
by High School Graduation Year	Funded_FTE_by_HS_Grad_Year
by Florida public high school Graduation Year	Funded_FTE_by_FL_HS_Grad_Year
by Non-Florida public high school Graduation Year	Funded_FTE_by_Non_FL_HS_Grad_Year
by Site	Funded_FTE_by_Site
by Residence	Funded_FTE_by_Residence
by Verified Disability	Funded_FTE_by_Disability
for Upper Division Students Taking Lower Division Courses	Funded_FTE_by_UD_Students_in_LD_Courses

(where t=term cc=college)

**Only generated at End-of-Term*

Report Description	File Name
Adult Cap	Adult_Education_Hours_FTEReport
Adult Cap File	Adult_Education_Hours_FTEFile
SSH/CHE Enrollment by Waiver/Exemption Category	SSH_CHE_Enrollment_by_FTE_Categories
FTE Enrollment by Waiver/Exemption Category	FTE_Enrollment_by_FTE_Categories
Unduplicated Headcount in Funded FTE Courses by College	Funded_FTE_Headcount_by_College
Unduplicated Headcount in Funded FTE Courses by Dual Enrolled	Funded_FTE_Headcount_by_Dual_Enrollment
Unduplicated Headcount in Funded FTE Courses by Verified Disability	Funded_FTE_Headcount_by_Verified_Disabled
Unduplicated Headcount in Funded FTE Courses by FTE Categories	Funded_FTE_Headcount_by_Waiver_Exemption
Unduplicated Headcount in Funded FTE Courses by Residency *(where t=term cc=college)*	Funded_FTE_Headcount_by_Residency

**Only generated at End-of-Term*

	Report Description	File Names
*	**Data Quality Reports**	
	Report 1 - AGE Enrollment and Instructional Hours Comparison	DQ1_AGE_Enrollment_Instructional_Hours_College
	Report 2a - CTE Enrollment and Instructional Clock Hours Comparison	DQ2A_CTE_Clock_Hour_Comparison
	Report 2b - CTE Enrollment and Instructional Credit Hours Comparison	DQ2B_CTE_Credit_Hour_Comparison
	Report 3 - AGE Enrollment and Instructional Hours Comparison by Program	DQ3_AGE_Enrollment_Instructional_Hours
	Report 4a - Total CTE Enrollment and Instructional Clock Hours Comparison by Program	DQ4A_CTE_Clock_Hour_Comparison_by_Program
	Report 4b - Total CTE Enrollment and Instructional Credit Hours Comparison by Program	DQ4B_CTE_Credit_Hour_Comparison_by_Program
	Report 4c - Apprenticeship Program Enrollments and Hours by Program Comparison	DQ4C_Apprenticeship_Program_Enrollment_and_Hours_Comparison
	Report 4d - Other Apprenticeship Program Enrollments and Hours by Program Comparison	DQ4D_Other_Apprenticeship_Program_Enrollment_and_Hours_Comparison
	Report 6 - CTE Clock-Hour Completers by College and Program	DQ6_CTE_Clock_Hour_Completers
	Report 7 - Industry Certification Outcome by Certification Number	DQ7_Industry_Certification_Outcomes
	Report 10 - Career Certificate and ATD Financial Aid Count Comparison	DQ10_CareerCertificate_ATD_Financial_Aid_Counts
	Report 12 - Adult General Education Diploma Types	DQ12_AGE_Diploma_Types
	Report 13 - Completers by College and IET Program	DQ13_IET_Program_Enrollments_and_Completions
	Report 14 – Adult High School Credits Earned by Course	DQ14_Adult_High_School_Credits_Earned_in_Course
	Report 15A – Adult Education Out-of-Range (OOR) Test Scores	DQ15A_Adult_Education_OOR_Test_Scores
	Report 15B – Adult Education Out-of-Range (OOR) Test Scores by Program	DQ15B_Adult_Education_OOR_Test_Scores_Program
	Report 16 - Post Test Status Counts Adult General Education – Adult Basic Education (ABE) and Academic Skills Building (ASB)	DQ16_ABE_ASB_Post_Test
	Report 17 – Post Test Status Counts Adult General Education – English for Speakers of Other Languages (ESOL)	DQ17_ESOL_Post_Test
	Report 18A – AGE Headcount by Corrections Institutional Setting	DQ18A_AGE_Headcount_Correctional_Setting
	Report 18B – AGE Headcount by Corrections Institutional Setting with IET Program Enrollments	DQ18B_AGE_Headcount_Correctional_Setting_IET
	Report 19A – GATE Program Enrollments	DQ19A_GATE_Program_Enrollments
	Report 19B – GATE Program Completions	DQ19B_GATE_Program_Completions
	**Only generated at End-of-Term*	

Annual Financial Aid Verification Reports List

The following reports are generated for every data submission during term 4 and are available four times a day turnaround basis.

Report Description	File Names
Exceptions	Exceptions_Frequency_Analysis
Financial Aid Summary Reports	Financial_Aid_Award_Summary
Financial Aid Summary Reports	Financial_Aid_Disbursements
Financial Aid Student Record Match	Financial_Aid_Match_Report
Financial Aid Counts	Financial_Aid_Awarded_Aid_Counts
Financial Aid Athlete Aid Counts and Amounts by Award Type	Financial_Aid_Athletic_Aid_Counts_by_Award_Type
Financial Aid Athlete Counts	Financial_Aid_Athletic_Aid_Unduplicated_Headcount
Financial Aid Athlete Counts	Financial_Aid_Athletic_Aid_Counts
Financial Aid Athlete Counts	Financial_Aid_Athletic_Related_Aid_Unduplicated_Headcount
Financial Aid Athlete Counts	Financial_Aid_Athletic_Related_Aid_Headcount
Financial Aid Athlete Report	Financial_Aid_Athletic_Awarded_Aid_Counts

Procedures and Definitions

The Student Database Data Element Dictionary is not intended as a complete user manual. Instead, it defines the data elements and table values collected from the colleges during the submission year. Changes from the MIS Advisory Task Force (MISATFOR) meetings and due to legislation are made annually.

Purpose

The 1987 Legislature, through Special Appropriation 369A, directed the Division of Florida Colleges and the Florida colleges to develop and implement a statewide comprehensive management information system linking all levels of the state education system. The intent is to establish a comprehensive database of information that will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision-making.

The Student Database was designed in accordance with the General Education Provisions Act 20 USC 1221(e-1) Proviso Language.

Security and Privacy

Beginning reporting year 2017-18, mainframe data submission and processing has ended, and all data will be submitted to and be processed using the server environment. Further, the server has become the system of record.

The Florida Department of Education has implemented a secure file transfer environment via a commercial off the shelf (COTS) product from TIBCO Software, Inc. (hereafter called TIBCO). Having been granted access to the CCTCMIS specific TIBCO transfer environment and using the college's Single Sign-on credential, and if a college has FTP software that is capable of sending and receiving data via secure FTP, a college can securely transfer data to the Florida Department of Education via TIBCO. TIBCO ensures data security as it moves submitted data across the DOE firewall where the data is then processed. Once the data is processed, all resultant reports are then moved securely back across the firewall into the college's secure area, ready for download via secure FTP.

To ensure the security and integrity of an individual institution's data on the server, a college will only be able to send and receive data and reports that are specific to that college. It is imperative that colleges maintain password security in order to ensure that personally identifiable information is not compromised.

For specific details on submitting data for server processing, please refer to the *Data Submission Procedures Guide.*

Submission Process

College data are edited by programs that check for the following:

1. **Valid fields.** A missing or invalid value in any data element in any given record type causes the rejection of the record. All missing or invalid values will be recorded on the Critical Error Report.

Records with any of the three following problems (Items 2-4) will be edited to expedite the error correction process. All edit errors will be listed on the error report.

2. **Duplicate Records**. Records containing duplicate unique keys causes the rejection of all duplicated records.

The following two cases (numbers 3 and 4) apply to record types 2 through 7 that are rejected because of problems with their corresponding demographic record.

3. **Missing Demographic Record.** Any record for which there is no corresponding demographic record is rejected.

4. **Duplicate Demographic Record.** Any record for which its corresponding Demographic record has duplicates is rejected.

5. **Rejected Demographic.** Any record that had its corresponding demographic record rejected because of an edit error is likewise rejected.

The edit process runs 12 times hourly, in accordance with the schedule published in the *Data Submission Procedures Guide*. The edit reports package is delivered shortly after the edit process run completes. The following edit reports are generated during the edit process:

Critical_Errors, Error_Summary, Error_Records, Informational_Errors, Frequencies_Equal_To_Zero, and Duplicate_Completions

If the college's file generates no critical errors, that colleges data will be queued up for the next scheduled verification reports process run. The verification reports process runs four times daily.

NOTE: *If a field is not required, then the edit criteria do not apply (i.e., a field in a beginning-of-term file).*

Term Submission

The Student Database has ten record types:

Demographic – Record Type One,
Entry Level Test – Record Type Two,
Acceleration – Record Type Three,
Program – Record Type Four,
Completion- Record Type Five,
Course – Record Type Six,
Economically Disadvantaged – Record Type Seven,
Financial Aid – Record Type Eight,
Program Industry Certification – Record Type Nine,
Adult Education Test and Performance – Record Type Zero.

The Student Database is reported by term during four submission windows:

Submission	Term Number	Term Description	File Name
I.	1E	Summer End-of-Term	CCxx.STU.STUDENT.T1Eyyyy.PROD.TXT
	2B	Fall Beginning-of-Term	CCxx.STU.STUDENT.T2Byyyy.PROD.TXT
II.	2E	Fall End-of-Term	CCxx.STU.STUDENT.T2Eyyyy.PROD.TXT
	3B	Spring Beginning-of-Term	CCxx.STU.STUDENT.T3Byyyy.PROD.TXT
III.	3E	Spring End-of-Term	CCxx.STU.STUDENT.T3Eyyyy.PROD.TXT
IV.	4E	Annual Financial Aid	CCxx.STU.STUDENT.T4Eyyyy.PROD.TXT

Where xx is the college number and yyyy is the reporting year.

Database Criteria

Include all college students who were enrolled in the term or who had either a completion or an acceleration record for the term. Do not include students who were exclusively Recreation and Leisure students.

A student must have only one Demographic Record for each term enrolled, but may have multiple records for any other record type, depending on their enrollment situation.

A Demographic Record is required for each student. File submission requires either a Demographic Record with an Acceleration Record, a Demographic Record with a Completion Record, a Demographic Record with a Course Record, or a Demographic Record with a Financial Aid Record. The other record types are not required unless they are pertinent for a given student. For example, if the student has no financial aid (Record Type Seven), then that record should not be submitted for the student. If the student only took one Entry Level subtest such as math, only report one record for the subtest taken; this also applies to the Acceleration Tests (Record Type Three).

Two record types require the reporting of aggregate data for a term: Record Type Three (Acceleration) and Record Type Eight (Financial Aid). If, for example, the student has several loans of a given type, add the separate loan amounts and report the total.

Acceleration – Hours (DE 1202) requires the reporting of aggregate data for a term on the Acceleration Record (Record Type Three). For example, if the student has more than one test in a given portion or subtest, add the hours and report the total.

After a given data file runs without generating any critical errors, or a Force Load is processed, all verification reports are generated automatically. When the data in the End-of-Term file is processed without error, it supersedes the beginning-of-term file for a college. This occurs for the Fall and Spring terms. The process occurs automatically when the end-of-term file runs without generating any critical errors.

For all Adult Education programs: if a program record is submitted, there needs to be an associated course record. If there is a course record submitted, there needs to be the associated program record. If there is a completion (with the exception of GED) record submitted, there needs to be a test record, course record, and program record.

Record Type Descriptions

Demographic (Record Type 1)

This record contains personal information about each student. Each student will have only one demographic record for each term in the reporting year.

IMPORTANT: *Students who are exclusively Recreation and Leisure students should not be reported.*

Students who take one or more Recreation and Leisure courses as part of a degree or vocational program may be reported. However, these courses are not required and are not processed.

Disabled Classification (DE 1002) is linked with the Verified Disabled Classification indicator (DE 1035); report accordingly.

Athletically Related Aid Indicator (DE 1042) is reported with the Annual Financial Aid – Record Type 8 submission. For regular term submissions, report 9 *(not applicable)*.

To help colleges code the High School Code (DE 1007), State at Time of First Entry (DE 1018), Nation of Citizenship (DE 1033), and Transfer Institution (DE 1034), CCTCMIS staff creates files containing the valid codes to use for each data element before the Submission Period Start Date.

For the National Reporting System (NRS) on Adult Education, federal grants are awarded on a geographic basis. To reconcile federal grant fund allocations with performance on a county level, colleges need to report the actual residence of adult students. In order to accomplish this requirement with the least amount of impact, colleges must send the United State Postal Service ZIP code at the end of the Student Demographic record format. This zip code should be the zip code of the student's current residence; colleges are encouraged to send the nine-digit "zip+4."

Due to the 2011-12 reporting year implementation of the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, Data Element 1003: Ethnic Origin was removed as a reporting item from the Student Demographic record format. However, Ethnic Origin still exists within the Student Database for converting race and ethnicity data for use in IPEDS reporting.

Entry Level Testing (Record Type 2)

This record contains information about the student's entry level test(s). Report only the entry-level test used for placement purposes. For example, report the algebra score that determined the student should take remedial math courses, NOT the arithmetic score that helped the college determine at which LEVEL of remedial math the student should begin.

Acceleration (Record Type 3)

This record contains information about the student's acceleration examination or method. Report the acceleration information for a student in the term the reporting institution accepts the acceleration credit.

NOTE: *This record type is not required for Beginning-of-Term. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

Program (Record Type 4)

This record contains information about the Program(s) of Study in which the student is enrolled at the college.

To help colleges code the Program of Study – CIP (DE 2002), CCTCMIS staff creates, every term submission, two files: one with the valid CIP number (10 digits) and a second file with the combination of the six digit CIP code and the college number for the valid Baccalaureate programs. Adult Education Programs need a valid program record. For example, if the student is enrolled in two different Adult Education courses (DE 3001 Course-Information Classification Structure) then the college must report two program records to validate the course records.

The Program of Study – Award (DE 2001) should be the student's award intention at the time of registration. The Program of Study – Level (DE 2005) is the program of study level determined by the college following the student course work.

Locally Inactive Program Flag (DE 2009) is a code to flag the inactive programs at your institution (college is not accepting enrollments), but the programs are may still be active at a state level.

Completion (Record Type 5)

This record contains information about the degree, certificate, or diploma awarded to the student who completed a program during the reporting term. A student may have multiple completion records. Completion duplications are not allowed between terms and years. A duplicate completion is one reported for the same student using the same CIP code (ten-digit completion code) during both the current and previous year submissions.

For the OCP process, the Apprenticeship OCP is coded 'P' in the Completion Degree Awarded (DE 2103) to ease the OCP recognition process.

To help colleges code the Completion Degree Awarded (DE 2103), CCTCMIS staff creates, every term submission, a file with the different valid degree combinations.

Locally Inactive Completion Program Flag (DE 2107) flags the inactive completion programs at an institution (i.e., college is not accepting enrollments), but the programs may be active at a state level.

NOTE: *This information is not required for beginning-of-term submissions.*

Course (Record Type 6)

This record contains the information about the courses in which the student is enrolled during the reporting term. A student may have multiple course records.

Course-Information Classification Structure (DE 3001) is a five-digit code used to identify the course subject matter content. Colleges should be very careful coding this data element. For example, ICS code 15001 identifies EPI courses, and the FTE process uses ICS code 15001 to select the courses for the EPI program area.

FTE Flag (DE 3018) identifies the courses exempted from Funded FTE. College should use value 'Z' if the course is not exempted. **The Funded FTE process selects only the courses with a value 'Z'.**

Career and Technical Education Instruction: 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 *(*§1011.80 (5)(d) F.S.*)*.

Florida College System Program Fund: When a public educational institution 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 *(*§1011.84 (1)(f) F.S.*).*

Except for Continuing Workforce Education (CWE), courses fully funded by an external agency for direct instructional costs cannot be reported. Although CWE is 100% fee supported *(*§1011.80 (5)(a) F.S.*)*, CWE courses will continue to be reported until the Enrollment Estimating Conference decides it is no longer needed. CCTCMIS will exclude CWE from calculations of Funded FTE. Recreation and Leisure courses cannot be reported. CWE and Recreation and Leisure are defined in Rule 6A-14.030 F.A.C.

Course Withdrawal. Course withdrawal is based on student withdrawal information from an institution for treatment of financial aid funds in accordance with the Code of Federal Regulation 668.22, the Information for Financial Aid Professionals (IFAP) Student Financial Aid Handbook, and U.S. DOE staff, and is used by the Office of the Auditor General for sampling Federal Title IV financial aid data.

Withdrawal happens after the student has begun attendance in the course and before the end of the course. Courses "dropped" by a student during the Drop/Add period, courses for students reported as a "No Show" during the no-show reporting period, courses deleted for non-payment, or courses that were cancelled are not reported on the Student Database. These courses are not "Official" or "Un-official" withdrawals. Colleges are required to take attendance, but are not required to have attendance taken by an outside entity, such as an accrediting or state agency.

Official Withdrawal. Official withdrawal is based on the college's published policy for withdrawal for both student initiated and administrative withdrawals.

Student Initiated Withdrawal. Student Initiated Withdrawal is defined as the student providing official notification, either in writing or orally, to the appropriate office that he/she intends to withdraw. Official notification may also be given by an individual acting on the student's behalf if the notification meets the college's requirements. Intent to withdraw means that the student indicates he or she has either ceased to attend the course and does not plan to resume academic attendance, or believes at the time he or she provides notification that he or she will cease to attend the course.

Administrative Withdrawal. The college may expel, suspend, or cancel a student's registration in a course based on the college's withdrawal policy. The college may "officially" withdraw a student for non-attendance or other reasons, if the college has a documented uniform policy to do so.

Un-Official Withdrawal. Any other withdrawal where there is no college policy or the policy was not followed.

NOTE: *The Course Grade (Data Element 3007) is only required for End-of-Term data submissions.*

Economically Disadvantaged (Record Type 7)

This record contains need-based financial aid information. It is designed to collect data to identify Economically Disadvantaged students for Career and Technical Education and Perkins reporting.

A student may have more than one financial aid record per term. A record will be reported for each Award Type (DE 3102) the student receives.

Data will be reported for students who were awarded need-based financial aid, whether or not the student received the aid. Data reported will be for aid types: Pell, SEOG, State Grant, National Direct Student Loan (NDSL), Federal Insured Loan, State Insured Loan, and Federal Programs College Work/Study.

Need Based. The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

NOTE: *This information is not required for Beginning-of-Term.*

Program Industry Certifications (Record Type 9)

This record contains information about Program Industry Certifications awarded to the student during the reporting term. A student may have multiple certifications records. Certification duplications are not allowed between terms and years. A duplicate certification is one reported for the same student using the same Program Industry Certification Number (DE 3302) during the current and previous year submissions.

A demographic record must be submitted with the industry certification record if the student was not enrolled during the term in which the industry certification is being reported.

NOTE: *This information is not required for beginning-of-term submissions.*

Adult Education Test and Performance (Record Type 0)

The Adult Education Test and Performance record is only required for colleges offering adult education programs. This record contains information about the student's adult education test(s), including the test type, form, level, score and Adult Education Functioning Level.

Certificate of Professional Preparation

This is a certificate only for baccalaureate degree holders. The State Board of education Rule 6A-14.0030, F.A.C., Instruction and Awards in Community Colleges, authorizes colleges to provide instruction and to confer degrees, certificates, and diplomas. Section 7 of the rule outlines requirements for a Certificate of Professional Preparation:

- Provides college level professional instruction of between nine and 30 credit hours of courses and course equivalent modules.
- Prepares baccalaureate degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations.
- Student earns competency-based postsecondary institutional credit, not intended for transfer outside of The Florida College System. However, if the college is authorized to award a baccalaureate degree in the subject area of the Certificate of Professional Preparation, then the college may award upper division credit in lieu of institutional credit.
- The Program requires approval by the Department of Education.

By State Board rule, these programs require Department of Education approval. Therefore, the Division of Florida Colleges has developed a procedure and an application form, including reporting requirements.

Baccalaureate Programs

"2+2" System

Students will be reported in the Admissions and Student Databases based on the "2+2" System. The "2+2" System separates students into Lower Division and Upper Division students. Students are reported as AA, AS, etc. for freshmen and sophomores (lower division) and baccalaureate for juniors and seniors (upper division).

The basis for reporting students as "2+2" is from §1004.73 F.S. (2008) which stated:

> (2)(b) St. Petersburg College shall maintain the mission and policies of a Florida community college, including the open-door admissions policy and the authority to offer all programs consistent with a community college.
>
> (3)(a) St. Petersburg College shall maintain separate records for students who are enrolled in courses classified in the upper division and lower division of a baccalaureate according to the statewide course numbering system. A student shall be reported as a community college student for enrollment in a lower-division course and as a baccalaureate degree program student for enrollment in an upper-division course.

§ 1007.33 F.S. (2008), which authorized other colleges to offer baccalaureate programs, did not specify the separation of lower and upper division students. After § 1004.73 Florida Statues was enacted, the Division of Florida Colleges staff met with staff from the Governor's Office, House, and Senate to discuss how the baccalaureate data would be reported. The consensus of the Governor's Office, House, and Senate staff was all the colleges offering baccalaureate degrees would be treated the same and that the intent of the legislation was to report data based on the "2+2" system, where the baccalaureate data

would only be upper division. The Legislature intends to fund the lower-division college credit courses and programs as a community college. The Legislature intends to fund the upper-division courses and programs as a baccalaureate degree institution. While §1004.73 F.S. has been repealed, it is still the intent of the Legislature and the Division of Florida Colleges to keep the "2+2" system.

The Division of Florida Colleges staff worked with St. Petersburg College, Miami Dade College, and Chipola College to implement the reporting in the Community College and Technical Center Management Information Systems (CCTCMIS) Databases. These colleges agreed with the process of reporting data as a "2+2" system. Implementing the data reporting was discussed and approved by MISATFOR.

All applicants for a Baccalaureate Program must be reported in the Admissions Database. All students admitted into a Baccalaureate Program and enrolled in courses must be reported in the Student Database.

All reporting of Baccalaureate data will be done through CCTCMIS.

Database Requirements

- Students must have an AA degree, an articulated AS degree, or 60+ hours toward a degree.
- The Program of Study – Award Type (DE 2001) must be Baccalaureate Degree (value C) or Upper Level Non-Degree Seeker (value H). The Program of Study – Level (DE 2005) must be Baccalaureate Degree (value C), Upper Level Non-Degree Seeker (value H), or BS/BA Education – Transitional (value E).
- The Completion Degree Granted (DE 2103) must be Baccalaureate (value C).
- Program of Study CIP (DE 2002) and Completion – CIP (DE 2101) will be assigned in collaboration between the college and the Florida College System. Once a CIP has been assigned, the CIP will be added to the CCTCMIS Baccalaureate CIP table and used in edits of the data elements.
- The ICS (DE 3001) for all Upper Division courses must be Advanced and Professional (ICS = 1.1###). By law and rule, vocational courses only apply to 2 year degrees and the community colleges offering bachelors are under the "2+2" system. In addition, the universities only offer A&P courses. Therefore, it was decided by the Division of Florida Colleges, CCTCMIS, and the community colleges that all upper division courses are A&P. Colleges may work through the Division of Florida Colleges to coordinate with other colleges to assign ICS codes.
- Enrollment in Adult General Education (ICS = 1.3###) courses by Baccalaureate Program students cannot be reported.
- The Course Level (fourth character) in the Course Identifier (DE 3008) must be either 3 or 4.

State Reporting

Some standard state reports will combine Lower and Upper Division data. These reports include Annual Unduplicated Headcount and Course Number Match. Some standard state reports will separate Lower and Upper Division data. These reports include the AA1A, Completions (C2), FETPIP, and FTE reports. FTE Estimates and Projections will both include Lower and Upper Division data. Some state standard reports exclude Upper Division data.

Federal Reporting

Some federal standard data submissions exclude Upper Division data. These include Perkins and NRS.

For IPEDS reporting, colleges with baccalaureate programs will be reported as four-year institutions. IPEDS reporting will include Upper Division data. All changes to data except Institutional Characteristics will be provided by PERA to IPEDS with review by the colleges.

- Institutional Characteristics: The College will enter baccalaureate degrees under degrees offered by the college, either the first reporting year the program is offered or the reporting year of the first Fall term the program is offered.
- Enrollment Survey: Upper Division data will be reported with the Lower Division data.
- Selected Fields of Study: Required every other year, in even numbered years, enrollment by selected programs is collected for the four-year institutions. CCTCMIS reports every year, starting the first year baccalaureate degrees are reported on the Institutional Characteristics.
- Graduation Rate Survey: For institutions reporting baccalaureate degrees on the Institutional Characteristics, the six-year follow-up is used instead of the three-year follow-up for two-year institutions.

Annual Financial Aid Submission

Purpose

The Annual Financial Aid Annual submission is designed to collect data compatible with the State University System and the Office of Student Financial Aid. The data will be used to report on Financial Aid at the Community Colleges and for inclusion in the Education Data Warehouse.

Record Types

The Annual Financial Aid Annual submission has two record types:

- Demographic (Record Type 1)
- Financial Aid (Record Type 8)

The data will be reported for the academic year (Fall, Spring, Summer), by term.

Due Dates

The Annual Financial Aid data will be submitted once at the end of the academic year, after the end of the Summer term.

Database Criteria

Data will be reported for students who were paid financial aid (disbursed). Students who were awarded financial aid, but did not receive the aid will not be reported. Data will be reported in the term in which the aid was disbursed, even if the aid was for course(s) taken in previous terms.

Financial Aid data reported will be the aid generally processed by the colleges through their financial aid systems. Data will not include Federal Vocational Rehabilitation, State Vocational Rehabilitation, State Fee Waivers, Institutional short-term loans, nor Institutional student employment. Financial Aid provided through community college foundations should be categorized as private scholarships (Table Value – 307, DE 3208 – Financial Aid Award Type).

Record Type Descriptions

Demographic (Record Type 1). This record contains personal information about each student that received financial aid. Each student will have one demographic record for each term the student received financial aid in the academic year. Only selected demographic data elements will be required.

Financial Aid (Record Type 8). This record contains financial aid information. A student may have more than one financial aid record per term. A record will be reported for each award type (DE 3208) the student receives.

Matching Grants. When a grant requires matching funds, the source for the aid, including the matching money from the institution, will be reported as the agency that authorized the aid. For example, the First Generation Matching Grant is authorized by the State. All the aid disbursed will be reported as S *(State)* in DE 3207 *(Source of Financial Aid Funds)*.

Section II:
Data Element Dictionary

Notes on Data Element Edit Descriptions

Data element edits are written to be read as logical tests, as well as provide a programming reference. In the Data Element Edit descriptions, the following symbols may be encountered:

EQ	Equal to
NE	Not Equal to
GT	Greater Than
GE	Greater Than or Equal To
LT	Less Than
LE	Less Than or Equal To
IN (list)	Valid value or values exist in the list provided
NOT IN (list)	Valid value or values do not exist in the list provided
NULL	No value (blank or missing)

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 15001)).

Notes on Reference Files

Reference files are used for enumerating a set of possible values for a certain data field for colleges to select when reporting data.
A reference file that is applicable to a particular data element is identified on the corresponding data element worksheet. For this publication, the naming convention of all reference files includes 'yyyy' which represents the applicable reporting year. For example, the naming convention of CIP-yyyy for the 2018-2019 reporting year will appear on the website as CIP-2019.

All reference files are available at http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.

Data Element ALPHABETICAL Listing

DATA ELEMENT	NUMBER
Acceleration – Hour Type	1201
Acceleration – Hours	1202
Acceleration – Subtest	1203
Acceleration – Type	1204
Adult Education Test – Adult Educational Functioning Level	3410
Adult Education Test – Date	3409
Adult Education Test – Form	3407
Adult Education Test – Level of Difficulty	3408
Adult Education Test – Score	3401
Adult Education Test – Subtest	3403
Adult Education Test – Test Identification Number	3411
Adult Education Test – Type	3404
Adult Educational Functioning Level Subject Area 1	3033
Adult Educational Functioning Level Subject Area 2	3036
Adult Educational Functioning Level Subject Area 3	3039
Adult High School Credits at Entry	1069
Adult High School Credits Earned in Course	3042
Adult High School Diploma Option	1070
Adult Origin of Schooling	1048
Advanced Technical Certificate Completion Hours	2106
AGE Adult Employment Status	1052
AGE Employment Barrier	1062
AGE Ex-Offender	1060
AGE Homeless/Runaway	1061
AGE Income Status – Exhausting TANF	1066
AGE Income Status – Long-Term Unemployed	1067
AGE Income Status – Low Income	1068
AGE Level of Schooling Achieved	1064
AGE Migrant/Seasonal Farm Worker	1063
AGE Withdrawal Reason	2021
Apprenticeship Sponsor Code	2022
Athletically Related Aid Indicator	1042
Baccalaureate Enrollment Flag	2013
Baccalaureate Institution of Interest	2015
Baccalaureate Program of Interest	2014
CAE Displaced Homemaker	1059
CAE Single Parent	1058
Career and Technical Education Basic Skills Examination Flag	2111
Citizenship	1001

DATA ELEMENT	NUMBER
College Preparatory Completion Indicator	1106
Completion – CIP	2101
Completion Date	2121
Completion Degree Granted	2103
Completion Multiple Major Indicator	2108
Course – ICS	3001
Course Cooperative Education Flag	3003
Course Dual Enrollment Category	3004
Course Dual Enrollment/Co-Enrollment Flag	3005
Course Entry Date	3026
Course Exit Date	3027
Course Fee Kind	3006
Course Grade Awarded	3007
Course Identifier	3008
Course Identifier – Section	3009
Course Instructor Flag	3015
Course Lifelong Learning Flag	3010
Course Registration Period	3014
Course Section Hour Type	3011
Course Section Hours	3012
Course Section Location – Campus	3013
Developmental Education High School Exemption	1050
Developmental Education Military Exemption	1051
Disabled Classification	1002
Distance Education Student Location	1049
Entry Level – Alternative Method Type	1110
Entry Level Test – Date	1109
Entry Level Test – Score	1101
Entry Level Test – Subtest	1103
Entry Level Test – Type	1104
EPI Subject Area Specialization – Completion1	2116
EPI Subject Area Specialization – Completion2	2117
EPI Subject Area Specialization – Completion3	2118
EPI Subject Area Specialization – Completion4	2119
EPI Subject Area Specialization – Completion5	2120
EPI Subject Area Specialization – Program1	2016
EPI Subject Area Specialization – Program2	2017
EPI Subject Area Specialization – Program2	2018
EPI Subject Area Specialization – Program4	2019
EPI Subject Area Specialization – Program5	2020

DATA ELEMENT	NUMBER
Ethnic Origin	
Ethnicity – Hispanic/Latino	1041
Fee Classification Residency	1004
Financial Aid Academic Year	3202
Financial Aid Award Condition I.D.	3206
Financial Aid Award Type	3102
Financial Aid Award Type	3208
Financial Aid Need	3205
Financial Aid Paid Amount	3209
Financial Aid Term Identifier	3201
First-Time Student Flag	1005
First Name	1014
FTE Flag	3018
Florida Education Identifier	1000
GATE Program Date of Enrollment	1071
GATE Program Enrollment Flag	2023
General Education Digital Badge	2123
Gold Standard Industry Certification Code	1205
High School Code	1007
High School Graduation Code	1008
High School Graduation Date	1009
Incarceration Status	1011
Integrated Education and Training Program Number	3032
Last Name	1015
Limited English Proficiency	1013
Locally Inactive Completion Program Flag	2107
Locally Inactive Program Flag	2009
Middle Name	1016
Name Suffix	1055
Nation of Citizenship	1033
Occupational Completion Point Indicator	2104
Post-Test Identification Number 1	3035
Post-Test Identification Number 2	3038
Post-Test Identification Number 3	3041
Pre-Test Identification Number 1	3034
Pre-Test Identification Number 2	3037
Pre-Test Identification Number 3	3040
Program of Study – Award Type	2001
Program of Study – CIP	2002
Program of Study – Hour Type	2003

DATA ELEMENT	NUMBER
Program of Study – Hours	2004
Program of Study – Level	2005
Program of Study – Title	2006
Program Industry Certification Date	3303
Program Industry Certification Number	3302
Program Industry – CIP	3301
Program Industry Outcome	3304
Race - American Indian/Alaskan Native	1039
Race - Asian	1038
Race - Black/African American	1037
Race - Native Hawaiian/Pacific Islander	1040
Race - White	1036
Reporting Institution	1017
Reverse Transfer Code	2122
Sex	1006
Source of Financial Aid Funds	3207
State Approved Teacher Preparation Program – Benchmark Term	2011
State Approved Teacher Preparation Program – DOE Code	2010
State Approved Teacher Preparation Program – Teaching Term	2012
State Approved Teacher Preparation Program Completion – DOE Code	2110
State at Time of First Entry	1018
Student Aid Index (SAI)	3210
Student Birth Date	1019
Student Current Dependency Status	3203
Student Identification Number	1021
Term Identifier	1028
Term Institutional Grade Points	1026
Term Institutional Hours for GPA	1027
Term Part-Time/Full-Time	1029
Total Clock Hours Earned Toward Award	2007
Total Credit Hours Earned Toward Award	2008
Total Institutional Grade Points	1030
Total Institutional Hours for GPA	1031
Transfer Institution	1034
Transfer Student Flag	1032
Verified Disabled Classification Indicator	1035

Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
1000	Florida Education Identifier
1001	Citizenship
1002	Disabled Classification
	Ethnic Origin
1004	Fee Classification Residency
1005	First-Time Student Flag
1006	Sex
1007	High School Code
1008	High School Graduation Code
1009	High School Graduation Date
1011	Incarceration Status
1013	Limited English Proficiency
1014	First Name
1015	Last Name
1016	Middle Name
1017	Reporting Institution
1018	State at Time of First Entry
1019	Student Birth Date
1021	Student Identification Number
1026	Term Institutional Grade Points
1027	Term Institutional Hours for GPA
1028	Term Identifier
1029	Term Part-Time/Full-Time
1030	Total Institutional Grade Points
1031	Total Institutional Hours for GPA
1032	Transfer Student Flag
1033	Nation of Citizenship
1034	Transfer Institution
1035	Verified Disabled Classification Indicator
1036	Race – White
1037	Race – Black/African American
1038	Race – Asian
1039	Race – American Indian/Alaskan Native
1040	Race – Native Hawaiian/Pacific Islander
1041	Ethnicity - Hispanic/Latino
1042	Athletically Related Aid Indicator
1048	Adult Origin of Schooling
1049	Distance Education Student Location
1050	Developmental Education High School Exemption

NUMBER	DATA ELEMENT
1051	Developmental Education Military Exemption
1052	AGE Adult Employment Status
1053	Highest Level of Education Completed- Parent One or Guardian One
1054	Highest Level of Education Completed- Parent Two or Guardian Two
1055	Name Suffix
1057	Military Status
1058	CAE Single Parent
1059	CAE Displaced Homemaker
1060	AGE Ex-Offender
1061	AGE Homeless/Runaway
1062	AGE Employment Barrier
1063	AGE Migrant/Seasonal Farm Worker
1064	AGE Level of Schooling Achieved
1066	AGE Income Status – Exhausting TANF
1067	AGE Income Status – Long-Term Unemployed
1068	AGE Income Status – Low Income
1069	Adult High School Credits at Entry
1070	Adult High School Diploma Option
1071	GATE Program Date of Enrollment
1101	Entry Level Test – Score
1103	Entry Level Test – Subtest
1104	Entry Level Test – Type
1106	College Preparatory Completion Indicator
1109	Entry Level Test – Date
1110	Entry Level – Alternative Method Type
1201	Acceleration – Hour Type
1202	Acceleration – Hours
1203	Acceleration – Subtest
1204	Acceleration – Type
1205	Gold Standard Industry Certification Code
2001	Program of Study – Award Type
2002	Program of Study – CIP
2003	Program of Study – Hour Type
2004	Program of Study – Hours 2005
2005	Program of Study – Level
2006	Program of Study – Title
2007	Total Clock Hours Earned Toward Award
2008	Total Credit Hours Earned Toward Award
2009	Locally Inactive Program Flag
2010	State Approved Teacher Preparation Program - DOE Code

NUMBER	DATA ELEMENT
2011	State Approved Teacher Preparation Program - Benchmark Term
2012	State Approved Teacher Preparation Program - Teaching Term
2013	Baccalaureate Enrollment Flag
2014	Baccalaureate Program of Interest
2015	Baccalaureate Institution of Interest
2016	EPI Subject Area Specialization – Program1
2017	EPI Subject Area Specialization – Program2
2018	EPI Subject Area Specialization – Program3
2019	EPI Subject Area Specialization – Program4
2020	EPI Subject Area Specialization – Program5
2021	AGE Withdrawal Reason
2022	Apprenticeship Sponsor Code
2023	GATE Program Enrollment Flag
2101	Completion - CIP
2103	Completion Degree Granted
2104	Occupational Completion Point Indicator
2106	Advanced Technical Certificate Completion Hours
2107	Locally Inactive Completion Program Flag
2108	Completion Multiple Major Indicator
2110	State Approved Teacher Preparation Program Completion – DOE Code
2111	Career and Technical Education Basic Skills Examination Flag
2116	EPI Subject Area Specialization – Completion1
2117	EPI Subject Area Specialization – Completion2
2118	EPI Subject Area Specialization – Completion3
2119	EPI Subject Area Specialization – Completion4
2120	EPI Subject Area Specialization – Completion5
2121	Completion Date
2122	Reverse Transfer Code
2123	General Education Digital Badge
3001	Course – ICS
3003	Course Cooperative Education Flag
3004	Course Dual Enrollment Category
3005	Course Dual Enrollment/Co-Enrollment Flag
3006	Course Fee Kind
3007	Course Grade Awarded
3008	Course Identifier
3009	Course Identifier – Section
3010	Course Lifelong Learning Flag
3011	Course Section Hour Type
3012	Course Section Hours

NUMBER	DATA ELEMENT
3013	Course Section Location – Campus
3014	Course Registration Period
3015	Course Instructor Flag
3018	FTE Flag
3026	Course Entry Date
3027	Course Exit Date
3032	Integrated Education and Training Program Number
3033	Adult Educational Functioning Level Subject Area 1
3034	Pre-Test Identification Number 1
3035	Post-Test Identification Number 1
3036	Adult Educational Functioning Level Subject Area 2
3037	Pre-Test Identification Number 2
3038	Post-Test Identification Number 2
3039	Adult Educational Functioning Level Subject Area 3
3040	Pre-Test Identification Number 3
3041	Post-Test Identification Number 3
3042	Adult High School Credits Earned in Course
3102	Financial Aid Award Type
3201	Financial Aid Term Identifier
3202	Financial Aid Academic Year
3203	Student Current Dependency Status
3205	Financial Aid Need
3206	Financial Aid Award Condition I.D.
3207	Source of Financial Aid Funds
3208	Financial Aid Award Type
3209	Financial Aid Paid Amount
3210	Student Aid Index (SAI)
3301	Program Industry – CIP
3302	Program Industry Certification Number
3303	Program Industry Certification Date
3304	Program Industry Outcome
3401	Adult Education Test – Score
3403	Adult Education Test – Subtest
3404	Adult Education Test – Type
3407	Adult Education Test – Form
3408	Adult Education Test – Level of Difficulty
3409	Adult Education Test – Date
3410	Adult Education Test – Adult Educational Functioning Level
3411	Adult Education Test – Test Identification Number

Data Elements by Record Type – End-of-Term Submission

Key Elements that Pertain to All Record formats:

1017 Reporting Institution
1021 Student Identification Number
1028 Term Identifier
Record Type

Student Demographic - Record Type 1 includes the following elements:

1000 Florida Education Identifier
1001 Citizenship
1002 Disabled Classification
1004 Fee Classification Residency
1005 First-Time Student Flag
1006 Sex
1007 High School Code
1008 High School Graduation Code
1009 High School Graduation Date
1011 Incarceration Status
1013 Limited English Proficiency
1014 First Name
1015 Last Name
1016 Middle Name
1018 State at Time of First Entry
1019 Student Birth Date
1026 Term Institutional Grade Points
1027 Term Institutional Hours for GPA
1029 Term Part-Time/Full-Time
1030 Total Institutional Grade Points
1031 Total Institutional Hours for GPA
1032 Transfer Student Flag
1033 Nation of Citizenship
1034 Transfer Institution
1035 Verified Disabled Classification Indicator
1036 Race – White
1037 Race – Black/African American
1038 Race – Asian
1039 Race – American Indian/Alaskan Native
1040 Race – Native Hawaiian/Pacific Islander
1041 Ethnicity – Hispanic/Latino
1042 Athletically Related Aid Indicator
1048 Adult Origin of Schooling
1049 Distance Student Location
1050 Developmental Education High School Exemption
1051 Developmental Education Military Exemption
1052 AGE Employment Status
1053 Highest Level of Education Completed – Parent One or Guardian One

Student Demographic - Record Type 1 includes the following elements: cont.

1054 Highest Level of Education Completed – Parent Two or Guardian Two
1055 Name Suffix
1057 Military Status
1058 CAE Single Parent
1059 CAE Displaced Homemaker
1060 AGE Ex-Offender
1061 AGE Homeless/Runaway
1062 AGE Employment Barrier
1063 AGE Migrant/Seasonal Farm Worker
1064 AGE Level of Schooling Achieved
1066 AGE Income Status – Exhausting TANF
1067 AGE Income Status – Long-Term Unemployed
1068 AGE Income Status – Low Income
1069 Adult High School Credits at Entry
1070 Adult High School Diploma Option
1071 GATE Program Date of Enrollment
ZIP Code

Entry Level Test - Record Type 2 includes the following elements:

1000 Florida Education Identifier
1101 Entry Level Test – Score
* 1103 Entry Level Test – Subtest
* 1104 Entry Level Test – Type
1106 College Preparatory Completion Indicator
* 1109 Entry Test – Date
1110 Entry Level – Alternative Method Type

Acceleration - Record Type 3 includes the following elements:

1000 Florida Education Identifier
1202 Acceleration – Hours
* 1203 Acceleration – Subtest
* 1204 Acceleration – Type
1205 Gold Standard Industry Certification Code

Program - Record Type 4 includes the following elements:

1000 Florida Education Identifier
2001 Program of Study – Award Type
* 2002 Program of Study – CIP
2003 Program of Study – Hour Type
2004 Program of Study – Hours
2005 Program of Study – Level
2006 Program of Study – Title
2007 Total Clock Hours Earned Toward Award
2008 Total Credit Hours Earned Toward Award
2009 Locally Inactive Program Flag
2010 State Approved Teacher Preparation Program – DOE Code

Program - Record Type 4 includes the following elements: cont.

2011 State Approved Teacher Preparation Program – Benchmark Term
2012 Approved Teacher Preparation Program - Teaching Term
2013 Baccalaureate Enrollment Flag
2014 Baccalaureate Program of Interest
2015 Baccalaureate Institution of Interest
2016 EPI Subject Area Specialization – Program1
2017 EPI Subject Area Specialization – Program2
2018 EPI Subject Area Specialization – Program3
2019 EPI Subject Area Specialization – Program4
2020 EPI Subject Area Specialization – Program5
2021 AGE Withdraw Reason
2022 Apprenticeship Sponsor Code
2023 GATE Program Enrollment Flag

Completion - Record Type 5 includes the following elements:

1000 Florida Education Identifier
* 2101 Completion – CIP
2103 Completion Degree Granted
* 2104 Occupational Completion Point Indicator
2106 Advanced Technical Certificate Completion Hours
2107 Locally Inactive Completion Program Flag
2108 Completion Multiple Major Indicator
2110 State Approved Teacher Preparation Program Completion – DOE Code
2111 Career and Technical Education Basic Skills Examination flag
2116 EPI Subject Area Specialization – Completion1
2117 EPI Subject Area Specialization – Completion 2
2118 EPI Subject Area Specialization – Completion 3
2119 EPI Subject Area Specialization – Completion 4
2120 EPI Subject Area Specialization – Completion 5
2121 Completion Date
2122 Reverse Transfer Code
2123 General Education Digital Badge

Course - Record Type 6 includes the following elements:

1000 Florida Education Identifier
3001 Course-Information Classification Structure
3003 Course Cooperative Education Flag
3004 Course Dual Enrollment Category
3005 Course Dual Enrollment/Co-Enrollment Flag
3006 Course Fee Kind
3007 Course Grade Awarded
* 3008 Course Identifier
* 3009 Course Identifier – Section
3010 Course Lifelong Learning Flag
3011 Course Section Hour Type
3012 Course Section Hours

Course - Record Type 6 includes the following elements: cont.

3013 Course Section Location – Campus
3014 Course Registration Period
3015 Course Instructor Flag
3018 FTE Flag
3026 Course Entry Date
3027 Course Exit Date
3032 Integrated Education and Training Program Number
3033 Adult Educational Functioning Level Subject Area 1
3034 Pre-Test Identification Number 1
3035 Post-Test Identification Number 1
3036 Adult Educational Functioning Level Subject Area 2
3037 Pre-Test Identification Number 2
3038 Post-Test Identification Number 2
3039 Adult Educational Functioning Level Subject Area 3
3040 Pre-Test Identification Number 3
3041 Post-Test Identification Number 3
3042 Adult High School Credits Earned in Course

Economically Disadvantaged - Record Type 7 includes the following elements:

1000 Florida Education Identifier
* 3102 Financial Aid Award Type

Program Industry Certification - Record Type 9 includes the following elements:

1000 Florida Education Identifier
* 3301 Program Industry – CIP
* 3302 Program Industry Certification Number
3303 Program Industry Certification Date
3304 Industry Certification Outcome

Adult Education Test and Performance - Record Type 0 includes the following elements:

3401 Adult Education Test – Score
* 3403 Adult Education Test – Subtest
* 3404 Adult Education Test – Type
* 3407 Adult Education Test – Form
3408 Adult Education Test – Level of Difficulty
* 3409 Adult Education Test – Date
3410 Adult Education Test – Adult Educational Functioning Level
3411 Adult Education Test – Test Identification Number

* Key Fields

Data Elements by Record Type – Beginning-of-Term Submission

Key Elements that Pertain to All Record formats:

1017 Reporting Institution
1021 Student Identification Number
1028 Term Identifier
Record Type

Student Demographic - Record Type 1 includes the following elements:

1000 Florida Education Identifier
1001 Citizenship
1002 Disabled Classification
1004 Fee Classification Residency
1005 First-Time Student Flag
1006 Sex
1007 High School Code
1008 High School Graduation Code
1009 High School Graduation Date
1011 Incarceration Status
1014 First Name
1015 Last Name
1016 Middle Name
1018 State at Time of First Entry
1019 Student Birth Date
1029 Term Part-Time/Full-Time
1032 Transfer Student Flag
1033 Nation of Citizenship
1034 Transfer Institution
1035 Verified Disabled Classification Indicator
1036 Race - White
1037 Race - Black/African American
1038 Race - Asian
1039 Race - American Indian/Alaskan Native
1040 Race - Native Hawaiian/Pacific Islander
1041 Ethnicity - Hispanic/Latino
1042 Athletically Related Aid Indicator
1048 Adult Origin of Schooling
1049 Distance Education Student Location
1050 Developmental Education High School Exemption
1051 Developmental Education Military Exemption
1052 AGE Employment Status
1053 Highest Level of Education Completed – Parent One or Guardian One
1054 Highest Level of Education Completed – Parent Two or Guardian Two
1055 Name Suffix
1057 Military Status
1058 CAE Single Parent
1059 CAE Displaced Homemaker

Student Demographic - Record Type 1 includes the following elements: cont.

1060 AGE Ex-Offender
1061 AGE Homeless/Runaway
1062 AGE Employment Barrier
1063 AGE Migrant/Seasonal Farm Worker
1064 AGE Level of Schooling Achieved
1066 AGE Income Status – Exhausting TANF
1067 AGE Income Status – Long-Term Unemployed
1068 AGE Income Status – Low Income
1069 Adult High School Credits at Entry
1070 Adult High School Diploma Option
1071 GATE Program Date of Enrollment
ZIP Code

Entry Level Test - Record Type 2 includes the following elements:

1000 Florida Education Identifier
1101 Entry Level Test – Score
* 1103 Entry Level Test – Subtest
* 1104 Entry Level Test – Type
1106 College Preparatory Completion Indicator
* 1109 Entry Test – Date
1110 Entry Level – Alternative Method Type

Acceleration - Record Type 3 includes the following elements:

(None required in Beginning-of-Term File Submission)

Program - Record Type 4 includes the following elements:

1000 Florida Education Identifier
2001 Program of Study – Award Type
* 2002 Program of Study – CIP
2003 Program of Study – Hour Type
2004 Program of Study – Hours
2005 Program of Study – Level
2006 Program of Study – Title
2009 Locally Inactive Program Flag
2010 State Approved Teacher Preparation Program – DOE Code
2011 State Approved Teacher Preparation Program – Benchmark Term
2012 Approved Teacher Preparation Program - Teaching Term
2014 Baccalaureate Program of Interest
2015 Baccalaureate Institution of Interest
2016 EPI Subject Area Specialization – Program1
2017 EPI Subject Area Specialization – Program2
2018 EPI Subject Area Specialization – Program3
2019 EPI Subject Area Specialization – Program4
2020 EPI Subject Area Specialization – Program5
2021 AGE Withdraw Reason
2022 Apprenticeship Sponsor Code

Program - Record Type 4 includes the following elements: cont.

2023 GATE Program Enrollment Flag

Completion - Record Type 5 includes the following elements:

(None required in Beginning-of-Term File Submission unless student is not taking a course but is receiving a degree or certificate)

Course - Record Type 6 includes the following elements:

1000 Florida Education Identifier
3001 Course-Information Classification Structure
3004 Course Dual Enrollment Category
3005 Course Dual Enrollment/Co-Enrollment Flag
3006 Course Fee Kind
3007 Course Grade Awarded
* 3008 Course Identifier
* 3009 Course Identifier – Section
3010 Course Lifelong Learning Flag
3011 Course Section Hour Type
3012 Course Section Hours
3013 Course Section Location – Campus
3014 Course Registration Period
3018 FTE Flag
3032 Integrated Education and Training Program Number
3033 Adult Educational Functioning Level Subject Area 1
3034 Pre-Test Identification Number 1
3035 Post-Test Identification Number 1
3036 Adult Educational Functioning Level Subject Area 2
3037 Pre-Test Identification Number 2
3038 Post-Test Identification Number 2
3039 Adult Educational Functioning Level Subject Area 3
3040 Pre-Test Identification Number 3
3041 Post-Test Identification Number 3
3042 Adult High School Credits Earned in Course

Economically Disadvantaged - Record Type 7 includes the following elements:

(None required in Beginning-of-Term File Submission)

Program Industry Certification - Record Type 9 includes the following elements:

(None required in Beginning-of-Term File Submission)

Adult Education Test and Performance - Record Type 0 includes the following elements:

3401 Adult Education Test – Score
* 3403 Adult Education Test – Subtest
* 3404 Adult Education Test – Type
* 3407 Adult Education Test – Form
3408 Adult Education Test – Level of Difficulty

Adult Education Test and Performance - Record Type 0 includes the following elements: cont.

* 3409 Adult Education Test – Date
3410 Adult Education Test – Adult Educational Functioning Level
3411 Adult Education Test – Test Identification Number

* Key Fields

Data Elements by Record Type – Annual Financial Aid Submission

Key Elements that Pertain to All Record formats:

@ 1017 Reporting Institution
@ 1021 Student Identification Number
@ 1028 Term Identifier
@ Record Type

Student Demographic - Record Type 1 includes the following elements:

@ 1000 Florida Education Identifier
1001 Citizenship
1002 Disabled Classification
1004 Fee Classification Residency
1005 First-time Student Flag
@ 1006 Sex
1007 High School Code
1008 High School Graduation Code
1009 High School Graduation Date
1011 Incarceration Status
1013 Limited English Proficiency
@ 1014 First Name
@ 1015 Last Name
@ 1016 Middle Name
1018 State at Time of First Entry
@ 1019 Student Birth Date
1026 Term Institutional Grade Points
1027 Term Institutional Hours for GPA
1029 Term Part-Time/Full-Time
1030 Total Institutional Grade Points
1031 Total Institutional Hours for GPA
1032 Transfer Student Flag
1033 Nation of Citizenship
1034 Transfer Institution
1035 Verified Disabled Classification Indicator
@ 1036 Race – White
@ 1037 Race – Black/African American
@ 1038 Race – Asian
@ 1039 Race – American Indian/Alaskan Native
@ 1040 Race – Native Hawaiian/Pacific Islander
@ 1041 Ethnicity - Hispanic/Latino
@ 1042 Athletically Related Aid Indicator
1048 Adult Origin of Schooling
1049 Distance Student Location
1050 Developmental Education High School Exemption
1051 Developmental Education Military Exemption
1052 AGE Employment Status

Student Demographic - Record Type 1 includes the following elements: cont.

	1053	Highest Level of Education Completed – Parent One or Guardian One
	1054	Highest Level of Education Completed – Parent Two or Guardian Two
@	1055	Name Suffix
@	1057	Military Status
	1058	CAE Single Parent
	1059	CAE Displaced Homemaker
	1060	AGE Ex-Offender
	1061	AGE Homeless/Runaway
	1062	AGE Employment Barrier
	1063	AGE Migrant/Seasonal Farm Worker
	1064	AGE Level of Schooling Achieved
	1066	AGE Income Status – Exhausting TANF
	1067	AGE Income Status – Long-Term Unemployed
	1068	AGE Income Status – Low Income
	1069	Adult High School Credits at Entry
	1070	Adult High School Diploma Option
	1071	GATE Program Date of Enrollment
		ZIP Code

@ Required for Financial Aid Submission

Financial Aid - Record Type 8 includes the following elements:

	1000	Florida Education Identifier
*	3201	Financial Aid Term Identifier
*	3202	Financial Aid Academic Year
	3203	Student Current Dependency Status
	3205	Financial Aid Need
	3206	Financial Aid Award Condition I.D.
*	3207	Source of Financial Aid Funds
*	3208	Financial Aid Award Type
	3209	Financial Aid Paid Amount
	3210	Student Aid Index (SAI)

* Key Fields

Data Element 1000

Florida Education Identifier

Characteristics

Length:	14
Data Type:	Alphanumeric
Physical Description:	X (14)
Record Type(s):	1, 2, 3, 4, 5, 6, 7, 8, 9
Last Modified:	7/1/2022

Data Element is used in the Following Reports:

- ❑ NRS
- ❑ Perkins
- ❑ Equity
- ❑ CTE
- ❑ FCS Performance Funding
- ❑ AGE Performance
- ❑ IPEDS (EF2, C2, E12, GRS, OM)
- ❑ IndCert
- ❑ Accountability Outcome Measures

Description:

The Florida Education Identifier (FLEID) is a unique identifier assigned to a student by the Florida Department of Education. FLEID is used across Student and Admissions database systems. §1008.386 F.S. mandates the establishment of the FLEID to replace the use of social security numbers as student identification numbers.

The FLEID numbering convention is 14 alphanumeric characters, always beginning with the letters FL, followed by 12 numbers.

NOTES:

1. *Edits 1000_4 through 1000_10 are only applicable during FLEID verification.*
2. *For edits 1000_4 through 1000_10 see FLEID Error List Report and FLEID Source Verification Matching Matrix to resolve FLEID errors.*

Edit:

1000_1	Florida Education Identifier (DE 1000) missing or invalid (DEMO)	Critical
1000_2	Florida Education Identifier (DE 1000) duplicated within College	Critical
1000_3	Florida Education Identifier (DE 1000) LT 2000 (positions 3-12)	Critical
1000_4	FLEID (DE 1000) submitted has been found in the vault with similar demographics.-Potential update to vault. (see FLEID Error Report)	Informational
1000_5	FLEID (DE 1000) submitted has been found in the vault however, not associated with your college.-Another potential FLEID found. (see FLEID Error Report)	Informational
1000_6	FLEID (DE 1000) submitted has been found in the vault however, not associated with your college.-Review the information provided. (see FLEID Error Report)	Informational
1000_7	FLEID (DE 1000) submitted is no longer active.-Another potential FLEID found. (see FLEID Error Report)	Critical
1000_8	FLEID (DE 1000) submitted is no longer active.-Submit for FLEID assignment. (see FLEID Error Report)	Critical

Edit:

1000_9	FLEID (DE 1000) submitted does not exist.-Another potential FLEID found. (see FLEID Error Report)	Critical
1000_10	FLEID (DE 1000) submitted does not exist.-Submit for FLEID assignment. (see FLEID Error Report)	Critical
1000_11	Florida Education Identifier (DE 1000) missing or invalid (NON DEMO)	Critical
1000_12	Florida Education Identifier (DE 1000) missing or invalid (CROSS REC TYPE MATCH)	Critical

Data Element 1001

Citizenship

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2003

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ IPEDS (EF2, E12, C2, GRS, OM)
- ❑ Equity
- ❑ CTE
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Indicates the status of the student's being a citizen of the United States.

TABLE VALUES

A	Non-resident alien
C	Citizen of the United States
P	Permanent Resident Alien
X	Unknown or not reported

Edit:

1001_1	Citizenship (DE 1001) missing or invalid	Critical

Data Element 1002
Disabled Classification

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/29/2016

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ FTE
- ❑ Students with Documented Disabilities
- ❑ Perkins Performance
- ❑ NRS
- ❑ CTE
- ❑ Equity

Description:

A code indicating whether the student is classified as disabled.
Disabled is defined as any type of physical or mental impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working. Primary disability is determined by the disability that has the highest cost for the institution to accommodate.

Disabled Classifications are defined in Rule 6A-10.041 F.A.C.

TABLE VALUES

A Autism Spectrum Disorder. Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.

B Traumatic Brain Injury. An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and/or physical functioning.

H Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, 2000, and 4000 Hz, ANSI, unaided in the better ear. Examples include but are not limited to the following: conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low hearing loss or deafness, acoustic trauma hearing loss or deafness.

I Intellectual Disability. A disorder significantly below average general intellectual and adaptive functioning manifested during the developmental period, with significant delays in academic skills. Developmental period refers to birth to eighteen (18) years of age.

L Specific Learning Disabilities. A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other

specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems that are due primarily to visual, hearing, or motor handicap, to mental retardation, to emotional disturbance, or to an environmental deprivation.

M Emotional or Behavioral Disability. Any mental or psychological disorder including but not limited to organic brain syndrome, emotional or mental illness, or attention deficit disorders.

O Other health impairment. (Student has a specific disability which is not listed in the others specific categories).

P Physical impairment. (Musculoskeletal and connective tissue disorders, neuromuscular disorders). Physically disabling conditions which may require an adaptation to one's school environment or curriculum. Examples include but are not limited to the following: cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), or head injury, and spinal cord injury.

S Speech Impairment. Disorders of language, articulation, fluency, or voice that interfere with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include but are not limited to the following: Cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.

V Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following:

1) Visual acuity of 20/70 or less in the better eye after the best possible correction,
2) A peripheral field so constricted that it affects one's ability to function in an educational setting,
3) A progressive loss of vision that may affect one's ability to function in an educational setting. Examples include but are not limited to the following: cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

Z Not applicable or not reported.

Edit:

1002_1	Disabled Classification (DE 1002) missing or invalid	Critical
1002_2	Disabled Classification (DE 1002) EQ Z and Course Fee Kind (DE 3006) EQ D	Informational
1002_3	Disabled Classification (DE 1002) EQ Z and Verified Disabled Classification Indicator (DE 1035) NE N	Critical
1002_4	Disabled Classification (DE 1002) NE Z and Verified Disabled Classification Indicator (DE 1035) EQ N	Critical

Ethnic Origin

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability Outcome Measures
- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (EF2, E12, C2)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Ethnic origin of the student, generated from DE 1036 to 1041 based on IPEDS reporting specifications.

TABLE VALUES

A	Asian (not of Hispanic origin): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
B	Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.
H	Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term 'Spanish origin' can be used in addition to 'Hispanic or Latino'.
I	American Indian or Alaskan Native (not of Hispanic origin): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
M	Multi-Racial (not of Hispanic origin): A combination of two or more races.
P	Native Hawaiian or Other Pacific Islander (not of Hispanic origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
W	White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
X	Ethnic origin was not reported by the student.

NOTE: *Ethnic origin is a derived Data Element based on reported race and ethnicity data.*

Edit:

1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Sex (DE 1006)	Critical

Data Element 1004

Fee Classification Residency

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	11/5/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ FTE
- ❑ IPEDS (EF2, E12, OM)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

The student's domicile, within or without the state of Florida, identified in order to assess fees at the institution. In order to assess registration fees, a student shall be classified as Florida resident or non-resident as of the first day of classes.

TABLE VALUES

A	Non-Florida resident who is an active duty military member paying in-state fees by tuition waiver (§1009.26 (14)(a) F.S.)
B	Non-Florida resident military veteran paying in-state fees by tuition waiver (§1009.26 (13)(a)(1) F.S.)
C	Non-Florida resident dependent (spouse or child) of a military veteran paying in-state fees by tuition waiver (§1009.26 (13)(a)(2) F.S.)
D	Non-Florida resident paying differential out-of-state fee (§1009.22 F.S.)
E	Non-Florida resident Florida High School Graduates paying in-state fees (§1009.26 (12)(a) F.S.)
F	Florida resident
G	Florida resident pursuant to §1009.21 (10)(a)-(b). Includes active duty military member (including spouse or child) who is either stationed/residing in Florida or stationed within 50 miles of an FCS college at time of acceptance
H	Non-Florida resident at hurricane impacted institution paying in-state fees (§1009.26 (16) F.S.)
I	Non-Florida resident who is an intercollegiate student athlete on scholarship paying in-state fees (§1009.26 (21) F.S.)
N	Non-Florida resident
X	Unknown or not reported/not required
4	Non-Florida resident Florida High School Graduates paying in-state fees who are citizens of the United States or lawfully present in the United States (§1009.26 (12)(a) F.S.)

NOTES:

1. *Dual enrolled students are not required to report residency. The Division of Florida Colleges has set policy that residency for dual enrolled students be reported as X. If a student completes high school and continues enrollment as a regularly admitted student in the same term, report the residency as determined through documentation verification at the time of post-high school enrollment.*

2. *Table Value E indicates an out-of-state waiver for a student who went to a Florida school for three years, graduated from a Florida high school, and was admitted to a college within 24 months of high school graduation. The student must submit an official Florida high school transcript as evidence of attendance and graduation. If a student is coded E for DE 1004, they may be coded as an X on DE 1001 – Citizenship. This value is not valid for courses with a start date after June 30, 2025. This value will not be reportable starting 2025-26 Fall Beginning-of-Term (T2B) and will be deleted in 2026-27.*
3. *Effective **July 1, 2025,** Florida College System institutions shall waive out-of-state fees for students who are citizens of the United States or lawfully present in the United States who meet the following conditions: (1) went to a Florida school for three consecutive years immediately before graduating from a Florida high school, (2) admitted to a college within 24 months of high school graduation, and (3) must submit an official Florida high school transcript as evidence of attendance and graduation. Use Table Value 4 for students who meet the above statutory requirements.*

Edit:

1004_1	Fee Classification Residency (DE 1004) missing or invalid	Critical
1004_2	Fee Classification Residency (DE 1004) EQ F and First-time Student Flag (DE 1005) EQ Y and State at Time of First Entry (DE 1018) NE 12	Informational
1004_3	Fee Classification Residency (DE 1004) EQ X and any Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 1.21.02-1.27.02, 13101, 13103, or 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (N, Z)	Critical
1004_4	Fee Classification Residency (DE 1004) NE X and Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01 or EQ 1.21.02-1.27.02) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T)	Critical
1004_5	Fee Classification Residency (DE 1004) EQ D and Reporting Institution (DE 1017) NOT IN (1472, 1484, 1501, 1508, 1510, 1513, 1533)	Critical
1004_6	Fee Classification Residency (DE 1004) NE X and Course – ICS (DE 3001) EQ 13202 and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E	Informational
1004_7	Fee Classification Residency (DE 1004) EQ E and earliest Course Entry Date (DE 3026) GT 06302025	Critical

Data Element 1005

First-Time Student Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability Outcome Measures
- ❑ Equity
- ❑ FETPIP (Enrollments)
- ❑ Performance Funding
- ❑ IPEDS (EF2, GRS)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

A code to show if the student is first-time-in-college or first-time dual enrolled/early admitted.

First-Time-in-College (FTIC) Student
A certificate or degree seeking student who enters a postsecondary institution for the first time after high school graduation regardless of the number of credits earned through any acceleration mechanism (i.e., Dual Enrollment/Early Admission, AP, AICE, IB, or CLEP).

Colleges may not know from a student's transcript if the student was a prior Dual Enrollment, Collegiate, or Early Admission student. As a result, the FTIC definition will be used by Community College and Technical Center MIS (CCTCMIS) to generate state and federal reports.

Colleges will report as FTIC Dual Enrollment or Early Admission, a student who is enrolled as a Dual Enrolled, Collegiate, or Early Admission student for the first time. FTIC Dual Enrollment or Early Admission students must be enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, or Career Certificate (Postsecondary Adult Vocational).

Colleges will report as FTIC, a student who is attending a postsecondary institution for the first time. FTIC students must be enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Career Certificate (Postsecondary Adult Vocational), Developmental Education, Academic Skills Building, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute. A student that attends another postsecondary institution and earns no credit or no credit is transferred is a Transfer student, not a FTIC.

All state and federal reports generated by CCTCMIS will report FTIC as those students who enter a postsecondary institution for the first time after high school. FTIC Dual Enrollment and Early Admission students are excluded. CCTCMIS will use historical Student Database data to determine prior Dual Enrollment or Early Admission students who are entering a postsecondary institution for the first time after high school graduation and include these students as FTIC.

TABLE VALUES

D First-Time-in-College Dual Enrollment or Early Admission Student – A student can only be reported with a D once and will not be coded with a Y in later terms.

N Not a First-Time-in-College or First-Time-in-College Dual Enrollment or Early Admission Student – Student is enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Career Certificate (Postsecondary Adult Vocational), Developmental Education, Academic Skills Building, or Apprenticeship.

Y First-Time-in-College Student – A student can only be reported with a Y once.

Z Not Applicable – Student is exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

Edit:

1005_1	First-Time Student Flag (DE 1005) missing or invalid	Critical
1005_2	First-Time Student Flag (DE 1005) IN (D, Y) and Transfer Student Flag (DE 1032) IN (F, Y)	Critical
1005_3	First-Time Student Flag (DE 1005) EQ Y and Total Credit Hours Toward Award (DE 2008) GT 29	Informational
1005_6	First-Time Student Flag (DE 1005) EQ Y and Total Credit Hours Toward Award (DE 2008) LT 30 and no matching Entry Level Test Record	Informational
1005_7	First-Time Student Flag (DE 1005) EQ D and no Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S, T)	Critical
1005_8	First-Time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and Total Credit Hours Toward Award (DE 2008) GT 60 or Total Clock Hours Earned (DE 2007) GT 1800	Critical
1005_9	First-Time Student Flag (DE 1005) NOT IN (N, Z) and Program of Study – CIP (DE 2002) is an Adult Program (see Appendix A) and (High School Graduation Code (DE 1008) EQ X or no Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)	Informational
1005_10	First-Time Student Flag (DE 1005) EQ Y and High School Graduation Code (DE 1008) IN (A, B, C, D, K, O, S) and High School Graduation Date (DE 1009) EQ 99999999	Critical
1005_11	First-Time Student Flag (DE 1005) NE Z and Program of Study – Level (DE 2005) EQ F	Informational
1005_12	First-Time Student Flag (DE 1005) EQ Y and State at Time of First Entry (DE 1018) EQ XX	Informational
1005_13	First-Time Student Flag (DE 1005) EQ Y and Nation of Citizenship (DE 1033) EQ U5	Informational
1005_14	First-Time Student Flag (DE 1005) IN (D, Y) match Student Demographic record from prior three terms with First-Time Student Flag (DE 1005) IN (D, Y)	Critical
1004_2	Fee Classification Residency (DE 1004) EQ F and First-Time Student Flag (DE 1005) EQ Y and State at Time of First Entry (DE 1018) NE 12	Informational
1104_13	Entry Level Test – Type (DE 1104) EQ Y and First-Time Student Flag (DE 1005) NOT IN (D, Y)	Critical

Edit:

2002_7	Program of Study – CIP (DE 2002) Valid CIP for Adult Programs and First-Time Student Flag (DE 1005) NOT IN (N, Z) and (High School Graduation Code (DE 1008) EQ X or Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z))	Informational

Data Element 1006

Sex

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	3/19/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability Outcome Measures
- ❑ FETPIP
- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (EF2, E12, C2)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

The sex of the student, as reported by the student.

TABLE VALUES

F	Female
M	Male
X	Not reported

Edit:

1006_1	Sex (DE 1006) missing or invalid	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Sex (DE 1006)	Critical
1042_3	Athletically Related Aid Indicator (DE 1042) EQ 3 and Sex (DE 1006) EQ F	Critical

Data Element 1007

High School Code

Characteristics

Length:	6
Data Type:	Alphanumeric
Physical Description:	X (6)
Record Type(s):	1
Last Modified:	3/26/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability Outcome Measures
- ❑ FETPIP (Enrollments)

Description:

A code by which the high school, if in Florida, can be identified (for those students who at their first entry to the institution were graduates from a high school). Valid codes are found in the Division of Public Schools Master School ID (MSID) File.

TABLE VALUES

000000	Student graduated from a non-Florida high school.
999999	Student graduated from a Florida high school not listed on the Division of Public School Master School Identification File. The colleges should match all high school numbers against this file provided by the Community College and Technical Center MIS staff (See Note). If the high school does not appear on this file, the college should use this table value.
XXXXXX	Unknown or non-credit student.
ZZZZZZ	Not Applicable, attended a Home School, obtained a GED, or student did not graduate from high school.

NOTES:

1. *Valid high school codes are listed in the reference file PSMSID.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml. The file is extracted once yearly from the Division of Public Schools and colleges need only download the file at the beginning of each reporting year.*
2. *The valid high school codes for Personalized Education Program (PEP) are included in the link referenced above.*

Edit:

1007_1	High School Code (DE 1007) missing or invalid	Critical
1007_3	High School Code (DE 1007) EQ XXXXXX and High School Graduation Code (DE 1008) NE X	Critical
1007_4	High School Code (DE 1007) NOT IN (XXXXXX, ZZZZZZ, 000000, 999999) and not found in Master School ID File	Critical

Edit:

1008_2	High School Graduation Code (DE 1008) IN (A, D, O) and High School Code (DE 1007) EQ ZZZZZZ	Critical
1008_3	High School Graduation Code (DE 1008) NOT IN (B, C, S, X) and High School Code (DE 1007) EQ ZZZZZZ	Critical

Data Element 1008

High School Graduation Code

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	3/26/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ FETPIP (Enrollments)

Description:

Indicates the student's high school graduation status.

TABLE VALUES

A	Standard high school diploma was awarded (W06, W6A, W6B, W43, W52, W54, W55, W58, W59, W60, W61, W62, W63, WCO, WEL, WFA, WFB, WFT, WFW, WME, WOC, WRW, WWE, WWT, WWW, WXL, WXT, WXW)
B	High school GED® was attained (W10, W45, WGA, WGD)
C	Home Education Program Affidavit
D	Certificate of Completion – Met all requirements except for the state approved graduation test (W08, W8A, W8C, W44, W53, W56)
K	Standard High School Diploma (Deferred Receipt) (WD1)
O	Other Diploma or Certificate of Completion (W07, W8B, W09, W27, W57, WPR)
P	Personalized Education Program (PEP) Affidavit
S	State-recognized high school equivalency diploma awarded by a state other than Florida to a student who earned a passing score on the High School Equivalency Test (HiSET®), the Test Assessing Secondary Completion (TASC™), the California High School Proficiency Exam, or a combination of GED®, HiSET®, and/or TASC™.
X	Unknown, not reported, or not applicable (e.g., student is still in secondary school, dropout)

NOTES:

1. *Diploma types for Florida high school graduates are defined and described, with corresponding Florida statutes or administrative code, at http://www.fldoe.org/accountability/data-sys/database-manuals-updates/.*
2. *Certificate of Completion is described in section 1003.433(2)(b), Florida Statutes.*
3. *Rule 6A-10.0240, Florida Administrative Code defines the minimum standards for an Out-of-state High School Equivalency Diploma.*

Edit:

1008_1	High School Graduation Code (DE 1008) missing or invalid	Critical
1008_2	High School Graduation Code (DE 1008) IN (A, D, O) and High School Code (DE 1007) EQ ZZZZZZ	Critical

Edit:

1008_3	High School Graduation Code (DE 1008) NOT IN (B, C, S, X) and High School Code (DE 1007) EQ ZZZZZZ	Critical
1008_4	High School Graduation Code (DE 1008) EQ K and Student Birth Date (DE 1019) age GT 22	Informational
1005_9	First-Time Student Flag (DE 1005) NOT IN (N, Z) and Program of Study – CIP (DE 2002) is an Adult Program (see Appendix A) and (High School Graduation Code (DE 1008) EQ X or no Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)	Informational
1005_10	First-Time Student Flag (DE 1005) EQ Y and High School Graduation Code (DE 1008) IN (A, B, C, D, K, O, S) and High School Graduation Date (DE 1009) EQ 99999999	Critical
1007_3	High School Code (DE 1007) EQ XXXXXX and High School Graduation Code (DE 1008) NE X	Critical
1009_4	High School Graduation (DE 1009) valid date and High School Graduation Code (DE 1008) EQ X	Critical
1009_5	[High School Graduation Date (DE 1009) LT 0501(yyyy-1) or High School Graduation Date (DE 1009) GT 0630yyyy] and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and High School Graduation Code (DE 1008) NE K	Critical
2002_7	Program of Study – CIP (DE 2002) Valid CIP for Adult Programs and First-Time Student (DE 1005) NOT IN (N, Z) and ((High School Graduation Code (DE 1008) EQ X) or (No Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)))	Informational

Data Element 1009

High School Graduation Date

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	1
Last Modified:	10/30/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability Outcome Measures
- ❑ FETPIP (Enrollments)
- ❑ IPEDS (EF2, E12, OM, GRS)
- ❑ FCS performance funding
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

The date the diploma or certificate certifying the successful completion of a prescribed secondary school program of study or the attainment of satisfactory scores on the tests of General Education Development (GED) was issued.

The format for coding this element is MMDDCCYY.

Where:
MM is a valid month (01-12)
DD is the two-digit day (01-31)
CC is a valid century (18-20)
YY is a numeric year

Code 99999999 for unknown or not applicable.

Edit:

1009_1	High School Graduation (DE 1009) missing or non-numeric	Critical
1009_2	High School Graduation (DE 1009) invalid range month	Critical
1009_3	High School Graduation (DE 1009) invalid range century	Critical
1009_4	High School Graduation (DE 1009) valid date and High School Graduation Code (DE 1008) EQ X	Critical
1009_5	[High School Graduation Date (DE 1009) LT 0501(yyyy-1) or High School Graduation Date (DE 1009) GT 0630yyyy] and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and High School Graduation Code (DE 1008) NE K	Critical
1005_10	First-Time Student Flag (DE 1005) EQ Y and High School Graduation Code (DE 1008) IN (A, B, C, D, K, O, S) and High School Graduation Date (DE 1009) EQ 99999999	Critical
1019_7	Student Birth Date (DE 1019) Year GE High School Graduation Date (DE 1009)	Critical

Data Element 1011

Incarceration Status

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ IPEDS (EF2, E12, OM, GRS)
- ❑ FTE
- ❑ NRS

Description:

Indicate, using the codes below, whether or not the student being reported meets any of the following categories:

TABLE VALUES

C	The student is an inmate in a city/municipal institution.
D	The student is an inmate in a county institution.
E	The student is an inmate in a federal institution.
S	The student is an inmate in a state institution.
Z	None of the above categories applies to the student.

Edit:

1011_1	Incarceration Status (DE 1011) missing or invalid	Critical
1011_2	Incarceration Status (DE 1011) EQ Z and Course Fee Kind (DE 3006) EQ C	Critical
1011_3	Incarceration Status (DE 1011) IN (C, D, E, S) and Course Fee Kind (DE 3006) IN (D, H, R, V)	Critical
1011_4	Incarceration Status (DE 1011) IN (C, D) and Course – ICS (DE 3001) IN (13201, 13202, 13203, 13204) and Course Fee Kind (DE 3006) NE N	Critical
1011_5	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) begins with 1.1 or IN (12101, 12201, 12301,12401, 12501, 12601, 12701, 13101, 13103, 15001) and Course Fee Kind (DE 3006) NOT IN (F, G, N, S, T, U)	Critical
1011_6	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 13102, 13201, 13202, 13203, 13204, 13300) and Course Fee Kind (DE 3006) NE C	Critical
1011_7	Incarceration Status (DE 1011) NE Z and Course Fee Kind (DE 3006) IN (D, H, R, V)	Critical

Data Element 1013

Limited English Proficiency

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Perkins Performance
- ❑ CTE
- ❑ Equity

Description:

Indicates the status of the student who has been identified as a student with Limited English Proficiency (LEP). A Limited English Proficiency student is one who:

1. Was born in the U.S. and whose native language is other than English; or
2. Was born in the U.S., but 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; or
4. Was not born in U.S. and whose native language is other than English; and

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

TABLE VALUES

Y The student is a Limited English Proficiency student.
Z Not Applicable (The student is not an LEP student)

NOTE: *Once a student is flagged as a Limited English Proficiency (LEP - Data Element 1013 = Y) the student will always be flagged as a LEP throughout their enrollment at the reporting institution.*

Edit:

1013_1	Limited English Proficiency (DE 1013) missing or invalid	Critical

Data Element 1014

First Name

Characteristics

Length:	15
Data Type:	Alphanumeric
Physical Description:	X (15)
Record Type(s):	1
Last Modified:	7/1/2003

Data Element is used in the Following Reports:

- ❑ Perkins Funding
- ❑ FETPIP
- ❑ NRS
- ❑ IPEDS (EF2, E12, OM, GRS)

Description:

First name, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position of the First Name field and use Last Name (DE 1015) to report the student's name.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1014_1	First Name (DE 1014) missing	Critical
1014_3	First Name (DE 1014) contains special or Unicode characters	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Sex (DE 1006)	Critical

Data Element 1015

Last Name

Characteristics

Length:	20
Data Type:	Alphanumeric
Physical Description:	X (20)
Record Type(s):	1
Last Modified:	7/1/2003

Data Element is used in the Following Reports:

- ❑ Perkins Funding
- ❑ NRS
- ❑ IPEDS (EF2, E12, OM, GRS)
- ❑ FETPIP

Description:

Last name or surname, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position First Name (DE 1014) and use Last Name to report the name.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1015_1	Last Name (DE 1015) missing	Critical
1015_3	Last Name (DE 1015) contains special or Unicode characters	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Sex (DE 1006)	Critical

Data Element 1016

Middle Name

Characteristics

Length:	20
Data Type:	Alphanumeric
Physical Description:	X (20)
Record Type(s):	1
Last Modified:	12/3/2014

Data Element is used in the Following Reports:

- ❑ NRS

Description:

Middle name, as reported by the student.

NOTES:

1. *Lowercase letters are converted to uppercase letters.*
2. *Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.*

Edit:

1016_2	Middle Name (DE 1016) contains special or Unicode characters	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Sex (DE 1006)	Critical

Data Element 1017

Reporting Institution

Characteristics

Length:	7
Data Type:	Numeric
Physical Description:	9 (7)
Record Type(s):	1, 2, 3, 4, 5, 6, 7, 8, 9
Last Modified:	11/5/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Course Number Match
- ❑ Accountability Outcome Measures
- ❑ FTE
- ❑ OA-2
- ❑ FCS funding
- ❑ AGE Performance
- ❑ Performance Funding
- ❑ Perkins Funding
- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (EF2, E12, GRS, OM, C2)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

College reporting this information. Format this field as right justified filled with leading zeroes.

TABLE VALUES

0001470	Eastern Florida	0001493	Indian River	0001514	Polk
0001500	Broward	0001501	Florida Gateway	0001523	St. Johns River
0001471	Central Florida	0001502	Lake-Sumter	0001528	St. Petersburg
0001472	Chipola	0001504	State College FL	0001519	Santa Fe
0001475	Daytona	0001506	Miami Dade	0001520	Seminole State
0001477	FL South Western	0001508	North Florida	0001522	South Florida
0001484	Florida SC at Jax	0001510	Northwest Fla	0001533	Tallahassee
0001485	Florida Keys	0001512	Palm Beach	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

Edit:

1017_1	Reporting Institution (DE 1017) missing or invalid	Critical
1017_2	*Edit Deleted*	
1004_5	Fee Classification Residency (DE 1004) EQ D and Reporting Institution (DE 1017) NOT IN (1472, 1484, 1501, 1508, 1510, 1513, 1533)	Critical
1071_5	GATE Program Date of Enrollment (DE 1071) NE 999999999 AND Reporting Institution (DE 1017) not approved for GATE	Critical
1071_6	GATE Program Date of Enrollment (DE 1071) LT Approval Date for the Reporting Institution (DE 1017)	Critical

Edit:

2002_11	Program of Study – CIP (DE 2002) Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017)	Critical
2002_19	Program of Study – CIP (DE 2002) SAAT CIP (Cluster EQ 111 through 119) and CIP is not a valid CIP from the SAAT CIP Table for the Reporting Institution (DE 1017)	Critical
2023_7	GATE Program Enrollment Flag (DE 2023) EQ Y NOT valid for the Reporting Institution (DE 1017)	Critical
2101_8	Completion – CIP (DE 2101) Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017)	Critical
2101_15	Completion – CIP (DE 2101) SAAT CIP (Cluster EQ 111 through 119) and CIP is not a valid CIP from the SAAT CIP Table for the Reporting Institution (DE 1017)	Critical

Data Element 1018

State at Time of First Entry

Characteristics

Length:	2
Data Type:	Alphanumeric
Physical Description:	X (2)
Record Type(s):	1
Last Modified:	4/25/2018

Data Element is used in the Following Reports:

- ❑ IPEDS (EF2, E12)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

The Federal Information Processing Standards (FIPS) code for the state in which the student resides at time of first entry to the institution. This element is only valid for first-time students.

TABLE VALUES

01-Alabama
02-Alaska
04-Arizona
05-Arkansas
06-California
08-Colorado
09-Connecticut
10-Delaware
11-District of Columbia
12-Florida
13-Georgia
15-Hawaii
16-Idaho
17-Illinois
18-Indiana
19-Iowa
20-Kansas
21-Kentucky
22-Louisiana
23-Maine
24-Maryland
25-Massachusetts
26-Michigan
27-Minnesota
28-Mississippi
29-Missouri
30-Montana
31-Nebraska
32-Nevada
33-New Hampshire
34-New Jersey
35-New Mexico
36-New York
37-North Carolina
38-North Dakota
39-Ohio
40-Oklahoma
41-Oregon
42-Pennsylvania
44-Rhode Island
45-South Carolina
46-Sourth Dakota
47-Tennessee
48-Texas
49-Utah
50-Vermont
51-Virginia
53-Washington
54-West Virginia
55-Wisconsin
56-Wyoming
57-State Unknown
60-American Samoa
64-Federated States of Micronesia
66-Guam
68-Marshall Islands
69-North Marianas
70-Palau
72-Puerto Rico
78-Virgin Islands
90-Foreign Countries
XX-Unknown, not First time in college, or not first time transfer

NOTES:

1. *Valid nation codes are listed in the reference file STATE.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*
2. *For military stationed overseas, if known, please use the state of the student's last permanent address within the United States. If not known, please use value "57", State Unknown.*

Edit:

1018_1	State at Time of First Entry (DE 1018) missing or invalid	Critical
1004_2	Fee Classification Residency (DE 1004) EQ F and First-Time Student Flag (DE 1005) EQ Y and State at Time of First Entry (DE 1018) NE 12	Informational
1005_12	First-Time Student Flag (DE 1005) EQ Y and State at Time of First Entry (DE 1018) EQ XX	Informational
1032_8	Transfer Student Flag (DE 1032) EQ F and State at Time of First Entry (DE 1018) EQ XX	Informational

Data Element 1019

Student Birth Date

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	1
Last Modified:	7/01/2024

Data Element is used in the Following Reports:

- ❑ SUS Community Colleges Follow-up Study
- ❑ NRS
- ❑ IPEDS (EF2, C2, E12, GRS, OM)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Legal date of birth of the student.

The format for coding this element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day (01-31), CC is a valid century (18 - 20), and YY is a numeric year.

Code all nines (99999999) for unknown.

Edit:

1019_1	Student Birth Date (DE 1019) missing or non-numeric	Critical
1019_2	Student Birth Date (DE 1019) invalid range month	Critical
1019_3	Student Birth Date (DE 1019) invalid range day	Critical
1019_4	Student Birth Date (DE 1019) invalid range century	Critical
1019_5	*Edit Deleted*	
1019_6	Student Birth Date (DE 1019) age GT 99 or LT 13	Informational
1019_7	Student Birth Date (DE 1019) year GE High School Graduation Date (DE 1009)	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Sex (DE 1006)	Critical
1008_4	High School Graduation Code (DE 1008) EQ K and Student Birth Date (DE 1019) age GT 22	Critical
1109_6	Entry Level Test – Date (DE 1109) LT Student Birth Date (DE 1019)	Critical
3026_11	Course Entry Date (DE 3026) LT 16 years from Student Birth Date (DE 1019) and Course - ICS (DE 3001) IN (13102, 13201, 13202, 13203, 13204) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) NE E	Critical

Data Element 1021

Student Identification Number

Characteristics

Length:	10
Data Type:	Alphanumeric
Physical Description:	X (10)
Record Type(s):	1, 2, 3, 4, 5, 6, 7, 8, 9
Last Modified:	7/1/2023

Data Element is used in the Following Reports:

- ❑ Accountability Outcome Measures
- ❑ Perkins Funding
- ❑ Perkins Performance
- ❑ Performance Funding
- ❑ IPEDS (EF2, E12, OM, GRS, C2)
- ❑ AGE Performance
- ❑ NRS

Description:

A number assigned to a student for identification purposes. If the Social Security Number is available, it should be used as the identification number. If the Social Security Number is not available, this element may reflect a unique derived number assigned for the purposes of student identification, within the college. If the number used is not a Social Security Number, the Student Identification Number must begin with an alphabetic character.

This field should be left justified, filled with trailing spaces.

Edit:

1021_1	Student Identification Number (DE 1021) missing or containing embedded blanks	Critical
1021_2	Student Identification Number (DE 1021) all zeroes	Critical
1021_3	Student Identification Number (DE 1021) duplicate ID within college	Critical
1021_4	Student Identification Number (DE 1021) first nine positions are numeric and 10th position non-blank	Critical
0900_1	Missing Demographic	Critical
0900_2	Entry Level Test, Missing or Flagged Demographic	Critical
0900_3	Acceleration, Missing or Flagged Demographic	Critical
0900_4	Program, Missing or Flagged Demographic	Critical
0900_5	Completion, Missing or Flagged Demographic	Critical
0900_6	Course, Missing or Flagged Demographic	Critical
0900_7	Economically Disadvantaged, Missing or Flagged Demographic	Critical
0900_9	Industry Certification, Missing or Flagged Demographic	Critical
0900_12	Demographic, Missing or Flagged Course Record, If ICS EQ 14200 - Rec and Leisure Course-please delete Demographic and Course record from file	Critical
0900_13	Adult Test and Performance, Missing or Flagged Demographic	Critical
0900_14	Demographic, Missing or Flagged Financial Aid	Critical
0900_15	Financial Aid, Missing or Flagged Demographic	Critical
0901_1	Non-Credit Student Demographic	Informational

Edit:

0901_2	Entry Level Test with Non-Credit Student Demographic	Informational
0901_3	Acceleration with Non-Credit Student Demographic	Informational
0901_4	Program with Non-Credit Student Demographic	Informational
0901_5	Completion with Non-Credit Student Demographic	Informational
0901_6	Course with Non-Credit Student Demographic	Informational
0901_7	Economically Disadvantaged with Non-Credit Student Demographic	Informational
0901_8	Adult Test and Performance with Non-Credit Demographic	Informational
0990_1	Demographic record in error no other records processed for ID	Critical
3411_2	Adult Education Test – Test Identification Number (DE 3411) NE 9999 and Adult Education Test – Test Identification Number (DE 3411) duplicated for Student Identification Number (DE 1021) and Adult Education Test – Subtest (DE 3403)	Critical

Data Element 1026

Term Institutional Grade Points

Characteristics

Length:	4
Data Type:	Numeric
Physical Description:	9 (3) V9
Record Type(s):	1
Last Modified:	12/15/1994

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability Outcome Measures

Description:

Term Institutional Grade Points Equivalents (Quality) generated in the current degree level, at the reporting institution, based on a 4.0 scale. Term Institutional Grade Points will consist only of the reporting term data for the student. Non-instructional credit awarded (i.e. CLEP, etc.) and college preparatory credit awarded will not be included in the Term Institutional Grade Points.

Code all nines (9999) if this field is not applicable.

EXAMPLE
If a student makes a grade of 'A' in a 3-hour course, then Term Institutional Grade Points are calculated as follows:

3 *(Hours)* * 4 *(Scale)* = 12 *(Term Institutional Grade Points)*

This data element is the sum of all such points for an individual student for the term.

NOTE: *Null values are loaded for Beginning-of-Term data submissions.*

Edit:

1026_1	Term Institutional Grade Points (DE 1026) missing or non-numeric	Critical
1026_2	Term Institutional Grade Points (DE 1026) NE 9999 and GT 100.0	Informational

Data Element 1027

Term Institutional Hours for GPA

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (2) V9
Record Type(s):	1
Last Modified:	7/12/1993

Data Element is used in the Following Reports:

- Exceptions
- Accountability Outcome Measures

Description:

Term credit hours attempted in the current degree level, which are used for calculation of the grade point average (GPA). The Term Institutional Hours for GPA will consist only of the reporting term data. Non-instructional credit hours (i.e. CLEP, etc.) and college preparatory credit hours will not be included in the Term Institutional Hours for GPA.

Code all nines (999) if this field is not applicable.

NOTE: *Null values are loaded for Beginning-of-Term data submissions.*

Edit:

1027_1	Term Institutional Hours for GPA (DE 1027) missing or non-numeric	Critical
1027_2	Term Institutional Hours for GPA (DE 1027) NE 999 and GT 20.0	Informational
1027_3	Term Institutional Hours for GPA (DE 1027) GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0	Informational

Data Element 1028

Term Identifier

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Record Type(s):	1, 2, 3, 4, 5, 6, 7, 8, 9
Last Modified:	12/16/2019

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Course Number Match
- ❑ Accountability Outcome Measures
- ❑ OA-2
- ❑ FTE
- ❑ Perkins Funding
- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (EF2, E12, C2, GRS, OM)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Indicates the academic term within the reporting year.

TABLE VALUES

1YY Summer Term
2YY Fall Term
3YY Spring Term

Where YY is the last two digits of the calendar year of the term being reported.

Edit:

1028_1	Term Identifier (DE 1028) missing or invalid	Critical
1028_1A	Term on data does not match current processing term	Critical

Data Element 1029

Term Part-Time/Full-Time

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	11/5/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability Outcome Measures
- ❑ Performance Funding
- ❑ IPEDS (EF2, E12, GRS, OM, C2)
- ❑ FCS Performance funding
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Indicates if the student is a full-time or part-time student. A full-time student is a student enrolled for twelve or more semester credits or twenty-four or more contact hours per week.

TABLE VALUES

F	Full-Time student. Use for all enrolled students for Fall and Spring terms only.
P	Part-Time student. Use for all enrolled students for Fall and Spring terms only.
S	Summer term. Use for all enrolled students in Summer term.
Z	Use when reporting an Acceleration, Completion, or an Industry Certification Record only for the student. Student is not enrolled for this term.

Edit:

1029_1	Term Part-Time/Full-Time (DE 1029) missing or invalid	Critical
1029_3	Term Part-Time/Full-Time (DE 1029) EQ Z and no Acceleration Record, no Completion Record, and no Industry Certification Record submitted	Critical
3009_2	Course Identifier – Section (DE 3009) valid Course Section and Term Part-Time/Full-Time (DE 1029) EQ Z	Critical

Data Element 1030

Total Institutional Grade Points

Characteristics

Length:	5
Data Type:	Numeric
Physical Description:	9 (4) V9
Record Type(s):	1
Last Modified:	5/1/2007

Data Element is used in the Following Reports:

- ❑ Accountability Outcome Measures
- ❑ Perkins Performance
- ❑ Exceptions
- ❑ IPEDS (GRS, OM)

Description:

Total Institutional Grade Points Equivalents (Quality) generated in the current degree level, at the reporting institution, based on a 4.0 scale. Total Institutional Grade Points will consist of the reporting term data as well as historical term data for the student. Non-instructional credit awarded (i.e. CLEP, etc.) and college preparatory credit awarded will not be included in the Total Institutional Grade Points.

Code all nines (99999) if this field is not applicable.

EXAMPLE
If a student makes a grade of 'A' in a 3-hour course, then Total Institutional Grade Points are calculated as follows:

3 *(Hours)* * 4 *(Scale)* = 12 *(Total Institutional Grade Points)*

This data element is the sum of all such points earned by the individual student prior to and including the current reporting term for the current degree level.

NOTE: *Nulls are loaded for Beginning-of-Term data submissions.*

Edit:

1030_1	Total Institutional Grade Points (DE 1030) missing or non-numeric	Critical
1030_2	Total Institutional Grade Points (DE 1030) GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0	Critical

Data Element 1031

Total Institutional Hours for GPA

Characteristics

Length:	4
Data Type:	Numeric
Physical Description:	9 (3) V9
Record Type(s):	1
Last Modified:	12/11/1992

Data Element is used in the Following Reports:

- ❑ Accountability Outcome Measures
- ❑ Perkins Performance
- ❑ Exceptions
- ❑ IPEDS (GRS, OM)

Description:

Total credit hours attempted in the current degree level at the reporting institution, which are used for calculation of the grade point average (GPA). The Total Institutional Hours for GPA will consist of the reporting term data as well as historical term data for the student. Non-instructional credit hours (i.e. CLEP, etc.) and college preparatory credit hours will not be included in the Total Institutional Hours for GPA.

Code all nines (9999) if this field is not applicable.

NOTE: *Null values are loaded for Beginning-of-Term data submissions.*

Edit:

1031_1	Total Institutional Hours for GPA (DE 1031) non-numeric	Critical
1031_2	Total Institutional Hours for GPA (DE 1031) NE 9999 and GT 175.0	Informational
1027_3	Term Institutional Hours for GPA (DE 1027) GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0	Informational
1030_2	Total Institutional Grade Points (DE 1030) GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0	Critical

Data Element 1032

Transfer Student Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	8/16/2021

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability Outcome Measures
- ❑ FETPIP File (Enrollments)
- ❑ IPEDS (EF2, GRS, OM, E12)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Indicates whether the student is or is not a transfer student. A transfer student is a student who has previously attended another postsecondary institution, including non-regionally accredited postsecondary institutions, whether or not any credit is earned or accepted. The First-Time Transfer Student is a transfer student that is in their first term of enrollment at your institution. Once the First-Time Transfer Student is coded "F" in the first term of enrollment, the student will be coded "Y" each subsequent term enrolled. Transfer students are enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Career Certificate (if certificates are awarded), Developmental Education, Academic Skills Building, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

TABLE VALUES

F	First-Time Transfer Student (first term of enrollment at your institution)
N	No
Y	Yes (every term after the first term the student transfers)
Z	Not applicable - Student is exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

NOTE: *Once a student is flagged as a transfer student (DE 1032 EQ Y) the student will always be flagged as a transfer throughout their enrollment at the reporting institution. If the student transfers to yet another institution, then the student will be coded "F" the first term of enrollment then "Y" for every other term thereafter.*

Edit:

1032_1	Transfer Student Flag (DE 1032) missing or invalid	Critical
1032_3	Transfer Student Flag (DE 1032) EQ Z and Program of Study, Level (DE 2005) IN (0, 1, 2, 8, A, D, C, H, P, T)	Informational
1032_4	Transfer Student Flag (DE 1032) EQ Z and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 7, A, C, P)	Informational

Edit:

1032_5	Transfer Student Flag (DE 1032) IN (F, Y) and Transfer Institution (DE 1034) EQ 9999999	Informational
1032_6	Transfer Student Flag (DE 1032) EQ F and previous End-of-Term Transfer Student Flag (DE 1032) IN (F, Y)	Critical
1032_7	Transfer Student Flag (DE 1032) EQ F and Nation of Citizenship (DE 1033) EQ U5	Informational
1032_8	Transfer Student Flag (DE 1032) EQ F and State at Time of First Entry (DE 1018) EQ XX	Informational
1005_2	First-Time Student Flag (DE 1005) IN (D, Y) and Transfer Student Flag (DE 1032) IN (F, Y)	Critical

Data Element 1033

Nation of Citizenship

Characteristics

Length:	2
Data Type:	Alphanumeric
Physical Description:	X (2)
Record Type(s):	1
Last Modified:	6/1/2014

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

The U.S. Federal Processing Standards code (Nation Code) for the student's country of Citizenship at the time of admission to the institution.

TABLE VALUES

AF	Afghanistan	BK	Bosnia and Herzegovina	CF	Congo (Brazzaville)
AX	Akrotiri	BC	Botswana	CG	Congo (Kinshasa)
AL	Albania	BV	Bouvet Island	CW	Cook Islands
AG	Algeria	BR	Brazil	CR	Coral Sea Islands
AN	Andorra	IO	British Indian Ocean Territory	CS	Costa Rica
AO	Angola	VI	British Virgin Islands	IV	Cote D'Ivoire
AV	Anguilla	BX	Brunei	HR	Croatia
AC	Antigua and Barbuda	BU	Bulgaria	CU	Cuba
AR	Argentina	UV	Burkina Faso	UC	Curacao
AM	Armenia	BM	Burma	CY	Cyprus
AA	Aruba	BY	Burundi	EZ	Czech Republic
AT	Ashmore and Cartier Islands	CB	Cambodia	DA	Denmark
AS	Australia	CM	Cameroon	DX	Dhekelia
AU	Austria	CA	Canada	DJ	Djibouti
AJ	Azerbaijan	CV	Cape Verde	DO	Dominica
BF	Bahamas, The	CJ	Cayman Islands	DR	Dominican Republic
BA	Bahrain	CT	Central African Republic	EC	Ecuador
BG	Bangladesh	CD	Chad	EG	Egypt
BB	Barbados	CI	Chile	ES	El Salvador
BS	Bassas da India	CH	China	EK	Equatorial Guinea
BO	Belarus	KT	Christmas Island	ER	Eritrea
BE	Belgium	IP	Clipperton Island	EN	Estonia
BH	Belize	CK	Cocos (Keeling) Islands	ET	Ethiopia
BN	Benin	CO	Colombia	PJ	Etorcofu, Habomai, Kunashiri, Shibotan Islands
BD	Bermuda	CN	Comoros	EU	Europa Island
BT	Bhutan			FK	Falkland Islands (Islas Malvinas)
BL	Bolivia				

FO	Faroe Islands
FJ	Fiji
FI	Finland
FR	France
FG	French Guiana
FP	French Polynesia
FS	French Southern and Antarctic Lands
GB	Gabon
GA	Gambia, The
GZ	Gaza Strip
GG	Georgia
GM	Germany
GH	Ghana
GI	Gibraltar
GO	Glorioso Islands
GR	Greece
GL	Greenland
GJ	Grenada
GP	Guadeloupe
GT	Guatemala
GK	Guernsey
GV	Guinea
PU	Guinea-Bissau
GY	Guyana
HA	Haiti
HM	Heard Island and McDonald Islands
HO	Honduras
HK	Hong Kong
HU	Hungary
IC	Iceland
IN	India
ID	Indonesia
IR	Iran
IZ	Iraq
EI	Ireland
IM	Isle of Man
IS	Israel
IT	Italy
JM	Jamaica
JN	Jan Mayen
JA	Japan
JE	Jersey
JO	Jordan
JU	Juan de Nova Island
KZ	Kazakhstan
KE	Kenya
KR	Kiribati
KV	Kosovo
KU	Kuwait
KG	Kyrgyzstan
LA	Laos
LG	Latvia
LE	Lebanon
LT	Lesotho
LI	Liberia
LY	Libya
LS	Liechtenstein
LH	Lithuania
LU	Luxembourg
MC	Macau
MK	Macedonia
MA	Madagascar
MI	Malawi
MY	Malaysia
MV	Maldives
ML	Mali
MT	Malta
RM	Marshall Islands
MB	Martinique
MR	Mauritania
MP	Mauritius
MF	Mayotte
MX	Mexico
FM	Micronesia, Federated States of
MD	Moldova
MN	Monaco
MG	Mongolia
MJ	Montenegro
MH	Montserrat
MO	Morocco
MZ	Mozambique
WA	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
U2	Neutral Zone
NC	New Caledonia
NZ	New Zealand
NU	Nicaragua
NG	Niger
NI	Nigeria
NE	Niue
NF	Norfolk Island
KN	North Korea
NO	Norway
MU	Oman
PK	Pakistan
PS	Palau
PM	Panama
PP	Papua New Guinea
PF	Paracel Islands
PA	Paraguay
PE	Peru
RP	Philippines
PC	Pitcairn Islands
PL	Poland
PO	Portugal
QA	Qatar
RE	Reunion
RO	Romania
RS	Russia
RW	Rwanda
TB	Saint Barthelemy
SH	Saint Helena, Ascension, and Tristan Da Cunha
SC	Saint Kitts and Nevis
ST	Saint Lucia
RN	Saint Martin
SB	Saint Pierre and Miquelon
VC	Saint Vincent and The Grenadines
WS	Samoa
SM	San Marino
TP	Sao Tome and Principe
SA	Saudi Arabia
SG	Senegal
RI	Serbia
SE	Seychelles
SL	Sierra Leone
SN	Singapore
NN	Sint Maarten
LO	Slovakia
SI	Slovenia
BP	Solomon Islands
SO	Somalia

SF	South Africa	TI	Tajikistan	UK	United Kingdom
SX	South Georgia and the South Sandwich Islands	TZ	Tanzania	US	United States of America and Territories
		TH	Thailand		
		TT	Timor-Leste		
KS	South Korea	TO	Togo	U5	Unknown
OD	South Sudan	TL	Tokelau	UY	Uruguay
SP	Spain	TN	Tonga	UZ	Uzbekistan
PG	Spratly Islands	TD	Trinidad and Tobago	NH	Vanuatu
CE	Sri Lanka	TE	Tromelin Island	VT	Vatican City
U3	Stateless	TS	Tunisia	VE	Venezuela
SU	Sudan	TU	Turkey	VM	Vietnam
NS	Suriname	TX	Turkmenistan	WF	Wallis & Futuna
SV	Svalbard	TK	Turks and Caicos Islands	WE	West Bank
WZ	Swaziland			WI	Western Sahara
SW	Sweden	TV	Tuvalu	YM	Yemen
SZ	Switzerland	UG	Uganda	ZA	Zambia
SY	Syria	UP	Ukraine	ZI	Zimbabwe
TW	Taiwan	AE	United Arab Emirates		

NOTE: *Valid nation codes are listed in the reference file NATION.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml. The information source for this file is the U.S. Immigration and Customs Enforcement's SEVIS look up tables.*

Edit:

1033_1	Nation of Citizenship (DE 1033) missing or invalid	Critical
1005_13	First-Time Student Flag (DE 1005) EQ Y and Nation of Citizenship (DE 1033) EQ U5	Informational
1032_7	Transfer Student Flag (DE 1032) EQ F and Nation of Citizenship (DE 1033) EQ U5	Informational

Data Element 1034

Transfer Institution

Characteristics

Length:	7
Data Type:	Numeric
Physical Description:	9 (7)
Record Type(s):	1
Last Modified:	11/8/2017

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

The last Postsecondary Institution from where a student transferred. This number should be right justified, filled with leading zeroes.

TABLE VALUES

Florida State Colleges

0001470	Eastern Florida	0001493	Indian River	0001514	Polk
0001500	Broward	0001501	Florida Gateway	0001523	St. Johns River
0001471	Central Florida	0001502	Lake-Sumter	0001528	St. Petersburg
0001472	Chipola	0001504	State College FL	0001519	Santa Fe
0001475	Daytona	0001506	Miami Dade	0001520	Seminole State
0001477	FL South Western	0001508	North Florida	0001522	South Florida
0001484	Florida SC at Jax	0001510	Northwest Fla	0001533	Tallahassee
0001485	Florida Keys	0001512	Palm Beach	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

Florida Universities

0001480	Florida A&M University	0032553	Florida Gulf Coast University
0001481	Florida Atlantic University	0039574	New College of Florida
0009635	Florida International University	0000000	Unknown
0042634	Florida Polytechnic University	4444444	Other Florida Education Institutions
0001489	Florida State University	6666666	Other Florida Post-Secondary Institutions
0003954	University of Central Florida	8888888	Other Non-Florida Post-Secondary Institutions
0001535	University of Florida	9999999	Not Applicable
0009841	University of North Florida		
0001537	University of South Florida		
0003955	University of West Florida		

Career Technical Centers

0020011	Baker County Adult Center	0061051	Sheridan Technical College
0030481	Tom P. Haney Technical Center	0006291	William T. McFatter Technical College
0040171	North Florida Technical College	0062221	Atlantic Technical College

0063941	Community School North
0080161	Charlotte Technical College
0090131	Withlacoochee Technical College
0109008	Clay County Center for Adult and Community Education
0110281	Lorenzo Walker Technical College
0110581	Immokalee Technical College
0137012	American Senior High Adult Education
0137072	Coral Gables Sr. High Adult Education
0137112	Hialeah Sr. High Adult Education Center
0137132	Hialeah-Miami Lakes Senior Adult
0137202	Miami Beach Adult & Community Ed Center
0137272	Miami Coral Park High Adult Education
0137342	Miami Jackson Adult Education Center
0137432	Miami Palmetto Adult and Community Ed Center
0137462	Miami Senior Adult Education Center
0137512	Miami Springs Senior High Adult
0137532	Miami Sunset Adult Education Center
0137592	North Miami Senior Adult Education
0137602	William H. Turner Technical Adult
0137702	South Dade Technical College
0137742	Southwest Adult Center
0137801	George T. Baker Aviation Technical College
0137841	The English Center
0138005	Lindsey Hopkins Technical College
0138139	D.A. Dorsey Technical College
0138901	Miami Lakes Educational Center And Technical College
0138911	Robert Morgan Educational Center and Technical College
0140022	Desoto County Adult Education Center
0150022	Dixie County Adult Center
0170861	George Stone Area Voc.-Tech Center
0180092	Flagler Technical Institute
0200245	Gadsden Technical Institute
0260062	Clewiston Adult School
0278351	Nature Coast Tech. High- Adult
0290071	Aparicio-Levy Technical College
0290362	Brewster Technical College
0291421	Erwin Technical College
0292381	Learey Technical College
0310032	Technical Center for Career & Adult Education
0350531	Lake Technical College
0360541	Fort Myers Technical College
0360581	Cape Coral Technical College
0370361	Lively Technical Center
0410211	Manatee Technical College
0429412	Marion Technical College
0460701	Okaloosa Technical College and Choice High School
0481131	Orange Technical College Mid Florida Campus
0481581	Orange Technical College Orlando Campus
0485783	Orange Technical College Westside Campus
0485852	Orange Technical College Winter Park Campus
0490861	Osceola Technical College
0503921	West Technical Education Center
0503922	North Technical Education Center
0518031	Pasco High Adult Education
0518081	James Irvin Adult Education
0518991	Marchman Technical College Adult
0523801	Pinellas Technical College - St Petersburg
0524541	Pinellas Technical College - Clearwater
0531591	Maynard A Traviss Technical College
0531691	Ridge Technical College
0550231	First Coast Technical College
0570321	Locklin Technical Center
0580391	Suncoast Technical College
0600191	Sumter County Adult Center
0610012	Riveroak Technical College
0620131	Big Bend Technical College
0650041	Adult/Community Education
0660301	Emerald Coast Technical College
0670141	Florida Panhandle Technical College
0676911	Okeechobee Youth Development Center

NOTE: *Valid transfer institution codes are listed in the reference file XFERINST.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

1034_1	Transfer Institution (DE 1034) missing or invalid	Critical
1032_5	Transfer Student Flag (DE 1032) IN (F, Y) and Transfer Institution (DE 1034) EQ 9999999	Informational

Data Element 1035

Verified Disabled Classification Indicator

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2010

Data Element is used in the Following Reports:

- ❑ Students with Documented Disabilities
- ❑ Budget Process for Students with Disabilities
- ❑ Perkins
- ❑ CTE

Description:

Indicates students with verified disabilities. The Office for Services for Students with Disabilities (or other appropriate offices) will provide verification of the reported Disabled Classification in Data Element 1002 according to the process set up by the local institution and consistent with the standards in law.

TABLE VALUES

D	Student has a verified disability and receives services from the institution
N	Student does not have a documented disability or Not Applicable
Y	Student has a verified disability, but does not receive services from the institution

NOTE: *The table values in this data element represent the verification of a documented disability outlined in the Florida College System recommendations from the Task Force to Review the Needs of Students with Disabilities.*

Edit:

1035_1	Verified Disabled Classification Indicator (DE 1035) missing or invalid	Critical
1002_3	Disabled Classification (DE 1002) EQ Z and Verified Disabled Classification Indicator (DE 1035) NE N	Critical
1002_4	Disabled Classification (DE 1002) NE Z and Verified Disabled Classification Indicator (DE 1035) EQ N	Critical

Data Element 1036

Race – White

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	10/29/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ Equity
- ❑ IPEDS (EF2, E12, C2, GRS, OM)

Description:

Indicates if the student has origins in any of the original people of Europe, the Middle East, or North Africa.

TABLE VALUES

Y	Yes
N	No
X	Unknown, race was not reported by the student

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1036_1	Race – White (DE 1036) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1037

Race – Black/African American

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	10/29/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS (EF2, E12, C2, GRS, OM)
- ❑ Equity

Description:

Indicates if the student has origins in any of the black racial groups of Africa.

TABLE VALUES

Y	Yes
N	No
X	Unknown, race was not reported by the student

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1037_1	Race – Black/African American (DE 1037) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1038

Race – Asian

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	10/29/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS (EF2, E12, C2, GRS, OM)
- ❑ Equity

Description:

Indicates if the student has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

TABLE VALUES

Y	Yes
N	No
X	Unknown, race was not reported by the student

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1038_1	Race – Asian (DE 1038) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1039

Race – American Indian/Alaskan Native

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	10/29/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS (EF2, E12, C2, GRS, OM)
- ❑ Equity

Description:

Indicates if the student has origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

TABLE VALUES

Y	Yes
N	No
X	Unknown, race was not reported by the student

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1039_1	Race – American Indian/Alaskan Native (DE 1039) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1040

Race – Native Hawaiian/Pacific Islander

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 1
Last Modified: 10/29/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS (EF2, E12, C2, GRS, OM)
- ❑ Equity

Description:

Indicates if the student has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

TABLE VALUES

Y Yes
N No
X Unknown, race was not reported by the student

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1040_1	Race – Native Hawaiian/Pacific Islander (DE 1040) missing or invalid	Critical
1036_2	Race – White (DE 1036) EQ X or Race- Black/African-American (DE 1037) EQ X or Race- Asian (DE 1038) EQ X or Race- American Indian/Alaskan Native (DE 1039) EQ X or Race- Native Hawaiian/Pacific Islander (DE 1040) EQ X and Race – White (DE 1036) thru Race – Native Hawaiian/Pacific Islander (DE 1040) NE X	Critical

Data Element 1041

Ethnicity – Hispanic/Latino

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	10/29/2009

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability
- ❑ FETPIP
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS (EF2, E12, C2, GRS, OM)
- ❑ Equity

Description:

Indicates if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

TABLE VALUES

Y	Yes
N	No
X	Unknown, ethnicity was not reported by the student

Edit:

1041_1	Ethnicity – Hispanic/Latino (DE 1041) missing or invalid	Critical

Data Element 1042

Athletically Related Aid Indicator

Characteristics

Length:	1
Data Type:	Numeric
Physical Description:	9 (1)
Record Type(s):	1
Last Modified:	9/27/2007

Data Element is used in the Following Reports:

- ❑ IPEDS GRS

Description:

Indicates the sport for which a scholarship, grant, or other form of financial assistance (including items such as the 40 FTE Waiver) is offered by the institution where the student is required to participate in a program of intercollegiate athletics in order to be eligible to receive such assistance.

TABLE VALUES

2	Basketball
3	Baseball
4	Cross Country and track combined
5	All other sports combined (see note 2)
9	Not applicable

NOTES:

1. *Report this information only with the Annual Financial Aid - Record Type 8 submission. If the financial assistance is from the 40 FTE Waiver, send only the Demographic Record. Code '9' for Summer (1E/2B), Fall (2E/3B) and Spring (3E) Term submissions.*
2. *If a student receives Athletically Related Aid for more than one sport, report the student only once using the table value hierarchy. Code women's softball as '5' (All other sports combined).*
3. *For submissions other than the Annual Financial Aid – Record Type 8 submission. Code '9' for Summer (1E/2B), Fall (2E/3B) and Spring (3E) term submissions.*

Edit:

1042_1	Athletically Related Aid Indicator (DE 1042) missing or non-numeric	Critical
1042_2	Athletically Related Aid Indicator (DE 1042) EQ 9 and no Financial Aid Record (only applies for the Annual Financial Aid – Record Type 8 submission)	Critical
1042_3	Athletically Related Aid Indicator (DE 1042) EQ 3 and Sex (DE 1006) EQ F	Critical

Data Element 1048

Adult Origin of Schooling

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	4/13/2016

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ NRS

Description:

Indicates the national origin of the highest credential/level of schooling completed by the student upon entry into the adult education program as reported in the Adult Level of Schooling Achieved (DE 1064).

TABLE VALUES

U	U.S. Based Schooling: Highest level of schooling attained in the United States, a U.S. territory, an American school overseas, or a U.S. military school
N	Non U.S. Based Schooling: Highest level of schooling attained in a school that is not U.S.-based
X	Unknown
Z	Student is co-enrolled or NOT an adult general education student

Edit:

1048_1	Adult Origin of Schooling (DE 1048) missing or invalid	Critical
1048_2	Adult Origin of Schooling (DE 1048) EQ Z and CAE Level of Schooling Achieved (DE 1064) NE NN	Critical

Data Element 1049

Distance Education Student Location

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2014

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates the location of the student enrolled in any distance education.

TABLE VALUES

O	Outside U.S.
S	Same state as the institution
U	In the U.S., but not the same state
X	Unknown or not reported
Z	Not applicable-use for all students that are not in a Distance Education course.

Edit:

1049_1	Distance Education Student Location (DE 1049) missing or invalid	Critical

Data Element 1050

Developmental Education High School Exemption

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	3/26/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Developmental Education

Description:

Indicates the common placement testing developmental education exemption as a result from a one-time assessment, at the time of admission or first term enrollment as a degree/certificate seeking student after high school graduation.

This data element reports whether a student is exempt from developmental education requirements based on the high school language of § 1008.30 (4)(a) F.S.;

> A student who entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

TABLE VALUES

Y	The student meets the developmental education exemption because they entered ninth grade in a Florida public school in 2003-2004 or later, and graduated with a standard high school diploma. Also, students who qualify for the exemption, and HAVE NOT successfully completed previously identified development education needs, should be identified as exempt ('Y').
N	The student does not meet the developmental education exemption because they entered ninth grade in Florida in a Florida public school before 2003-2004 or the student did not receive a standard high school diploma. Other non-qualifying criteria may be an out-of-state high school student, homeschool, private high school, or personalized education program graduates.
D	Students who qualify for the exemption, but HAVE already successfully completed previously identified developmental education needs.
W	Unknown. Could not be determined by submission time, but will be assessed and placed in another value in the next submission.
X	Not applicable (i.e. such as current dual enrollment, Career Certificate, Adult General Education, CWE, Transient).

NOTE: *Diploma types for Florida high school graduates are defined and described at http://fldoe.org/accountability/data-sys/database-manuals-updates/.*

Edit:		
1050_1	Developmental Education High School Exemption (DE 1050) missing or invalid	Critical

Data Element 1051

Developmental Education Military Exemption

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2014

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Developmental Education

Description:

This data element regarding the common placement testing developmental education exemption as a result from a one-time assessment, at the time of admission or first term enrollment as a degree/certificate seeking student.

This data element reports whether a student is exempt from developmental education requirements based on active military service language of the § 1008.30 (4)(a) F.S.;

> A student who entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

TABLE VALUES

Y	The student is currently serving as an active duty member of the armed forces.
N	The student is not currently serving as an active duty member of the armed forces.
W	Unknown. Could not be determined by submission time, but will be assessed and placed in another value in the next submission.
X	Not applicable (i.e. such as current dual enrollment, Career Certificate, Adult General Education, CWE, Transient).

Edit:

1051_1	Developmental Education Military Exemption (DE 1051) missing or invalid	Critical

Data Element 1052

AGE Employment Status

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS

Description:

This data element was created for the Adult Education Program, and indicates whether the student is employed, not employed, or not in the labor force at time of entry into the Adult Education Program.

TABLE VALUES

E Employed. The student:
(a) did any work at all as a paid employee,
(b) did any work at all in his or her own business, profession, or farm,
(c) worked as an unpaid worker in an enterprise operated by a member of the family, or
(d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

S Employed. The student:
(a) received Notice of Termination of Employment, or Military Separation, or employer has issued a Worker Adjustment and Retraining Notification (WARN), or other notice that the facility or enterprise will close, or
(b) student is a transitioning service member, (i.e., within 12 months of separation or 24 months of retirement).

U Unemployed. Student who is not employed but is seeking employment, making specific efforts to find a job, and is available for work.

N Not in the Labor Force. Student is not employed and is not seeking employment.

Z Not Applicable. Student is not enrolled in an NRS eligible program.

NOTE: *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*

Edit:

1052_1	AGE Employment Status (DE 1052) missing or invalid	Critical
1052_2	*Edit Deleted*	

Edit:

1052_3	AGE Employment Status (DE 1052) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Data Element 1053

Highest Level of Education Completed – Parent One or Guardian One

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/31/2024

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates the highest education level completed by the first parent and/or guardian who played the largest role in raising the student, regardless of the student's age.

First generation student information is becoming a topic of increasing interest. Studies have shown that first generation students may have limited knowledge about college and the associated expectations. These students have a higher risk of leaving school prior to the completion of a degree. Identifying and targeting these students for extra services and assistance can increase retention.

TABLE VALUES

L	Less than High School, no diploma
D	High school diploma or equivalent/GED
T	Credit Certificate – business, trade school, or technical
C	Some college, no degree
A	Associate degree or two-year degree
B	Bachelor degree or four-year degree
P	Graduate degree (e.g. masters, doctorate, etc.) or professional degree (e.g. law, psychology, medicine, pharmacy, etc.)
X	Unknown
Z	Not Applicable (non-credit students)

NOTES:

1. *Report the first parent, other family member, and/or guardian who the student believed played the largest role in raising them, please indicate the highest level of education that it is believed parent one or guardian one attained.*
2. *If the student does not know the parent or guardian's highest education level report as 'Unknown'.*
3. *Students only need to be asked once; however if a college chooses to ask more frequently, then that college may update this data element when new data has been acquired.*
4. *College needs to submit data element with every data submission.*
5. *Data element only needs to be collected for credit seeking students.*
6. *Use value 'A' (Associate degree or two-year degree) to report the new Specialized Associate of Arts Transfer (SAAT) degree.*

Edit:

1053_1	Highest Level of Education Completed – Parent One or Guardian One (DE 1053) missing or invalid	Critical

Data Element 1054

Highest Level of Education Completed – Parent Two or Guardian Two

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/31/2024

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates the highest education level completed by the second parent and/or guardian who played the largest role in raising the student, regardless of the student's age.

First generation student information is becoming a topic of increasing interest. Studies have shown that first generation students may have limited knowledge about college and the associated expectations. These students have a higher risk of leaving school prior to the completion of a degree. Identifying and targeting these students for extra services and assistance can increase retention.

TABLE VALUES

L	Less than High School, no diploma
D	High school diploma or equivalent/GED
T	Credit Certificate – business, trade school, or technical
C	Some college, no degree
A	Associate degree or two-year degree
B	Bachelor degree or four-year degree
P	Graduate degree (e.g. masters, doctorate, etc.) or professional degree (e.g. law psychology, medicine, pharmacy, etc.)
N	No second parent or guardian raised student
X	Unknown
Z	Not Applicable (non-credit students)

NOTES:

1. *Report the second parent, other family member, and/or guardian who the student believed played the largest role in raising them, please indicate the highest level of education that it is believed parent two or guardian two attained.*
2. *If the student does not know the parent or guardian's highest education level report as 'Unknown'.*
3. *Students only need to be asked once; however if a college chooses to ask more frequently, then that college may update this data element when new data has been acquired.*
4. *College needs to submit data element with every data submission.*
5. *Data element only needs to be collected for credit seeking students.*
6. *Use value 'A' (Associate degree or two-year degree) to report the new Specialized Associate of Arts Transfer (SAAT) degree.*

Edit:

1054_1	Highest Level of Education Completed – Parent Two or Guardian Two (DE 1054) missing or invalid	Critical

Data Element 1055

Name Suffix

Characteristics

Length:	10
Data Type:	Alphanumeric
Physical Description:	X (10)
Record Type(s):	1
Last Modified:	6/3/2020

Data Element is used in the Following Reports:

- ❑ Perkins Funding
- ❑ FETPIP

Description:

Suffix (if any), of a student's name, to denote a person's generation in his or her family. Record as reported by the student (e.g., Jr., Sr., III)

NOTE: *Lowercase letters are converted to uppercase letters.*

Edit:

1055_1	Name Suffix (DE 1055) contains special or Unicode characters	Critical
1003_2	Ethnic Origin and same Last Name (DE 1015), First Name (DE 1014), Middle Name (DE 1016), Name Suffix (DE 1055), Student Birth Date (DE 1019), and Sex (DE 1006)	Critical

Data Element 1057

Military Status

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ CTE

Description:

Identifies a student's current or prior service in the United States Armed Forces.

TABLE VALUES

A	Active Duty Personnel
D	Eligible Dependent (Spouse/child. See eligible dependent statuses below.)
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)
E	Veteran (Prior Service, Service Dates Unknown)
Y	No Military History
Z	Not Applicable (Continuing Workforce Education, Lifelong Learning, dual enrolled or adult high school co-enrolled students)
X	Unknown/No Response

NOTES:

1. *Values that identify Actively serving members of the U.S. Armed Forces, to include:*
   - *'A' – Active Duty Personnel*
   - *'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 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 a uniformed service, within the scope of this data element means*
   - *(A) The Spouse*
   - *(B) The unremarried widow*
   - *(C) 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 on 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 "E" (Prior Service Military Member - Service Dates Unknown), "V" Veteran (Prior Service Military Member – Began Term of Service prior to 9/11/2001) or "W" Veteran (Prior Service Military Member – Began Term of Service on or after 9/11/2001), based on the date they entered into service.

4. Report for all students except for continuing workforce education (CWE), lifelong learning, dual enrolled or adult high school co-enrolled students.

Edit:

1057_1	Military Status (DE 1057) missing or invalid	Critical
3006_15	Course Fee Kind (DE 3006) EQ M and Military Status (DE 1057) NE A	Critical

Data Element 1058

CAE Single Parent

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS
- ❑ Perkins (CTE)

Description:

Identifies student as a single parent and/or single pregnant woman at the time of entry in the current term.

TABLE VALUES

B	Student is both a single parent and a single pregnant woman
S	Student unmarried, widowed, or legally separated from spouse and has either sole or joint custody of a minor child or children
W	Student is a single, pregnant woman
Z	Not applicable or student does not meet any of the criteria above

NOTES:

1. *Federal reporting requirement for both Perkins and NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1058_1	CAE Single Parent (DE 1058) missing or invalid	Critical
1058_2	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 12997, 12998, 13102, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical
1058_4	CAE Single Parent (DE 1058) IN (B, S, W) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical

Data Element 1059

CAE Displaced Homemaker

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS
- ❑ Perkins (CTE)

Description:

Identifies the student as a displaced homemaker according to federal definition.

TABLE VALUES

A Student worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.

B Student has been dependent on public assistance or on the income of a relative but is no longer supported by such income and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.

C Student 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 and is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.

D Student is providing unpaid services to family members in the home and is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member.

Z Not applicable or student does not meet any of the criteria above.

NOTES:

1. *Federal reporting requirement for both Perkins and NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *All values should be presented to both CTE and AGE students for self-reporting purposes.*

3. This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.

Edit:

1059_1	CAE Displaced Homemaker (DE 1059) missing or invalid	Critical
1059_2	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 12997, 12998, 13102, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical
1059_4	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical

Data Element 1060

AGE Ex-Offender

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS

Description:

Indicates whether a participant in NRS-eligible program was an ex-offender at the time of entry in the current term/semester.

TABLE VALUES

A Student 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 Student does not meet either of the conditions presented above

Z Student not enrolled in an NRS eligible program

NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1060_1	AGE Ex-Offender (DE 1060) missing or invalid	Critical
1060_2	AGE Ex-Offender (DE 1060) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1060_4	AGE Ex-Offender (DE 1060) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Data Element 1061

AGE Homeless/Runaway

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS
- ❑ Perkins

Description:

Identifies whether a participant in adult general education NRS-eligible program was a homeless individual or runaway youth at the time of entry in the current term.

TABLE VALUES

A Student lacks a fixed, regular, and adequate nighttime residence; this includes an individual who is:
- (a) sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- (b) living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
- (c) is living in an emergency or transitional shelter;
- (d) is abandoned in a hospital; or
- (e) is awaiting foster care placement;

B Student has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground

C Student is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work

D Student is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth)

N Student does not meet the conditions described above

Z Student was not enrolled in an NRS eligible program

NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1061_1	AGE Homeless/Runaway (DE 1061) missing or invalid	Critical
1061_2	AGE Homeless/Runaway (DE 1061) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1061_4	AGE Homeless/Runaway (DE 1061) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Data Element 1062

AGE Employment Barriers

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS

Description:

Indicates whether a student in NRS-eligible program had any perceived barriers to employment at the time of entry in the current term.

TABLE VALUES

C	Student 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
N	Student does not meet the conditions described above
Z	Student is not enrolled in an NRS eligible program

NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1062_1	AGE Employment Barriers (DE 1062) missing or invalid	Critical
1062_2	AGE Employment Barriers (DE 1062) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1062_4	AGE Employment Barriers (DE 1062) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Data Element 1063

AGE Migrant/Seasonal Farm Worker

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	07/01/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS
- ❑ Perkins

Description:

Indicates whether a participant in an adult general education, NRS-eligible program is a migrant or seasonal farmworker at the time of entry in the current term.

TABLE VALUES

A	Student is 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 (iii) a dependent of the person described above
B	Student is 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 is a dependent of the person described above
N	Student does not meet the conditions described above
Z	Student is not enrolled in an NRS eligible program

NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected at the beginning of each term. If a student is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.*

Edit:

1063_1	AGE Migrant/Seasonal Farm Worker (DE 1063) missing or invalid	Critical
1063_2	AGE Migrant/Seasonal Farm Worker (DE 1063) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Edit:

1063_4	AGE Migrant/Seasonal Farm Worker (DE 1063) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Data Element 1064

AGE Level of Schooling Achieved

Characteristics

Length:	2
Data Type:	Alphanumeric
Physical Description:	X (2)
Record Type(s):	1
Last Modified:	4/16/2016

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance Report (Adult Education)
- ❑ NRS

Description:

A code indicating the highest credential/grade level of schooling completed by the student upon entry into the adult education program

TABLE VALUES

01	Participant completed the 1st grade.
02	Participant completed the 2nd grade.
03	Participant completed the 3rd grade.
04	Participant completed the 4th grade.
05	Participant completed the 5th grade.
06	Participant completed the 6th grade.
07	Participant completed the 7th grade.
08	Participant completed the 8th grade.
09	Participant completed the 9th grade.
10	Participant completed the 10th grade.
11	Participant completed the 11th grade.
12	Participant completed the 12th grade, but did not attain a diploma or equivalency.
D1	Participant attained a high school diploma.
G1	Participant attained a high school equivalency.
15	Participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individual Education Plan (IEP).
16	Participant completed some college.
17	Participant attained a Career Certificate.
18	Participant attained an Associate of Applied Sciences.
19	Participant attained an Associate of Science.
20	Participant attained an Associate of Arts.
21	Participant attained a Bachelor’s degree.
22	Participant attained beyond a Bachelor’s degree.
ZZ	No school grades completed.
NN	Student is not enrolled in an NRS eligible program.

NOTES:

1. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
2. *This data element should be collected once per reporting year.*
3. *Table value D1 is a Standard High School or Adult High School Diploma, Table value G1 is for a GED Certificate, and Table value 15 is for any special diploma or certificate.*

Edit:

1064_1	AGE Level of Schooling Achieved (DE 1064) missing or invalid	Critical
1048_2	Adult Origin of Schooling (DE 1048) EQ Z and CAE Level of Schooling Achieved (DE 1064) NE NN	Critical

Data Element 1066

AGE Income Status – Exhausting TANF

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ NRS
- ❑ Perkins

Description:

Indicates whether a participant in an NRS-eligible program will exhaust TANF (Temporary Assistance for Needy Families) eligibility (Part A Title IV of the Social Security Act) within 2 years of program entry within the current reporting year. If a participant is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.

TABLE VALUES

Y	Participant will exhaust TANF eligibility within 2 years of program entry within the current reporting year
N	Participant is enrolled in an NRS eligible program and does not meet the condition described above
Z	Participant is not enrolled in an NRS eligible program

Edit:

1066_1	AGE Income Status – Exhausting TANF (DE 1066) missing or invalid	Critical
1066_2	AGE Income Status – Exhausting TANF (DE 1066) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1066_4	AGE Income Status – Exhausting TANF (DE 1066) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Data Element 1067

AGE Income Status – Long-Term Unemployed

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ NRS
- ❑ Perkins

Description:

Indicates whether a participant in an NRS-eligible program has been unemployed for 27 or more weeks at the time of program entry within the current reporting year. If a participant is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.

TABLE VALUES

Y	Participant has been unemployed for 27 or more weeks at the time of program entry within the current reporting year
N	Participant is enrolled in an NRS eligible program and does not meet the condition described above
Z	Participant is not enrolled in an NRS eligible program

Edit:

1067_1	AGE Income Status – Long-Term Unemployed (DE 1067) missing or invalid	Critical
1067_2	AGE Income Status – Long-Term Unemployed (DE 1067) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1067_4	AGE Income Status – Long-Term Unemployed (DE 1067) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Data Element 1068

AGE Income Status – Low Income

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	1
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ NRS
- ❑ Perkins

Description:

Indicates whether a participant in an NRS-eligible program identifies as having a low income at the time of program entry within the current reporting year. If a participant is enrolled in two or more terms in a reporting period (e.g., Summer A, and Summer B), report the data collected at the beginning of the first term of the reporting period.

Low Income includes any participants meeting one of the following criteria:

1. Participant or a member of the immediate family receive benefits through SNAP/TANF (Supplemental Nutrition Assistance Program/Temporary Assistance for Needy Families), SSI (Supplemental Security Income), or other state public assistance
2. Total family income does not exceed the higher of the poverty line or 70% of the lower living standard income level
3. Is currently in a foster program
4. Has a disability and has a personal income that is at or below the poverty line, regardless of family income
5. Is a youth living in a high-poverty area

TABLE VALUES

Y	Participant identifies as having a low income at the time of program entry within the current reporting year
N	Participant is enrolled in an NRS eligible program and does not meet the condition described above
Z	Participant is not enrolled in an NRS eligible program

Edit:

1068_1	AGE Income Status – Low Income (DE 1068) missing or invalid	Critical
1068_2	AGE Income Status – Low Income (DE 1068) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Edit:

1068_4	AGE Income Status – Low Income (DE 1068) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Data Element 1069

Adult High School Credits at Entry

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (2) V9
Record Type(s):	1
Last Modified:	1/11/2023

Data Element is used in the Following Reports:

- ❑ None

Description:

For students enrolled in adult high school 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.

TABLE VALUES

999 Student not in Adult High School program.

NOTES:

1. *Adult High School Credits at Entry are reported as an implied decimal.*
2. *This value will not change after the student enters the adult high school program.*

Edit:

1069_1	Adult High School Credits at Entry (DE 1069) missing or non-numeric	Critical
1069_2	Adult High School Credits at Entry (DE 1069) GT 240 and Adult High School Credits at Entry (DE 1069) NE 999	Critical
1069_3	Adult High School Credits at Entry (DE 1069) NE 999 and Program of Study - CIP (DE 2002) NE 1532010500	Critical
1069_4	Adult High School Credits at Entry (DE 1069) EQ 999 and Program of Study - CIP (DE 2002) EQ 1532010500	Critical
1070_2	Adult High School Diploma Option (DE 1070) NE Z and Adult High School Credits at Entry (DE 1069) EQ 999	Critical
1070_3	Adult High School Diploma Option (DE 1070) EQ Z and Adult High School Credits at Entry (DE 1069) NE 999	Critical

Data Element 1070

Adult High School Diploma Option

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 1
Last Modified: 02/28/2023

Data Element is used in the Following Reports:

- None

Description:

Indication of the type of adult high school diploma program in which the student has been placed.

TABLE VALUES

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

Edit:

1070_1	Adult High School Diploma Option (DE 1070) missing or invalid	Critical
1070_2	Adult High School Diploma Option (DE 1070) NE Z and Adult High School Credits at Entry (DE 1069) EQ 999	Critical
1070_3	Adult High School Diploma Option (DE 1070) EQ Z and Adult High School Credits at Entry (DE 1069) NE 999	Critical
1070_4	Adult High School Diploma Option (DE 1070) NE Z and Program of Study - CIP (DE 2002) NE 1532010500	Critical
1070_5	Adult High School Diploma Option (DE 1070) EQ Z and Program of Study - CIP (DE 2002) EQ 1532010500	Critical

Data Element 1071

GATE Program Date of Enrollment

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	1
Last Modified:	12/1/2025

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

The date on which the student began course enrollment toward the completion of the Graduation Alternative to Traditional Education (GATE) Program per section 1004.933, Florida Statutes. This date will not change after the student enters the GATE program.

The format for coding this element is MMDDCCYY.

Where:
MM is the two-digit month (01-12)
DD is the two-digit day (01-31)
CC is the two-digit century (20)
YY is the two-digit year

NOTE: *Code 99999999 for students who do not meet the criteria.*

Edit:

1071_1	GATE Program Date of Enrollment (DE 1071) missing or non-numeric	Critical
1071_2	GATE Program Date of Enrollment (DE 1071) invalid range month	Critical
1071_3	GATE Program Date of Enrollment (DE 1071) invalid range day	Critical
1071_4	GATE Program Date of Enrollment (DE 1071) invalid range century	Critical
1071_5	GATE Program Date of Enrollment (DE 1071) NE 99999999 AND Reporting Institution (DE 1017) not approved for GATE	Critical
1071_6	GATE Program Date of Enrollment (DE 1071) LT Approval Date for the Reporting Institution (DE 1017)	Critical
1071_7	GATE Program Date of Enrollment (DE 1071) NE 99999999 AND Program of Study – CIP (DE 2002) IN (AHS, GED, ATD, CAR) AND all GATE Program Enrollment Flag (DE 2023) EQ N	Critical
2023_3	GATE Program Enrollment Flag (DE 2023) EQ Y and GATE Program Date of Enrollment (DE 1071) EQ 99999999	Critical
2023_4	GATE Program Enrollment Flag (DE 2023) EQ N and GATE Program Date of Enrollment (DE 1071) NE 99999999	Informational

Data Element 1101

Entry Level Test – Score

Characteristics

Length:	6
Data Type:	Numeric
Physical Description:	9 (4) V99
Record Type(s):	2
Last Modified:	7/1/2025

Data Element is used in the Following Reports:

- ❑ Accountability Outcome Measures

Description:

Numeric score assigned to the student based on their performance on the associated examination. Use this element in conjunction with Entry Level Test-Subtest (DE 1103), Entry Level Test-Type (DE 1104), and College Prep Completion Indicator (DE 1106). Report only those test scores used for placement purposes. Test scores should be reported as follows:

ACCUPLACER	All scores are standard.
ACCUPLACER ESL (Formerly ESL)	Only report failures. Report as zeroes.
ACCUPLACER, Next-Generation	All scores are standard.
ACT	All scores are standard.
ALEKS® PPL	Scores represent the percentage of mathematical topics that have been mastered.
ASSET	All scores are raw.
Classic Learning Test	All scores are scaled.
Classic Learning Test 10	All scores are scaled.
Digital PSAT/NMSQT® and PSAT10	All scores are scaled.
Digital SAT®	All scores are scaled.
End-of-Course Assessments	All scores are scaled. Report only those scores used for Alternative Method.
ENHANCED ACT	All scores are standard.
ENHANCED ASSET	All scores are scaled.
FSA	
GED®	All scores are scaled.
HiSET® (High School Equivalency Test)	All scores are scaled.
PERT	All scores are scaled.
PreACT®	All scores are scaled and then composite.
PSAT/NMSQT® and PSAT10	All scores are scaled.
SAT2016	All scores are scaled.
TABE (non-adult)	Report Failures as zeroes. Report passes as 99.00. (DE 1104 - Z.)
TASC™ (Test Assessing Secondary Completion)	All scores are scaled.

TABLE VALUES

ACCUPLACER Reading Comprehension	20 – 120
ACCUPLACER Sentence Skills	20 – 120
ACCUPLACER Elementary Algebra	20 – 120
ACCUPLACER, Next-Generation Reading	200 – 300
ACCUPLACER, Next-Generation Writing	200 – 300
ACCUPLACER, Next-Generation Quantitative Reasoning, Algebra, and Statistics (QAS)	200 – 300
ACT or Enhanced ACT Reading	1 – 36
ACT or Enhanced ACT Writing	1 – 36
ACT or Enhanced ACT Math	1 – 36
ALEKS® PPL Mathematics	0 – 100
ASSET Reading	0 – 55
ASSET Writing	0 – 64
ASSET Math	0 – 55
Classic Learning Test Verbal Reasoning and Grammar/Writing	0–80
Classic Learning Test Quantitative Reasoning	0–40
Classic Learning Test 10 Verbal Reasoning and Grammar/Writing	0–80
Classic Learning Test 10 Quantitative Reasoning	0–40
Digital PSAT/NMSQT® and PSAT10 Math	160–760
Digital PSAT/NMSQT® and PSAT10 Evidence-Based Reading and Writing	160–760
Digital SAT® Math	200 – 800
Digital SAT® Evidence-Based Reading and Writing	200 – 800
End-of-Course Assessment Algebra I (FSA)(on or before 10/17/2023)	518 – 575
End-of-Course Assessment Geometry (FSA)(on or before 10/17/2023)	521 – 575
End-of-Course Assessment Algebra I (B.E.S.T.)(on 10/18/2023 or after)	418 – 475
End-of-Course Assessment Geometry (B.E.S.T.)(on 10/18/2023 or after)	423 – 475
Enhanced ASSET Reading	23 – 54
Enhanced ASSET Writing	23 – 54
Enhanced ASSET Math	23 – 55
GED® Mathematical Reasoning	100 – 200
GED® Reasoning through Language Arts	100 – 200
HiSET® Language Arts Reading	1 – 20
HiSET® Language Arts Writing	1 – 20
HiSET® Mathematics	1 – 20
PERT Reading	50 – 150
PERT Writing	50 – 150
PERT Math (algebra)	50 – 150
PreACT® Reading	1 – 35
PreACT® English	1 – 35
PreACT® Math	1 – 35

PSAT/NMSQT® and PSAT10 Reading	8 – 38
PSAT/NMSQT® and PSAT10 Writing	8 – 38
PSAT/NMSQT® and PSAT10 Math	8 – 38
SAT2016 Reading Test	10 – 40
SAT2016 Writing and Language Test	10 – 40
SAT2016 Math Test	10 – 40
TASC™ Language Arts Reading	300 – 800
TASC™ Language Arts Writing	300 – 800
TASC™ Mathematics	300 – 800

NOTES:

1. *Report Algebra scores for the PERT Mathematics subtest. Code all nines (999999) if entry level test was not taken.*
2. *SAT2016 Math test scores are reported from the College Board with a decimal, as the test score ranges from 10-40 in increments of 0.5. When submitting SAT2016 Math test data, submit as a right justified whole number (e.g., 20.0 is reported as 002000; 20.5 is reported as 002050).*
3. *All test scores are to be reported with an implied decimal place starting in 2017-18. When submitting a whole number, submit as a right justified whole number (e.g., 20 is reported as 002000).*
4. *Rule 6A-10.0315, Florida Administrative Code, governs the methods colleges may use to determine college readiness, which includes cut-off scores.*
5. *College Board is streamlining the scores reported on the digital SAT® Suite, which includes the digital SAT® and Digital PSAT/NMSQT®. College Board will no longer provide test level scores for Reading, Writing and Language, and Math. Instead, College Board will provide section scores (Math and Evidenced-Based Reading and Writing). This change is expected to take effect for students in 2023 and 2024, at which point colleges should modify reporting to the section scores in place of test level scores.*
6. *The ACCUPLACER ESL exam is also known as ESL or the Levels of English Proficiency test.*

Edit:

1101_1	Entry Level Test – Score (DE 1101) missing or non-numeric	Critical
1101_2	Entry Level Test – Score (DE 1101) Range invalid (according to Entry Level Test – Subtest (DE 1103) and Entry Level Test – Type (DE 1104)	Critical
1101_3	Entry Level Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and Entry Level – Alternative Method Type (DE 1110) EQ Z and (Entry Level Test – Subtest (DE 1103) NE X or Entry Level Test – Type (DE 1104) NE X)	Critical
1101_4	Entry Level Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level Test – Type (DE 1104) NE X)	Critical

Data Element 1103

Entry Level Test – Subtest

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	2
Last Modified:	7/1/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability Outcome Measures

Description:

Indicates the portion/subtest of the associated examination. Use this element in conjunction with Entry Level Test – Score (DE 1101), Entry Level Test – Type (DE 1104) and College Prep Completion Indicator (DE 1106).

TABLE VALUES

M	Mathematics
N	Language
O	ESL
R	Reading
S	Listening
W	Writing
X	No entry level test was taken

NOTES:

1. *Code W for the SAT2016 Writing and Language test.*
2. *The GED® test for Reasoning Through Language Arts should be reported as Language (value 'N').*
3. *Code W for PreACT® English subtest and code N for the Digital SAT® and Digital PSAT/NMSQT® Suite of Assessments Evidence-Based Reading and Writing combined subtest.*
4. *Classic Learning Test Verbal Reasoning and Grammar/Writing should be reported as Writing (value 'W')*
5. *End-of-Course Assessment, use code M for both Algebra I and Geometry.*
6. *Classic Learning Test 10 Verbal Reasoning and Grammar/Writing should be reported as Writing (value 'W').*

Edit:

1103_1	Entry Level Test – Subtest (DE 1103) missing or invalid	Critical
1103_3	Entry Level Test – Subtest (DE 1103) EQ O and Entry Level Test – Type (DE 1104) NE L	Critical
1103_4	Entry Level Test – Subtest (DE 1103) IN (X, O) and College Preparatory Completion Indicator (DE 1106) IN (Y, N, O)	Critical

Edit:

1103_6	Entry Level Test – Subtest (DE 1103) EQ N and Entry Level Test – Type (DE 1104) NOT IN (4, 9, 10, Z)	Critical
1103_7	Entry Level Test – Subtest (DE 1103) EQ M and Entry Level Test – Type (DE 1104) IN (L)	Critical
1103_8	Entry Level Test – Subtest (DE 1103) EQ R and Entry Level Test – Type (DE 1104) IN (L, 8, 9, 10)	Critical
1103_10	Entry Level Test – Subtest (DE 1103) EQ W and Entry Level Test – Type (DE 1104) IN (L, 8, 9, 10)	Critical
1103_11	Entry Level Test - Subtest (DE 1103) NE M and Entry Level Test - Type (DE 1104) EQ 12	Critical
1103_12	Entry Level Test – Subtest (DE 1103) NOT IN (M, W) and Entry Level Test – Type (DE 1104) EQ 13	Critical
1101_2	Entry Level Test – Score (DE 1101) Range invalid (according to Entry Level Test – Subtest (DE 1103) and Entry Level Test – Type (DE 1104))	Critical
1101_3	Entry Level Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and Entry Level – Alternative Method Type (DE 1110) EQ Z and (Entry Level Test – Subtest (DE 1103) NE X or Entry Level Test – Type (DE 1104) NE X)	Critical
1101_4	Entry Level Test – Score (DE 1101) EQ 99999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level Test – Type (DE 1104) NE X)	Critical
1104_10	Entry Level Test – Type (DE 1104) IN (A, B, E, F, O, P, T, U, Y, 1, 5, 6, 7) and Entry Level Test – Subtest (DE 1103) NOT IN (M, R, W)	Critical
1104_11	Entry Level Test – Type (DE 1104) ((EQ Y) and Entry Level Test – Subtest (DE 1103) EQ R) and not (EQ Y and Entry Level Test – Subtest (DE 1103) EQ W)) and vice versa	Critical

Data Element 1104

Entry Level Test – Type

Characteristics

Length:	2
Data Type:	Alphanumeric
Physical Description:	X (2)
Record Type(s):	2
Last Modified:	7/1/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability Outcome Measure

Description:

Indicates the examination. Use this element in conjunction with Entry Level Test-Score (DE 1101), Entry Level Test-Subtest (DE 1103) and College Prep Completion Indicator (DE 1106).

TABLE VALUES

A	ACT	1	ACCUPLACER, Next Generation
B	PERT	4	GED®
E	Enhanced ACT	5	PreACT®
F	Enhanced ASSET	6	TASC™
L	ACCUPLACER ESL (Formerly ESL)	7	HiSET®
O	ACCUPLACER	8	ALEKS® PPL
P	PSAT	9	Digital SAT®
T	ASSET	10	Digital PSAT/NMSQT®
U	SAT2016	11	Classic Learning Test
X	No entry level test was taken	12	End-of-Course Assessment
Y	FSA	13	Classic Learning Test 10 (CLT10)
Z	TABE 11-12 (non-Adult)		

NOTES:

1. *Code U (SAT2016) for SAT scores reported for tests administered on or after March 1, 2016.*
2. *Students who took the Entry Level Test at a High School under SB1908: For the student who failed a sub-test and did not complete the College Preparatory Course in High School, or for the student who passed the sub-test, report the sub-test data as usual. If the student failed the sub-test and completed the College Preparatory Course in High School, report the completion on the College Preparatory Completion Indicator (DE 1106). As the college may not know what test was taken before the HS course was taken, report the Type as X, the Sub-Test as M, R, or W, the Score as 999999, and the Date as 999999.*
3. *Report Non-digital PSAT/NMSQT® and PSAT10 under value P (PSAT).*
4. *Report Digital PSAT/NMSQT® and PSAT10 under value 10 (Digital PSAT/NMSQT®).*

Edit:

1104_1	Entry Level Test – Type (DE 1104) missing or invalid	Critical

Edit:

1104_1A	Duplicate Test Record	Critical
1104_5	Entry Level Test – Type (DE 1104) IN (L, Z) and College Preparatory Completion Indicator (DE 1106) NE Q	Critical
1104_9	Entry Level Test – Type (DE 1104) NE X and No Course Record	Informational
1104_10	Entry Level Test – Type (DE 1104) IN (A, B, E, F, O, P, T, U, Y, 1) and Entry Level Test – Subtest (DE 1103) NOT IN (M, R, W)	Critical
1104_11	Entry Level Test – Type (DE 1104) ((EQ Y) and Entry Level Test – Subtest (DE 1103) EQ R) and not (EQ Y and Entry Level Test – Subtest (DE 1103) EQ W)) and vice versa	Critical
1104_12	Entry Level Test – Type (DE 1104) EQ Y and Entry Level Test – Date (DE 1109) LT 08012015	Critical
1104_13	Entry Level Test – Type (DE 1104) EQ Y and First-Time Student Flag (DE 1005) NOT IN (D, Y)	Critical
1104_25	Entry Level Test – Type (DE 1104) EQ U and Entry Level Test – Date (DE 1109) LT 03012016	Critical
1104_27	Entry Level Test – Type (DE 1104) EQ O and [Entry Level Test – Date (DE 1109) LT 06012015 OR Entry Level Test – Date (DE 1109) GT 01312020]	Critical
1104_29	Entry Level Test – Type (DE 1104) EQ Z and Entry Level Test – Date (DE 1109) LT 02202018	Critical
1104_34	Entry Level Test – Type (DE 1104) EQ 1 and Entry Level Test – Date (DE 1109) LT 09012017	Critical
1104_36	Entry Level Test – Type (DE 1104) IN (4, 5, 6, 7, 8, 12) and Entry Level Test – Date (DE 1109) LT 03152020	Critical
1104_37	Entry Level Test – Type (DE 1104) EQ 9 and Entry Level Test – Date (DE 1109) LT 08272022	Critical
1104_38	Entry Level Test – Type (DE 1104) EQ 10 and Entry Level Test – Date (DE 1109) LT 08272022	Critical
1104_39	Entry Level Test – Type (DE 1104) EQ 11 and Entry Level Test – Date (DE 1109) LT 07012021	Critical
1101_3	Entry Level Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and Entry Level – Alternative Method Type (DE 1110) EQ Z and (Entry Level Test – Subtest (DE 1103) NE X or Entry Level Test – Type (DE 1104) NE X)	Critical
1101_4	Entry Level Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level Test – Type (DE 1104) NE X)	Critical
1103_3	Entry Level Test – Subtest (DE 1103) EQ O and Entry Level Test – Type (DE 1104) NE L	Critical
1103_6	Entry Level Test – Subtest (DE 1103) EQ N and Entry Level Test – Type (DE 1104) NOT IN (4, Z)	Critical
1103_7	Entry Level Test – Subtest (DE 1103) EQ M and Entry Level Test – Type (DE 1104) IN (L)	Critical
1103_8	Entry Level Test – Subtest (DE 1103) EQ R and Entry Level Test – Type (DE 1104) IN (L)	Critical

Edit:

1103_10	Entry Level Test – Subtest (DE 1103) EQ W and Entry Level Test – Type (DE 1104) IN (L)	Critical
1103_11	Entry Level Test - Subtest (DE 1103) NE M and Entry Level Test - Type (DE 1104) EQ 12	Critical
1103_12	Entry Level Test – Subtest (DE 1103) NOT IN (M, W) and Entry Level Test – Type (DE 1104) EQ 13	Critical
2005_4	Program of Study – Level (DE 2005) NOT IN (2, P) and Entry Level Test – Type (DE 1104) EQ Z	Informational

Data Element 1106

College Preparatory Completion Indicator

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 2
Last Modified: 7/1/2024

Data Element is used in the Following Reports:

- ❑ Accountability Outcome Measures

Description:

Indicates if a student has completed the highest level college preparatory course in the Entry Level Test-Subtest (DE 1103).

TABLE VALUES

H Student completed a College Preparatory Course in High School (Successful Exit).
N Student did not complete the highest-level college preparatory course or student tested into college preparatory but has not enrolled in a college preparatory course.
O Student enrolled in a college preparatory course but exited the college preparatory course hierarchy by some other method and did not complete the highest-level college preparatory course (successful exit).
Q Student who has an Entry Level Test Type (DE 1104) of L (ACCUPLACER ESL) or Z (TABE 11-12 non-adult).
Y Student completed the highest level college preparatory course.
X Not applicable (student is not required to take an entry-level test).
Z Student took an entry level test but did not test into college preparatory.

NOTE: *Code this data element for each college preparatory skill area – reading, writing, and math.*

Edit:

1106_1	College Preparatory Completion Indicator (DE 1106) missing or numeric	Critical
1101_3	Entry Level Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and Entry Level – Alternative Method Type (DE 1110) EQ Z and (Entry Level Test – Subtest (DE 1103) NE X or Entry Level Test – Type (DE 1104) NE X)	Critical
1101_4	Entry Level Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ H and (Entry Level Test – Subtest (DE 1103) NOT IN (M, R, W) or Entry Level Test – Type (DE 1104) NE X)	Critical
1103_4	Entry Level Test – Subtest (DE 1103) IN (X, O) and College Preparatory Completion Indicator (DE 1106) IN (Y, N, O)	Critical
1104_5	Entry Level Test – Type (DE 1104) IN (L, Z) and College Preparatory Completion Indicator (DE 1106) NE Q	Critical

Data Element 1109

Entry Level Test – Date

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	2
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ Accountability Outcome Measures

Description:

The month, day, and year the entry test was taken.

The format for coding this element is MMDDCCYY.

Where:
MM is a valid month (01-12)
DD is a valid day of the month (1-31)
CC is a valid century (20)
YY is a numeric year

Code 99999999 for unknown or not applicable.

NOTE: *Do not submit test records that are older than April 1 of five reporting years prior to current year.*

Edit:

1109_1	Entry Level Test – Date (DE 1109) missing or non-numeric	Critical
1109_2	Entry Level Test – Date (DE 1109) invalid range day	Critical
1109_3	Entry Level Test – Date (DE 1109) invalid range month	Critical
1109_4	Entry Level Test – Date (DE 1109) invalid century	Critical
1109_5	Entry Level Test – Date (DE 1109) GT current date	Critical
1109_6	Entry Level Test – Date (DE 1109) LT Student Birth Date (DE 1019)	Critical
1109_8	Entry Level Test – Date (DE 1109) older than 5 years	Critical
1104_12	Entry Level Test – Type (DE 1104) EQ Y and Entry Level Test – Date (DE 1109) LT 08012015	Critical
1104_25	Entry Level Test – Type (DE 1104) EQ U and Entry Level Test – Date (DE 1109) LT 03012016	Critical
1104_27	Entry Level Test – Type (DE 1104) EQ O and [Entry Level Test – Date (DE 1109) LT 06012015 OR Entry Level Test – Date (DE 1109) GT 01312020]	Critical
1104_29	Entry Level Test – Type (DE 1104) EQ Z and Entry Level Test – Date (DE 1109) LT 02202018	Critical
1104_34	Entry Level Test – Type (DE 1104) EQ 1 and Entry Level Test – Date (DE 1109) LT 09012017	Critical

Edit:

1104_36	Entry Level Test – Type (DE 1104) IN (4, 5, 6, 7, 8, 12) and Entry Level Test – Date (DE 1109) LT 03152020	Critical
1104_37	Entry Level Test – Type (DE 1104) EQ 9 and Entry Level Test – Date (DE 1109) LT 08272022	Critical
1104_38	Entry Level Test – Type (DE 1104) EQ 10 and Entry Level Test – Date (DE 1109) LT 08272022	Critical
1104_39	Entry Level Test – Type (DE 1104) EQ 11 and Entry Level Test – Date (DE 1109) LT 07012021	Critical

Data Element 1110

Entry Level – Alternative Method Type

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	2
Last Modified:	7/01/2024

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates the type of alternative method, other than a test or assessment, used to determine college readiness as established in State Board Rule 6A-10.0315, Florida Administrative Code.

TABLE VALUES

A	Performance in High School Coursework
B	Credit-by-Exam
C	Local placement methods for developmental education
Z	Not Applicable

NOTES:

1. *To use a local placement method, an institution must first receive approval by the Department of Education.*
2. *For more information and guidance on alternative methods, please reference the following website: https://www.fldoe.org/schools/higher-ed/fl-college-system/academics/common-placement-testing.stml.*
3. *Use Table Value A, Performance in High School Coursework, to report students who have previously demonstrated readiness for college-level communication and computation coursework by achieving an unweighted high school GPA of 3.0 and who have earned a grade of "B" or better in any of the Florida Public High School and Accelerated High School Courses listed in Rule 6A-10.0315, Florida Administrative Code (F.A.C.).*
4. *Use Table Value B, Credit-by-Exam, to report students who have previously demonstrated readiness for college-level coursework by achieving passing scores and receiving credit for college-level communication or computation pursuant to the credit-by-examination equivalency list incorporated by reference in Rule 6A-10.024, F.A.C.*

Edit:

1110_1	Entry Level – Alternative Method Type (DE 1110) missing or invalid	Critical

Edit:

1101_3	Entry Level Test – Score (DE 1101) EQ 999999 and College Preparatory Completion Indicator (DE 1106) EQ X and Entry Level – Alternative Method Type (DE 1110) EQ Z and (Entry Level Test – Subtest (DE 1103) NE X or Entry Level Test – Type (DE 1104) NE X)	Critical

Data Element 1201

Acceleration – Hour Type

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	3
Last Modified:	7/1/2003

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ OA-2

Description:

Indicates the type of hours awarded in Acceleration - Hours (DE 1202).

TABLE VALUES

C	Instructional clock hours
S	Student semester hours
Z	Not applicable

NOTES:

1. *Record type not required for Beginning-of-Term data submissions.*
2. *Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

Edit:

1201_1	Acceleration – Hour Type (DE 1201) missing or invalid	Critical
1201_2	Acceleration – Hour Type (DE 1201) IN (C, S) and Acceleration – Hours (DE 1202) EQ 0	Critical
1201_3	Acceleration – Hour Type (DE 1201) IN (C, S) and Acceleration – Subtest (DE 1203) EQ X	Critical
1201_4	Acceleration – Hour Type (DE 1201) EQ Z and Acceleration – Hours (DE 1202) GT 0	Critical
1205_4	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and [Acceleration – Hour Type (DE 1201) NE S or Acceleration – Hours (DE 1202) EQ 0]	Critical

Data Element 1202

Acceleration – Hours

Characteristics

Length:	5
Data Type:	Numeric
Physical Description:	9 (4) V9
Record Type(s):	3
Last Modified:	7/12/1993

Data Element is used in the Following Reports:

- ❑ OA-2

Description:

Number of credits or clock hours for demonstrating proficiency with the associated acceleration examination or method.

NOTES:

1. *Record type not required for Beginning-of-Term data submissions.*
2. *Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

Edit:

1202_1	Acceleration – Hours (DE 1202) missing or non-numeric	Critical
1201_2	Acceleration – Hour Type (DE 1201) IN (C, S) and Acceleration – Hours (DE 1202) EQ 0	Critical
1201_4	Acceleration – Hour Type (DE 1201) EQ Z and Acceleration – Hours (DE 1202) GT 0	Critical
1205_4	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and [Acceleration – Hour Type (DE 1201) NE S or Acceleration – Hours (DE 1202) EQ 0]	Critical

Data Element 1203

Acceleration – Subtest

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	3
Last Modified:	7/1/2003

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ OA-2

Description:

Indicates the portion/subtest, of the associated examination, in which acceleration credit was earned.

TABLE VALUES

E	English
H	Humanities
M	Mathematics
N	Natural Science
O	Other
S	Social Science
X	No Acceleration exam was taken

NOTES:

1. *If more than one test in each category, then add all hours together for each subtest and report total hours in Acceleration - Hours (DE 1202).*
2. *Record type not required for Beginning-of-Term data submissions.*
3. *Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

Edit:

1203_1	Acceleration – Subtest (DE 1203) missing or invalid	Critical
1203_2	Acceleration – Subtest (DE 1203) EQ X and Acceleration – Hour Type (DE 1201) NE Z	Critical
1203_3	Acceleration – Subtest (DE 1203) EQ X and Acceleration – Type (DE 1204) NE X	Critical
1201_3	Acceleration – Hour Type (DE 1201) IN (C, S) and Acceleration – Subtest (DE 1203) EQ X	Critical

Data Element 1204

Acceleration – Type

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 3
Last Modified: 12/16/2019

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ OA-2

Description:

Indicates the examination or method with which acceleration credit was earned.

TABLE VALUES

A	CLEP
B	CEEB - Advanced Placement
C	International Baccalaureate Program
D	Institutional Exam
E	Other Exam
F	Experiential Learning
G	Other Method
H	ACT-PEP
I	DANTE
J	AICE - Advanced International Certificate of Education Program
K	Gold Standard Career Pathways Industry Certification *(see DE 1205 for definition)*
L	Military Credit (for Military Training)
X	No acceleration placement credit earned

NOTES:

1. *Record type not required for Beginning-of-Term data submissions.*
2. *Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

Edit:

1204_1	Acceleration – Type (DE 1204) missing or invalid	Critical
1204_1A	Duplicate Acceleration Record	Critical
1204_3	Acceleration – Type (DE 1204) EQ K and Acceleration – Subtest (DE 1203) NE O	Critical
1203_3	Acceleration – Subtest (DE 1203) EQ X and Acceleration – Type (DE 1204) NE X	Critical

Edit:

1205_2	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and Acceleration – Type (DE 1204) NE K	Critical
1205_3	Gold Standard Industry Cert (DE 1205) EQ ZZZZZZZZ and Acceleration – Type (DE 1204) EQ K	Critical

Data Element 1205

Gold Standard Industry Certification Code

Characteristics

Length:	8
Data Type:	Alphanumeric
Physical Description:	X (8)
Record Type(s):	3
Last Modified:	11/5/2025

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates the type of Industry Certification which the student has been granted credit toward an AS/AAS degree. A Gold Standard Industry Certification is a form of acceleration that applies credit from an industry certification. The State Board of Education has approved the listed Statewide Career and Technical Education Articulation Agreements that are based on industry certification. This supports the Department's Next Generation Areas of Focus, Effort Number 3, "to expand opportunities for postsecondary degrees and certificates." These agreements are intended to be a minimum guarantee of articulated credit and do not preclude institutions from granting additional credit based on local agreements.

TABLE VALUES
ZZZZZZZZ – Not Applicable. No credit was granted to the student for Industry Certification.

NOTE: *Valid industry certification codes are listed in the reference file GOLD.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

1205_1	Gold Standard Industry Cert (DE 1205) missing or invalid	Critical
1205_2	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and Acceleration – Type (DE 1204) NE K	Critical
1205_3	Gold Standard Industry Cert (DE 1205) EQ ZZZZZZZZ and Acceleration – Type (DE 1204) EQ K	Critical
1205_4	Gold Standard Industry Cert (DE 1205) NE ZZZZZZZZ and [Acceleration – Hour Type (DE 1201) NE S or Acceleration – Hours (DE 1202) EQ 0]	Critical

Data Element 2001

Program of Study – Award Type

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	3/26/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability Outcome Measures
- ❑ FETPIP (Enrollments, Leavers)
- ❑ Perkins
- ❑ Equity
- ❑ IPEDS (EF2, E12, GRS, OM)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Indicates the degree or other formal award being sought, as declared by the student at the institution. Unlike Program of Study - Level (DE 2005), this element is designed to capture the student's award intention. All students should be coded as such, regardless of their Program of Study – Level (DE 2005).

TABLE VALUES

1	Associate in Arts (AA) Degree	(Rule 6A-14.030(3), Florida Administrative Code)
2	Associate in Science (AS) Degree	(Rule 6A-14.030(5), FAC)
3	Associate in Science (AS) Certificate	(Rule 6A-14.030(4), FAC) (College Credit Certificate (CCC) Program)
4	Career Certificate	(Rule 6A-14.030(11), FAC) (Career Certificate Program)
5	Adult High School Diploma	(Rule 6A-14.030(13), FAC)
6	Degree Seeking – Undecided	
9	No Formal Award (Credit, Non-degree seeker)	
A	Associate in Applied Science (AAS) Degree	(Rule 6A-14.030(6), FAC)
B	Adult General (except Adult High School Diploma and GED)	
C	Baccalaureate	(Rule 6A-14.030(2), FAC)
D	Applied Technology Diploma (ATD)	(Rule 6A-14.030(8), FAC)
F	Educator Preparation Institute (EPI) Certificate	
G	GED	
H	Upper Division Non-Degree seeker	
I	Certificate of Professional Preparation (CPP)	(Rule 6A-14.030(10), FAC)
J	Specialized Associate in Arts Transfer (SAAT) Degree	Rule 6A-14.030(4), FAC)
P	Apprenticeship Program	
T	Advanced Technical Certificate (ATC)	(Rule 6A-14.030(9), FAC)

Z Not Applicable (i.e. Continuing Education Enrollments)

NOTES:

1. *Use for active and inactive programs.*
2. *Degree Seeking – Undecided are persons who intend to achieve a degree but have not decided on the program area of the degree.*
3. *For students participating in an FPCTP who are enrolled in more than one program, both the FPCTP program record and the other program record should be reported.*

Edit:

2001_1	Program of Study – Award Type (DE 2001) missing or invalid	Critical
2001_3	*Edit Deleted*	Critical
2001_5	Program of Study – Award Type (DE 2001) EQ F and Program of Study – CIP (DE 2002) NE 5551399990	Critical
2001_10	Program of Study – Award Type (DE 2001) EQ I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code	Critical
2001_11	Program of Study – Award Type (DE 2001) EQ I and Program of Study – Level (DE 2005) NE I	Critical
2002_14	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Award Type (DE 2001) EQ H and Program of Study, Level (DE 2005) EQ H	Critical
2002_15	Program of Study – CIP (DE 2002) Valid Certificate of Professional Preparation CIP code and Program of Study – Award Type (DE 2001) NE I	Critical
2005_10	Program of Study – Level (DE 2005) EQ F and Program of Study – Award Type (DE 2001) NE F	Critical
2005_12	Program of Study – Level (DE 2005) EQ H and Program of Study – Award Type (DE 2001) NE H	Critical
2005_14	Program of Study – Level (DE 2005) IN (C, E) and Program of Study – Award Type (DE 2001) NE C	Critical
2005_13	Program of Study – Level (DE 2005) EQ H and Program of Study – CIP (DE 2002) NE 9999999999	Critical
2005_15	Program of Study – Level (DE 2005) EQ C and Program of Study – CIP (DE 2002) EQ 9999999999	Critical
2005_18	Program of Study – Level (DE 2005) EQ I and Program of Study – Award Type (DE 2001) NE I	Critical

Data Element 2002

Program of Study – CIP

Characteristics

Length:	10
Data Type:	Numeric
Physical Description:	9 (10)
Record Type(s):	4
Last Modified:	11/5/2025

Data Element is used in the Following Reports:

- ❑ Perkins Funding
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Accountability Outcome Measures
- ❑ Perkins Performance
- ❑ AGE Performance
- ❑ NRS

Description:

Identifies the classification associated with the College's declared program of study (Data Element 2005). The Program of Study - CIP is a ten-character code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (9999999999) if the student is not enrolled in a program. If a student is enrolled in one or more inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, 8888888889.

NOTES:

1. *Valid CIP, baccalaureate CIP and specialized associate in arts transfer CIP codes are listed in the reference files CIP.yyyy.txt, BACCIP.yyyy.txt and SAATCIP.yyyy.txt, respectively, and are available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*
2. *Code '5551399990' for Students enrolled in an Educator Preparation Institute (EPI) Certificate programs.*
3. *For Students enrolled in a Certificate of Professional Preparation program, the CIP cluster is '555' and the CIP Unique Identifier is one digit. The CIP will be assigned by the Division of Florida Colleges, and added to the file with valid CIP codes.*
4. *Code '2223000010' for Students enrolled in a Florida Postsecondary Comprehensive Transition Program (FPCTP). For students participating in an FPCTP who are enrolled in more than one program, both the FPCTP program record and the other program record should be reported.*

For Associate in Arts (AA) Degree Programs, Specialized Associate in Arts Transfer (SAAT) Degree Programs, Florida Postsecondary Comprehensive Transition Program (FPCTP) and Baccalaureate Degree Programs

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES (decimal point is implied)

1.10 - Baccalaureate
1.11 - Natural and Physical Sciences
1.12 - Fine and Applied Arts
1.13 - Letters and Foreign Languages
1.14 - Education
1.15 - Business and Management
1.16 - Mathematics and Computer Science
1.17 - Social Sciences
1.18 - Other Degree Programs
1.19 - General Degree Transfer

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES

For AA Degree Programs, code the CIP 240101.

For SAAT Programs, code the CIP that has been approved by the Division of Florida Colleges *(see note 1)*.

For Baccalaureate Programs, code the CIP that has been approved by the Division of Florida Colleges *(see note 1)*.

UNIQUE IDENTIFIER

The "Unique Identifier" uses numbers between zero and nine to differentiate between two CIP codes that otherwise the same. It is also used to reflect the "track", referring to the program track indicated in the Common Prerequisite Manual.

For Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, Apprenticeship Programs, or Adult General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES

01 - Agriculture
02 - Marketing
03 - Health Occupations
04 - Family and Consumer Sciences
05 - Business
06 - Industrial
07 - Public Service
08 - Apprenticeship
09 - Preparation for Homemaking
10 - Diversified Cooperative Training
15 - Adult General Education

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES

Use appropriate CIP code from the reference file *(see note 1)*.

UNIQUE IDENTIFIER

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

NOTE: *The combination of the Cluster '15' and the CIP starting with '320' or '330' are used to identify the Adult General Education Programs.*

Associate in Science (AS) Degree Programs with Articulated General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES

11 - Agriculture
12 - Marketing
13 - Health Occupations
14 - Family and Consumer Sciences
15 - Business
16 - Industrial
17 - Public Service

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES

Use appropriate CIP code from the reference file (s*ee note 1*).

UNIQUE IDENTIFIER

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

Edit:

2002_1	Program of Study – CIP (DE 2002) missing or invalid	Critical
2002_1A	Duplicate Program Record	Critical
2002_2	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Hour Type (DE 2003) EQ Z	Critical
2002_5	Program of Study – CIP (DE 2002) AA Degree Program CIP and Program of Study – Title (DE 2006) is NULL	Critical
2002_6	Program of Study – CIP (DE 2002) Combination of CIP and Program of Study – Hour Type (DE 2003) and Program of Study – Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables	Critical
2002_7	Program of Study – CIP (DE 2002) Valid CIP for Adult Programs and First-Time Student (DE 1005) NOT IN (N, Z) and ((High School Graduation Code (DE 1008) EQ X) or (No Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z))	Informational
2002_10	Program of Study – CIP (DE 2002) Baccalaureate Degree Program CIP and Program of Study – Title (DE 2006) is NULL	Critical

Edit:

2002_11	Program of Study – CIP (DE 2002) Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017)	Critical
2002_14	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Award Type (DE 2001) EQ H and Program of Study, Level (DE 2005) EQ H	Critical
2002_15	Program of Study – CIP (DE 2002) Valid Certificate of Professional Preparation CIP code and Program of Study – Award Type (DE 2001) NE I	Critical
2002_16	Program of Study – CIP (DE 2002) Valid Certificate of Professional Preparation CIP code and Program of Study – Level (DE 2005) NE I	Critical
2002_17	Program of Study – CIP (DE 2002) EQ 8888888888 and Program of Study – Level (DE 2005) IN (C, E, F, H, I)	Critical
2002_18	Program of Study – CIP (DE 2002) Adult Program does not match an appropriate Course – ICS (DE 3001) (see Appendix A SDB Data Dictionary)	Critical
2002_19	Program of Study – CIP (DE 2002) SAAT CIP (Cluster EQ 111 through 119) and CIP is not a valid CIP from the SAAT CIP Table for the Reporting Institution (DE 1017)	Critical
1052_3	AGE Employment Status (DE 1052) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1060_2	AGE Ex-Offender (DE 1060) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1060_4	AGE Ex-Offender (DE 1060) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1061_2	AGE Homeless/Runaway (DE 1061) EQ Z and Program of Study – CIP (DE 2002 IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1061_4	AGE Homeless/Runaway (DE 1061) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1062_2	AGE Employment Barriers (DE 1062) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1062_4	AGE Employment Barriers (DE 1062) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1063_2	AGE Migrant/Seasonal Farm Worker (DE 1063) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1063_4	AGE Migrant/Seasonal Farm Worker (DE 1063) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1066_2	AGE Income Status – Exhausting TANF (DE 1066) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Edit:

1066_4	AGE Income Status – Exhausting TANF (DE 1066) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1067_2	AGE Income Status – Long-Term Unemployed (DE 1067) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1067_4	AGE Income Status – Long-Term Unemployed (DE 1067) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1068_2	AGE Income Status – Low Income (DE 1068) EQ Z and Program of Study – CIP (DE 2002) IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1068_4	AGE Income Status – Low Income (DE 1068) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
1069_3	Adult High School Credits at Entry (DE 1069) NE 999 and Program of Study - CIP (DE 2001) NE 1532010500	Critical
1069_4	Adult High School Credits at Entry (DE 1069) EQ 999 and Program of Study - CIP (DE 2001) EQ 1532010500	Critical
1070_4	Adult High School Diploma Option (DE 1070) NE Z and Program of Study - CIP (DE 2001) NE 1532010500	Critical
1070_5	Adult High School Diploma Option (DE 1070) EQ Z and Program of Study - CIP (DE 2001) EQ 1532010500	Critical
1071_7	GATE Program Date of Enrollment (DE 1071) NE 99999999 AND Program of Study – CIP (DE 2002) IN (AHS, GED, ATD, CAR) AND all GATE Program Enrollment Flag (DE 2023) EQ N	Critical
2001_5	Program of Study – Award Type (DE 2001) EQ F and Program of Study – CIP (DE 2002) NE 5551399990	Critical
2001_10	Program of Study – Award Type (DE 2001) EQ I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code	Critical
2004_2	Program of Study – Hours (DE 2004) IN (0, 99999) and (Program of Study – CIP (DE 2002) NE 9999999999)	Critical
2004_4	Program of Study – Hours (DE 2004) GT 450 and Program of Study – CIP (DE 2002) EQ Adult High School, ABE, or GED	Informational
2005_11	Program of Study – Level (DE 2005) EQ F and Program of Study – CIP (DE 2002) NE 5551399990	Critical
2005_13	Program of Study – Level (DE 2005) EQ H and Program of Study – CIP (DE 2002) NE 9999999999	Critical
2005_15	Program of Study – Level (DE 2005) EQ C and Program of Study – CIP (DE 2002) EQ 9999999999	Critical
2005_17	Program of Study – Level (DE 2005) EQ I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code	Critical
2009_2	Locally Inactive Program Flag (DE 2009) EQ Y and Program of Study – CIP (DE 2002) EQ 888888	Critical

Edit:

2013_4	Baccalaureate Enrollment Flag (DE 2013) EQ Y and previous End-of-Term Baccalaureate Enrollment Flag IN (Y, N), matched by Program of Study – CIP (DE 2002)	Critical
2021_3	Withdrawal Reason (2021) EQ Z and Program of Study – CIP (DE 2002) is an NRS eligible program	Critical
2021_4	Withdrawal Reason (2021) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical
2022_4	Apprenticeship Sponsor Code (DE 2022) NE 999999 and Program of Study – CIP (DE 2002) not a valid CIP code associated with the Apprenticeship Sponsor Code in Appendix B	Informational
2023_2	GATE Program Enrollment Flag (DE 2023) EQ Y and Program of Study – CIP (DE 2002) NOT IN (GED, AHS, Career Certificate, ATD)	Critical
2023_8	Program of Study – CIP (DE 2002) IN (ATD, CAR) with GATE Program Enrollment Flag (DE 2023) EQ Y AND NE Prior Term Program of Study – CIP (DE 2002) IN (ATD, CAR) with GATE Program Enrollment Flag (DE 2023) EQ Y	Critical
2023_9	GATE Program Enrollment Flag (DE 2023) EQ Y for Program of Study – CIP (DE 2002) IN (AHS, GED) AND no Program of Study – CIP (DE 2002) IN (ATD, CAR) with GATE Program Enrollment Flag (DE 2023) EQ Y	Informational
2023_10	Program of Study – CIP (DE 2002) IN (AHS, GED) with GATE Program Enrollment Flag (DE 2023) EQ Y AND NE Prior Term Program of Study – CIP (DE 2002) IN (AHS, GED) with GATE Program Enrollment Flag (DE 2023) EQ Y	Critical
3001_41	Course - ICS (DE 3001) Adult ICS does not match an appropriate Program of Study – CIP (DE 2002) (see Appendix A SDB Data Dictionary)	Critical

Data Element 2003

Program of Study – Hour Type

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	5/7/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ AGE Performance
- ❑ IPEDS (C2)

Description:

A one-character field describing the type of hours reported in Program of Study - Hours (DE 2004) as either student semester hours or instructional clock hours.

TABLE VALUES

C	Instructional clock hours
S	Student semester hours
Z	Not applicable

NOTES:

1. *Use Instructional clock hours (C) when Program of Study – CIP (DE 2002) is equal to a valid CIP for Adult High School, ABE, or GED.*
2. *Report progress toward award under Total Credit Hours Toward Award (DE 2008) for Student semester hour (S) programs or under Total Clock Hours Earned Toward Award (DE 2007) for Instructional clock hour (C) programs.*

Edit:

2003_1	Program of Study – Hour Type (DE 2003) missing or invalid	Critical
2003_4	Program of Study – Hour Type (DE 2003) EQ C and Total Clock Hours Earned Toward Award (DE 2007) EQ 999999	Critical
2003_5	Program of Study – Hour Type (DE 2003) EQ S and Total Credit Hours Toward Award (DE 2008) EQ 999999	Critical
2002_2	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Hour Type (DE 2003) EQ Z	Critical
2002_6	Program of Study – CIP (DE 2002) Combination of CIP and Program of Study – Hour Type (DE 2003) and Program of Study – Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables	Critical
2004_4	Program of Study – Hours (DE 2004) GT 450 and Program of Study – CIP (DE 2002) EQ Adult High School, ABE, or GED	Informational

Edit:

2004_7	Program of Study – Hours (DE 2004) GT 60 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (0, 8, D)	Critical
2004_8	Program of Study – Hours (DE 2004) GT 135 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (1, A, C, E)	Critical
2004_9	Program of Study – Hours (DE 2004) GT 3000 and Program of Study – Hour Type (DE 2003) EQ C and Program of Study – Level (DE 2005) IN (2, D)	Critical
2004_10	Program of Study – Hours (DE 2004) GT 45 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) EQ T	Critical

Data Element 2004

Program of Study – Hours

Characteristics

Length:	5
Data Type:	Numeric
Physical Description:	9(5)
Record Type(s):	4
Last Modified:	12/1/2025

Data Element is used in the Following Reports:

- ❑ AA-1A
- ❑ Perkins

Description:

A field describing the number of hours needed to complete the program of study. Code all nines (99999) if not applicable.

NOTE: *For any Adult program with variable length (PRIMARY HOURS = 0), report the number of hours necessary for the student to complete the program as the Program of Study – Hours.*

Edit:

2004_1	Program of Study – Hours (DE 2004) missing or non-numeric	Critical
2004_2	Program of Study – Hours (DE 2004) IN (0, 99999) and (Program of Study – CIP (DE 2002) NE 9999999999)	Critical
2004_3	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – Level (DE 2005) IN (0, 1, 2, 8, A, D, P, T)	Informational
2004_4	Program of Study – Hours (DE 2004) GT 450 and Program of Study – CIP (DE 2002) EQ Adult High School, ABE, or GED	Informational
2004_5	Program of Study – Hours (DE 2004) NE the standard program hour length from the CIP table and Program of Study – Level (DE 2005) IN (C, E)	Critical
2004_6	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – Level (DE 2005) EQ I	Critical
2004_7	Program of Study – Hours (DE 2004) GT 60 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (0, 8, D)	Critical
2004_8	Program of Study – Hours (DE 2004) GT 135 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (1, A, C, E)	Critical
2004_9	Program of Study – Hours (DE 2004) GT 3000 and Program of Study – Hour Type (DE 2003) EQ C and Program of Study – Level (DE 2005) IN (2, D)	Critical
2004_10	Program of Study – Hours (DE 2004) GT 45 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) EQ T	Critical
2004_11	Program of Study – Hours (DE 2004) NE the standard program hour range from the SAAT CIP table and Program of Study – Level (DE 2005) EQ J	Critical

Data Element 2005

Program of Study – Level

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	12/1/2025

Data Element is used in the Following Reports:

- ❑ AA-1A
- ❑ AA-1B
- ❑ Accountability Outcome Measures
- ❑ Perkins Performance
- ❑ NRS
- ❑ IPEDS (GRS, OM)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Code determined by the institution to describe the student's program of study level.

TABLE VALUES

0	Associate in Arts (AA) Degree	(Rule 6A-14.030(3), FAC)
1	Associate in Science (AS) Degree	(Rule 6A-14.030(5), FAC)
2	Career Certificate (Career Certificate Program)	(Rule 6A-14.030(11), FAC)
5	Employment Related (Career Exploration or Job Upgrade)	
6	Other Personal Objectives	
7	Linkage	
8	Associate in Science Certificate (College Credit Certificate (CCC) Program)	(Rule 6A-14.030(7), FAC)
9	Adult High School Diploma	(Rule 6A-14.030(13), FAC)
A	Associate in Applied Science (AAS) Degree	(Rule 6A-14.030(6), FAC)
B	Adult General (Except Adult High School Diploma and GED)	
C	Baccalaureate Degree	(Rule 6A-14.030(2), FAC)
D	Applied Technology Diploma (ATD)	(Rule 6A-14.030(8), FAC)
E	BS – Transitional	
F	Educator Preparation Institute (EPI) Certificate	
G	GED	
H	Upper Level Non-Degree seeker	
I	Certificate of Professional Preparation (CPP)	(Rule 6A-14.030(10), FAC)
J	Specialized Associate in Arts Transfer (SAAT) Degree	(Rule 6A-14.030(4), FAC)
P	Apprenticeship Program	
T	Advanced Technical Certificate (ATC)	(Rule 6A-14.030(9), FAC)
Z	Not Applicable	

NOTES:

1. ***Pre-Apprenticeship.*** *Pursuant to Rule 6A-23.010, FAC and § 446.021 F.S.. Report under 'P' – Apprenticeship with Pre-Apprenticeship CIP for Program of Study – CIP (DE 2002).*
2. ***Employment Related.*** *Persons enrolled for credit or non-credit courses for career exploration or current job upgrading. These persons do not intend to complete a degree or certificate program.*
3. ***Other Personal Objectives.*** *Persons enrolled in credit or non-credit courses to satisfy their personal objectives. The enrollments would not be employment related. These persons do not intend to complete a degree or certificate program.*
4. ***Linkage.*** *A cooperative agreement among community colleges to allow students to enroll in specialized programs only offered at certain colleges. A student enrolls in one linkage college to complete the general education requirements and continues his/her education in a specialized program at another linkage college.*
5. ***Baccalaureate – Transitional.*** *Students who meet the minimum requirements for baccalaureate admittance (i.e., earned associate degree or a minimum of 60 college credits successfully completed, including satisfaction of general education requirements) but are not eligible for admission to a specific baccalaureate program or are on the "wait list" for limited enrollment restricted access programs. The "transitional" classification is designated for student seeking admission to a baccalaureate program that are completing additional requirements prior to being fully admitted into a specific baccalaureate program. Additional requirements may include the completion of common prerequisite courses, or obtaining licensure or certification exam results. This classification is intended to be temporary while the student completes the remaining admission requirements for a specific baccalaureate program.*
6. *Valid level codes are listed in the reference file LEVEL.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*
7. *For students participating in an FPCTP, report Table Value 5.*

Edit:

2005_1	Program of Study – Level (DE 2005) missing or invalid	Critical
2005_2	*Edit Deleted*	
2005_4	Program of Study – Level (DE 2005) NOT IN (2, P) and Entry Level Test – Type (DE 1104) EQ Z	Informational
2005_10	Program of Study – Level (DE 2005) EQ F and Program of Study – Award Type (DE 2001) NE F	Critical
2005_11	Program of Study – Level (DE 2005) EQ F and Program of Study – CIP (DE 2002) NE 5551399990	Critical
2005_12	Program of Study – Level (DE 2005) EQ H and Program of Study – Award Type (DE 2001) NE H	Critical
2005_13	Program of Study – Level (DE 2005) EQ H and Program of Study – CIP (DE 2002) NE 9999999999	Critical
2005_14	Program of Study – Level (DE 2005) IN (C, E) and Program of Study – Award Type (DE 2001) NE C	Critical
2005_15	Program of Study – Level (DE 2005) EQ C and Program of Study – CIP (DE 2002) EQ 9999999999	Critical

Edit:

1005_9	First-Time Student Flag (DE 1005) NOT IN (N, Z) and Program of Study – CIP (DE 2002) is an Adult Program (see Appendix A) and (High School Graduation Code (DE 1008) EQ X or no Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z)	Informational
1005_11	First-Time Student Flag (DE 1005) NE Z and Program of Study – Level (DE 2005) EQ F	Informational
1032_3	Transfer Student Flag (DE 1032) EQ Z and Program of Study, Level (DE 2005) IN (0, 1, 2, 8, A, D, C, H, P, T)	Informational
1058_2	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 12997, 12998, 13102, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical
1058_4	CAE Single Parent (DE 1058) IN (B, S, W) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical
1059_2	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 12997, 12998, 13102, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical
1059_4	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical
2001_11	Program of Study – Award Type (DE 2001) EQ I and Program of Study – Level (DE 2005) NE I	Critical
2002_4	Program of Study – CIP (DE 2002) EQ 9999999999 and Program of Study – Level (DE 2005) NOT IN (5, 6, Z)	Critical
2002_6	Program of Study – CIP (DE 2002) Combination of CIP and Program of Study – Hour Type (DE 2003) and Program of Study – Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables	Critical
2002_7	Program of Study – CIP (DE 2002) Valid CIP for Adult Programs and First-Time Student Flag (DE 1005) NOT IN (N, Z) and ((High School Graduation Code (DE 1008) EQ X) or (No Program Record with Program of Study – Level (DE 2005) NOT IN (9, B, G, Z))	Informational
2002_14	Program of Study – CIP (DE 2002) NE 9999999999 and Program of Study – Award Type (DE 2001) EQ H and Program of Study, Level (DE 2005) EQ H	Critical
2002_16	Program of Study – CIP (DE 2002) Valid Certificate of Professional Preparation CIP code and Program of Study – Level (DE 2005) NE I	Critical
2002_17	Program of Study – CIP (DE 2002) EQ 8888888888 and Program of Study – Level (DE 2005) IN (C, E, F, H, I)	Critical
2004_3	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – Level (DE 2005) IN (0, 1, 2, 8, A, D, P, T)	Informational
2004_5	Program of Study – Hours (DE 2004) NE the standard program hour length from the CIP table and Program of Study – Level (DE 2005) IN (C, E)	Critical
2004_6	Program of Study – Hours (DE 2004) NE standard program hour length and Program of Study – Level (DE 2005) EQ I	Critical
2004_7	Program of Study – Hours (DE 2004) GT 60 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (0, 8, D)	Critical

Edit:

2004_8	Program of Study – Hours (DE 2004) GT 135 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) IN (1, A, C, E)	Critical
2004_9	Program of Study – Hours (DE 2004) GT 3000 and Program of Study – Hour Type (DE 2003) EQ C and Program of Study – Level (DE 2005) IN (2, D)	Critical
2004_10	Program of Study – Hours (DE 2004) GT 45 and Program of Study – Hour Type (DE 2003) EQ S and Program of Study – Level (DE 2005) EQ T	Critical
2004_11	Program of Study – Hours (DE 2004) NE the standard program hour range from the SAAT CIP table and Program of Study – Level (DE 2005) EQ J	Critical
2010_3	State Approved Teacher Preparation Program – DOE Code (DE 2010) NE 999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2011_4	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2012_4	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2013_2	Baccalaureate Enrollment Flag (DE 2013) EQ Y or N and Program of Study – Level (DE 2005) NOT IN (C, E)	Critical
2013_3	Baccalaureate Enrollment Flag (DE 2013) EQ Z and Program of Study – Level (DE 2005) IN (C, E)	Critical
2015_7	Baccalaureate Institution of Interest (DE 2015) EQ 9999999 and Total Credits Hours Toward Award (DE 2008) GT 29 and Program of Study – Level (DE 2005) EQ 0	Informational
2016_2	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2017_2	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2017_3	EPI Subject Area Specialization – Program 2 (DE 2017) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2018_2	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2018_3	EPI Subject Area Specialization – Program 3 (DE 2018) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2019_2	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2019_3	EPI Subject Area Specialization – Program 4 (DE 2019) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2020_2	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2020_3	EPI Subject Area Specialization – Program 5 (DE 2020) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2022_2	Apprenticeship Sponsor Code (DE 2022) EQ 999999 and Program of Study – Level (DE 2005) EQ P	Critical
2022_3	Apprenticeship Sponsor Code (DE 2022) NE 999999 and Program of Study – Level (DE 2005) NE P	Critical

Edit:

3008_12	Course Section – Identifier (DE 3008), fourth digit EQ 0 and Program of Study – Level (DE 2005) EQ C	Informational

Data Element 2006

Program of Study – Title

Characteristics

Length:	30
Data Type:	Alphanumeric
Physical Description:	X (30)
Record Type(s):	4
Last Modified:	7/10/2002

Data Element is used in the Following Reports:

- AA-1A
- IPEDS (EP, C2)

Description:

The name of the program of study as it appears in the Division of Community College Program Inventory.

Edit:

2002_5	Program of Study – CIP (DE 2002) AA Degree Program CIP and Program of Study – Title (DE 2006) is NULL	Critical
2002_6	Program of Study – CIP (DE 2002) Combination of CIP and Program of Study – Hour Type (DE 2003) and Program of Study – Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables	Critical
2002_10	Program of Study – CIP (DE 2002) Baccalaureate Degree Program CIP and Program of Study – Title (DE 2006) is NULL	Critical

Data Element 2007

Total Clock Hours Earned Toward Award

Characteristics

Length:	6
Data Type:	Numeric
Physical Description:	9 (5) V9
Record Type(s):	4
Last Modified:	5/7/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Perkins Performance

Description:

Cumulative count of clock hours earned, prior to and after formal admission, which apply to the current award program CIP. This includes non-instructional clock hours (Experiential Learning, etc.) awarded.

Code all nines (999999) if not applicable.

NOTES:

1. *Zeroes are loaded for Beginning-of-Term data submissions.*
2. *Reporting of hours toward award should align with Program of Study – Hour Type (DE 2003).*
3. *Convert courses with student semester hours to instructional clock hours for instructional clock hour programs per 34 CFR § 668.8(k)(l).*

Edit:

2007_1	Total Clock Hours Earned Toward Award (DE 2007) missing or non-numeric	Critical
2007_3	Total Clock Hours Earned Toward Award (DE 2007) EQ 999989 or Total Credit Hours Toward Award (DE 2008) EQ 99998.9	Critical
1005_8	First-Time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and Total Credit Hours Toward Award (DE 2008) GT 60 or Total Clock Hours Earned (DE 2007) GT 1800	Critical
2003_4	Program of Study – Hour Type (DE 2003_1) EQ C and Total Clock Hours Earned Toward Award (DE 2007) EQ 999999	Critical

Data Element 2008

Total Credit Hours Toward Award

Characteristics

Length:	6
Data Type:	Numeric
Physical Description:	9 (5) V9
Record Type(s):	4
Last Modified:	5/7/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ EDW Enrollment
- ❑ Perkins Performance
- ❑ Accountability Outcome measures

Description:

Cumulative count of credit hours earned, prior to and after formal admission, which apply to the current award program CIP. This includes transfer credit hours and non-instructional credit hours (CLEP, etc.) awarded.

Code all nines (999999) if not applicable.

NOTES:

1. *College Preparatory credit hours should be excluded.*
2. *Zeroes are loaded for Beginning-of-Term data submissions.*
3. *Dual enrollment students entering college for first time must code all zeroes if credits have not been earned.*
4. *Reporting of hours toward award should align with Program of Study – Hour Type (DE 2003).*
5. *Convert courses with instructional clock hours to student semester hours for Student semester hour programs per 34 CFR § 668.8(k)(l).*

Edit:

2008_1	Total Credit Hours Toward Award (DE 2008) missing or non-numeric	Critical
1005_3	First-Time Student Flag (DE 1005) EQ Y and Total Credit Hours Toward Award (DE 2008) GT 29	Informational
1005_6	First-Time Student Flag (DE 1005) EQ Y and Total Credit Hours Toward Award (DE 2008) LT 30 and no matching Entry Level Test Record	Informational
1005_8	First-Time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and Total Credit Hours Toward Award (DE 2008) GT 60 or Total Clock Hours Earned (DE 2007) GT 1800	Critical
2003_5	Program of Study – Hour Type (DE 2003_1) EQ S and Total Credit Hours Toward Award (DE 2008) EQ 999999	Critical
2007_3	Total Clock Hours Earned Toward Award (DE 2007) EQ 999989 or Total Credit Hours Toward Award (DE 2008) EQ 99998.9	Critical

Edit:

2015_7	Baccalaureate Institution of Interest (DE 2015) EQ 9999999 and Total Credits Hours Toward Award (DE 2008) GT 29 and Program of Study – Level (DE 2005) EQ 0	Informational

Data Element 2009

Locally Inactive Program Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	7/1/2022

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A

Description:

Indicates if the program represented by the Program of Study CIP (DE 2002) is a LOCALLY inactive program.

TABLE VALUES

Y This is a locally inactive program. (Do **NOT** use for statewide inactive programs).
N This is not a locally inactive program.

Edit:

2009_1	Locally Inactive Program Flag (DE 2009) missing or invalid	Critical
2009_2	Locally Inactive Program Flag (DE 2009) EQ Y and Program of Study – CIP (DE 2002) EQ 888888	Critical

Data Element 2010

State Approved Teacher Preparation Program – DOE Code

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Record Type(s):	4
Last Modified:	5/1/2007

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Department of Education (DOE) classification of the State Approved Teacher Preparation Program. These codes are supplied by the Bureau of Educator Recruitment, Development, and Retention (BERDR).

Code 999 for Not applicable.

NOTES:

1. *State Approved Teacher Preparation Programs are Baccalaureate or EPI.*
2. *DOE codes must match by college with the list provided by BERDR.*

Edit:

2010_1	State Approved Teacher Preparation Program – DOE Code (DE 2010) missing	Critical
2010_2	State Approved Teacher Preparation Program – DOE Code (DE 2010) does not match by college with BERDR list of codes	Critical
2010_3	State Approved Teacher Preparation Program – DOE Code (DE 2010) NE 999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2010_4	State Approved Teacher Preparation Program – DOE Code (DE 2010) not match with DOE/CIP table	Informational

Data Element 2011

State Approved Teacher Preparation Program – Benchmark Term

Characteristics

Length:	5
Data Type:	Numeric
Physical Description:	9 (5)
Record Type(s):	4
Last Modified:	9/22/2020

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollments and Completions

Description:

Term all benchmarks are met before student teaching – If the program has a final, culminating field experience, it should be the term prior when the student took his/her final classroom course. If the program has integrated field experiences throughout and no final culminating field experience, it will be the term the student takes and completes the final course that includes a field experience.

Code as *tyyyy*, where *t* is the term (1 = Summer, 2 = Fall, 3 = Spring) and *yyyy* is the reporting year (e.g., 12018 for Term 1 of the 2017-18 reporting year).
Code 99999 if not applicable.

NOTES:

1. *State Approved Teacher Preparation Programs are Baccalaureate or EPI.*
2. *Once a Benchmark Term has been given, the Benchmark will need to be carried forward with every Program record thereafter.*

Edit:

2011_1	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) missing or invalid	Critical
2011_2	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999 and Term NOT IN (1, 2, 3)	Critical
2011_3	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999 and Year is not a valid year	Critical
2011_4	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2011_5	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) EQ 99999 and Prior Term State Approved Teacher Preparation Program – Benchmark Term (DE 2011) NE 99999	Critical
2011_6	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999	Critical
2011_7	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) EQ 99999 and Completion Degree Granted (DE 2103) EQ F	Critical

Data Element 2012

State Approved Teacher Preparation Program – Student Teaching Term

Characteristics

Length:	5
Data Type:	Numeric
Physical Description:	9 (5)
Record Type(s):	4
Last Modified:	9/22/2020

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollments and Completions

Description:

Term of student teaching/final practicum – If the program has a final, culminating field experience, it will be the term the student takes and completes this field experience. If the program has integrated field experiences throughout and no final, culminating field experience, it will be the term the student takes and completes the final course that includes a field experience.

Code as *tyyyy*, where *t* is the term (1 = Summer, 2 = Fall, 3 = Spring) and *yyyy* is the reporting year (e.g., 12018 for Term 1 of the 2017-18 reporting year).
Code 99999 if not applicable.

NOTES:

1. *State Approved Teacher Preparation Programs are Baccalaureate or EPI.*
2. *Once a Student Teaching Term has been given, the Student Teaching Term will to be carried forward with every program record thereafter.*

Edit:

2012_1	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) missing or invalid	Critical
2012_2	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999 and Term NOT IN (1, 2, 3)	Critical
2012_3	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999 and Year is not a valid year	Critical
2012_4	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999 and Program of Study – Level (DE 2005) NOT IN (C, E, F)	Critical
2012_5	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) EQ 99999 and Prior Term State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) NE 99999	Critical
2012_6	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999	Critical
2012_7	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) EQ 99999 and Completion Degree Granted (DE 2103) EQ F	Critical

Data Element 2013

Baccalaureate Enrollment Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 4
Last Modified: 4/16/2014

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates if the term is the first term that the student is enrolled in a Baccalaureate Program.

TABLE VALUES

Y First term student is enrolled in a Baccalaureate Program
N Student is enrolled in a Baccalaureate Program, but not first term
Z Not applicable

Edit:

2013_1	Baccalaureate Enrollment Flag (DE 2013) missing or invalid	Critical
2013_2	Baccalaureate Enrollment Flag (DE 2013) EQ Y or N and Program of Study – Level (DE 2005) NOT IN (C, E)	Critical
2013_3	Baccalaureate Enrollment Flag (DE 2013) EQ Z and Program of Study – Level (DE 2005) IN (C, E)	Critical
2013_4	Baccalaureate Enrollment Flag (DE 2013) EQ Y and previous End-of-Term Baccalaureate Enrollment Flag IN (Y, N), matched by Program of Study – CIP (DE 2002)	Critical

IDB Edit:

IDB 4000_1	SDB Baccalaureate Flag (DE 2013) EQ Y and no Admissions record exists in current term or prior 3 terms where ADB Final Admission Action (DE 1015) IN (A, P, X)	Critical
IDB 4000_2	No SDB Baccalaureate Flag (DE 2013) EQ Y (only applies to colleges with four year programs)	Informational

Data Element 2014

Baccalaureate Program of Interest

Characteristics

Length:	6
Data Type:	Alphanumeric
Physical Description:	X (6)
Record Type(s):	4
Last Modified:	6/1/2014

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Baccalaureate Interest – 30 Hours No Advisement

Description:

The code will be a six-digit code identifying the Classification of Instructional Program (CIP) associated with the Baccalaureate Program of Interest offered by the Baccalaureate Institution of Interest declared by an AA student with 30 or more semester hours.

TABLE VALUES

000000	Unknown for AA students with 30 or more hours
888888	Baccalaureate Program of Interest previously reported.
999999	Not Applicable (Not a Florida Public Baccalaureate Institution, Non AA student, AA student with less than 30 Hours, Student started before 2013-14)

NOTES:

1. *For 2015-16, institutions may report the two-digit CIP category followed by '0000' if the institution offers a program beginning with the two-digit CIP.*
2. *Valid CIP Codes for the baccalaureate programs offered by Florida public baccalaureate institutions are listed in the reference file BACINST.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Statewide articulation agreement.

To improve articulation and reduce excess credit hours, beginning with students initially entering a Florida College System institution in 2013-2014 and thereafter, the articulation agreement must require each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. The institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest (§ 1007.23 F.S.).

Edit:

2014_1	Baccalaureate Program of Interest (DE 2014) missing or invalid	Critical
2014_6	Baccalaureate Program of Interest (DE 2014) valid Baccalaureate Program of Interest and previous valid program	Critical
2015_2	Baccalaureate Institution of Interest (DE 2015) invalid FICE Number for Baccalaureate Program of Interest (DE 2014) not offered	Informational

Edit:

2015_3	Baccalaureate Institution of Interest (DE 2015) IN (9999999, 7777777, 6666666) and Baccalaureate Program of Interest (DE 2014) NE 999999	Critical
2015_4	Baccalaureate Institution of Interest (DE 2015) valid FICE code and Baccalaureate Program of Interest (DE 2014) EQ 999999	Critical
2015_5	Baccalaureate Institution of Interest (DE 2015) EQ 0000000 and Baccalaureate Program of Interest (DE 2014) NE 000000	Critical
2015_6	Baccalaureate Institution of Interest (DE 2015) EQ 8888888 and Baccalaureate Program of Interest (DE 2014) NE 888888	Critical

Data Element 2015

Baccalaureate Institution of Interest

Characteristics

Length:	7
Data Type:	Alphanumeric
Physical Description:	X (7)
Record Type(s):	4
Last Modified:	10/15/2014

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Baccalaureate Interest – 30 Hours No Advisement

Description:

The seven-digit FICE code of the Baccalaureate Institution of Interest declared by an AA student with 30 or more semester hours.

TABLE VALUES

0000000	Unknown for AA students with 30 or more hours
6666666	Student started before 2013-14.
7777777	Baccalaureate Institution of Interest is not a Florida Public Baccalaureate Institution
8888888	Baccalaureate Institution of Interest previously reported.
9999999	Not Applicable (Non AA student, AA student with less than 30 Hours)

NOTE: *Valid FICE Codes for the Florida public baccalaureate institutions are listed in the reference file BACINST.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Statewide articulation agreement.

To improve articulation and reduce excess credit hours, beginning with students initially entering a Florida College System institution in 2013-2014 and thereafter, the articulation agreement must require each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. The institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest (§ 1007.23 F.S.).

Edit:

2015_1	Baccalaureate Institution of Interest (DE 2015) missing or invalid	Critical
2015_2	Baccalaureate Institution of Interest (DE 2015) invalid FICE Number for Baccalaureate Program of Interest (DE 2014) not offered	Informational
2015_3	Baccalaureate Institution of Interest (DE 2015) IN (9999999, 7777777, 6666666) and Baccalaureate Program of Interest (DE 2014) NE 999999	Critical
2015_4	Baccalaureate Institution of Interest (DE 2015) valid FICE code and Baccalaureate Program of Interest (DE 2014) EQ 999999	Critical

Edit:

2015_5	Baccalaureate Institution of Interest (DE 2015) EQ 0000000 and Baccalaureate Program of Interest (DE 2014) NE 000000	Critical
2015_6	Baccalaureate Institution of Interest (DE 2015) EQ 8888888 and Baccalaureate Program of Interest (DE 2014) NE 888888	Critical
2015_7	Baccalaureate Institution of Interest (DE 2015) EQ 9999999 and Total Credits Hours Toward Award (DE 2008) GT 29 and Program of Study – Level (DE 2005) EQ 0	Informational

Data Element 2016

EPI Subject Area Specialization – Program 1

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Record Type(s):	4
Last Modified:	4/15/2015

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI Codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2016_1	EPI Subject Area Specialization – Program 1 (DE 2016) missing/invalid code	Critical
2016_2	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2016_5	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 488 and EPI Subject Area Specialization – Program 2 (DE 2017) EQ 999 and EPI Subject Area Specialization – Program 3 (DE 2018) EQ 999 and EPI Subject Area Specialization – Program 4 (DE 2019) EQ 999 and EPI Subject Area Specialization – Program 5 (DE 2020) EQ 999	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical
2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical

Edit:

2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical

Data Element 2017

EPI Subject Area Specialization – Program 2

Characteristics

Length:	3
Data Type:	Alphanumeric
Physical Description:	9 (3)
Record Type(s):	4
Last Modified:	4/15/2015

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI Codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2017_1	EPI Subject Area Specialization – Program 2 (DE 2017) missing/invalid code	Critical
2017_2	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2016_5	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 488 and EPI Subject Area Specialization – Program 2 (DE 2017) EQ 999 and EPI Subject Area Specialization – Program 3 (DE 2018) EQ 999 and EPI Subject Area Specialization – Program 4 (DE 2019) EQ 999 and EPI Subject Area Specialization – Program 5 (DE 2020) EQ 999	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical
2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical

Edit:

2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical

Data Element 2018

EPI Subject Area Specialization – Program 3

Characteristics

Length:	3
Data Type:	Alphanumeric
Physical Description:	9 (3)
Record Type(s):	4
Last Modified:	4/15/2015

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI Codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2018_1	EPI Subject Area Specialization – Program 3 (DE 2018) Missing/Invalid code	Critical
2018_2	EPI Subject Area Specialization – Program (DE 2018) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2016_5	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 488 and EPI Subject Area Specialization – Program 2 (DE 2017) EQ 999 and EPI Subject Area Specialization – Program 3 (DE 2018) EQ 999 and EPI Subject Area Specialization – Program 4 (DE 2019) EQ 999 and EPI Subject Area Specialization – Program 5 (DE 2020) EQ 999	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical

Edit:

2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical

Data Element 2019

EPI Subject Area Specialization – Program 4

Characteristics

Length:	3
Data Type:	Alphanumeric
Physical Description:	9 (3)
Record Type(s):	4
Last Modified:	4/15/2015

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI Codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2019_1	EPI Subject Area Specialization – Program 4 (DE 2019) Missing/Invalid code	Critical
2019_2	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2016_5	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 488 and EPI Subject Area Specialization – Program 2 (DE 2017) EQ 999 and EPI Subject Area Specialization – Program 3 (DE 2018) EQ 999 and EPI Subject Area Specialization – Program 4 (DE 2019) EQ 999 and EPI Subject Area Specialization – Program 5 (DE 2020) EQ 999	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical

Edit:

2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical

Data Element 2020

EPI Subject Area Specialization – Program 5

Characteristics

Length:	3
Data Type:	Alphanumeric
Physical Description:	9 (3)
Record Type(s):	4
Last Modified:	4/15/2015

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Program. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI Codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2020_1	EPI Subject Area Specialization – Program 5 (DE 2020) Missing/Invalid code	Critical
2020_2	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and Program of Study – Level (DE 2005) NE F	Critical
2020_4	EPI Subject Area Specialization – Program 5 (DE 2020) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2019	Critical
2016_3	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 999 (DE 2016 thru DE 2020) and Program of Study – Level (DE 2005) EQ F	Critical
2016_4	EPI Subject Area Specialization – Program 1 (DE 2016) NE 999 and EQ Table Value of DE 2017, DE 2018, DE 2019, or DE 2020	Critical
2016_5	EPI Subject Area Specialization – Program 1 (DE 2016) EQ 488 and EPI Subject Area Specialization – Program 2 (DE 2017) EQ 999 and EPI Subject Area Specialization – Program 3 (DE 2018) EQ 999 and EPI Subject Area Specialization – Program 4 (DE 2019) EQ 999 and EPI Subject Area Specialization – Program 5 (DE 2020) EQ 999	Critical
2017_4	EPI Subject Area Specialization – Program 2 (DE 2017) NE 999 and EQ Table Value of DE 2016, DE 2018, DE 2019, or DE 2020	Critical
2018_4	EPI Subject Area Specialization – Program 3 (DE 2018) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2019, or DE 2020	Critical

Edit:

2019_4	EPI Subject Area Specialization – Program 4 (DE 2019) NE 999 and EQ Table Value of DE 2016, DE 2017, DE 2018, or DE 2020	Critical

Data Element 2021

AGE Withdrawal Reason

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	4
Last Modified:	07/01/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS

Description:

Indicates the reason for a student's withdrawal from an NRS eligible Adult General Education (AGE) program, in its entirety *(at the program level)*, during the current reporting term.

TABLE VALUES

A	Student is incarcerated or residing in an institution or facility providing 24-hour support such as a hospital or treatment center
B	Student is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program
C	Student is deceased
D	Student 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	Student 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 Students only)
F	Student withdrawn and exited for non-attendance
G	Student exited for a reason other than those identified above
N	Student remains enrolled in an NRS eligible program
Z	Student is not enrolled in an NRS eligible program

NOTES:

1. *If a student does not withdraw from ALL NRS eligible AGE courses within a given program, they are not considered withdrawn and a value of 'N' is reported.*
2. *If a student withdraws from ALL NRS eligible AGE courses, report the applicable value from the table above.*
3. *Only report a 'G' if the withdrawal reason is unknown or not covered in the table of values.*
4. *If the student is not enrolled in an NRS Eligible program, report a 'Z'.*
5. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*
6. *Students coded A-E are used to determine participants excluded from any NRS performance outcome measures using placement or employment data per WIOA guidelines. See OCTAE Program Memo 17-2.*

Edit:

2021_1	Withdrawal Reason (2021) missing or invalid	Critical
2021_3	Withdrawal Reason (2021) EQ Z and Program of Study – CIP (DE 2002) is an NRS eligible program	Critical
2021_4	Withdrawal Reason (2021) NE Z and Program of Study – CIP (DE 2002) NOT IN (1532010100, 1532010101, 1532010500, 1532010900, 1532020207)	Critical

Data Element 2022

Apprenticeship Sponsor Code

Characteristics

Length:	6
Data Type:	Numeric
Physical Description:	9(6)
Record Type(s):	4
Last Modified:	12/15/2022

Data Element is used in the Following Reports:

- ❑ Perkins

Description:

Identifier assigned by the Florida Department of Education (DOE) to specify the registered apprenticeship program sponsor for the program in which the student is actively registered.

TABLE VALUES

999999 Student not enrolled in an Apprenticeship Program

NOTE: *An explanation of apprenticeship sponsor codes is provided in Appendix B.*

Edit:

2022_1	Apprenticeship Sponsor Code (DE 2022) missing or invalid	Critical
2022_2	Apprenticeship Sponsor Code (DE 2022) EQ 999999 and Program of Study – Level (DE 2005) EQ P	Critical
2022_3	Apprenticeship Sponsor Code (DE 2022) NE 999999 and Program of Study – Level (DE 2005) NE P	Informational
2022_4	Apprenticeship Sponsor Code (DE 2022) NE 999999 and Program of Study – Level (DE 2005) EQ P and Program of Study – CIP (DE 2002) not a valid CIP code associated with the Apprenticeship Sponsor Code in Appendix B	Critical

Data Element 2023

GATE Program Enrollment Flag

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 4
Last Modified: 12/1/2025

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates the student is enrolled in this program as a participant of the Graduation Alternative to Traditional Education (GATE) Program per section 1004.933, Florida Statutes.

TABLE VALUES

Y GATE Program of Enrollment
N Not Applicable

Edit:

2023_1	GATE Program Enrollment Flag (DE 2023) missing or invalid	Critical
2023_2	GATE Program Enrollment Flag (DE 2023) EQ Y and Program of Study – CIP (DE 2002) NOT IN (GED, AHS, CAR, ATD)	Critical
2023_3	GATE Program Enrollment Flag (DE 2023) EQ Y and GATE Program Date of Enrollment (DE 1071) EQ 99999999	Critical
2023_4	GATE Program Enrollment Flag (DE 2023) EQ N and GATE Program Date of Enrollment (DE 1071) NE 99999999	Informational
2023_5	GATE Program Enrollment Flag (DE 2023) EQ Y and more than one CAR or ATD program record reported	Critical
2023_6	GATE Program Enrollment Flag (DE 2023) EQ Y and more than one AHS or GED program record reported	Critical
2023_7	GATE Program Enrollment Flag (DE 2023) EQ Y NOT valid for the Reporting Institution (DE 1017)	Critical
2023_8	Program of Study – CIP (DE 2002) IN (ATD, CAR) with GATE Program Enrollment Flag (DE 2023) EQ Y AND NE Prior Term Program of Study – CIP (DE 2002) IN (ATD, CAR) with GATE Program Enrollment Flag (DE 2023) EQ Y	Critical
2023_9	GATE Program Enrollment Flag (DE 2023) EQ Y for Program of Study – CIP (DE 2002) IN (AHS, GED) AND no Program of Study – CIP (DE 2002) IN (ATD, CAR) with GATE Program Enrollment Flag (DE 2023) EQ Y	Informational

Edit:

2023_10	Program of Study – CIP (DE 2002) IN (AHS, GED) with GATE Program Enrollment Flag (DE 2023) EQ Y AND NE Prior Term Program of Study – CIP (DE 2002) IN (AHS, GED) with GATE Program Enrollment Flag (DE 2023) EQ Y	Critical
1071_7	GATE Program Date of Enrollment (DE 1071) NE 99999999 AND Program of Study – CIP (DE 2002) IN (AHS, GED, ATD, CAR) AND all GATE Program Enrollment Flag (DE 2023) EQ N	Critical

Data Element 2101

Completion – CIP

Characteristics

Length:	10
Data Type:	Numeric
Physical Description:	9 (10)
Record Type(s):	5
Last Modified:	3/26/2025

Data Element is used in the Following Reports:

- ❑ AA-1A
- ❑ Accountability Outcome Measures
- ❑ Perkins Performance
- ❑ AGE Performance
- ❑ IPEDS (C2, OM, GRS)

Description:

Identifies the classification associated with the program in which a completion occurred. Completion - CIP is a ten-digit code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (9999999999) if no completion was awarded. If a student completes one or more state inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, or 8888888889.

NOTES:

1. *Record Type not required for Beginning-of-Term data submissions.*
2. *Valid CIP, baccalaureate CIP and specialized associate in arts transfer CIP codes are listed in the reference files CIP.yyyy.txt, BACCIP.yyyy.txt and SAATCIP.yyyy.txt, respectively. These files are available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*
3. *If the CIP code is not in either CIP.yyyy.txt, BACCIP.yyyy.txt (where applicable) or SAATCIP.yyyy.txt (where applicable), then use the following:*
   a. *For students enrolled in an Educator Preparation Institute Certificate program, code '5551399990'.*
   b. *For Students enrolled in a Certificate of Professional Preparation program, the CIP cluster is '555' and the CIP Unique Identifier is '0'. The CIP code will be assigned by the Division of Florida Colleges, and added to the file with valid CIP codes.*
   c. *For Students enrolled in a Florida Postsecondary Comprehensive Transition Program (FPCTP), code '2223000010'.*

Associate in Arts (AA) Degree Programs, Specialized Associate in Arts Transfer (SAAT) Degree Programs, Florida Postsecondary Comprehensive Transition Program (FPCTP) and Baccalaureate Degree Programs

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES: (Decimal point is implied)

1.10 - Baccalaureate
1.11 - Natural and Physical Sciences
1.12 - Fine and Applied Arts
1.13 - Letters and Foreign Languages
1.14 - Education
1.15 - Business and Management
1.16 - Mathematics and Computer Science
1.17 - Social Sciences
1.18 - Other Degree Programs
1.19 - General Degree Transfer

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES

For AA Degree Programs, code the CIP as 240101.

For SAAT Programs, code the CIP that has been approved by the Division of Florida Colleges *(see note 2)*.

For Baccalaureate Programs, code the CIP that has been approved by the Division of Florida Colleges *(see note 2)*.

UNIQUE IDENTIFIER

The "Unique Identifier" uses numbers between zero and nine to differentiate between two CIP codes that otherwise the same. It is also used to reflect the "track", referring to the program track indicated in the Common Prerequisite Manual.

Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, Apprenticeship Programs, or Adult General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES:

CLUSTER VALUES:

01 - Agriculture
02 - Marketing
03 - Health Occupations
04 - Family and Consumer Sciences
05 - Business
06 - Industrial
07 - Public Service
08 - Apprenticeship
09 - Preparation for Homemaking
10 - Diversified Cooperative Training
15 - Adult General Education

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:
Use appropriate CIP code that is listed in the CIP reference file *(see note 2)*.

UNIQUE IDENTIFIER:
00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

NOTE: *The combination of the Cluster '15' and the CIP starting with '320' or '330' are used to identify Adult General Education Programs.*

Associate in Science (AS) Degree Programs with articulated General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES
CLUSTER VALUES
11 - Agriculture
12 - Marketing
13 - Health Occupations
14 - Family and Consumer Sciences
15 - Business
16 - Industrial
17 - Public Service

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:
Use appropriate CIP code from the CIP reference file *(see note 2)*.

UNIQUE IDENTIFIER:
00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

Edit:

2101_1	Completion – CIP (DE 2101) missing or invalid	Critical
2101_1A	Duplicate Completion Record	Critical
2101_2	Completion – CIP (DE 2101) EQ 9999999999 and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 6, 7, 8, A, C, P)	Critical
2101_8	Completion – CIP (DE 2101) Baccalaureate CIP (Cluster EQ 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017)	Critical
2101_9	*Edit Deleted*	
2101_10	Completion – CIP (DE 2101) EQ 5551399990 and Completion Degree Granted (DE 2103) NE F	Critical
2101_11	Completion – CIP (DE 2101) duplicate completion – CIP reported previous year and terms	Critical
2101_12	Completion – CIP (DE 2101) valid Certificate of Professional Preparation CIP code and Completion Degree Granted (DE 2103) NE I	Critical
2101_13	Completion – CIP (DE 2101) duplicate AA Classification of Instructional Program (240101) and Same Florida Education Identifier (DE 1000)	Critical

Edit:

2101_14	Completion – CIP (DE 2101) EQ 8888888888 and Completion Degree (DE 2103) IN (C, F, I)	Critical
2101_15	Completion – CIP (DE 2101) SAAT CIP (Cluster EQ 111 through 119) and CIP is not a valid CIP from the SAAT CIP Table for the Reporting Institution (DE 1017)	Critical
2103_2	Completion Degree Granted (DE 2103) combination of Degree Granted and Completion – CIP (DE 2101) do not match CIP and Degree values from the CIP and Degree tables	Critical
2104_2	Occupational Completion Point (DE 2104) combination of Occupational Completion Point Indicator and Completion – CIP (DE 2101) do not match CIP and OCP values from the CIP table	Critical
2107_2	Locally Inactive Completion Point (DE 2107) EQ Y and Completion – CIP (DE 2101) EQ 8888888888	Critical

Data Element 2103

Completion Degree Granted

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	5
Last Modified:	11/5/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A
- ❑ Accountability Outcome Measures
- ❑ Performance Funding
- ❑ Perkins Performance
- ❑ CTE
- ❑ AGE Performance
- ❑ IPEDS (C2, GRS, OM)

Description:

The degree, certificate, or diploma awarded to the student this term.

TABLE VALUES

1	Associate in Arts (AA) Degree (Rule 6A-14.030(3), FAC.)
2	Associate in Science (AS) Degree (Rule 6A-14.030(5), FAC.)
3	Associate in Science Certificate (Rule 6A-14.030(7), FAC.) (College Credit Certificate (CCC))
4	Career Certificate (Rule 6A-14.030(11), FAC.)
5	Advanced Technical Certificate (ATC) (Rule 6A-14.030(9), FAC.)
6	Adult High School Diploma (Rule 6A-14.030(13), FAC.)
7	Applied Technology Diploma (ATD) (Rule 6A-14.030(8), FAC.)
8	Student attained a GED
9	No formal award
A	Associate in Applied Science (AAS) Degree (Rule 6A-14.030(6), FAC.)
C	Baccalaureate (Rule 6A-14.030(2), FAC.)
F	Educator Preparation Institute (EPI) Certificate (Note 2)
I	Certificate of Professional Preparation (CPP) (Rule 6A-14.030(10), FAC.)
J	Specialized Associate in Arts Transfer (SAAT) Degree (Rule 6A-14.030(4), FAC.)
P	Apprenticeship Program
Z	Not applicable

NOTES:

1. *A Pre-Apprenticeship completion should be reported under Apprenticeship (Table Value P) with Pre-Apprenticeship CIP reported for Completion – CIP (DE 2101).*
2. *An EPI completion (Table Value F) means a certificate of completion awarded by the college when a student has satisfactorily completed all required program components, passed the Professional Education portion of the Florida Teacher Certification Exam and the college has submitted the Florida Department of Education form CT133 to Teacher Certification.*
3. *Valid degree codes are listed in the reference file, DEGREE.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

4. *For students reported with an Occupational Completion Point Indicator (DE 2104), the Completion Degree Granted (DE 2103) should be reported as "Not Applicable" (Value Z).*
5. *Students completing an FPCTP should be reported using Value 9.*

Edit:

2103_1	Completion Degree Granted (DE 2103) missing or invalid	Critical
2103_2	Completion Degree Granted (DE 2103) combination of Degree Granted and Completion – CIP (DE 2101) do not match CIP and Degree values from the CIP and Degree tables	Critical
2103_4	Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5 ,6 ,7, 8, A, C) and Occupational Completion Point Indicator (DE 2104) NE Z or General Education Digital Badge (DE 2123) NE Z	Critical
2103_7	Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 6, 7, 8, 9, A, C, P, Z) and Advanced Technical Certificate Completion Hours (DE 2106) GT 0	Critical
2103_10	*Edit Deleted*	
2103_12	Completion Degree Granted (DE 2103) EQ I and Valid Certificate of Professional Preparation CIP code	Critical
2103_14	Completion Degree Granted (DE 2103) EQ Z and Occupational Completion Point Indicator (DE 2104) EQ Z and General Education Digital Badge (DE 2123) EQ Z	Critical
1032_4	Transfer Student Flag (DE 1032) EQ Z and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 7, A, C, P)	Informational
2101_2	Completion – CIP (DE 2101) EQ 9999999999 and Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 6, 7, 8, A, C, P)	Critical
2101_10	Completion – CIP (DE 2101) EQ 5551399990 and Completion Degree Granted (DE 2103) NE F	Critical
2101_12	Completion – CIP (DE 2101) valid Certificate of Professional Preparation CIP code and Completion Degree Granted (DE 2103) NE I	Critical
2101_14	Completion – CIP (DE 2101) EQ 8888888888 and Completion Degree (DE 2103) IN (C, F, I)	Critical
2106_2	Advance Technical Certificate (DE 2106) LT 9 or GT 44 and Completion Degree Granted (DE 2103) EQ 5	Critical
2106_3	Advance Technical Certificate (DE 2106) GT 00000 and Completion Degree Granted (DE 2103) NE 5	Critical
2108_2	Completion Multiple Major Indicator (DE 2108) IN (Y, N) and Completion Degree Granted (DE 2103) NE C	Critical
2110_3	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999 and Completion Degree Granted (DE 2103) NOT IN (C, F)	Critical
2111_2	CTE Basic Skills Examination Flag (DE 2111) NOT IN (D, Z) and Completion Degree Granted (DE 2103) NOT IN (4, 7) and CIP Hour Type EQ Clock and Occupational Completion Point Indicator (DE 2104) EQ Z	Critical
2111_3	CTE Basic Skills Examination Flag (DE 2111) IN (D, N, Z) and Completion Degree Granted (DE 2103) EQ 4	Critical

Edit:

2111_4	CTE Basic Skills Examination Flag (DE 2111) EQ D and Completion Degree Granted (DE 2103) NE P	Critical
2111_5	CTE Basic Skills Examination Flag (DE 2111) IN (D, Z) and Completion Degree Granted (DE 2103) EQ 7 and CIP Hour Type EQ Clock	Critical
2111_6	CTE Basic Skills Examination Flag (DE 2111) NE Z and Completion Degree Granted (DE 2103) EQ 7 and CIP Hour Type EQ Credit	Critical
2116_2	EPI Subject Area Specialization (DE 2116) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2116_3	EPI Subject Area Specialization (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical
2117_2	EPI Subject Area Specialization (DE 2117) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2118_2	EPI Subject Area Specialization (DE 2118) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2119_2	EPI Subject Area Specialization (DE 2119) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2120_2	EPI Subject Area Specialization (DE 2120) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2121_5	Completion Date (DE 2121) EQ 99999999 and Completion Degree Granted (DE 2103) NOT IN (9, Z)	Critical
2122_2	Reverse Transfer Code (DE 2122) IN (A, B) and Completion Degree Granted (DE 2103) NE 1	Critical
2122_3	Reverse Transfer Code (DE 2122) EQ Z and Completion Degree Granted (DE 2103) EQ 1	Critical
2123_4	General Education Digital Badge (DE 2123) NE Z and Completion Degree Granted (DE 2103) NE Z	Informational

Data Element 2104

Occupational Completion Point Indicator

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 5
Last Modified: 11/5/2025

Data Element is used in the Following Reports:

- ❑ IPEDS (C2, OM)
- ❑ CTE

Description:

Indicates the Occupational Completion Point (Clock Hour Programs) that a student has completed in a particular program. This data element will be used for various performance and funding requirements.

TABLE VALUES
Use valid Occupational Completion Point value from CIP file provided by CCTCMIS *(see DE 2101 Completion – CIP, Note 2).*

Otherwise use:
Z Not Applicable

Edit:

2104_1	Occupational Completion Point (DE 2104) missing or invalid	Critical
2104_2	Occupational Completion Point (DE 2104) combination of Occupational Completion Point Indicator and Completion – CIP (DE 2101) do not match CIP and OCP values from the CIP table	Critical
2103_4	Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5 ,6 ,7, 8, A, C) and Occupational Completion Point Indicator (DE 2104) NE Z or General Education Digital Badge (DE 2123) NE Z	Critical
2103_14	Completion Degree Granted (DE 2103) EQ Z and Occupational Completion Point Indicator (DE 2104) EQ Z and General Education Digital Badge (DE 2123) EQ Z	Critical
2111_2	CTE Basic Skills Examination Flag (DE 2111) NOT IN (D, Z) and Completion Degree Granted (DE 2103) NOT IN (4, 7) and CIP Hour Type EQ Clock and Occupational Completion Point Indicator (DE 2104) EQ Z	Critical
2123_2	General Education Digital Badge (DE 2123) NE Z and Occupational Completion Point Indicator (DE 2104) NE Z	Informational

Data Element 2106

Advanced Technical Certificate Completion Hours

Characteristics

Length:	5
Data Type:	Alphanumeric
Physical Description:	9 (4) V9
Record Type(s):	5
Last Modified:	7/1/2006

Data Element is used in the Following Reports:

- ❑ AA-1A
- ❑ IPEDS (C2, OM)

Description:

Indicates the number of hours the student completed to reach an Advanced Technical Certificate.

Code 00000 when Completion Degree Granted (DE 2103) is not equal to 5.

Edit:

2106_1	Advance Technical Certificate (DE 2106) missing or non-numeric	Critical
2106_2	Advance Technical Certificate (DE 2106) LT 9 or GT 44 and Completion Degree Granted (DE 2103) EQ 5	Critical
2106_3	Advance Technical Certificate (DE 2106) GT 00000 and Completion Degree Granted (DE 2103) NE 5	Critical
2103_7	Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 6, 7, 8, 9, A, C, P, Z) and Advanced Technical Certificate Completion Hours (DE 2106) GT 0	Critical

Data Element 2107

Locally Inactive Completion Program Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	5
Last Modified:	7/1/2000

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A

Description:

Indicates if the program represented by the Completion – CIP (DE 2101) is a **LOCALLY** inactive program.

TABLE VALUES

Y	This is a locally inactive program (Do **NOT** use for statewide inactive programs)
N	This is not a locally inactive program

Edit:

2107_1	Locally Inactive Completion Point (DE 2107) missing or invalid	Critical
2107_2	Locally Inactive Completion Point (DE 2107) EQ Y and Completion – CIP (DE 2101) EQ 8888888888	Critical

Data Element 2108

Completion Multiple Major Indicator

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	5
Last Modified:	7/1/2022

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates whether or not a Baccalaureate degree has multiple majors.

TABLE VALUES

Y	Multiple Major (two or more Majors)
N	No Multiple Major (one Major)
Z	Not applicable

NOTES:

1. *If the Baccalaureate degree has multiple majors, report all the Completion – CIP(s) (e.g., If a student has a Baccalaureate degree with three majors, send three completion records with the CIP identifying the major).*
2. *Record Type not required for Beginning-of-Term data submissions.*

Edit:

2108_1	Completion Multiple Major Indicator (DE 2108) missing or invalid	Critical
2108_2	Completion Multiple Major Indicator (DE 2108) IN (Y, N) and Completion Degree Granted (DE 2103) NE C	Critical

Data Element 2110

State Approved Teacher Preparation Program Completion – DOE Code

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Record Type(s):	5
Last Modified:	1/22/2021

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Department of Education (DOE) classification of the State Approved Teacher Preparation Program. These codes are supplied by the Bureau of Educator Recruitment and Professional Development (BERDR).

Code 999 for not applicable.

NOTES:

1. *State Approved Teacher Preparation Programs are Baccalaureate or higher.*
2. *DOE codes must match by college with the list provided by BERDR.*

Edit:

2110_1	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) missing	Critical
2110_2	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) does not match by college with BERDR list of codes	Critical
2110_3	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999 and Completion Degree Granted (DE 2103) NOT IN (C, F)	Critical
2110_4	State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) no match with new table CIP and DOE codes	Informational
2011_6	State Approved Teacher Preparation Program – Benchmark Term (DE 2011) EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999	Critical
2012_6	State Approved Teacher Preparation Program – Student Teaching Term (DE 2012) EQ 99999 and State Approved Teacher Preparation Program Completion – DOE Code (DE 2110) NE 999	Critical

Data Element 2111

CTE Basic Skills Examination Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	5
Last Modified:	11/5/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability

Description:

Indicates the status of the student in reference to basic skills assessment (Rule 6A-10.040). Students who are enrolled in programs offered for postsecondary career credit of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program (§ 1004.91, F.S., Rule 6A-10.024 (6) and (6)(a)). Career credit programs include career certificate programs and clock hour ATD programs.

TABLE VALUES:

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 § 1008.30 F.S., 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 examination that is 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 § 1004.02(6) F.S. who is exempt from meeting the required basic skills mastery level based on Florida college institutions' local policies adopted per § 1004.91 (3)(a) F.S. and Rule 6A-10.040(4) F.A.C.

G The program is not subject to the basic skills requirement per § 1004.91, F.S.; The total program length as indicated in the curriculum frameworks is less than 450 clock hours pursuant to Rule 6A-10.040 (1). *(See Note 1)*.

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 § 1.01(14) F.S., or holds an associate degree or higher from an accredited college or university. *(§ 943.17 F.S.)* pursuant to Rule 6A-10.040 (8)(e). *(See Note 2)*.

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 was 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 was 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).

See Basic Skills Program Levels online at http://www.fldoe.org/workforce/dwdframe.

NOTES:

1. *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.*
2. *Students in law enforcement officer basic recruit training programs that possesses a college degree at the associate in applied science level or higher should be reported using value 'H'. Correctional Officer and Correctional Probation Officer programs and students do not apply to this exemption.*
3. *Dual enrollment students must meet basic skills unless otherwise exempt. This data 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 § 1004.91, F.S.*

Edit:

2111_1	CTE Basic Skills Examination Flag (DE 2111) missing or invalid	Critical
2111_2	CTE Basic Skills Examination Flag (DE 2111) NOT IN (D, Z) and Completion Degree Granted (DE 2103) NOT IN (4, 7) and CIP Hour Type EQ Clock and Occupational Completion Point Indicator (DE 2104) EQ Z	Critical
2111_3	CTE Basic Skills Examination Flag (DE 2111) IN (D, N, Z) and Completion Degree Granted (DE 2103) EQ 4	Critical
2111_4	CTE Basic Skills Examination Flag (DE 2111) EQ D and Completion Degree Granted (DE 2103) NE P	Critical
2111_5	CTE Basic Skills Examination Flag (DE 2111) IN (D, Z) and Completion Degree Granted (DE 2103) EQ 7 and CIP Hour Type EQ Clock	Critical
2111_6	CTE Basic Skills Examination Flag (DE 2111) NE Z and Completion Degree Granted (DE 2103) EQ 7 and CIP Hour Type EQ Credit	Critical

Data Element 2116

EPI Subject Area Specialization – Completion 1

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Record Type(s):	5
Last Modified:	7/1/2023

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2116_1	EPI Subject Area Specialization – Completion 1 (DE 2116) missing/invalid code	Critical
2116_2	EPI Subject Area Specialization – Completion 1 (DE 2116) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2116_3	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical
2116_4	EPI Subject Area Specialization – Completion 1 (DE 2116) NE 999 and EQ Table Value of DE 2117, DE 2118, DE 2119, or DE 2120	Critical
2116_5	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 488 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999	Critical

Edit:

2117_4	EPI Subject Area Specialization – Completion 2 (DE 2117) NE 999 and EQ Table Value of DE 2116, DE 2118, DE 2119, or DE 2120	Critical
2118_4	EPI Subject Area Specialization – Completion 3 (DE 2118) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2119, or DE 2120	Critical
2119_4	EPI Subject Area Specialization – Completion 4 (DE 2119) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2120	Critical
2120_4	EPI Subject Area Specialization – Completion 5 (DE 2120) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2119	Critical

Data Element 2117

EPI Subject Area Specialization – Completion 2

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Record Type(s):	5
Last Modified:	7/1/2023

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2117_1	EPI Subject Area Specialization – Completion 2 (DE 2117) Missing/Invalid code	Critical
2117_2	EPI Subject Area Specialization – Completion 2 (DE 2117) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2117_4	EPI Subject Area Specialization – Completion 2 (DE 2117) NE 999 and EQ Table Value of DE 2116, DE 2118, DE 2119, or DE 2120	Critical
2116_3	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical
2116_4	EPI Subject Area Specialization – Completion 1 (DE 2116) NE 999 and EQ Table Value of DE 2117, DE 2118, DE 2119, or DE 2120	Critical

Edit:

2116_5	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 488 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999	Critical
2118_4	EPI Subject Area Specialization – Completion 3 (DE 2118) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2119, or DE 2120	Critical
2119_4	EPI Subject Area Specialization – Completion 4 (DE 2119) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2120	Critical
2120_4	EPI Subject Area Specialization – Completion 5 (DE 2120) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2119	Critical

Data Element 2118

EPI Subject Area Specialization – Completion 3

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Record Type(s):	5
Last Modified:	7/1/2023

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2118_1	EPI Subject Area Specialization – Completion 3 (DE 2118) Missing/Invalid code	Critical
2118_2	EPI Subject Area Specialization – Completion 3 (DE 2118) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2118_4	EPI Subject Area Specialization – Completion 3 (DE 2118) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2119, or DE 2120	Critical
2116_3	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical
2116_4	EPI Subject Area Specialization – Completion 1 (DE 2116) NE 999 and EQ Table Value of DE 2117, DE 2118, DE 2119, or DE 2120	Critical

Edit:

2116_5	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 488 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999	Critical
2117_4	EPI Subject Area Specialization – Completion 2 (DE 2117) NE 999 and EQ Table Value of DE 2116, DE 2118, DE 2119, or DE 2120	Critical
2119_4	EPI Subject Area Specialization – Completion 4 (DE 2119) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2120	Critical
2120_4	EPI Subject Area Specialization – Completion 5 (DE 2120) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2119	Critical

Data Element 2119

EPI Subject Area Specialization – Completion 4

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Record Type(s):	5
Last Modified:	7/1/2023

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2119_1	EPI Subject Area Specialization – Completion 4 (DE 2119) missing/invalid code	Critical
2119_2	EPI Subject Area Specialization – Completion 4 (DE 2119) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2119_4	EPI Subject Area Specialization – Completion 4 (DE 2119) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2120	Critical
2116_3	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical
2116_4	EPI Subject Area Specialization – Completion 1 (DE 2116) NE 999 and EQ Table Value of DE 2117, DE 2118, DE 2119, or DE 2120	Critical

Edit:

2116_5	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 488 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999	Critical
2117_4	EPI Subject Area Specialization – Completion 2 (DE 2117) NE 999 and EQ Table Value of DE 2116, DE 2118, DE 2119, or DE 2120	Critical
2118_4	EPI Subject Area Specialization – Completion 3 (DE 2118) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2119, or DE 2120	Critical
2120_4	EPI Subject Area Specialization – Completion 5 (DE 2120) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2119	Critical

Data Element 2120

EPI Subject Area Specialization – Completion 5

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (3)
Record Type(s):	5
Last Modified:	7/1/2023

Data Element is used in the Following Reports:

- ❑ Teacher Preparation Enrollment and Completion File

Description:

Identifies the Educator Preparation Institute (EPI) subject area of Specialization Completion. The list of EPI Certification codes that the Bureau of Educator Recruitment, Development, and Retention (BERDR) has provided for the colleges is available from CCTCMIS *(see Note 2).*

TABLE VALUES

999 Not Applicable

NOTES:

1. *EPI Subject Area code must match the code in the list that was provided by BERDR.*
2. *Valid EPI codes are listed in the reference file EPICERT.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*

Edit:

2120_1	EPI Subject Area Specialization – Completion 5 (DE 2120) missing/invalid code	Critical
2120_2	EPI Subject Area Specialization – Completion 5 (DE 2120) NE 999 and Completion Degree Granted (DE 2103) NE F	Critical
2120_4	EPI Subject Area Specialization – Completion 5 (DE 2120) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2119	Critical
2116_3	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 999 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999 and Completion Degree Granted (DE 2103) EQ F	Critical
2116_4	EPI Subject Area Specialization – Completion 1 (DE 2116) NE 999 and EQ Table Value of DE 2117, DE 2118, DE 2119, or DE 2120	Critical

Edit:

2116_5	EPI Subject Area Specialization – Completion 1 (DE 2116) EQ 488 and EPI Subject Area Specialization – Completion 2 (DE 2117) EQ 999 and EPI Subject Area Specialization – Completion 3 (DE 2118) EQ 999 and EPI Subject Area Specialization – Completion 4 (DE 2119) EQ 999 and EPI Subject Area Specialization – Completion 5 (DE 2120) EQ 999	Critical
2117_4	EPI Subject Area Specialization – Completion 2 (DE 2117) NE 999 and EQ Table Value of DE 2116, DE 2118, DE 2119, or DE 2120	Critical
2118_4	EPI Subject Area Specialization – Completion 3 (DE 2118) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2119, or DE 2120	Critical
2119_4	EPI Subject Area Specialization – Completion 4 (DE 2119) NE 999 and EQ Table Value of DE 2116, DE 2117, DE 2118, or DE 2120	Critical

Data Element 2121

Completion Date

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	5
Last Modified:	7/1/2023

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS
- ❑ Perkins
- ❑ IPEDS (C2, OM)

Description:

The date the degree, certificate, diploma, or Occupational Completion Point (OCP) was awarded to the student. Use date the student finishes during the term or the date the term ends; whichever occurs first.

The format for coding this element is MMDDCCYY.

Where:
MM is the two-digit month (01-12)
DD is the two-digit day (01-31)
CC is the two-digit century (20)
YY is the two-digit year

NOTES:

1. *Code 99999999 for students who do not meet the criteria.*
2. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*

Edit:

2121_1	Completion Date (DE 2121) missing or invalid	Critical
2121_2	Completion Date (DE 2121) invalid month range	Critical
2121_3	Completion Date (DE 2121) invalid Day range	Critical
2121_4	Completion Date (DE 2121) century NE 20	Critical
2121_5	Completion Date (DE 2121) EQ 99999999 and Completion Degree Granted (DE 2103) NOT IN (9, Z)	Critical
2121_6	Completion Date (DE 2121) valid Month LT 07 and valid year LE previous reporting year	Critical

Data Element 2122

Reverse Transfer Code

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 5
Last Modified: 10/18/2021

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Identifies whether or not the Florida College System institution awarded the student an associate in arts (AA) degree under the statewide reverse transfer articulation agreement established in section § 1007.23, Florida Statutes.

TABLE VALUES

A	The AA was earned through standard means. The AA was not earned through the Statewide Reverse Transfer Articulation Agreement.
B	The AA was earned under the Statewide Reverse Transfer Articulation Agreement.
Z	Not applicable, the degree earned was not an AA.

NOTE: *Edits changed to critical starting in 2021-22 Spring (3E) end-of-term submission.*

Edit:

2122_1	Reverse Transfer Code (DE 2122) missing or invalid	Critical
2122_2	Reverse Transfer Code (DE 2122) IN (A, B) and Completion Degree Granted (DE 2103) NE 1	Critical
2122_3	Reverse Transfer Code (DE 2122) EQ Z and Completion Degree Granted (DE 2103) EQ 1	Critical

Data Element 2123

General Education Digital Badge

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	5
Last Modified:	7/31/2023

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates the student has been issued a digital badge under section 1007.25, F.S. associated with completion of general education core courses that demonstrate career readiness. Florida College System institutions and state universities became required to issue and accept the digital badge for students initially entering in 2022-2023 and thereafter.

TABLE VALUES

A Student was issued a Fundamentals of Written Communication digital badge
Z Not Applicable

NOTES:

1. *General education core courses are identified in State Board of Education Rule 6A-14.0303, F.A.C.*
2. *General education core courses became a requirement for associate in arts degree, specialized associate in arts transfer degree, and baccalaureate degree first-time-in-college students entering a Florida College System institution in the Fall Term 2015, and thereafter.*
3. *General education core courses became a requirement for associate in science/associate in applied science students entering their program in 2022-23 and thereafter.*

Edit:

2123_1	General Education Digital Badge (DE 2123) missing or invalid	Critical
2123_2	General Education Digital Badge (DE 2123) NE Z and Occupational Completion Point Indicator (DE 2104) NE Z	Critical
2123_4	General Education Digital Badge (DE 2123) NE Z and Completion Degree Granted (DE 2103) NE Z	Critical
2103_14	Completion Degree Granted (DE 2103) EQ Z and Occupational Completion Point Indicator (DE 2104) EQ Z and General Education Digital Badge (DE 2123) EQ Z	Critical

Data Element 3001

Course – Information Classification Structure

Characteristics

Length:	5
Data Type:	Numeric
Physical Description:	9 (5)
Record Type(s):	6
Last Modified:	10/30/2024

Data Element is used in the Following Reports:

- ❑ AA-1A
- ❑ AA-1C
- ❑ EA-3
- ❑ FTE
- ❑ Course Number Match
- ❑ Accountability Outcome Measures
- ❑ Developmental Education Enrollment
- ❑ Perkins Performance
- ❑ NRS
- ❑ CTE
- ❑ IPEDS (EF2, E12, GRS, OM)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Classifies the course's subject matter content.

Coding structure is as follows:

1. The first three digits of all numbers represent the Information Classification Structure (ICS) cluster.
2. The fourth and fifth digits of those courses in the Advanced and Professional program identify the category.
3. The fourth and fifth digits of those courses in Vocational Programs identify the separation between Postsecondary Vocational, Career Certificate, and Continuing Workforce Education.

TABLE VALUES

1.1 Advanced and Professional:

1.11.01	Agriculture & Nat. Res.
1.11.02	Architecture & Environ.
1.11.04	Biological Science
1.11.09	Engineering
1.11.12	Health Professions
1.11.19	Physical Sciences
1.12.10	Fine and Applied Arts
1.13.11	Foreign Languages
1.13.15	Letters
1.14.08	Education
1.15.05	Business & Management
1.16.07	Computer & Information Science
1.16.17	Mathematics
1.17.03	Area Studies
1.17.20	Psychology
1.17.22	Social Sciences
1.18.06	Communications
1.18.13	Family and Consumer Sciences
1.18.14	Law
1.18.16	Library Science
1.18.18	Military Science
1.18.21	Public Affairs
1.18.23	Theology
1.18.49	Interdisciplinary

1.2 Postsecondary Vocational:

1.21.01	Agriculture
1.22.01	Marketing
1.23.01	Health Occupations
1.24.01	Family and Consumer Sciences
1.25.01	Business

1.26.01 Industrial
1.27.01 Public Service

1.2 Career Certificate:
1.21.02 Agriculture
1.22.02 Marketing
1.23.02 Health Occupations
1.24.02 Family and Consumer Sciences
1.25.02 Business
1.26.02 Industrial
1.27.02 Public Service

1.2 Continuing Workforce Education:
1.21.03 Agriculture
1.22.03 Marketing
1.23.03 Health Occupations
1.24.03 Family and Consumer Sciences
1.25.03 Business
1.26.03 Industrial
1.27.03 Public Service

1.2 Apprenticeship:
1.29.97 Class
1.29.98 On the Job Training (OJT)

1.3 Adult General Education:
1.31.01 Developmental Ed. (College Prep.)
1.31.02 Academic Skills Building (ASB)
1.31.03 EAP Developmental Ed. (EAP College Prep.)
1.32.01 Adult Basic
1.32.02 Adult Secondary
1.32.03 GED Prep.
1.32.04 EAP Literacy (ESOL)
1.33.00 Lifelong Learning

1.5 Educator Preparation Institute:
1.50.01 Educator Preparation Institution

NOTES:

1. *EAP Reporting:*
   13103 (EAP Developmental Education)
   a. *Up to Fall 2001-02: ESL Preparatory – Course that begins with Common Course Number ESL.*
   b. *Beginning Fall 2001-02: EAP Preparatory – CCN EAP000 - EAP400.*
   c. *College may offer institutional credit. Developmental Education Level: Report as Credit Hours.*
   13204 (EAP Literacy)
   ESOL Literacy – Adult Basic Level: Report as Contact Hours.
2. *The ETENS Report excludes the following:*
   a. *Adult Basic (1.32.01, 1.32.04)*
   b. *Adult Secondary (1.32.02)*
   c. *GED Prep (1.32.03)*
   d. *Lifelong Learning (1.33.00)*
3. *When reporting dual enrolled students in upper level courses (3, 4) for high school credit, it is the college's responsibility to ensure that the high school will accept the course for credit.*
4. *Valid Adult Secondary (Adult High School/Adult High School Co-Enrolled) courses are listed in the reference file AHSCCD.yyyy.txt, which is available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml*

Edit:

3001_1	Course – ICS (DE 3001) missing, invalid, or non-numeric	Critical
3001_2	Course – ICS (DE 3001) NOT IN (1.21.02-1.27.02, 1.21.03-1.27.03, 13102) and Course Fee Kind (DE 3006) EQ F	Critical

Edit:

3001_6	Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 12997, 12998, 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T)	Critical
3001_7	Course – ICS (DE 3001) EQ 13300 and Course Lifelong Learning Flag (DE 3010) EQ N	Critical
3001_8	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 13101, 13103, 15001) and Course Lifelong Learning Flag (DE 3010) EQ N and Course Section Hour Type (DE 3011) NE S	Critical
3001_9	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 1.21.03-1.27.03, 12998, 13300) and Course Section Hour Type (DE 3011) NOT IN (C, Z)	Critical
3001_10	Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 15001) and Course Dual Enrollment Category (DE 3004) IN (CA, CV, DA, DV, EA, EV)	Critical
3001_11	Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (NN, OD) and Course Lifelong Learning Flag (DE 3010) EQ Y	Critical
3001_12	Course – ICS (DE 3001) begins with 1.1, or IN (1.21.01-1.27.01, 13101, 13103) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and Course Identifier (DE 3008) Fourth digit NOT IN (0, 1, 2)	Informational
3001_13	*Edit Deleted*	
3001_14	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 1.29.98) and Course Identifier (DE 3008), fourth digit NE 0	Informational
3001_15	*Edit Deleted*	
3001_16	Course – ICS (DE 3001) EQ 1.31.03 and Course Identifier (DE 3008) first three characters NOT IN (ESL, EAP)	Informational
3001_18	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 1.31.01, 1.31.03, 1.50.01) and Course Fee Kind (DE 3006) EQ D	Critical
3001_19	Course – ICS (DE 3001) NE (13202) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E	Critical
3001_20	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 1.21.03-1.27.03, 12997, 12998, 13102, 13201-13204, 1.33.00) and FTE Flag (DE 3018) EQ E	Critical
3001_21	Course – ICS (DE 3001) IN (1.31.01, 13103) and Course Identifier (DE 3008) NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E	Critical
3001_22	Course – ICS (DE 3001) EQ 1.31.01 and ((Course Identifier (DE 3008) first three characters NOT IN (MAT, ENC,REA) or (Course Identifier (DE 3008) not in (EAP0100, EAP0120, EAP0140, EAP0160, EAP0180, EAP0185, EAP0200, EAP0220, EAP0240, EAP0260, EAP0280, EAP0285, EAP0295, EAP0300, EAP0320, EAP0340, EAP0360, EAP0380, EAP0381, EAP0382, EAP0384, EAP0385, EAP0395, EAP0400, EAP0420, EAP0440, EAP0460, EAP0480, EAP0481, EAP0484, EAP0485, EAP0492, EAP0493, EAP0494, EAP0495, SLS0003, SLS0005)))	Informational
3001_25	Course – ICS (DE 3001) IN (13101, 13102, 13103, 13201, 13203, 13204) and Course Identifier (DE 3008), fourth digit IN (3, 4)	Critical
3001_26	Course – ICS (DE 3001) EQ 15001 and Course Identifier (DE 3008) first three characters NE EPI	Informational
3001_27	Course – ICS (DE 3001) IN (12103, 12203, 12303, 12403, 12503, 12603, 12703) and Course Fee Kind (DE 3006) NE N	Critical

Edit:

3001_38	Course – ICS (DE 3001) NE 13201 and Course Identifier (DE 3008) IN (ABX0100-ABX0199), ABX0400-ABX0499)	Critical
3001_40	Course – ICS (DE 3001) EQ 13202 and Course Identifier (DE 3008) first seven characters not found in CCD Adult High portion	Critical
3001_41	Course - ICS (DE 3001) Adult ICS does not match an appropriate Program of Study – CIP (DE 2002) (see Appendix A SDB Data Dictionary)	Critical
3001_45	Course – ICS (DE 3001) IN (12997, 12998) and Course Fee Kind (DE 3006) NE 6	Critical
3001_46	Course – ICS (DE 3001) IN (13102, 13201-13204) and Course Section Hour Type (DE 3011) NE C	Critical
1004_3	Fee Classification Residency (DE 1004) EQ X and any Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 1.21.02-1.27.02, 13101, 13103, or 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (N, Z)	Critical
1004_4	Fee Classification Residency (DE 1004) NE X and Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01 or EQ 1.21.02-1.27.02) and all Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T)	Critical
1004_6	Fee Classification Residency (DE 1004) NE X and Course – ICS (DE 3001) EQ 13202 and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E	Informational
1011_4	Incarceration Status (DE 1011) IN (C, D) and Course – ICS (DE 3001) IN (13201, 13202, 13203, 13204) and Course Fee Kind (DE 3006) NE N	Critical
1011_5	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) begins with 1.1 or IN (12101, 12201, 12301,12401, 12501, 12601, 12701, 13101, 13103, 15001) and Course Fee Kind (DE 3006) NOT IN (F, G, N, S, T, U)	Critical
1011_6	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 13102, 13201, 13202, 13203, 13204, 13300) and Course Fee Kind (DE 3006) NE C	Critical
1058_2	CAE Single Parent (DE 1058) IN (B, S, W) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 12997, 12998, 13102, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical
1059_2	CAE Displaced Homemaker (DE 1059) IN (A, B, C, D) and Course – ICS (DE 3001) IN (1.1, 1.21.01-1.27.01, 1.21.02-1.27.02, 12997, 12998, 13102, 13201-13204) and Program of Study – Level (DE 2005) NOT IN (1, 2, 8, 9, A, B, D, G, P)	Critical
2002_18	Program of Study – CIP (DE 2002) Adult Program does not match an appropriate Course – ICS (DE 3001) (see Appendix A SDB Data Dictionary)	Critical
3006_16	Course Fee Kind (DE 3006) EQ 6 and Course – ICS (DE 3001) NOT IN (12997, 12998)	Critical
3008_8	Course Identifier (DE 3008) fourth character IN (3, 4) and Course – ICS (DE 3001) NOT IN (11101-11849, 15001)	Critical
3008_13	Course Identifier (DE 3008) NOT IN (ABX0100-ABX0199, ABX0400-ABX0499) and Course – ICS (DE 3001) EQ 13201	Critical
3008_14	Course Identifier (DE 3008) EQ ASB0100-ASB0299 and Course – ICS (DE 3001) NE 13102	Critical

Edit:

3008_15	Course Identifier (DE 3008) EQ ASB0100-ASB0299 and Course – ICS (DE 3001) EQ 13102 and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z	Critical
3033_9	Adult Educational Functioning Level Subject Area 1 (DE 3033) invalid for Course Identifier (DE 3008) or Course – ICS (DE 3001)	Critical
3036_7	Adult Educational Functioning Level Subject Area 2 (DE 3036) invalid for Course Identifier (DE 3008) or Course – ICS (DE 3001)	Critical
3039_6	Adult Educational Functioning Level Subject Area 3 (DE 3039) invalid for Course Identifier (DE 3008) or Course – ICS (DE 3001)	Critical
3012_2	Course Section Hours (DE 3012) EQ 0 and Course – ICS (DE 3001) IN (13102, 13201, 13202, 13203, 13204)	Informational
3018_2	FTE Flag (DE 3018) EQ C and Course – ICS (DE 3001) NOT IN (13101, 13103)	Critical
3026_9	(Course Entry Date (DE 3026) EQ 99999999 or Course Exit Date (DE 3027) EQ 99999999) and Course – ICS (DE 3001) IN (13102, 13201, 13202, 13203, 13204)	Critical
3026_10	Course Entry Date (DE 3026) LT July 1 and Course Exit Date (DE 3027) GT June 30 for Adult NRS eligible program by Course – ICS (DE 3001) (See Appendix A)	Critical
3026_11	Course Entry Date (DE 3026) LT 16 years from Student Birth Date (DE 1019) and Course - ICS (DE 3001) IN (13102, 13201, 13202, 13203, 13204) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) NE E	Critical
3032_3	Integrated Education and Training Program Number (DE 3032) NE 99999999 and Course – ICS (DE 3001) NOT IN (13102, 13201, 13202, 13203, 13204)	Critical
3033_2	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z and Course – ICS (DE 3001) NOT IN (13102, 13201, 13203, 13204)	Critical
3033_3	Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z and Course – ICS (DE 3001) IN (13102, 13201, 13203, 13204)	Critical
3035_5	Post-Test Identification Number 1 (DE 3035) NE 9999 and Course – ICS (DE 3001) EQ 13203	Critical
3033_6	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE (M, R) and Course – ICS (DE 3001) EQ 13203	Critical
3036_2	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z and Course – ICS (DE 3001) NOT IN (13102, 13201, 13203, 13204)	Critical
3036_5	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE (M, R, Z) and Course – ICS (DE 3001) EQ 13203	Critical
3038_5	Post-Test Identification Number 2 (DE 3038) NE 9999 and Course – ICS (DE 3001) EQ 13203	Critical
3039_2	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Course – ICS (DE 3001) NOT IN (13102, 13201, 13204)	Critical
3041_5	Post-Test Identification Number 3 (DE 3041) NE 9999 and Course – ICS (DE 3001) EQ 13203	Critical
3410_3	Adult Education Test – Adult Educational Functioning Level (DE 3410) on the adult education test and performance record must align with Course -	Critical

Edit:

ICS (DE 3001) on the corresponding course record as specified in Appendix A

IDB Edit:

IDB 1000_3	SDB Course-ICS (DE 3001) NE 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) NE Z	Critical
IDB 1000_4	SDB Course-ICS (DE 3001) EQ 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) EQ Z	Critical
IDB 1000_5	PDB Primary Course Section Classification (DE 4060) EQ D and SDB Course ICS (DE 3001) NE (13102, 13201, 13202, 13203, 13204) for same Course Identifier and Course Identifier - Section	Critical

Data Element 3003

Course Cooperative Education Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	7/1/1998

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ AA-1A

Description:

Indicates whether or not the student is in a cooperative education course. A cooperative education student is a student who, by written cooperative arrangements between the school and employers, is employed and receives compensation, and receives instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field.

TABLE VALUES

Y	Student is enrolled in a cooperative education course
N	Student is not enrolled in a cooperative education course

NOTE: *Null values are loaded for Beginning-of-Term data submissions.*

Edit:

3003_1	Course Cooperative Education Flag (DE 3003) missing or invalid	Critical

Data Element 3004

Course Dual Enrollment Category

Characteristics

Length:	2
Data Type:	Alphanumeric
Physical Description:	X (2)
Record Type(s):	6
Last Modified:	10/30/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ FTE
- ❑ Accountability Outcome Measures
- ❑ OA-2
- ❑ IPEDS (EF2, E12, GRS, OM)
- ❑ CTE
- ❑ FCS Performance Funding
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

Indicates if the credits or college credit equivalents earned by a secondary student in the associated course (DE 3008) are applicable to the dual enrollment program.

TABLE VALUES

Use the following table values when the Course Dual Enrollment/Co-Enrollment Flag (DE 3005) is H, P, S, or T:

CA Collegiate High School/Early College Program applicable toward an AS/AA Degree or College Credit Certificate (§ 1007.273 F.S.)

CV Collegiate High School/Early College Program, applicable toward a Career Certificate (§ 1007.273 F.S.)

DA Dual enrollment applicable toward an AS/AA Degree or College Credit Certificate (§ 1007.271 (3), 1007.27(4) F.S.)

DV Dual enrollment, applicable toward a Career Certificate (§ 1007.271 (3), 1007.27(4) F.S.)

EA Early Admission (College Credit) (§ 1007.271(10), 1007.27(4) F.S.)

EV Early Admission (Non-Credit) (§ 1007.271(11) F.S.)

Use the following table values when the Course Dual Enrollment/Co-Enrollment Flag (DE 3005) is N or Z:

NN Not dual enrolled

OD Other dual enrollment Students who are enrolled in postsecondary instruction that is not creditable towards the high school diploma and do not meet the definition of dual enrollment (i.e. Definition for table values "DA" and "DV"). (§ 1007.271(1) F.S)

Edit:

3004_1	Course Dual Enrollment Category (DE 3004) missing or invalid	Critical
3004_2	Course Dual Enrollment Category (DE 3004) IN (CV, DV, EV) and Course Section Hour Type (DE 3011) IN (S, Z)	Critical
3004_3	Course Dual Enrollment Category (DE 3004) IN (CA, DA, EA) and Course Section Hour Type (DE 3011) IN (C, Z)	Critical

Edit:

3004_4	Course Dual Enrollment Category (DE 3004) EQ OD and Course Section Hour Type (DE 3011) EQ Z	Critical
3001_10	Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 15001) and Course Dual Enrollment Category (DE 3004) IN (CA, CV, DA, DV, EA, EV)	Critical
3001_11	Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (NN, OD) and Course Lifelong Learning Flag (DE 3010) EQ Y	Critical
3005_2	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S, T) and Course Dual Enrollment Category (DE 3004) IN (OD, NN)	Critical
3005_7	Course Dual Enrollment/Co Enrollment Flag (DE 3005) EQ E and Course Dual Enrollment Category (DE 3004) NE NN	Critical
3005_9	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (N, Z) and Course Dual Enrollment Category (DE 3004) IN (CA, CV, DA, DV, EA, EV)	Critical

Data Element 3005

Course Dual Enrollment/Co-Enrollment Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	10/30/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ FTE
- ❑ OA-2

Description:

Indicates whether or not the credits or college credit equivalents earned in the associated course (DE 3008) also apply toward the student's high school diploma. This field is only applicable to those secondary students who are co-enrolled, dual enrolled, or in other accelerated credit programs.

TABLE VALUES

E	Co-enrollment flag
H	Home school and applies toward high school diploma
N	Does not apply toward high school diploma
P	Private school and applies toward high school diploma
S	Public school and applies toward high school diploma
T	Personalized Education Program (PEP) student
Z	Not applicable

Edit:

3005_1	Course Dual Enrollment/Co Enrollment Flag (DE 3005) missing or invalid	Critical
3005_2	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S, T) and Course Dual Enrollment Category (DE 3004) IN (OD, NN)	Critical
3005_4	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S, T) and Course Fee Kind (DE 3006) EQ F	Critical
3005_7	Course Dual Enrollment/Co Enrollment Flag (DE 3005) EQ E and Course Dual Enrollment Category (DE 3004) NE NN	Critical
3005_9	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (N, Z) and Course Dual Enrollment Category (DE 3004) IN (CA, CV, DA, DV, EA, EV)	Critical
3005_11	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S, T) and Course Fee Kind (DE 3006) NE N	Critical
1004_3	Fee Classification Residency (DE 1004) EQ X and any Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 1.21.02-1.27.02, 13101, 13103, or 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (N, Z)	Critical

Edit:

1004_4	Fee Classification Residency (DE 1004) NE X and Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01 or EQ 1.21.02-1.27.02) and all Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T)	Critical
1004_6	Fee Classification Residency (DE 1004) NE X and Course – ICS (DE 3001) EQ 13202 and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E	Informational
1005_7	First-Time Student Flag (DE 1005) EQ D and no Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S, T)	Critical
1005_8	First-Time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and Total Credit Hours Toward Award (DE 2008) GT 60 or Total Clock Hours Earned (DE 2007) GT 1800	Critical
1009_5	[High School Graduation Date (DE 1009) LT 0501(yyyy-1) or High School Graduation Date (DE 1009) GT 0630yyyy] and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and High School Graduation Code (DE 1008) NE K	Critical
3001_6	Course – ICS (DE 3001) begins with 1.3 or IN (1.21.03-1.27.03, 12997, 12998, 15001) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T)	Critical
3001_12	Course – ICS (DE 3001) begins with 1.1, or IN (1.21.01-1.27.01, 13101, 13103) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and Course Identifier (DE 3008) Fourth digit NOT IN (0, 1, 2)	Informational
3001_19	Course – ICS (DE 3001) NE (13202) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) EQ E	Critical
3026_11	Course Entry Date (DE 3026) LT 16 years from Student Birth Date (DE 1019) and Course - ICS (DE 3001) IN (13102, 13201, 13202, 13203, 13204) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) NE E	Critical

Data Element 3006

Course Fee Kind

Characteristics

Length:	2
Data Type:	Alphanumeric
Physical Description:	X (2)
Record Type(s):	6
Last Modified:	12/4/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ FTE
- ❑ NRS
- ❑ Perkins
- ❑ CTE

Description:

Indicates the specific type arrangement by which tuition fees per course are waived (assessed but not collected from students). Format this field as left justified.

TABLE VALUES

A	Welfare Transition Program waiver *(§ 1009.25 (1)(d) F.S.)*
C	Correctional inmate, non-funded
D	Adult with Disabilities - Students whose expected time to completion exceeds twice that of a similar program for non-disabled students, or whose individual education plan does not include competitive employment *(§ 1004.02 (6) and § 1004.93 (5) F.S.)*
E	State Employee Fee Waiver *(§ 1009.265 (1) F.S.)*
F	Eight Percent Workforce Waiver *(§ 1009.26 F.S.)*
G	Other fee waivers not authorized for FTE funding *(§ 1009.26 (1) F.S.)*
H	Homeless fee exemption *(§ 1009.25 (1)(e) F.S.)*
I	Classroom Teacher fee waiver *(§ 1009.26 (10) F.S.)*
J	Child of deceased Teachers or School Administrators *(§ 112.1915 (3)(d) F.S.)*
K	College Employees or their Dependents *(§ 1009.26 F.S.)*
L	Linkage Institutes *(§ 288.8175 (6) F.S.)*
M	Active Duty Military Assistance Program *(§1009.26(15) F.S.)*
N	No fee waiver, no fees assessed, or fee-paying *(§ 1009.23 F.S.)*
O	Child Protection and Child Welfare Personnel *(§ 1009.25 (1)(g) F.S.)*
P	Purple Heart Recipient *(§ 1009.26 (8) F.S.)*
R	Custody of the Department of Children and Families Exemption *(§ 1009.25 (1)(c)3 F.S. and § 1009.25 (1)(c)1 F.S.)*
S	Spouse of deceased State employee, eligible for workers' compensation death benefits *(§ 440.16 (1)(c) and § 1009.26 (7) F.S.)*
T	Child or Spouse of Law Enforcement, Correctional, or Correctional Probation Officer killed in the line of duty *(§ 112.19 (3) F.S.) (§ 112.1912 (2)(a) F.S.)*
U	Child or Spouse of Firefighter killed in the line of duty *(§ 112.191 (3) F.S.) (§ 112.1912 (2)(a) F.S)*
V	Adoption Exemption *(§ 1009.25 (1)(c)5 F.S.)*
W	Victim of Wrongful Incarceration

X Child or Spouse of Emergency Medical Technician or Paramedic killed in the line of duty *(§ 112.1912 (2)(a) F.S.)*
Y Baccalaureate $10K Fee Waiver *(§ 1009.26 (11) F.S.)*
Z College Discretionary FTE Exemption *(§ 1009.23 F.S.) (§ 1009.25 (2) F.S.)*
1 Child or Spouse of active duty military member killed in the line of duty *(§ 295.061 (8)(a) F.S.)*
2 Child or Spouse of Florida National Guard member killed in the line of duty *(§ 250.34 (4) F.S.)*
3 Disabled Veteran who does not qualify for 100 percent eligibility tier *(§ 295.011 F.S.)*
4 Reunited with parent exemption *(§ 1009.25 (1)(c)4 F.S.)*
5 Custody of a relative or non-relative exemption *(§ 1009.25 (1)(c)2 F.S. and § 1009.25 (1)(c)6 F.S.)*
6 Registered Apprenticeship or Registered Preapprenticeship program exemption *(§ 1009.25 (1)(b) F.S.)*
7 Persons who supervise interns for a state university waiver *(§ 1009.26 (2) F.S.)*
8 Persons age 60 or older waiver *(§ 1009.26 (4) F.S.)*
9 Fee waived: Graduation Alternative to Traditional Education (GATE) Program participant. The student is a GATE program participant pursuant to *§ 1004.933 F.S.*

NOTE: *Effective July 1, 2022, the Department of Children and Families ceased identifying the specific exemption type for students placed in the custody of a relative or non-relative, which were previously captured through table values B and Q. These exemptions are still effective; however, they are now grouped into one table value – Table Value 5. Table Value 5 also includes a third exemption that was added during the 2022 legislative session for dependent children placed in permanent guardianship under s. 39.6221, F.S. This table value reflects how the Department of Children and Families measures fee exemptions granted to children placed in custody of relatives or non-relatives.*

Edit:

3006_1	Course Fee Kind (DE 3006) missing or invalid	Critical
3006_8	Course Fee Kind (DE 3006) NE N and Course Lifelong Learning Flag (DE 3010) EQ Y	Informational
3006_14	Course Fee Kind (DE 3006) EQ Y and Course Identifier (DE 3008), fourth position NOT IN (3, 4)	Critical
3006_15	Course Fee Kind (DE 3006) EQ M and Military Status (DE 1057) NE A	Critical
3006_16	Course Fee Kind (DE 3006) EQ 6 and Course – ICS (DE 3001) NOT IN (12997, 12998)	Critical
1002_2	Disabled Classification (DE 1002) EQ Z and Course Fee Kind (DE 3006) EQ D	Informational
1011_2	Incarceration Status (DE 1011) EQ Z and Course Fee Kind (DE 3006) EQ C	Critical
1011_3	Incarceration Status (DE 1011) IN (C, D, E, S) and Course Fee Kind (DE 3006) IN (D, H, R, V)	Critical
1011_4	Incarceration Status (DE 1011) IN (C, D) and Course – ICS (DE 3001) IN (13201, 13202, 13203, 13204) and Course Fee Kind (DE 3006) NE N	Critical
1011_5	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) begins with 1.1 or IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) and Course Fee Kind (DE 3006) NOT IN (F, G, N, S, T, U)	Critical
1011_6	Incarceration Status (DE 1011) IN (S, E) and Course – ICS (DE 3001) IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 13102, 13201, 13202, 13203, 13204, 13300) and Course Fee Kind (DE 3006) NE C	Critical

Edit:

1011_7	Incarceration Status (DE 1011) NE Z and Course Fee Kind (DE 3006) IN (D, H, R, V)	Critical
3001_2	Course – ICS (DE 3001) NOT IN (1.21.02-1.27.02, 1.21.03-1.27.03, 13102) and Course Fee Kind (DE 3006) EQ F	Critical
3001_18	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 13101, 13103, 15001) and Course Fee Kind (DE 3006) EQ D	Critical
3001_27	Course – ICS (DE 3001) IN (12103, 12203, 12303, 12403, 12503, 12603, 12703) and Course Fee Kind (DE 3006) NE N	Critical
3001_45	Course – ICS (DE 3001) IN (12997, 12998) and Course Fee Kind (DE 3006) NE 6	Critical
3005_4	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S, T) and Course Fee Kind (DE 3006) EQ F	Critical
3005_11	Course Dual Enrollment/Co Enrollment Flag (DE 3005) IN (H, P, S, T) and Course Fee Kind (DE 3006) NE N	Critical

Data Element 3007

Course Grade Awarded

Characteristics

Length:	8
Data Type:	Alphanumeric
Physical Description:	X (8)
Record Type(s):	6
Last Modified:	7/1/2005

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Accountability Outcome Measures
- ❑ Bright Futures
- ❑ Distance Learning
- ❑ IPEDS (EF2, E12, GRS, OM)
- ❑ FCS Performance funding
- ❑ Equity
- ❑ NRS
- ❑ Perkins
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status

Description:

A rating or evaluation of a student's achievement in a course. This field is left justified.

TABLE VALUES

A, B, C, D, F	Letter grade awarded
I	Incomplete
P	Pass
PR	Progress
S	Satisfactory
U	Unsatisfactory
W	Official Withdrawal (see Procedures and Definitions for definition)
WU	Unofficial Withdrawal
X	No institutional grade can be awarded
Z	Audit

NOTE: *For Beginning-of-Term files, code X unless identified as an audit. Also code X if course is not completed by the time the file is due. Colleges are encouraged to go back and cleanup grade of 'X' during 3E End-of-Term Verification Period.*

Edit:

3007_1	Course Grade Awarded (DE 3007) missing or invalid	Critical

Data Element 3008

Course Identifier

Characteristics

Length:	8
Data Type:	Alphanumeric
Physical Description:	X (8)
Record Type(s):	6
Last Modified:	10/30/2024

Data Element is used in the Following Reports:

- ❑ Course Number Match
- ❑ Accountability Outcome Measures
- ❑ Developmental Education Enrollment
- ❑ NRS
- ❑ Perkins
- ❑ IndCert
- ❑ FCS Performance funding
- ❑ AGE Performance
- ❑ IPEDS (EF2, E12, GRS)

Description:

An eight-digit alphanumeric code that is assigned by the Statewide Course Numbering System (SCNS) to identify courses in a systematic manner. The code consists of a three-letter prefix, a four-digit number, and a one-digit suffix code. The first digit of the number reflects the course level and is designated by the college.

0	Less than college level (developmental or clock hour)
1, 2	Indicates lower level
3, 4	Indicates upper level

The suffix code is used to indicate laboratories and provide a method for equating laboratory courses:

C	A combined lecture-lab sequence in which the lab is offered in conjunction with the lecture at the same time/place.
L	(1) A course of which the content is entirely laboratory, or (2) The laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place than the lecture.
S	The course is not a lab course.

NOTE: *Use the taxonomy of the SCNS for all courses in the course inventory (developmental, college credit, and clock hour). Use institutional numbers for institutional courses and courses not in the Statewide Course Numbering System.*

Edit:

3008_1	Course Identifier (DE 3008) missing	Critical
3008_1A	Duplicate Course Record	Critical
3008_4	Course Identifier (DE 3008) eighth character NE L and Course Section Hours (DE 3012) EQ 00000	Informational
3008_8	Course Identifier (DE 3008) fourth character IN (3, 4) and Course – ICS (DE 3001) NOT IN (11101-11849, 15001)	Critical

Edit:

3008_12	Course Identifier (DE 3008), fourth digit EQ 0 and Program of Study – Level (DE 2005) EQ C	Informational
3008_13	Course Identifier (DE 3008) NOT IN (ABX0100-ABX0199, ABX0400-ABX0499) and Course – ICS (DE 3001) EQ 13201	Critical
3008_14	Course Identifier (DE 3008) EQ ASB0100-ASB0299 and Course – ICS (DE 3001) NE 13102	Critical
3008_15	Course Identifier (DE 3008) EQ ASB0100-ASB0299 and Course – ICS (DE 3001) EQ 13102 and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z	Critical
3001_12	Course – ICS (DE 3001) begins with 1.1, or IN (1.21.01-1.27.01, 13101, 13103) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T) and Course Identifier (DE 3008) Fourth digit NOT IN (0, 1, 2)	Informational
3001_14	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 12998) and Course Identifier (DE 3008), fourth digit NE 0	Informational
3001_16	Course – ICS (DE 3001) EQ 13103 and Course Identifier (DE 3008) first three characters NOT IN (ESL, EAP)	Informational
3001_21	Course – ICS (DE 3001) IN (13101, 13103) and Course Identifier (DE 3008) NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E	Critical
3001_22	Course – ICS (DE 3001) EQ 13101 and ((Course Identifier (DE 3008) first three characters NOT IN (MAT, ENC,REA) or (Course Identifier (DE 3008) not in (EAP0100, EAP0120, EAP0140, EAP0160, EAP0180, EAP0185, EAP0200, EAP0220, EAP0240, EAP0260, EAP0280, EAP0285, EAP0295, EAP0300, EAP0320, EAP0340, EAP0360, EAP0380, EAP0381, EAP0382, EAP0384, EAP0385, EAP0395, EAP0400, EAP0420, EAP0440, EAP0460, EAP0480, EAP0481, EAP0484, EAP0485, EAP0492, EAP0493, EAP0494, EAP0495, SLS0003, SLS0005)))	Informational
3001_25	Course – ICS (DE 3001) IN (13101, 13102, 13103, 13201, 13203, 13204) and Course Identifier (DE 3008), fourth digit IN (3, 4)	Critical
3001_26	Course – ICS (DE 3001) EQ 15001 and Course Identifier (DE 3008) first three characters NE EPI	Informational
3001_38	Course – ICS (DE 3001) NE 13201 and Course Identifier (DE 3008) IN (ABX0100-ABX0199, ABX0400-ABX0499)	Critical
3001_40	Course – ICS (DE 3001) EQ 13202 and Course Identifier (DE 3008) first seven characters not found in CCD Adult High portion	Critical
3006_14	Course Fee Kind (DE 3006) EQ Y and Course Identifier (DE 3008), fourth position NOT IN (3, 4)	Critical
3033_9	Adult Educational Functioning Level Subject Area 1 (DE 3033) invalid for Course Identifier (DE 3008) or Course – ICS (DE 3001)	Critical
3036_7	Adult Educational Functioning Level Subject Area 2 (DE 3036) invalid for Course Identifier (DE 3008) or Course – ICS (DE 3001)	Critical
3039_6	Adult Educational Functioning Level Subject Area 3 (DE 3039) invalid for Course Identifier (DE 3008) or Course – ICS (DE 3001)	Critical

IDB Edit:

IDB 1000_2	SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009) with no matching record on PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)	Critical

Data Element 3009

Course Identifier – Section

Characteristics

Length:	8
Data Type:	Alphanumeric
Physical Description:	X (8)
Record Type(s):	6
Last Modified:	11/5/2025

Data Element is used in the Following Reports:

- ❑ Developmental Education Enrollment
- ❑ Perkins
- ❑ IPEDS (EF2, E12, GRS)

Description:

A unique identifier assigned by the institution for each section of a course offered during the term reported. This element is used in conjunction with Course Identifier (DE 3008).

NOTE: *This field is left justified.*

Edit:

3009_1	Course Identifier – Section (DE 3009) missing	Critical
3009_2	Course Identifier – Section (DE 3009) valid Course Section and Term Part-Time/Full-Time (DE 1029) EQ Z	Critical

IDB Edit:

IDB 1000_2	SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009) with no matching record on PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)	Critical

Data Element 3010

Course Lifelong Learning Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	7/1/2008

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ FTE

Description:

Indicates whether or not the student taking the associated course in Course Identifier (DE 3008) is a lifelong learning student for this course.

TABLE VALUES

Y	Yes, student is a lifelong learner (LLL)
N	No, student is not a lifelong learner (LLL)

NOTE: *LIFELONG LEARNING REPEATS: Students enrolled in a college credit course that the student has previously taken and earned a grade of A, B, or C (Lifelong Learning repeats) are coded as Y for Data Element 3010. The Student Semester Hours (SSH) for the course should be converted to Institutional Clock Hours. Course Section Hour Type (DE 3011) is coded as C, and Course Section Hours (DE 3012) should contain Institutional Clock Hours. Students enrolled in a college credit course more than two times are reported as College Credit Repeats in FTE Flag (DE 3018) and not as a Lifelong Learning Repeat.*

Edit:

3010_1	Course Lifelong Learning Flag (DE 3010) missing or invalid	Critical
3010_3	Course Lifelong Learning Flag (DE 3010) EQ Y and Course Section Hour Type (DE 3011) IN (S, Z)	Critical
3001_7	Course – ICS (DE 3001) EQ 13300 and Course Lifelong Learning Flag (DE 3010) EQ N	Critical
3001_8	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 13101, 13103, 15001) and Course Lifelong Learning Flag (DE 3010) EQ N and Course Section Hour Type (DE 3011) NE S	Critical
3001_11	Course – ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NOT IN (NN, OD) and Course Lifelong Learning Flag (DE 3010) EQ Y	Critical
3006_8	Course Fee Kind (DE 3006) NE N and Course Lifelong Learning Flag (DE 3010) EQ Y	Informational

Data Element 3011

Course Section Hour Type

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	10/23/2023

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ FTE
- ❑ OA-2
- ❑ IPEDS (E12)

Description:

Indicates the type of hours reported in Course Section Hours (DE 3012) as either student semester hours or clock hours

TABLE VALUES

C Instructional clock hours
S Student semester hours
Z Not applicable

NOTES:

1. *LIFELONG LEARNING REPEATS: Students enrolled in a college credit course that the student has previously taken and earned a grade of A, B, or C (Lifelong Learning repeats) are coded as Y for Course Lifelong Learning Flag (DE 3010). The Student Semester Hours (SSH) for the course should be converted to Instructional Clock Hours. Course Section Hour Type (DE 3011) is coded as C and Course Section Hours (DE 3012) should contain Instructional Clock Hours. Students enrolled in a college credit course more than two times are reported as College Credit Repeats in FTE Flag (DE 3018) and not as a Lifelong Learning Repeat.*
2. *Developmental Education is reported as Student semester hours.*

Edit:

3011_1	Course Section Hour Type (DE 3011) missing or invalid	Critical
3001_8	Course – ICS (DE 3001) begins with 1.1 or IN (1.21.01-1.27.01, 13101, 13103, 15001) and Course Lifelong Learning Flag (DE 3010) EQ N and Course Section Hour Type (DE 3011) NE S	Critical
3001_9	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 1.21.03-1.27.03, 12998, 13300) and Course Section Hour Type (DE 3011) NOT IN (C, Z)	Critical
3001_46	Course – ICS (DE 3001) IN (13102, 13201-13204) and Course Section Hour Type (DE 3011) NE C	Critical

Edit:

3004_2	Course Dual Enrollment Category (DE 3004) IN (CV, DV, EV) and Course Section Hour Type (DE 3011) IN (S, Z)	Critical
3004_3	Course Dual Enrollment Category (DE 3004) IN (CA, DA, EA) and Course Section Hour Type (DE 3011) IN (C, Z)	Critical
3004_4	Course Dual Enrollment Category (DE 3004) EQ OD and Course Section Hour Type (DE 3011) EQ Z	Critical
3010_3	Course Lifelong Learning Flag (DE 3010) EQ Y and Course Section Hour Type (DE 3011) IN (S, Z)	Critical

Data Element 3012

Course Section Hours

Characteristics

Length:	5
Data Type:	Numeric
Physical Description:	9 (4) V9
Record Type(s):	6
Last Modified:	07/01/2024

Data Element is used in the Following Reports:

- ❑ FTE
- ❑ OA-2
- ❑ IPEDS (E12)
- ❑ NRS
- ❑ Accountability Outcome Measures

Description:

A quantitative measurement which is the number of hours for which a student may be enrolled for credit for this course section. Course Section Hour Type (DE 3011) must be used in conjunction with this element to determine funding.

NOTES:

1. *LIFELONG LEARNING REPEATS: Students repeating college credit courses (Lifelong Learning repeats) are coded as Y for Course Lifelong Learning Flag (DE 3010). The Student Semester Hours (SSH) for the course should be converted to Instructional Clock Hours. Course Section Hour Type (DE 3011) is coded as C and Course Section Hours (DE 3012) should contain Instructional Clock Hours.*
2. *When reporting Instructional Clock Hours, the hours are defined as 60-minute hours. Developmental Education hours are reported as 50-minute student semester hours.*
3. *Instructional contact hours for online adult general education courses should be reported in accordance with Rule 6A-10.0381 F.A.C., as explained by the August, 2017 Division of Career and Adult Education Technical Assistance Paper: Adult General Education Instructional Hours Reporting Procedures, which can be downloaded at http://www.fldoe.org/core/fileparse.php/5398/urlt/TAP-AGE-InstHrsRptg.pdf.*
4. *When 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.*
5. *Edit 3012_2 is only applicable during Summer Term (1E), Fall Term (2E), and Spring Term (3E) submissions.*

Edit:

3012_1	Course Section Hours (DE 3012) missing or non-numeric	Critical
3012_2	Course Section Hours (DE 3012) EQ 0 and Course – ICS (DE 3001) IN (13102, 13201, 13202, 13203, 13204)	Critical
3008_4	Course Identifier (DE 3008) eighth character NE L and Course Section Hours (DE 3012) EQ 00000	Informational

Data Element 3013

Course Section Location – Campus

Characteristics

Length:	5
Data Type:	Numeric
Physical Description:	9 (5)
Record Type(s):	6
Last Modified:	5/1/2009

Data Element is used in the Following Reports:

- ❑ FTE
- ❑ IPEDS (EF2, E12, GRS, OM)
- ❑ Ethnicity and Sex by Full/Part-Time and Enrollment Status
- ❑ Equity

Description:

A three-part code to indicate if a course section is offered on or off-campus and the site location of the course offering.

TABLE VALUES

First Part (one digit):

1 Taught on campus
2 Taught off campus or at an extension center
3 Taught at a branch campus located in a foreign country

Second Part (two digits - site number):

Report the site number from the "Facilities Inventory," where the course section is taught or where the course would be taught if facilities were available, or where administrative, faculty, staff, and infrastructure support is located.

Third Part (two digits - unused):

Reserved for future use - code as 99

Edit:

3013_1	Course Section Location – Campus (DE 3013) missing or non-numeric	Critical
3013_2	Course Section Location – Campus (DE 3013) second part (two digits- site number) EQ 99	Critical

IDB Edit:

IDB 3000_1	SDB Site Number (DE 3013) with no matching record on FCO Site Number (DE 5100)	Critical

Data Element 3014

Course Registration Period

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	8/1/1992

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ FTE

Description:

Indicates when the student officially registered for the term. A student is officially registered when either the payment of fees or deferment of fees transaction is completed and recorded in the financial and student records maintained by the college.

TABLE VALUES

I	Initial Registration. Those students who officially registered during the major registration
O	Other Registration. Those students who officially registered at times other than Initial Registration. This code does not refer to "drop/adds" or other adjustments to the Initial Registration

NOTE: *Hours classified as "Other Registration" for Beginning-of-Term data submissions will not be used in the FTE Estimates Process. For the FTE-1 FTE Estimates process, Fall Beginning-of-Term Other Registration hours will not be used. For the FTE-2 FTE Estimates process, Spring Beginning-of-Term Other Registration hours will not be used.*

Edit:

3014_1	Course Registration Period (DE 3014) missing or invalid	Critical

Data Element 3015

Course Instructor Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	2/1/1988

Data Element is used in the Following Reports:

- ❑ Exceptions

Description:

Indicates whether or not the course in Course Identifier (DE 3008) was taught by a public high school instructor.

TABLE VALUES

Y	Instructor is a high school instructor
N	Instructor is other than a high school instructor

NOTE: *Null values are loaded for Beginning-of-Term data submissions.*

Edit:

3015_1	Course Instructor Flag (DE 3015) missing or invalid	Critical

Data Element 3018

FTE Flag

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	9/29/2021

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ FTE Reports

Description:

Indicates courses exempted from Funded FTE.

TABLE VALUES

C Student enrolled in the same Developmental Education (College Preparatory) course three or more times, except a student who withdraws or fails a class due to extenuating circumstances may be granted an exemption only once for each class *(§1009.28 F.S.)*

D Dual Enrolled in your college's charter school

E Student enrolled in the same College Credit course three or more times, except a student who withdraws or fails a class due to extenuating circumstances may be granted an exemption only once for each class *(§1009.285 F.S.)*

Z Not Applicable

NOTES:

1. *College Credit Repeats should not be reported as Lifelong Learning Repeats (DE 3010) and the hours should be reported as college credit.*
2. *Except for Continuing Workforce Education (CWE), courses that are fully funded by an external agency for the direct instructional cost must not be reported on the Student Database. See Definitions and Procedures - Record Type Course for more information.*

Edit:

3018_1	FTE Flag (DE 3018) Missing or Invalid	Critical
3018_2	FTE Flag (DE 3018) EQ C and Course – ICS (DE 3001) NOT IN (13101, 13103)	Critical
3001_20	Course – ICS (DE 3001) IN (1.21.02-1.27.02, 1.21.03-1.27.03, 12997, 12998, 13102, 13201-13204, 13300) and FTE Flag (DE 3018) EQ E	Critical
3001_21	Course – ICS (DE 3001) IN (13101, 13103) and Course Identifier (DE 3008) NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E	Critical

Data Element 3026

Course Entry Date

Characteristics

Length:	X
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	6
Last Modified:	10/23/2024

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA) Performance (Adult Education)
- ❑ NRS

Description:

The date when the student enters the course.

The format for coding this element is MMDDCCYY.

Where:
MM is the two-digit month (01-12)
DD is the two-digit day (01-31)
CC is the two-digit century (20)
YY is the two-digit year

NOTES:

1. *Code 99999999 for students who do not fit the criteria.*
2. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*

Edit:

3026_1	Course Entry Date (DE 3026) missing or invalid	Critical
3026_2	Course Entry Date (DE 3026) invalid Month range	Critical
3026_3	Course Entry Date (DE 3026) invalid Day range	Critical
3026_4	Course Entry Date (DE 3026) Century NE 20	Critical
3026_5	Course Entry Date (DE 3026) EQ 99999999 and Course Exit Date (DE 3027) NE 99999999	Critical
3026_6	Course Entry Date (DE 3026) GT Course Exit Date (DE 3027)	Critical
3026_9	(Course Entry Date (DE 3026) EQ 99999999 or Course Exit Date (DE 3027) EQ 99999999) and Course – ICS (DE 3001) IN (13102, 13201, 13202, 13203, 13204)	Critical
3026_10	Course Entry Date (DE 3026) LT July 1 and Course Exit Date (DE 3027) GT June 30 for Adult NRS eligible program by Course – ICS (DE 3001) (See Appendix A)	Critical

Edit:

3026_11	Course Entry Date (DE 3026) LT 16 years from Student Birth Date (DE 1019) and Course - ICS (DE 3001) IN (13102, 13201, 13202, 13203, 13204) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) NE E	Critical
1004_7	Fee Classification Residency (DE 1004) EQ E and earliest Course Entry Date (DE 3026) GT 06302025	Critical
3027_5	Course Exit Date (DE 3027) EQ 99999999 and Course Entry Date (DE 3026) NE 99999999	Critical
3409_12	Adult Education (Post) Test – Date (DE 3409) LT Course Entry Date (DE 3026) for course with matching subject and test-id	Critical

Data Element 3027

Course Exit Date

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	6
Last Modified:	11/07/2018

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ Workforce Innovation and Opportunity Act (WIOA)
- ❑ NRS (Adult Education)

Description:

The date when the student exits the course.

The format for coding this element is MMDDCCYY.

Where:
MM is the two-digit month (01-12)
DD is the two-digit day (01-31)
CC is the two-digit century (20)
YY is the two-digit year

NOTES:

1. *Code 99999999 for students who do not meet the criteria.*
2. *Federal reporting requirement for NRS eligible programs (Workforce Innovation and Opportunity Act of 2014, Title I, Subtitle A, Chapter 4, Section 116).*

Edit:

3027_1	Course Exit Date (DE 3027) missing or invalid	Critical
3027_2	Course Exit Date (DE 3027) invalid Month range	Critical
3027_3	Course Exit Date (DE 3027) invalid Day range	Critical
3027_4	Course Exit Date (DE 3027) Century NE 20	Critical
3027_5	Course Exit Date (DE 3027) EQ 99999999 and Course Entry Date (DE 3026) NE 99999999	Critical
3026_5	Course Entry Date (DE 3026) EQ 99999999 and Course Exit Date (DE 3027) NE 99999999	Critical
3026_6	Course Entry Date (DE 3026) GT Course Exit Date (DE 3027)	Critical
3026_9	(Course Entry Date (DE 3026) EQ 99999999 or Course Exit Date (DE 3027) EQ 99999999) and Course – ICS (DE 3001) IN (13102, 13201, 13202, 13203, 13204)	Critical
3026_10	Course Entry Date (DE 3026) LT July 1 and Course Exit Date (DE 3027) GT June 30 for Adult NRS eligible program by Course – ICS (DE 3001) (See Appendix A)	Critical

Data Element 3032

Integrated Education and Training Program Number

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	6
Last Modified:	2/6/2025

Data Element is used in the Following Reports:

NRS

Description:

Indicates the unique Integrated Education and Training (IET) program number assigned to each IET program offered by Adult Education programs.

See Appendix D for the assigned IET program number.

TABLE VALUES

99999999	Not applicable.

NOTE: *Please use Appendix D (IET Program Numbers) to identify assigned IET program number. The IET program number must be attached to any adult education course taken that is providing IET instruction. If the student did not enroll in an IET program or is not an adult education student, insert all 9's. If previously assigned a 7-digit IET program number, report with a leading zero (0) to make it 8 digits in length.*

Edit:

3032_1	Integrated Education and Training Program Number (DE 3032) missing or invalid	Critical
3032_2	Integrated Education and Training Program Number (DE 3032) NOT assigned to College	Critical
3032_3	Integrated Education and Training Program Number (DE 3032) NE 99999999 and Course – ICS (DE 3001) NOT IN (13102, 13201, 13202, 13203, 13204)	Critical

Data Element 3033

Adult Educational Functioning Level Subject Area 1

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	7/15/2025

Data Element is used in the Following Reports:

NRS

Description:

A one-character code for the content areas of the assessment for the pre- or post-Test ID 1. At least one subject area must be provided for National Reporting System (NRS) eligible programs which are subject to pre- and post-testing requirements.

TABLE VALUES

M	Mathematics
N	Language
P	Speaking
R	Reading
S	Listening
W	Writing
Z	Not applicable

NOTES:

1. *Please use Appendix A.*
2. *Report code Z for students in a non-NRS program or students in an adult high school program.*

Edit:

3033_1	Adult Educational Functioning Level Subject Area 1 (DE 3033) missing or invalid	Critical
3033_2	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z and Course – ICS (DE 3001) NOT IN (13102, 13201, 13203, 13204)	Critical
3033_3	Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z and Course – ICS (DE 3001) IN (13102, 13201, 13203, 13204)	Critical
3033_5	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Table Value of Adult Educational Functioning Level Subject Area 2 (DE 3036) or Adult Educational Functioning Level Subject Area 3 (DE 3039)	Critical
3033_6	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE (M, R) and Course – ICS (DE 3001) EQ 13203	Critical

Edit:

3033_7	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z and Pre-Test Identification Number 1 (DE 3034) EQ Post-Test Identification Number 1 (DE 3035)	Critical
3033_9	Adult Educational Functioning Level Subject Area 1 (DE 3033) invalid for Course Identifier (DE 3008) or Course – ICS (DE 3001)	Critical
3033_10	Required Subject Area (R) missing in Adult Educational Functioning Level Subject Area 1 (DE 3033) and Adult Educational Functioning Level Subject Area 2 (DE 3036) and Course Identifier (DE 3008) IN (ABX0400-ABX0499 (ABE RLA), ASB0200-ASB0299 (ASB RLA))	Critical
3033_11	Required Subject Area (R, S, or N) missing in Adult Educational Functioning Level Subject Area 1 (DE 3033), Adult Educational Functioning Level Subject Area 2 (DE 3036), and Adult Educational Functioning Level Subject Area 3 (DE 3039) and Course – ICS (DE 3001) EQ 13204 (ESOL)	Critical
3001_23	Course – ICS (DE 3001) begins with 1.1 or IN (12101-12703, 12997, 12998, 13101, 13103, 13300, 15001) and Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z	Critical
3008_15	Course Identifier (DE 3008) EQ ASB0100-ASB0299 and Course – ICS (DE 3001) EQ 13102 and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z	Critical
3034_2	Pre-Test Identification Number 1 (DE 3034) NE 9999 and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z	Critical
3034_3	Pre-Test Identification Number 1 (DE 3034) EQ 9999 and Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z	Critical
3035_2	Post-Test Identification Number 1 (DE 3035) NE 9999 and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z	Critical
3035_3	Post-Test Identification Number 1 (DE 3035) NE 9999 and Pre-Test Identification Number 1 (DE 3034) EQ 9999	Critical
3036_3	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z	Critical
3036_4	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z and Adult Educational Functioning Level Subject Area 2 (DE 3036) EQ Table Value of Adult Educational Functioning Level Subject Area 1 (DE 3033) or Adult Educational Functioning Level Subject Area 3 (DE 3039)	Critical
3039_4	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Adult Educational Functioning Level Subject Area 3 (DE 3039) EQ Table Value of Adult Educational Functioning Level Subject Area 1 (DE 3033) or Adult Educational Functioning Level Subject Area 2 (DE 3036)	Critical
3409_12	Adult Education (Post) Test – Date (DE 3409) LT Course Entry Date (DE 3026) for course with matching subject and test-id	Critical
3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Data Element 3034

Pre-Test Identification Number 1

Characteristics

Length:	4
Data Type:	Alphanumeric
Physical Description:	X (4)
Record Type(s):	6
Last Modified:	10/23/2024

Data Element is used in the Following Reports:

- ❑ NRS

Description:

A unique identifier created by the college assigned to the pre-test used to establish the beginning functioning level of the student in the course in Adult Educational Functioning Level Subject Area 1 (DE 3033). All students in National Reporting System (NRS) eligible courses must have a pre-test identification number, with the exception of adult high school program.

Pre-Test Identification Number 1 is used in combination with Adult Educational Functioning Level Subject Area 1 (DE 3033).

TABLE VALUES
9999 Not applicable

NOTES:
1. *See Adult Educational Functioning Level Subject Area 1 (DE 3033) for the content areas.*
2. *Report 9999 for students in a non-NRS program or students in an adult high school program.*

Edit:

3034_1	Pre-Test Identification Number 1 (DE 3034) missing or invalid	Critical
3034_2	Pre-Test Identification Number 1 (DE 3034) NE 9999 and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z	Critical
3034_3	Pre-Test Identification Number 1 (DE 3034) EQ 9999 and Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z	Critical
3034_4	Pre-Test Identification Number 1 (DE 3034) with no matching Test Identification Number (DE 3411) on test record	Critical
3033_7	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z and Pre-Test Identification Number 1 (DE 3034) EQ Post-Test Identification Number 1 (DE 3035)	Critical
3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Data Element 3035

Post-Test Identification Number 1

Characteristics

Length:	4
Data Type:	Alphanumeric
Physical Description:	X (4)
Record Type(s):	6
Last Modified:	10/23/2024

Data Element is used in the Following Reports:

- ❑ NRS

Description:

A unique identifier created by the college assigned to the post-test used to establish the final educational functioning level of the student in the course in Adult Educational Functioning Level Subject Area 1 (DE 3033). Reported for all students who are post-tested in a content area for a course.

Post-Test Identification Number 1 is used in combination with Adult Educational Functioning Level Subject Area 1 (DE 3033).

TABLE VALUES

9999 Not applicable

NOTES:

1. *See Adult Educational Functioning Level Subject Area 1 (DE 3033) for the content areas.*
2. *Report value '9999' if student did not post-test or student is in a non-NRS program or student is in an adult high school or GED program.*

Edit:

3035_1	Post-Test Identification Number 1 (DE 3035) missing or invalid	Critical
3035_2	Post-Test Identification Number 1 (DE 3035) NE 9999 and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z	Critical
3035_3	Post-Test Identification Number 1 (DE 3035) NE 9999 and Pre-Test Identification Number 1 (DE 3034) EQ 9999	Critical
3035_4	Post-Test Identification Number 1 (DE 3035) with no matching Test Identification Number (DE 3411) on test record	Critical
3035_5	Post-Test Identification Number 1 (DE 3035) NE 9999 and Course – ICS (DE 3001) EQ 13203	Critical
3033_7	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z and Pre-Test Identification Number 1 (DE 3034) EQ Post-Test Identification Number 1 (DE 3035)	Critical
3409_12	Adult Education (Post) Test – Date (DE 3409) LT Course Entry Date (DE 3026) for course with matching subject and test-id	Critical

Edit:

3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Data Element 3036

Adult Educational Functioning Level Subject Area 2

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	2/6/2025

Data Element is used in the Following Reports:

NRS

Description:

A one-character code for the content areas of the assessment for the pre- or post-Test ID 2. At least one subject area must be provided for National Reporting System (NRS) eligible programs which are subject to pre- and post-testing requirements.

TABLE VALUES

M	Mathematics
N	Language
P	Speaking
R	Reading
S	Listening
W	Writing
Z	Not applicable

NOTES:

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

Edit:

3036_1	Adult Educational Functioning Level Subject Area 2 (DE 3036) missing or invalid	Critical
3036_2	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z and Course – ICS (DE 3001) NOT IN (13102, 13201, 13203, 13204)	Critical
3036_3	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z	Critical
3036_4	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z and Adult Educational Functioning Level Subject Area 2 (DE 3036) EQ Table Value of Adult Educational Functioning Level Subject Area 1 (DE 3033) or Adult Educational Functioning Level Subject Area 3 (DE 3039)	Critical
3036_5	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE (M, R, Z) and Course – ICS (DE 3001) EQ 13203	Critical

Edit:

3036_6	Adult Educational Functioning Level Subject Area 2(DE 3036) NE Z and Pre-Test Identification Number 2 (DE 3037) EQ Post-Test Identification Number 2 (DE 3038)	Critical
3036_7	Adult Educational Functioning Level Subject Area 2 (DE 3036) invalid for Course Identifier (DE 3008) or Course – ICS (DE 3001)	Critical
3033_5	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Table Value of Adult Educational Functioning Level Subject Area 2 (DE 3036) or Adult Educational Functioning Level Subject Area 3 (DE 3039)	Critical
3037_2	Pre-Test Identification Number 2 (DE 3037) NE 9999 and Adult Educational Functioning Level Subject Area 2 (DE 3036) EQ Z	Critical
3037_3	Pre-Test Identification Number 2 (DE 3037) EQ 9999 and Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z	Critical
3038_2	Post-Test Identification Number 2 (DE 3038) NE 9999 and Adult Educational Functioning Level Subject Area 2 (DE 3036) EQ Z	Critical
3038_3	Post-Test Identification Number 2 (DE 3038) NE 9999 and Pre-Test Identification Number 2 (DE 3037) EQ 9999	Critical
3039_3	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Adult Educational Functioning Level Subject Area 2 (DE 3036) EQ Z	Critical
3039_4	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Adult Educational Functioning Level Subject Area 3 (DE 3039) EQ Table Value of Adult Educational Functioning Level Subject Area 1 (DE 3033) or Adult Educational Functioning Level Subject Area 2 (DE 3036)	Critical
3409_12	Adult Education (Post) Test – Date (DE 3409) LT Course Entry Date (DE 3026) for course with matching subject and test-id	Critical
3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Data Element 3037

Pre-Test Identification Number 2

Characteristics

Length:	4
Data Type:	Alphanumeric
Physical Description:	X (4)
Record Type(s):	6
Last Modified:	10/23/2024

Data Element is used in the Following Reports:

- ❑ NRS

Description:

A unique identifier created by the college assigned to the pre-test used to establish the beginning functioning level of the student in the course in Adult Educational Functioning Level Subject Area 2 (DE 3036). All students in National Reporting System (NRS) eligible courses must have a pre-test identification number, with the exception of adult high school program.

Pre-Test Identification Number 2 is used in combination with Adult Educational Functioning Level Subject Area 2 (DE 3036).

TABLE VALUES
9999 Not applicable

NOTES:
1. *See Adult Educational Functioning Level Subject Area 2 (DE 3036) for the content areas.*
2. *Report 9999 for students in a non-NRS program or students in an adult high school program. Also, report 9999 if the student did not pre-test in multiple subject areas.*

Edit:

3037_1	Pre-Test Identification Number 2 (DE 3037) missing or invalid	Critical
3037_2	Pre-Test Identification Number 2 (DE 3037) NE 9999 and Adult Educational Functioning Level Subject Area 2 (DE 3036) EQ Z	Critical
3037_3	Pre-Test Identification Number 2 (DE 3037) EQ 9999 and Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z	Critical
3037_4	Pre-Test Identification Number 2 (DE 3037) with no matching Test Identification Number (DE 3411) on test record	Critical
3036_6	Adult Educational Functioning Level Subject Area 2(DE 3036) NE Z and Pre-Test Identification Number 2 (DE 3037) EQ Post-Test Identification Number 2 (DE 3038)	Critical
3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Data Element 3038

Post-Test Identification Number 2

Characteristics

Length:	4
Data Type:	Alphanumeric
Physical Description:	X (4)
Record Type(s):	6
Last Modified:	10/23/2024

Data Element is used in the Following Reports:

- ❑ NRS

Description:

A unique identifier created by the college assigned to the post-test used to establish the final educational functioning level of the student in the course in Adult Educational Functioning Level Subject Area 2 (DE 3036). Reported for all students who are post-tested in a content area for a course.

Post-Test Identification Number 2 is used in combination with Adult Educational Functioning Level Subject Area 2 (DE 3036).

TABLE VALUES

9999 Not applicable.

NOTES:

1. *See Adult Educational Functioning Level Subject Area 2 (DE 3036) for the content areas.*
2. *Report value '9999' if student did not post-test or student is in a non-NRS program or student is in an adult high school or GED program. Also, report 9999 if the student did not post-test in multiple subject areas.*

Edit:

3038_1	Post-Test Identification Number 2 (DE 3038) missing or invalid	Critical
3038_2	Post-Test Identification Number 2 (DE 3038) NE 9999 and Adult Educational Functioning Level Subject Area 2 (DE 3036) EQ Z	Critical
3038_3	Post-Test Identification Number 2 (DE 3038) NE 9999 and Pre-Test Identification Number 2 (DE 3037) EQ 9999	Critical
3038_4	Post-Test Identification Number 2 (DE 3038) with no matching Test Identification Number (DE 3411) on test record	Critical
3038_5	Post-Test Identification Number 2 (DE 3038) NE 9999 and Course – ICS (DE 3001) EQ 13203	Critical
3036_6	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z and Pre-Test Identification Number 2 (DE 3037) EQ Post-Test Identification Number 2 (DE 3038)	Critical
3409_12	Adult Education (Post) Test – Date (DE 3409) LT Course Entry Date (DE 3026) for course with matching subject and test-id	Critical

Edit:

3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Data Element 3039

Adult Educational Functioning Level Subject Area 3

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	6
Last Modified:	2/6/2025

Data Element is used in the Following Reports:

NRS

Description:

A one-character code for the content areas of the assessment for the pre- or post-Test ID 3. At least one subject area must be provided for National Reporting System (NRS) eligible programs which are subject to pre- and post-testing requirements.

TABLE VALUES

M	Mathematics
N	Language
P	Speaking
R	Reading
S	Listening
W	Writing
Z	Not applicable

NOTES:

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

Edit:

3039_1	Adult Educational Functioning Level Subject Area 3 (DE 3039) missing or invalid	Critical
3039_2	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Course – ICS (DE 3001) NOT IN (13102, 13201, 13204)	Critical
3039_3	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Adult Educational Functioning Level Subject Area 2 (DE 3036) EQ Z	Critical
3039_4	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Adult Educational Functioning Level Subject Area 3 (DE 3039) EQ Table Value of Adult Educational Functioning Level Subject Area 1 (DE 3033) or Adult Educational Functioning Level Subject Area 2 (DE 3036)	Critical
3039_5	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Pre-Test Identification Number 3 (DE 3040) EQ Post-Test Identification Number 3 (DE 3041)	Critical

Edit:

3039_6	Adult Educational Functioning Level Subject Area 3 (DE 3039) invalid for Course Identifier (DE 3008) or Course – ICS (DE 3001)	Critical
3033_5	Adult Educational Functioning Level Subject Area 1 (DE 3033) NE Z and Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Table Value of Adult Educational Functioning Level Subject Area 2 (DE 3036) or Adult Educational Functioning Level Subject Area 3 (DE 3039)	Critical
3036_4	Adult Educational Functioning Level Subject Area 2 (DE 3036) NE Z and Adult Educational Functioning Level Subject Area 2 (DE 3036) EQ Table Value of Adult Educational Functioning Level Subject Area 1 (DE 3033) or Adult Educational Functioning Level Subject Area 3 (DE 3039)	Critical
3040_2	Pre-Test Identification Number 3 (DE 3040) NE 9999 and Adult Educational Functioning Level Subject Area 3 (DE 3039) EQ Z	Critical
3040_3	Pre-Test Identification Number 3 (DE 3040) EQ 9999 and Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z	Critical
3041_2	Post-Test Identification Number 3 (DE 3041) NE 9999 and Adult Educational Functioning Level Subject Area 3 (DE 3039) EQ Z	Critical
3409_12	Adult Education (Post) Test – Date (DE 3409) LT Course Entry Date (DE 3026) for course with matching subject and test-id	Critical
3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Data Element 3040

Pre-Test Identification Number 3

Characteristics

Length:	4
Data Type:	Alphanumeric
Physical Description:	X (4)
Record Type(s):	6
Last Modified:	10/23/2024

Data Element is used in the Following Reports:

- ❑ NRS

Description:

A unique identifier created by the college assigned to the pre-test used to establish the beginning functioning level of the student in the course in Adult Educational Functioning Level Subject Area 3 (DE 3039). All students in National Reporting System (NRS) eligible courses must have a pre-test identification number, with the exception of adult high school program.

Pre-Test Identification Number 3 is used in combination with Adult Educational Functioning Level Subject Area 3 (DE 3039).

TABLE VALUES
9999 Not applicable.

NOTES:
1. *See Adult Educational Functioning Level Subject Area 3 (DE 3039) for the content areas.*
2. *Report 9999 for students in a non-NRS program or students in an adult high school program. Also, report 9999 if the student did not pre-test in multiple subject areas.*

Edit:

3040_1	Pre-Test Identification Number 3 (DE 3040) missing or invalid	Critical
3040_2	Pre-Test Identification Number 3 (DE 3040) NE 9999 and Adult Educational Functioning Level Subject Area 3 (DE 3039) EQ Z	Critical
3040_3	Pre-Test Identification Number 3 (DE 3040) EQ 9999 and Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z	Critical
3040_4	Pre-Test Identification Number 3 (DE 3040) with no matching Test Identification Number (DE 3411) on test record	Critical
3039_5	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Pre-Test Identification Number 3 (DE 3040) EQ Post-Test Identification Number 3 (DE 3041)	Critical
3041_3	Post-Test Identification Number 3 (DE 3041) NE 9999 and Pre-Test Identification Number 3 (DE 3040) EQ 9999	Critical

Edit:

3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Data Element 3041

Post-Test Identification Number 3

Characteristics

Length:	4
Data Type:	Alphanumeric
Physical Description:	X (4)
Record Type(s):	6
Last Modified:	10/23/2024

Data Element is used in the Following Reports:

- ❑ NRS

Description:

A unique identifier created by the college assigned to the post-test used to establish the final educational functioning level of the student in the course in Adult Educational Functioning Level Subject Area 3 (DE 3039). Reported for all students who are post-tested in a content area for a course.

Post-Test Identification Number 3 is used in combination with Adult Educational Functioning Level Subject Area 3 (DE 3039).

TABLE VALUES

9999 Not applicable.

NOTES:

1. *See Adult Educational Functioning Level Subject Area 3 (DE 3039) for the content areas.*
2. *Report value '9999' if student did not post-test or student is in a non-NRS program or student is in an adult high school or GED program. Also, report 9999 if the student did not post-test in multiple subject areas.*

Edit:

3041_1	Post-Test Identification Number 3 (DE 3041) missing or invalid	Critical
3041_2	Post-Test Identification Number 3 (DE 3041) NE 9999 and Adult Educational Functioning Level Subject Area 3 (DE 3039) EQ Z	Critical
3041_3	Post-Test Identification Number 3 (DE 3041) NE 9999 and Pre-Test Identification Number 3 (DE 3040) EQ 9999	Critical
3041_4	Post-Test Identification Number 3 (DE 3041) with no matching Test Identification Number (DE 3411) on test record	Critical
3041_5	Post-Test Identification Number 3 (DE 3041) NE 9999 and Course – ICS (DE 3001) EQ 13203	Critical
3039_5	Adult Educational Functioning Level Subject Area 3 (DE 3039) NE Z and Pre-Test Identification Number 3 (DE 3040) EQ Post-Test Identification Number 3 (DE 3041)	Critical

Edit:

3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical
3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Data Element 3042

Adult High School Credits Earned in Course

Characteristics

Length:	3
Data Type:	Numeric
Physical Description:	9 (2) V9
Record Type(s):	6
Last Modified:	11/21/2022

Data Element is used in the Following Reports:

- ❑ NRS

Description:

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

TABLE VALUES

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.

NOTE: *Adult High School Credits Earned in Course are reported as an implied decimal.*

Edit:

3042_1	Adult High School Credits Earned in Course (DE 3042) missing or non-numeric	Critical
3042_2	Adult High School Credits Earned in Course (DE 3042) NE 999 and Course – ICS (DE 3001) NE 13202	Critical
3042_3	Adult High School Credits Earned in Course (DE 3042) GT 240 and Adult High School Credits Earned in Course (DE 3042) NE 999	Critical

Data Element 3102

Financial Aid Award Type

Characteristics

Length:	2
Data Type:	Alphanumeric
Physical Description:	X (2)
Record Type(s):	7
Last Modified:	7/1/2022

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ IPEDS (EF2, C2, E12, OM)
- ❑ AA-1A
- ❑ AA-1B
- ❑ AA-1C
- ❑ Financial Aid
- ❑ Performance Funding
- ❑ Perkins Funding
- ❑ Perkins Performance

Description:

Indicates the specific type of need-based financial aid that has been awarded to the student. Need Based: The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

TABLE VALUES

GRANTS

GA Pell grant (Federal)
GB SEOG (Federal)
GC ACG grant (Federal)
GD FPSAG State grant
GF FPPCESAGP State grant

LOANS

LA National Direct Student Loan (NDSL) (Federal)
LB Federally insured loan
LC State insured loan

STUDENT EMPLOYMENT

EA Federal Programs College Work/Study
EC State Florida Work Experience Program

NOTE: *Record type not required for Beginning-of-Term data submissions.*

Edit:

3102_1	Financial Aid Award Type (DE 3102) missing or invalid	Critical
3102_1A	Duplicate Economically Disadvantaged Record	Critical

Data Element 3201

Financial Aid Term Identifier

Characteristics

Length:	1
Data Type:	Numeric
Physical Description:	9 (1)
Record Type(s):	8
Last Modified:	7/10/2002

Data Element is used in the Following Reports:

- ❑ Financial Aid

Description:

Indicates the reporting term within the academic year

TABLE VALUES

1 Summer Term
2 Fall Term
3 Spring Term

NOTE: *Financial Aid data will be reported by academic year beginning with the Fall Term. Term numbers are the same as the other SDB records for consistency.*

Edit:

3201_1	Financial Aid Term Identifier (DE 3201) missing or invalid	Critical

Data Element 3202

Financial Aid Academic Year

Characteristics

Length:	4
Data Type:	Numeric
Physical Description:	9 (4)
Record Type(s):	8
Last Modified:	7/10/2002

Data Element is used in the Following Reports:

- ❑ Financial Aid
- ❑ NRS

Description:

Indicates the academic year being reported. Code the second year of the current academic year. The academic year is Fall, Spring, Summer. For example, for academic year 2000-01, code 2001.

Edit:

3202_1	Financial Aid Academic Year (DE 3202) missing, non-numeric or invalid	Critical

Data Element 3203

Student Current Dependency Status

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	8
Last Modified:	7/10/2002

Data Element is used in the Following Reports:

- ❑ Financial Aid

Description:

Indicates whether student is evaluated as dependent or independent of parental financial assistance.

TABLE VALUES

I	Independent
D	Dependent
X	Not Reported

Edit:

3203_1	Student Current Dependency Status (DE 3203) missing or invalid	Critical

Data Element 3205

Financial Aid – Need

Characteristics

Length:	7
Data Type:	Numeric
Physical Description:	9 (7)
Record Type(s):	8
Last Modified:	12/4/2024

Data Element is used in the Following Reports:

- ❑ Financial Aid

Description:

The amount determined at the college by subtracting the Student Aid Index (DE 3210) from the cost of attendance.

For those students not eligible for need-based aid, code 9999999. This should be equal to the cost of attendance for the number of terms the student attended minus the student aid index for the number of terms the student attended.

The number of terms used in the calculation for both cost of attendance and student aid index should be the same.

Edit:

3205_1	Financial Aid – Need (DE 3205) missing or invalid	Critical
3205_3	Financial Aid – Need (DE 3205) NE 9999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2	Critical
3210_2	Student Aid Index (DE 3210) EQ ZZZZZZ and Financial Aid Need (DE 3205) NE 9999999	Critical

Data Element 3206

Financial Aid – Award Condition I.D.

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 8
Last Modified: 12/4/2024

Data Element is used in the Following Reports:

- ❑ Financial Aid

Description:

Identifies the condition for which the student received the financial aid award.

Need Based: The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

Non-Need Based: The criteria for awarding aid to student is based on merit, academic achievement or other specified criteria and not dependent on student's financial need.

TABLE VALUES

1 Need Based
2 Non-Need Based

Edit:

3206_1	Financial Aid – Award Condition I.D. (DE 3206) Missing or Invalid	Critical
3205_3	Financial Aid – Need (DE 3205) NE 9999999 and Financial Aid – Award Condition I.D. (DE 3206) EQ 2	Critical
3208_7	Financial Aid Award Type (DE 3208) IN (101, 102, 105, 107, 111, 112, 113, 201, 401, 402) and Financial Aid – Award Condition I.D. (DE 3206) NE 1	Critical
3208_8	Financial Aid Award Type (DE 3208) IN (114, 115, 302, 303, 304, 309) and Financial Aid – Award Condition I.D. (DE 3206) NE 2	Critical
3210_3	Student Aid Index (DE 3210) NE ZZZZZZ and Financial Aid – Award Condition I.D. (DE 3206) EQ 2	Informational

Data Element 3207

Financial Aid – Source of Funds

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 8
Last Modified: 8/20/2024

Data Element is used in the Following Reports:

- ❑ Financial Aid

Description:

Identifies the source of funds of the financial aid awarded.

TABLE VALUES

F	Federal
S	State
W	Institutional - Student Financial Aid Fees
I	Institutional - Other
P	Private
O	Other (local, government, foreign, etc.)

NOTE: *If multiple sources then prioritize code by Federal, State, Institutional, Private, then Other.*

Edit:

3207_1	Financial – Source of Funds (DE 3207) missing or invalid	Critical
3208_2	Financial Aid Award Type (DE 3208) IN (101, 102, 104, 111, 112, 113, 114, 201, 202, 203, 204, 205, 206, 207, 208, 301, 308, 401) and Financial Aid – Source of Funds (DE 3207) NE F	Critical
3208_3	Financial Aid Award Type (DE 3208) IN (105, 106, 107, 115, 209, 302, 303, 304, 305, 309, 402, 403) and Financial Aid – Source of Funds (DE 3207) NE S	Critical
3208_4	Financial Aid Award Type (DE 3208) IN (108, 210, 306) and Financial Aid – Source of Funds (DE 3207) NOT IN (W, I)	Critical
3208_5	Financial Aid Award Type (DE 3208) IN (109, 211, 307) and Financial Aid – Source of Funds (DE 3207) NE P	Critical
3208_6	Financial Aid Award Type (DE 3208) EQ 110 and Financial Aid – Source of Funds (DE 3207) NE O	Critical
3208_9	Financial Aid Award Type (DE 3208) NOT IN (101, 102, 104, 111, 112, 113, 114, 201, 202, 203, 204, 205, 206, 207, 208, 301, 308, 401) and Financial Aid – Source of Funds (DE 3207) EQ F	Critical

Edit:

3208_10	Financial Aid Award Type (DE 3208) NOT IN (105, 106, 107, 115, 209, 302, 303, 304, 305, 309, 402, 403) and Financial Aid – Source of Funds (DE 3207) EQ S	Critical
3208_11	Financial Aid Award Type (DE 3208) NOT IN (108, 210, 306) and Financial Aid – Source of Funds (DE 3207) IN (W, I)	Critical
3208_12	Financial Aid Award Type (DE 3208) NOT IN (109, 211, 307) and Financial Aid – Source of Funds (DE 3207) EQ P	Critical
3208_13	Financial Aid Award Type (DE 3208) NE 110 and Financial Aid – Source of Funds (DE 3207) EQ O	Critical

Data Element 3208

Financial Aid Award Type

Characteristics

Length:	3
Data Type:	Alphanumeric
Physical Description:	X (3)
Record Type(s):	8
Last Modified:	8/20/2024

Data Element is used in the Following Reports:

- ❑ Financial Aid

Description:

Indicates the specific type of financial aid that has been awarded to the student.

TABLE VALUES

GRANTS *(Money in this category does not have to be repaid)*

101 **Grant, Federal, PELL**. Federal entitlement need based funds afforded to under-graduate students to defray educational expenses (Federally funded).

102 **Grant, Federal, SEOG**. Supplemental Educational Opportunity Grant - an award of federal funds afforded to undergraduates by the institution to defray educational expenses (Federally funded).

104 **Grant, Federal, Other.** Include all other federal grants not included in 101, 102, 111, 112, 113, i.e. Bureau of Indian Affairs Grants, etc. (Federally funded).

105 **Grant, State, FPSAG.** Florida Public Student Assistance Grant - state monies awarded based on need, to undergraduates to defray educational expenses (State funded) (FS S.1009.50).

106 **Grant, State, Sources.** Money afforded to students from other state aid programs not otherwise identified to defray educational expenses (State funded).

107 **Grant, State, FPPCESAGP.** Florida Public Postsecondary Career Education Student Assistance Grant – state monies awarded based on need, to certificate-seeking students enrolled at least half-time in a public career certificate program that consists of 450 or more clock hours offered by a community college (State funded) (FS S. 1009.505)

108 **Grant, Institutional.** Money afforded to students by the college to defray educational expenses (Institutionally funded).

109 **Grant, Private**. Money afforded to students from various segments of the private sector to defray educational expenses (Privately funded).

110 **Grant, All Other.** Money afforded to students, from sources other than PELL, SEOG, ACG, SMART, Vocational Rehabilitation, state, private or institutional, including out-of-state sources, to defray educational expenses (other funding, i.e. county, municipality).

111 **Grant, Federal, Academic Competitiveness (ACG).** An award of federal funds afforded to Full-Time students eligible for Federal PELL grants, in their first or second academic year, and who has completed a rigorous secondary program of study.

112 **Grant, Federal, Science and Mathematics Access to Retain Talent (SMART).** An award of federal funds afforded to Full-Time students eligible for Federal PELL grants, in their third or fourth academic year, and who is majoring in physical, life or computer science, engineering, mathematics, technology, or a critical foreign language.

113 **Grant, Federal, Teacher Education Assistance for College and Higher Education (TEACH).** Grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

114 **Grant, Federal, Post 9/11 GI Bill**. Funds awarded to veterans, or spouse or dependent who served a minimum of 90 days in the armed services beginning on or after September 11, 2001. Funds are capped at the amount charged to full-time undergraduate students at the most expensive public institution and vary by length of service. Only the Tuition and Fees will be reported because that is the only payment sent to the college.

115 **Grant, State, Open Door Grant Program.** An award of funds to students participating in eligible integrated education and training program and noncredit industry certification preparation, clock hour career certificate programs, for credit short-term career and technical education programs that result in the award of credentials identified under s. 445.004(4). (FS S. 1009.895)

LOANS

201 **Loan, Federal Perkins Loans**. Low interest loans distributed by the institution to students to defray educational expenses (Federally funded).

202 **Loan, Federal FFELP**. Federal Family Education Loan Program subsidized and unsubsidized Stafford loans. Federally insured low interest loans afforded to students to defray educational expenses (Federally funded).

203 **Loan, Federal FFELP Plus**. Federal family education loan program - plus loans meant to provide additional funds for educational expenses. This loan, made by a private lender, is available to parents of dependent undergraduate, and independent undergraduate students (Federally funded).

204 **Loan, Federal-Health Professions**. Program designed to assist students in the fields of medicine, osteopathy, dentistry, veterinary medicine, optometry, pharmacy, nursing and pediatrics by providing long-term, low-interest loans (Federally funded).

205 **Loan, Federal HEAL**. Health Education Assistance Loan (HEAL) a federal loan provided to students in Health Education (Federally funded).

206 **Loan, Federal FDLP**. William D. Ford Federal Direct Loan Program subsidized and unsubsidized Stafford loans - low interest loans afforded to students to defray educational expenses. This loan is made by the federal government (Federally funded).

207 **Loan, Federal FDLP Plus**. William D. Ford Federal Direct Loan Program Plus additional funds for educational expenses. This loan is made by the federal government and is available to parents of dependent undergraduate and independent undergraduate students (Federally funded).

208 **Loan, Other Federal**. Loans provided to students from federal sources not previously identified to defray education expenses, i.e. Federal law Enforcement Educational Loan, etc. (Federally funded).

209 **Loan, State**. Loans provided by the state of Florida to defray educational expenses (State funded).

210 **Loan, Institutional (Long Term)**. Low interest loans to students provided by the college to defray educational expenses (Institutionally funded).

211 **Loan, Private**. Low interest loans afforded to students from private lenders to defray educational expenses (Privately funded).

SCHOLARSHIPS *(Money in this category does not have to be repaid)*

301 **Scholarship, Federal**. Funds afforded to students from federal sources to defray educational expenses (i.e. Federal Nursing Scholarships, etc.) (Federally funded).

302 **Scholarship, State, Bright Futures FAS**. Florida Academic Scholars funds provided to students with outstanding high school academic achievement for attendance at a Florida public or non-public college or university. FS 1009.534 (State funded).

303 **Scholarship, State, Bright Futures FMS**. Florida Medallion Scholars funds provided to students with meritorious high school academic achievement for attendance at a Florida public or non-public college or university. FS 1009.535 (State funded).

304 **Scholarship, State, Bright Futures FGVS**. Florida Gold Seal Vocational Scholars funds provided to students with outstanding High School Academic achievement and vocational preparation for attendance at a Florida public or non-public college or university. FS 1009.536 (State funded).

305 **Scholarship, Other State**. Funds afforded to students from state sources other than those uniquely identified to defray educational expenses (State funded).

306 **Scholarship, Institutional**. Funds afforded to students from institutional sources to defray educational expenses (Institutionally funded).

307 **Scholarship, Private**. Funds afforded to students from private sources to defray educational expenses (Privately funded).

308 **Scholarship, Federal IASG.** Iraq and Afghanistan Service Grants funds provided for Postsecondary education scholarships for Veteran's Dependents (Federally funded).

309 **Scholarship, State, Bright Futures GSC**. Florida Gold Seal CAPE Scholars funds provided to students who have earned a minimum of 5 postsecondary credit hours through CAPE Industry Certifications that articulate for college credit and complete 30 volunteer service hours (State funded; §1009.536 F.S).

STUDENT EMPLOYMENT *(Part-time employment provided to students on campus or at a non-profit organization in order to afford them the opportunity to earn money to defray educational expenses.)*

401 **Federal Student Employment, College Work Study**. Funds derived from federal sources, available to under-graduate and graduate students (Federally funded).

402 **State Student Employment, Florida Work Experience Program**. Funds derived from state sources, available to under-graduates (State funded, §1009.77 F.S.).

403 **Public School Work Experience Program – PSWEP**. State funded work experience program (State funded).

Edit:

3208_1	Financial Aid Award Type (DE 3208) missing or invalid	Critical

Edit:

3208_2	Financial Aid Award Type (DE 3208) IN (101, 102, 104, 111, 112, 113, 114, 201, 202, 203, 204, 205, 206, 207, 208, 301, 308, 401) and Financial Aid – Source of Funds (DE 3207) NE F	Critical
3208_3	Financial Aid Award Type (DE 3208) IN (105, 106, 107, 115, 209, 302, 303, 304, 305, 309, 402, 403) and Financial Aid – Source of Funds (DE 3207) NE S	Critical
3208_4	Financial Aid Award Type (DE 3208) IN (108, 210, 306) and Financial Aid – Source of Funds (DE 3207) NOT IN (W, I)	Critical
3208_5	Financial Aid Award Type (DE 3208) IN (109, 211, 307) and Financial Aid – Source of Funds (DE 3207) NE P	Critical
3208_6	Financial Aid Award Type (DE 3208) EQ 110 and Financial Aid – Source of Funds (DE 3207) NE O	Critical
3208_7	Financial Aid Award Type (DE 3208) IN (101, 102, 105, 107, 111, 112, 113, 201, 401, 402) and Financial Aid – Award Condition I.D. (DE 3206) NE 1	Critical
3208_8	Financial Aid Award Type (DE 3208) IN (114, 115, 302, 303, 304, 309) and Financial Aid – Award Condition I.D. (DE 3206) NE 2	Critical
3208_9	Financial Aid Award Type (DE 3208) NOT IN (101, 102, 104, 111, 112, 113, 114, 201, 202, 203, 204, 205, 206, 207, 208, 301, 308, 401) and Financial Aid – Source of Funds (DE 3207) EQ F	Critical
3208_10	Financial Aid Award Type (DE 3208) NOT IN (105, 106, 107, 115, 209, 302, 303, 304, 305, 309, 402, 403) and Financial Aid – Source of Funds (DE 3207) EQ S	Critical
3208_11	Financial Aid Award Type (DE 3208) NOT IN (108, 210, 306) and Financial Aid – Source of Funds (DE 3207) IN (W, I)	Critical
3208_12	Financial Aid Award Type (DE 3208) NOT IN (109, 211, 307) and Financial Aid – Source of Funds (DE 3207) EQ P	Critical
3208_13	Financial Aid Award Type (DE 3208) NE 110 and Financial Aid – Source of Funds (DE 3207) EQ O	Critical

Data Element 3209

Financial Aid Paid Amount

Characteristics

Length:	7
Data Type:	Numeric
Physical Description:	9 (5) V99
Record Type(s):	8
Last Modified:	7/1/2008

Data Element is used in the Following Reports:

- ❑ Financial Aid

Description:

The amount of aid paid by source of fund and type of award for term (DE 3201) and fiscal year (DE 3202).

Edit:

3209_1	Financial Aid Paid Amount (DE 3209) missing or non-numeric	Critical
3209_2	Financial Aid Paid Amount (DE 3209) EQ 0000000	Critical

Data Element 3210

Student Aid Index (SAI)

Characteristics

Length:	6
Data Type:	Alphanumeric
Physical Description:	X (6)
Record Type(s):	8
Last Modified:	12/4/2024

Data Element is used in the Following Reports:

- ❑ Financial Aid

Description:

The Student Aid Index (SAI) is a formula-based index number used to determine how much financial support a student may need for college. The SAI ranges between -1500 to 999999.

NOTES:

1. *For students that did not submit a Free Application for Federal Student Aid (FAFSA), code ZZZZZZ (Not Applicable).*
2. *SAI replaced the Expected Family Contribution (EFC) beginning in the 2024-25 academic year.*
3. *Additional information is available at Federal Student Aid.*

Edit:

3210_1	Student Aid Index (DE 3210) missing or invalid	Critical
3210_2	Student Aid Index (DE 3210) EQ ZZZZZZ and Financial Aid Need (DE 3205) NE 9999999	Critical
3210_3	Student Aid Index (DE 3210) NE ZZZZZZ and Financial Aid – Award Condition I.D. (DE 3206) EQ 2	Informational

Data Element 3301

Program of Industry – CIP

Characteristics

Length: 10
Data Type: Numeric
Physical Description: 9 (10)
Record Type(s): 9
Last Modified: 3/26/2025

Data Element is used in the Following Reports:

- ❑ Fundable Certifications
- ❑ Perkins

Description:

Identifies the classification associated with the program in which a completion occurred. Program Industry – CIP is a ten-character code composed of a two or three digit code indicating the program cluster, a six-digit code indicating the Classification of Instructional Program (CIP), and an one or two digit unique identifier.

NOTES:

1. *Record Type not required for Beginning-of-Term data submissions.*
2. *Valid CIP, baccalaureate CIP and specialized associate in arts transfer CIP codes are listed in the reference files CIP.yyyy.txt, BACCIP.yyyy.txt and SAATCIP.yyyy.txt, respectively. These files are available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.*
3. *If the CIP code is not in either CIP.yyyy.txt, BACCIP.yyyy.txt (where applicable) or SAATCIP.yyyy.txt (where applicable), then use the following:*
   a. *For students enrolled in an Educator Preparation Institute Certificate program, code '5551399990'.*
   b. *For Students enrolled in a Certificate of Professional Preparation program, the CIP cluster is '555' and the CIP Unique Identifier is '0'. The CIP code will be assigned by the Division of Florida Colleges, and added to the file with valid CIP codes.*
   c. *For Students enrolled in a Florida Postsecondary Comprehensive Transition Program (FPCTP), code '2223000010'. For students participating in an FPCTP who are enrolled in more than one program, both the FPCTP CIP code and the other program CIP code should be reported.*

Associate in Arts (AA) Degree Programs, Specialized Associate in Arts Transfer (SAAT) Degree Programs, Florida Postsecondary Comprehensive Transition Program (FPCTP) and Baccalaureate Degree Programs

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES: (Decimal point is implied)

1.10 - Baccalaureate
1.11 - Natural and Physical Sciences

1.12 - Fine and Applied Arts
1.13 - Letters and Foreign Languages
1.14 - Education
1.15 - Business and Management
1.16 - Mathematics and Computer Science
1.17 - Social Sciences
1.18 - Other Degree Programs
1.19 - General Degree Transfer

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES

For AA Degree Programs, code the CIP as 240101.

For SAAT Programs, code the CIP that has been approved by the Division of Florida Colleges *(see note 2)*.

For Baccalaureate Programs, code the CIP that has been approved by the Division of Florida Colleges *(see note 2)*.

UNIQUE IDENTIFIER

The "Unique Identifier" uses numbers between zero and nine to differentiate between two CIP codes that otherwise the same. It is also used to reflect the "track", referring to the program track indicated in the Common Prerequisite Manual.

Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, Apprenticeship Programs or Adult General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES:

01 - Agriculture
02 - Marketing
03 - Health Occupations
04 - Family and Consumer Sciences
05 - Business
06 - Industrial
07 - Public Service
08 - Apprenticeship
09 - Preparation for Homemaking
10 - Diversified Cooperative Training
15 - Adult General Education

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

Use appropriate CIP code from program that prepared student for the industry certification.

UNIQUE IDENTIFIER:

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

Associate in Science (AS) Degree Programs with Articulated General Education

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES:

11 - Agriculture
12 - Marketing
13 - Health Occupations
14 - Family and Consumer Sciences
15 - Business
16 - Industrial
17 - Public Service

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

Use appropriate CIP code from program that prepared student for the industry certification.

UNIQUE IDENTIFIER:

00 thru 99 - Differentiates between two CIP codes that are otherwise the same.

NOTE: *For Fundable Industry Certification all nines can be sent for Classification of Instructional Program*

Edit:

3301_1	Program of Industry – CIP (DE 3301) invalid or blank	Critical
3302_6	Program Industry Certification Number (DE 3302) and Program Industry Certification Outcome (DE 3304) EQ P and Program of Industry – CIP (DE 3301) previously reported in current reporting year	Critical

Data Element 3302

Program Industry Certification Number

Characteristics

Length:	8
Data Type:	Alphanumeric
Physical Description:	X (8)
Record Type(s):	9
Last Modified:	7/27/2023

Data Element is used in the Following Reports:

- ❑ Fundable Certifications
- ❑ Perkins
- ❑ NRS
- ❑ IndCert
- ❑ CTE
- ❑ AGE Performance

Description:

Identifier assigned by the Florida Department of Education (FDOE) to specify the industry certification or other industry recognized credential by third party assessment that the student has taken.

Edit:

3302_1	Program Industry Certification (DE 3302) missing or invalid	Critical
3302_1A	Duplicate Industry Certification Record	Critical
3302_6	Program Industry Certification Number (DE 3302) and Program Industry Certification Outcome (DE 3304) EQ P and Program of Industry – CIP (DE 3301) previously reported in current reporting year	Critical

Data Element 3303

Program Industry Certification Date

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	9
Last Modified:	12/20/2024

Data Element is used in the Following Reports:

- ❑ Fundable Certifications
- ❑ Perkins
- ❑ NRS
- ❑ IndCert
- ❑ CTE
- ❑ AGE Performance

Description:

The date the Program Industry Certification Test was taken by the student.

The format for coding this element is MMDDCCYY.

Where MM is a valid month (01-12)
DD is the two-digit day (01-31)
CC is a valid century (20)
YY is a numeric year

Edit:

3303_1	Program Industry Certification Date (DE 3303) missing, non-numeric or invalid	Critical
3303_2	Program Industry Certification Date (DE 3303) invalid range month	Critical
3303_3	Program Industry Certification Date (DE 3303) invalid range century	Critical
3303_4	Program Industry Certification Date (DE 3303) invalid date range – Date must be in the range of 05/01/yyyy-2 thru 05/31/yyyy	Critical

Data Element 3304

Program Industry Certification Outcome

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	9
Last Modified:	7/27/2023

Data Element is used in the Following Reports:

- ❑ Fundable Certifications
- ❑ NRS
- ❑ IndCert

Description:

Indicates whether or not the student passed the industry certification or other industry recognized credential taken/attempted.

TABLE VALUES

P	Student passed the assessment
F	Student did not pass the assessment
Z	Student did not take an assessment

Edit:

3304_1	Program Industry Certification Outcome (DE 3304) missing or invalid	Critical
3302_6	Program Industry Certification Number (DE 3302) and Program Industry Certification Outcome (DE 3304) EQ P and Program of Industry – CIP (DE 3301) previously reported in current reporting year	Critical

Data Element 3401

Adult Education Test – Score

Characteristics

Length:	6
Data Type:	Numeric
Physical Description:	9 (4) V99
Record Type(s):	0
Last Modified:	7/1/2025

Data Element is used in the Following Reports:

- ❑ NRS

Description:

Numeric score assigned to the student based on their performance on the associated examination. Use this element in conjunction with Adult Education Test-Subtest (DE 3403) and Adult Education Test-Type (DE 3404). Test scores should be reported as follows:

TABE	Reading, Language, and/or Math scores are scaled. (DE 3404 - D)
TABE CLAS-E	Reading, Listening, Speaking and Writing for ESOL students, scores are scaled
CASAS Goals	Reading and/or Math for ABE students; scores are scaled
CASAS Goals 2	Math for ABE students; scores are scaled
CASAS Life and Work Skills	Reading and Listening for ESOL students; scores are scaled
CASAS STEPS	Listening and Reading for ESOL students; scores are scaled
BEST Literacy	Reading and Writing Skills, scores are scaled
BEST Plus	Oral Proficiency (listening and speaking skills), scores are scaled
ACT WorkKeys	Reading and/or Math for ABE students; scores are scaled
GED®	All scores are scaled

TABLE VALUES

ACT WorkKeys Applied Math (Math for ABE only)	71 – 90
ACT WorkKeys Workplace Documents (Reading for ABE only)	73 – 90
BEST Plus 2.0 Listening and Speaking	088 – 999
BEST Plus 3.0 Listening and Speaking	600 – 999
BEST Literacy Reading and Writing	0 – 78
BEST Literacy 2.0 Reading and Writing	100 – 300
CASAS GOALS – Reading (Reading for ABE Only)	165 – 263
CASAS GOALS 2 – Reading (Reading for ABE only)	178 – 268
CASAS GOALS 2 – Math (Math for ABE Only)	170 – 255
CASAS STEPS – Listening (Listening for ESOL)	158 – 235
CASAS STEPS – Reading (Reading for ESOL)	160 – 251
CASAS Beginning Literacy Reading (Life and Work Skills for ESOL)	153 – 202
CASAS Reading (Life and Work Skills for ESOL)	170 – 265
CASAS Listening (Life and Work Skills for ESOL)	169 – 240

GED® Mathematical Reasoning	100 – 200
GED® Reasoning Through Language Arts	100 – 200
GED® Social Studies	100 – 200
GED® Science	100 – 200
TABE 11-12 & 13-14 Reading	300 – 800
TABE 11-12 & 13-14 Math	300 – 800
TABE 11-12 & 13-14 Language	300 – 800
TABE CLAS-E A/B Reading	250 – 680
TABE CLAS-E A/B Listening	230 – 710
TABE CLAS-E C/D Reading	200 – 580
TABE CLAS-E C/D Listening	200 – 620
TABE CLAS-E C/D Speaking	170 – 670
TABE CLAS-E C/D Writing	210 – 670

NOTES:

1. *Once a student scores at the highest score range they are considered to have completed the level and should be moved up a level.*
2. *All test scores are to be reported with an implied decimal place. When submitting a whole number, submit as a right justified whole number (e.g., 20 is reported as 002000).*
3. *See Appendix C and technical assistance for guidance on when to report test scores that are considered out of range (OOR). (Adult Education Assessment TA Paper)*
4. *In range test scores must be reported with a leading value of 0. OOR low test scores must be reported with a leading value of 1. OOR high test scores must be reported with a leading value of 9.*

Edit:

3401_1	Adult Education Test – Score (DE 3401) missing or non-numeric	Critical
3401_4	Adult Education Test – Type (DE 3404) in (D, G, J, K, N, S, Q, V, W, 2, 3, 4) and Adult Education Test – Score (DE 3401) not a whole number	Critical
3401_5	Adult Education Test - Score (DE 3401) invalid for combination of Adult Education Test - Subtest (DE 3403), Adult Education Test - Type (DE 3404), Adult Education Test - Form (DE 3407), Adult Education Test - Level of Difficulty (DE 3408) and Adult Education Test – Adult Educational Functioning Level (DE 3410)	Critical

Data Element 3403

Adult Education Test – Subtest

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	0
Last Modified:	2/6/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ NRS

Description:

Indicates the portion/subtest of the associated examination. Use this element in conjunction with Adult Education Test – Score (DE 3401) and Adult Education Test – Type (DE 3404).

TABLE VALUES

M	Mathematics
N	Language
R	Reading
S	Listening
W	Writing
T	Social Studies
C	Science
P	Speaking

NOTES:

1. *The GED® test for Reasoning Through Language Arts should be reported as Language (value 'N').*
2. *The BEST Literacy test for Reading and Writing should be reported as Language (value 'N').*
3. *The BEST PLUS 2.0 test for Listening and Speaking should be reported as Listening (value 'S').*
4. *The ACT WorkKeys Workplace Documents test should be reported as Reading (value 'R').*
5. *The ACT WorkKeys Applied Math test should be reported as Math (value 'M').*

Edit:

3403_1	Adult Education Test – Subtest (DE 3403) missing or invalid	Critical
3403_2	Adult Education Test – Subtest (DE 3403) EQ N and Adult Education Test – Type (DE 3404) NOT IN (D, 4, K, J)	Critical
3403_3	Adult Education Test – Subtest (DE 3403) EQ M and Adult Education Test – Type (DE 3404) IN (J, K, N, Q, S, V)	Critical
3403_4	Adult Education Test – Subtest (DE 3403) EQ R and Adult Education Test – Type (DE 3404) IN (G, N, J, V)	Critical
3403_5	Adult Education Test – Subtest (DE 3403) EQ S and Adult Education Test – Type (DE 3404) NOT IN (N, Q, S, V, 2)	Critical

Edit:

3403_6	Adult Education Test – Subtest (DE 3403) EQ W and Adult Education Test – Type (DE 3404) IN (D, N, 2, 3)	Critical
3403_7	Adult Education Test – Subtest (DE 3403) EQ P and Adult Education Test – Type (DE 3404) NE Q	Critical
3401_5	Adult Education Test - Score (DE 3401) invalid for combination of Adult Education Test - Subtest (DE 3403), Adult Education Test - Type (DE 3404), Adult Education Test - Form (DE 3407), Adult Education Test - Level of Difficulty (DE 3408) and Adult Education Test – Adult Educational Functioning Level (DE 3410)	Critical
3404_4	Adult Education Test – Type (DE 3404) EQ K and Adult Education Test – Subtest (DE 3403) NE N	Critical
3404_5	Adult Education Test – Type (DE 3404) EQ N and Adult Education Test – Subtest (DE 3403) NE S	Critical
3404_6	Adult Education Test – Type (DE 3404) EQ Q and Adult Education Test – Subtest (DE 3403) NOT IN (P, R, S, W)	Critical
3404_7	Adult Education Test – Type (DE 3404) EQ 2 and Adult Education Test – Subtest (DE 3403) NOT IN (R, S)	Critical
3404_8	Adult Education Test – Type (DE 3404) EQ D and Adult Education Test – Subtest (DE 3403) NOT IN (R, M, N)	Critical
3404_11	Adult Education Test – Type (DE 3404) EQ 3 and Adult Education Test – Subtest (DE 3403) EQ M and Adult Education Test – Date (DE 3409) GT 06302024	Critical
3404_12	Adult Education Test – Type (DE 3404) EQ 3 and Adult Education Test – Subtest (DE 3403) NOT IN (R, M)	Critical
3404_13	Adult Education Test – Type (DE 3404) EQ W and Adult Education Test – Subtest (DE 3403) NOT IN (R, M)	Critical
3404_14	Adult Education Test – Type (DE 3404) EQ 3 and Adult Education Test – Subtest (DE 3403) EQ R and Adult Education Test – Date (DE 3409) GT 06302026	Critical
3409_12	Adult Education (Post) Test – Date (DE 3409) LT Course Entry Date (DE 3026) for course with matching subject and test-id	Critical
3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical
3411_2	Adult Education Test – Test Identification Number (DE 3411) NE 9999 and Adult Education Test – Test Identification Number (DE 3411) duplicated for Student Identification Number (DE 1021) and Adult Education Test – Subtest (DE 3403)	Critical

Data Element 3404

Adult Education Test – Type

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	0
Last Modified:	7/1/2025

Data Element is used in the Following Reports:

- ❑ Exceptions
- ❑ NRS

Description:

A one-character code representing the name of a test given to an individual student. Use this element in conjunction with Adult Education Test-Score (DE 3401) and Adult Education Test-Subtest (DE 3403).

TABLE VALUES

D	TABE	Q	TABE CLAS-E
G	CASAS GOALS 2	V	BEST Plus 3.0
J	BEST Literacy 2.0	W	ACT WorkKeys
K	BEST Literacy	2	CASAS Life and Work
N	BEST Plus 2.0	3	CASAS GOALS
S	CASAS STEPS	4	GED®

NOTES:

1. *CASAS GOALS represents the reading tests designed for ABE, GED® Prep and CTE.*
2. *CASAS GOALS 2 represents the reading and/or math tests designed for ABE, GED® Prep and CTE.*
3. *CASAS Life and Work represents the reading and listening tests designed for ESOL.*
4. *CASAS STEPS represents the listening and reading tests designed for ESOL.*
5. *BEST Literacy represents the reading and writing test designed for ESOL.*
6. *BEST Plus represents the listening and speaking test designed for ESOL.*
7. *TABE represents the reading, language and/or math tests designed for ABE, GED® Prep and CTE.*
8. *TABE CLAS E represents the reading, listening, speaking and writing tests designed for ESOL.*
9. *ACT WorkKeys represents the reading and/or math tests designed for ABE and GED® Prep.*

Edit:

3404_1	Adult Education Test – Type (DE 3404) missing or invalid	Critical
3404_1A	Duplicate Test Record	Critical
3404_4	Adult Education Test – Type (DE 3404) EQ K and Adult Education Test – Subtest (DE 3403) NE N	Critical
3404_5	Adult Education Test – Type (DE 3404) EQ N and Adult Education Test – Subtest (DE 3403) NE S	Critical
3404_6	Adult Education Test – Type (DE 3404) EQ Q and Adult Education Test – Subtest (DE 3403) NOT IN (P, R, S, W)	Critical

Edit:

3404_7	Adult Education Test – Type (DE 3404) EQ 2 and Adult Education Test – Subtest (DE 3403) NOT IN (R, S)	Critical
3404_8	Adult Education Test – Type (DE 3404) EQ D and Adult Education Test – Subtest (DE 3403) NOT IN (R, M, N)	Critical
3404_9	Adult Education Test – Type (DE 3404) EQ D and Adult Education Test – Date (DE 3409) LT 02202018	Critical
3404_10	Adult Education Test – Type (DE 3404) IN (2, K, N) and Adult Education Test – Date (DE 3409) GT 06302025	Critical
3404_11	Adult Education Test – Type (DE 3404) EQ 3 and Adult Education Test – Subtest (DE 3403) EQ M and Adult Education Test – Date (DE 3409) GT 06302024	Critical
3404_12	Adult Education Test – Type (DE 3404) EQ 3 and Adult Education Test – Subtest (DE 3403) NOT IN (R, M)	Critical
3404_13	Adult Education Test – Type (DE 3404) EQ W and Adult Education Test – Subtest (DE 3403) NOT IN (R, M)	Critical
3404_14	Adult Education Test – Type (DE 3404) EQ 3 and Adult Education Test – Subtest (DE 3403) EQ R and Adult Education Test – Date (DE 3409) GT 06302026	Critical
3404_15	Adult Education Test – Type (DE 3404) EQ D and Adult Education Test – Form (DE 3407) IN (11OL, 11PB, 12OL, 12PB) and Adult Education Test – Date (DE 3409) GT 06302026	Critical
3404_16	Adult Education Test – Type (DE 3404) EQ Q and Adult Education Test – Form (DE 3407) IN (A, B) and Adult Education Test – Date (DE 3409) GT 06302025	Critical
3401_4	Adult Education Test – Type (DE 3404) in (D, G, J, K, N, S, Q, V, W, 2, 3, 4) and Adult Education Test – Score (DE 3401) not a whole number	Critical
3401_5	Adult Education Test - Score (DE 3401) invalid for combination of Adult Education Test - Subtest (DE 3403), Adult Education Test - Type (DE 3404), Adult Education Test - Form (DE 3407), Adult Education Test - Level of Difficulty (DE 3408) and Adult Education Test – Adult Educational Functioning Level (DE 3410)	Critical
3403_2	Adult Education Test – Subtest (DE 3403) EQ N and Adult Education Test – Type (DE 3404) NOT IN (D, 4, K, J)	Critical
3403_3	Adult Education Test – Subtest (DE 3403) EQ M and Adult Education Test – Type (DE 3404) IN (J, K, N, Q, S, V)	Critical
3403_4	Adult Education Test – Subtest (DE 3403) EQ R and Adult Education Test – Type (DE 3404) IN (G, N, J, V)	Critical
3403_5	Adult Education Test – Subtest (DE 3403) EQ S and Adult Education Test – Type (DE 3404) NOT IN (N, Q, S, V, 2)	Critical
3403_6	Adult Education Test – Subtest (DE 3403) EQ W and Adult Education Test – Type (DE 3404) IN (D, N, Q, 2, 3)	Critical
3403_7	Adult Education Test – Subtest (DE 3403) EQ P and Adult Education Test – Type (DE 3404) NE Q	Critical
3407_2	Adult Education Test – Form (DE 3407) does not match Adult Education Test – Type (DE 3404)	Critical

Edit:

3409_7	Adult Education Test – Date (DE 3409) EQ 99999999 and Adult Education Test – Type (DE 3404) IN (D, G, J, K, N, Q, S, V, W, 2, 3)	Critical

Data Element 3407

Adult Education Test – Form

Characteristics

Length:	5
Data Type:	Alphanumeric
Physical Description:	X (5)
Record Type(s):	0
Last Modified:	7/1/2025

Data Element is used in the Following Reports:

- ❑ NRS

Description:

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

TABLE VALUES

TABE

11OL	TABE-form 11 – Online
11PB	TABE-form 11 – Paper Based
12OL	TABE-form 12 – Online
12PB	TABE-form 12 – Paper Based
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 (Reading, Listening)
B	TABE CLAS-E (Reading, Listening)
COL	TABE CLAS-E – Online (Reading, Listening, Speaking, Writing)
CPB	TABE CLAS-E – Paper Based (Reading, Listening, Speaking, Writing)
DOL	TABE CLAS-E – Online (Reading, Listening, Speaking, Writing)
DPB	TABE CLAS-E – Paper Based (Reading, Listening, Speaking, Writing)

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 for ESOL)

B	BEST Literacy

C BEST Literacy
D BEST Literacy

BEST Literacy 2.0 (Reading and Writing for ESOL)
1 BEST Literacy
2 BEST Literacy
3 BEST Literacy

BEST PLUS 2.0 (Listening and Speaking for ESOL)
NA BEST Plus 2.0 ("Form" is "Not Applicable" for BEST PLUS 2.0)

BEST PLUS 3.0 (Listening and Speaking for ESOL)
NA BEST Plus 3.0 ("Form" is "Not Applicable" for BEST PLUS 3.0 online)
1PB BEST PLUS 3.0
2PB BEST PLUS 3.0

CASAS GOALS (Reading for ABE only)
901R CASAS Reading GOALS
902R CASAS Reading GOALS
903R CASAS Reading GOALS
904R CASAS Reading GOALS
905R CASAS Reading GOALS
906R CASAS Reading GOALS
907R CASAS Reading GOALS
908R CASAS Reading GOALS

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 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 Life and Work 80 (Reading for ESOL)

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 or ELCATE Only)
82R CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)
81RX CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)
82RX CASAS Life and Work Skills Series Level A Reading (ESOL or ELCATE Only)
83R CASAS Life and Work Skills Series Level B Reading (ESOL or ELCATE Only)
84R CASAS Life and Work Skills Series Level B Reading (ESOL or ELCATE Only)
85R CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)
86R CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)
185R CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)
186R CASAS Life and Work Skills Series Level C Reading (ESOL or ELCATE Only)
187R CASAS Life and Work Skills Series Level D Reading (ESOL or ELCATE Only)
188R CASAS Life and Work Skills Series Level D Reading (ESOL or ELCATE Only)

CASAS Life and Work 980 (Listening for ESOL only)

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 D Listening (ESOL only)
628L CASAS STEPS Level D Listening (ESOL only)
629L CASAS STEPS Level E 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)

ZZZZZ Not Applicable (GED®)

Edit:

3407_1	Adult Education Test – Form (DE 3407) missing or invalid	Critical
3407_2	Adult Education Test – Form (DE 3407) does not match Adult Education Test – Type (DE 3404)	Critical
3407_3	Adult Education Test – Form (DE 3407) invalid (Form is obsolete)	Critical
3401_5	Adult Education Test - Score (DE 3401) invalid for combination of Adult Education Test - Subtest (DE 3403), Adult Education Test - Type (DE 3404), Adult Education Test - Form (DE 3407) and Adult Education Test - Level of Difficulty (DE 3408)	Critical
3404_15	Adult Education Test – Type (DE 3404) EQ D and Adult Education Test – Form (DE 3407) IN (11OL, 11PB, 12OL, 12PB) and Adult Education Test – Date (DE 3409) GT 06302026	Critical
3404_16	Adult Education Test – Type (DE 3404) EQ Q and Adult Education Test – Form (DE 3407) IN (A, B) and Adult Education Test – Date (DE 3409) GT 06302025	Critical

Data Element 3408

Adult Education Test – Level of Difficulty

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Record Type(s): 0
Last Modified: 7/1/2025

Data Element is used in the Following Reports:

- ❑ NRS

Description:

A code provided by the test vendor indicating the difficulty level of the test.

TABLE VALUES *(for all tests)*

0	Literacy
1	Easy
2	Medium
3	Difficult
4	Advanced
X	Not Applicable (ACT WorkKeys, BEST Plus 2.0, BEST PLUS 3.0, BEST Literacy, BEST Literacy 2.0, and GED®)

TEST CONVERSION EXAMPLES

TABE-11/12 & 13/14		TABE CLAS-E	
L	0 Literacy	Level 1	1 Easy
E	1 Easy	Level 2	2 Medium
M	2 Medium	Level 3	3 Difficult
D	3 Difficult	Level 4	4 Advanced
A	4 Advanced		

CASAS Life and Work 80		CASAS GOALS *(Reading for ABE)*	
A	1 Easy	A	1 Easy
B	2 Medium	B	2 Medium
C	3 Difficult	C	3 Difficult
D	4 Advanced	D	4 Advanced

CASAS GOALS 2 *(Math and Reading for ABE)*

A Beginning Literacy	0 Literacy
B Beginning/Intermediate Basic Skills	1 Easy
C Advanced Basic Skills	2 Medium
D Adult Secondary	3 Difficult
E Advanced Adult Secondary	4 Advanced

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

A	1 Easy
B	2 Medium
C	3 Difficult

CASAS STEPS (Listening and Reading for ESOL)

A Beginning ELL	0 Literacy
B Intermediate ELL	1 Easy
C Advanced ELL	2 Medium
D Adult Secondary	3 Difficult
E Proficient Skills	4 Advanced

Edit:

3408_1	Adult Education Test – Level of Difficulty (DE 3408) missing or invalid	Critical
3401_5	Adult Education Test - Score (DE 3401) invalid for combination of Adult Education Test - Subtest (DE 3403), Adult Education Test - Type (DE 3404), Adult Education Test - Form (DE 3407) and Adult Education Test - Level of Difficulty (DE 3408)	Critical

Data Element 3409

Adult Education Test – Date

Characteristics

Length:	8
Data Type:	Numeric
Physical Description:	9 (8)
Record Type(s):	0
Last Modified:	10/23/2024

Data Element is used in the Following Reports:

- ❑ NRS

Description:

The month, day, and year the adult test was taken.

The format for coding this element is MMDDCCYY.

Where:
MM is a valid month (01-12)
DD is a valid day of the month (1-31)
CC is a valid century (20)
YY is a numeric year

Code 99999999 for unknown or not applicable.

NOTE: *Do not submit test records that are older than April 1 of three reporting years prior to current year.*

Edit:

3409_1	Adult Education Test – Date (DE 3409) missing or non-numeric	Critical
3409_2	Adult Education Test – Date (DE 3409) invalid range day	Critical
3409_3	Adult Education Test – Date (DE 3409) invalid range month	Critical
3409_4	Adult Education Test – Date (DE 3409) invalid century	Critical
3409_5	Adult Education Test – Date (DE 3409) GT current date	Critical
3409_6	Adult Education Test – Date (DE 3409) LT Student Birth Date (DE 1019)	Critical
3409_7	Adult Education Test – Date (DE 3409) EQ 99999999 and Adult Education Test – Type (DE 3404) IN (D, G, J, K, N, Q, S, V, W, 2, 3)	Critical
3409_8	Adult Education Test – Date (DE 3409) older than 3 years	Critical
3409_9	Adult Education Test - Date (DE 3409) GT seven days post Course Exit Date (DE 3027) where Post-Test Identification Number 1 (DE 3035) EQ Test Identification Number (DE 3411)	Critical
3409_10	Adult Education Test - Date (DE 3409) GT seven days post Course Exit Date (DE 3027) where Post-Test Identification Number 2 (DE 3038) EQ Test Identification Number (DE 3411)	Critical

Edit:

3409_11	Adult Education Test - Date (DE 3409) GT seven days post Course Exit Date (DE 3027) where Post-Test Identification Number 3 (DE 3041) EQ Test Identification Number (DE 3411)	Critical
3409_12	Adult Education (Post) Test – Date (DE 3409) LT Course Entry Date (DE 3026) for course with matching subject and test-id	Critical
3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical
3404_9	Adult Education Test – Type (DE 3404) EQ D and Adult Education Test – Date (DE 3409) LT 02202018	Critical
3404_10	Adult Education Test – Type (DE 3404) in (2, K, N) and Adult Education Test – Date (DE 3409) GT 06302025	Critical
3404_11	Adult Education Test – Type (DE 3404) EQ 3 and Adult Education Test – Subtest (DE 3403) EQ M and Adult Education Test – Date (DE 3409) GT 06302024	Critical
3404_14	Adult Education Test – Type (DE 3404) EQ 3 and Adult Education Test – Subtest (DE 3403) EQ R and Adult Education Test – Date (DE 3409) GT 06302026	Critical
3404_15	Adult Education Test – Type (DE 3404) EQ D and Adult Education Test – Form (DE 3407) IN (11OL, 11PB, 12OL, 12PB) and Adult Education Test – Date (DE 3409) GT 06302026	Critical
3404_16	Adult Education Test – Type (DE 3404) EQ Q and Adult Education Test – Form (DE 3407) IN (A, B) and Adult Education Test – Date (DE 3409) GT 06302025	Critical

Data Element 3410

Adult Education Test – Adult Educational Functioning Level

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Record Type(s):	0
Last Modified:	7/1/2024

Data Element is used in the Following Reports:

- ❑ NRS

Description:

A code indicating the Adult General Education or English Language (ESOL) functioning level of the adult student associated with a pre- or post-test administered to the student in a particular content area. For further guidance on placement of students with out-of-range scores, see the Florida Adult Education Assessment Technical Assistance Paper.

See Appendix A for the appropriate scaled scores for Adult Basic and Secondary programs and scaled scores for ESOL programs.

TABLE VALUES

Adult General Education (ABE, ASB & GED)

1 ABE Level 1
2 ABE Level 2
3 ABE Level 3
4 ABE Level 4
5 ABE Level 5
7 ABE Level 6

ESOL

B ESL Level 1 (EFL 0-1)
C ESL Level 2 (EFL 2)
D ESL Level 3 (EFL 3)
E ESL Level 4 (EFL 4)
F ESL Level 5 (EFL 5)
G ESL Level 6 (EFL 6)
I ESL Level >6 (EFL >6)

OTHER

Z Not applicable

NOTE: *When determining initial placement for GED® Prep Social Studies or GED® Prep Science, a student is placed when tested at a 9.0 or higher on an eligible Reading subtest.*

Edit:

3410_1	Adult Education Test – Adult Educational Functioning Level (DE 3410) missing or invalid	Critical
3410_3	Adult Education Test – Adult Educational Functioning Level (DE 3410) on the adult education test and performance record must align with Course - ICS (DE 3001) on the corresponding course record as specified in Appendix A	Critical
3401_5	Adult Education Test - Score (DE 3401) invalid for combination of Adult Education Test - Subtest (DE 3403), Adult Education Test - Type (DE 3404), Adult Education Test - Form (DE 3407), Adult Education Test - Level of Difficulty (DE 3408) and Adult Education Test – Adult Educational Functioning Level (DE 3410)	Critical

Data Element 3411

Adult Education Test – Test Identification Number

Characteristics

Length:	4
Data Type:	Alphanumeric
Physical Description:	X (4)
Record Type(s):	0
Last Modified:	10/23/2024

Data Element is used in the Following Reports:

- ❑ NRS

Description:

A unique identifier created by the college to identify the administration of a pre- or post-test to a student. This number will be used to link test information to the course format. A locally assigned ID.

TABLE VALUES

9999 Not applicable.

NOTES:

1. *Agencies should report all tests taken.*
2. *Report 9999 for tests required to pass the GED® or tests required for Adult High School completion.*

Edit:

3411_1	Adult Education Test – Test Identification Number (DE 3411) missing or invalid	Critical
3411_2	Adult Education Test – Test Identification Number (DE 3411) NE 9999 and Adult Education Test – Test Identification Number (DE 3411) duplicated for Student Identification Number (DE 1021) and Adult Education Test – Subtest (DE 3403)	Critical
3034_4	Pre-Test Identification Number 1 (DE 3034) with no matching Test Identification Number (DE 3411) on test record	Critical
3035_4	Post-Test Identification Number 1 (DE 3035) with no matching Test Identification Number (DE 3411) on test record	Critical
3037_4	Pre-Test Identification Number 2 (DE 3037) with no matching Test Identification Number (DE 3411) on test record	Critical
3038_4	Post-Test Identification Number 2 (DE 3038) with no matching Test Identification Number (DE 3411) on test record	Critical
3040_4	Pre-Test Identification Number 3 (DE 3040) with no matching Test Identification Number (DE 3411) on test record	Critical
3041_4	Post-Test Identification Number 3 (DE 3041) with no matching Test Identification Number (DE 3411) on test record	Critical
3409_12	Adult Education (Post) Test – Date (DE 3409) LT Course Entry Date (DE 3026) for course with matching subject and test-id	Critical

Edit:

3409_13	Adult Education (Pre) Test Date (DE 3409) GT Adult Education (Post) Test Date (DE 3409) for matching Pre-Test Identification Number (DE 3034, 3037, 3040) and Post-Test Identification Number (DE 3035, 3038, 3041)	Critical

Student Demographic Information Record Format – Record Type 1

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

	DE#	From/To	Size	Structure	Field Name	Field Description
@	1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
@	1021	8-17	10	X (10)	PSNID	Student Identification Number
@	1028	18-20	3	9 (3)	TERM	Term Identifier
@	101A	21	1	9 (1)	RECORD_TYPE	Record Type = 1
@	1015	22-41	20	X (20)	LAST_NAME	Last Name
@	1014	42-56	15	X (15)	FIRST_NAME	First Name
		57	1		*FILLER*	
@	1006	58	1	X (1)	SEX	Sex
		59	1		*FILLER*	
@	1019	60-67	8	9 (8)	BIRTH_DATE	Birth Date
		68	1		*FILLER*	
	1004	69	1	X (1)	RESIDENCE	Fee Classification Residency
	1001	70	1	X (1)	CITIZENSHIP	Citizenship
	1002	71	1	X (1)	DISABLE_CLASS	Disabled Classification
	1013	72	1	X (1)	LIMIT_ENGLISH	Limited English Proficiency
	1007	73-78	6	X (6)	HIGH_SCHOOL_CODE	High School County Code CCHHHH, CC=County, HHHH=High School Code
	1008	79	1	X (1)	GRAD_CODE_HSCHL	High School Graduation Code
		80-85	6		*FILLER*	
	1011	86	1	X (1)	INCARCERATION_STAT	Incarceration Status
	1005	87	1	X (1)	FIRST_TIME	First-Time Student Flag
	1032	88	1	X (1)	TRANSFER_IND	Transfer Student Flag
	1018	89-90	2	X (2)	ADMIT_STATE_CODE	State at Time of First Entry
	1053	91	1	X (1)	HIGHEST_ED_LEVEL_PG1	Highest Education Level Parent 1 or Guardian 1
	1054	92	1	X (1)	HIGHEST_ED_LEVEL_PG2	Highest Education Level Parent 2 or Guardian 2
@	1057	93	1	X (1)	MIL_STATUS	Current Military Status
	1058	94	1	X (1)	SINGLE_PRNT_OR_SINGLE_PGNT	Single parent or single pregnant woman
	1059	95	1	X (1)	DISPLACED_HOMEMAKER	Displaced Homemaker
	1060	96	1	X (1)	AGE_EX_OFFENDER	Adult General Ed, Ex-Offender
	1061	97	1	X (1)	AGE_HOMELESS_OR_RUNAWAY	Adult General Ed, Homeless Individual, Homeless Children and Youths, or Runaway Youth
	1029	98	1	X (1)	FULL/PART-TIME	Term Part-Time/Full-Time
		99	1		*FILLER*	
@	1055	100-109	10	X (10)	SUFFIX	Name Suffix
	1064	110-111	2	X (2)	AGE_LVL_SCHOOL_ACHIEVED	AGE Level of Schooling Achieved
	1066	112	1	X (1)	AGE_INCOME__EXH_TANF	AGE Income Status – Exhausting TANF
	1067	113	1	X (1)	AGE_INCOME_LONG_UNEMPLOY	AGE Income Status – Long-Term Unemployed
	1068	114	1	X (1)	AGE_INCOME_LOW_INCOME	AGE Income Status – Low Income
	1026	115-118	4	9 (3) V9	INST-GPA-POINTS-TERM	Term Inst. Grade Points for GPA

	DE#	From/To	Size	Structure	Field Name	Field Description
	1027	119-121	3	9 (2) V9	INST-GPA-HOURS-TERM	Term Inst. Hours for GPA
	1030	122-126	5	9 (4) V9	INST-GRADE-POINTS-TOTAL	Total Inst. Grade Points
	1031	127-130	4	9 (3) V9	INST-GPA-HOURS-TOTAL	Total Inst. Hours for GPA
	1033	131-132	2	X (2)	NATION-CITIZEN	Nation of Citizenship
	1034	133-139	7	9 (7)	TRANSFER-INST.	Transfer Institution
	1035	140	1	X (1)	VER-DIS-CLASS-IND	Verified Disabled Classification Indicator
@	1036	141	1	X (1)	RACE_WHITE	Race – White
@	1037	142	1	X (1)	RACE_BLACK	Race – Black
@	1038	143	1	X (1)	RACE_ASIAN	Race – Asian
@	1039	144	1	X (1)	RACE_INDIAN	Race – American Indian/Alaskan Native
@	1040	145	1	X (1)	RACE_HAWAIIAN	Race - Native Hawaiian/Pacific Islander
@	1041	146	1	X (1)	ETHNICITY	Ethnicity – Hispanic/Latino
@	1042	147	1	X (1)	ATHLETIC-AID	Athletic Related Aid Indicator
		148	1		*FILLER*	
	1062	149	1	X (1)	AGE_EMP_BARRIER	Adult General Ed, Employment Barrier
	1063	150	1	X (1)	AGE_MIGRANT_WORKER	Adult General Ed, Migrant/Farmworker
	1052	151	1	X (1)	AGE_ADULT_EMPL	Adult General Ed, Adult Employment Status
		152	1		*FILLER*	
	1048	153	1	X (1)	ADULT_ORG_SCHL	Adult Origin of Schooling
	1049	154	1	X (1)	DIST_ED_STU_LOC	Distance Education Student Location
	1050	155	1	X (1)	HSCHOOL_DEV	Developmental Education for High School Exemption
	1051	156	1	X (1)	MIL_DEV	Developmental Education for Military Exemption
@	1016	157-176	20	X (20)	MIDDLE NAME	Middle Name
@	1000	177-190	14	X (14)	FLEID	Florida Education Identifier
		191-199	9	9 (9)	ZIP_CODE	Postal Code
	1009	200-207	8	9 (8)	GRAD_DATE_HSCHL	High School Graduation Date
	1069	208-210	3	9 (2) V9	AHS_Credits_Entry	Adult High School Credits at Entry
	1070	211	1	X (1)	AHS_Diploma_Option	Adult High School Diploma Option
	1071	212-219	8	9 (8)	GATE_DATE_ENROLL	GATE Program Date of Enrollment
		220-250	31		*FILLER*	

NOTES:

1. *Shaded fields are unique key elements.*
2. *@ Required for Financial Aid Submission*

Entry Level Testing Information Record Format – Record Type 2

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 2
	22	1		*FILLER*	
1103	23	1	X (1)	ENTRY_SUBTEST	Entry Level Test – Subtest
1104	24-25	2	X (2)	ENTRY_TEST_TYPE	Entry Level Test – Type
	26-34	9		*FILLER*	
1106	35	1	X (1)	COL_PREP_COMP_IND	College Preparatory Completion Indicator
	36-41	6		*FILLER*	
1109	42-49	8	9 (8)	DATE_ENTRY_TEST	Entry Level Test – Date
1101	50-55	6	9 (4) V99	SCORE_ENTRY_TEST	Entry Level Test – Score
1110	56	1	X (1)	ALT_METHOD_TYPE	Entry Level – Alternative Method Type
	57-176	120		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-250	60		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Acceleration Information Record Format – Record Type 3

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 3
1204	22	1	X (1)	AP_TEST_TYPE	Acceleration – Type
1203	23	1	X (1)	AP_SUBTEST	Acceleration – Subtest
1201	24	1	X (1)	AP_HOUR_TYPE	Acceleration – Hour Type
1202	25-29	5	9 (4) V9	AP_HOURS	Acceleration – Hours
1205	30-37	8	X (8)	INDUSTRY_CERTIFICATION	Gold Standard Industry Certification
	38-176	139		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-250	60		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Program Information Record Format – Record Type 4

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 4
2002	22-31	10	9 (10)	PROGRAM_CIP	Program of Study – CIP
2001	32	1	X (1)	AWARD_TYPE	Program of Study – Award Type
2003	33	1	X (1)	PROGRAM_HOUR_TYPE	Program of Study – Hour Type
2004	34-38	5	9 (5)	PROGRAM_HOURS	Program of Study – Hours
2005	39	1	X (1)	PROGRAM_LEVEL	Program of Study – Level
2006	40-69	30	X (30)	PROGRAM_TITLE	Program of Study – Title
2007	70-75	6	9 (5) V9	PROGRAM_CLOCK_HOURS	Total Clock Hours Earned
2008	76-81	6	9 (5) V9	PROGRAM_CREDIT_HOURS	Total Credit Hours Earned
2009	82	1	X (1)	P_LOCAL_INACT_PROG	Locally Inactive Program Flag
2010	83-85	3	9 (3)	P_TEACHER_CERT	State Approved Teacher Preparation Program – DOE Code
2011	86-90	5	9 (5)	P_TEACHER_CERT_BENCHMARK	State Approved Teacher Preparation Program – Benchmark Term
2012	91-95	5	9 (5)	P_TEACHER_CERT_TCH_TERM	State Approved Teacher Preparation Program – Student Teaching Term
2013	96	1	X (1)	BAC_ENR_FLAG	Baccalaureate Enrollment Flag
2014	97-102	6	9 (6)	BAC_PROG_INT	Baccalaureate Program of Interest
2015	103-109	7	9 (7)	BAC_INST_INT	Baccalaureate Institution of Interest
2016	110-112	3	9 (3)	P_EPI_CERT1	EPI Subject Area Specialization – Program 1
2017	113-115	3	9 (3)	P_EPI_CERT2	EPI Subject Area Specialization – Program 2
2018	116-118	3	9 (3)	P_EPI_CERT3	EPI Subject Area Specialization – Program 3
2019	119-121	3	9 (3)	P_EPI_CERT4	EPI Subject Area Specialization – Program 4
2020	122-124	3	9 (3)	P_EPI_CERT5	EPI Subject Area Specialization – Program 5
2021	125	1	X (1)	AGE_WITDRAWAL_REASON	Withdrawal Reason from Adult General Ed Program
2022	126-131	6	9 (6)	APP_SPONSOR	Apprenticeship Sponsor Code
2023	132	1	X (1)	GATE_ENROLL_FLAG	GATE Program Enrollment Flag
	133-176	44		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-250	60		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Completion Information Record Format – Record Type 5

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 5
2101	22-31	10	9 (10)	COMPLETION_CIP	Completion - CIP
2103	32	1	X (1)	DEGREE_GRANTED	Completion Degree Granted
	33-38	6		*FILLER*	
2104	39	1	X (1)	OCC_COMP_POINT	Occupational Completion Point Indicator
	40-41	2		*FILLER*	
2106	42-46	5	9 (4) V9	ATC_HOURS	Advanced Technical Certificate Completion Hours
2107	47	1	X (1)	C_LOCAL_INACT_PROG	Locally Inactive Completion Program Flag
2108	48	1	X (1)	C_MULTIPLE_MAJOR	Completion Multiple Major Indicator
	49	1		*FILLER*	
2110	50-52	3	9 (3)	C_TEACHER_CERT	State Approved Teacher Prep Program Completion – DOE code
2111	53	1	X (1)	CTE_BASIC_SKILLS	Career and Technical Education Basic Skills Examination Flag
2116	54-56	3	9 (3)	C_EPI_CERT1	EPI Subject Area Specialization – Completion 1
2117	57-59	3	9 (3)	C_EPI_CERT2	EPI Subject Area Specialization – Completion 2
2118	60-62	3	9 (3)	C_EPI_CERT3	EPI Subject Area Specialization – Completion 3
2119	63-65	3	9 (3)	C_EPI_CERT4	EPI Subject Area Specialization – Completion 4
2120	66-68	3	9 (3)	C_EPI_CERT5	EPI Subject Area Specialization – Completion 5
2121	69-76	8	9 (8)	COMPLETION_DATE	Cert/Diploma/OCP Earned Date
2122	77-77	1	X (1)	REVERSE_TRANSFER	Reverse Transfer Code
2123	78-78	1	X (1)	DIGITAL_BADGE	General Education Digital Badge
	79-176	98		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-250	60		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Course Information Record Format – Record Type 6

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 6
3008	22-29	8	X (8)	COURSE_ID	Course Identifier
3009	30-37	8	X (8)	SECTION	Course Identifier Section
3001	38-42	5	9 (5)	COURSE_ICS	Course ICS
3007	43-44	2	X (2)	COURSE_GRADE	Course Grade Awarded
3014	45	1	X (1)	REGISTRATION_PRD	Course Registration Period
3011	46	1	X (1)	COURSE_HOUR_TYPE	Course Section Hour Type
3012	47-51	5	9 (4) V9	COURSE_HOURS	Course Section Hours
3013	52-56	5	9 (5)	COURSE_SECTION_LOC	Course Section Location
3015	57	1	X (1)	INSTRUCTOR_IND	Course Instructor Flag
3006	58-59	2	X (2)	FEE_WAIVER	Course Fee Kind
3010	60	1	X (1)	LIFELONG	Course Lifelong Learning Flag
3003	61	1	X (1)	COOP_ED_IND	Course Cooperative Ed Flag
3005	62	1	X (1)	IND_DUAL_ENROLL	Course Dual Enrollment/Co-Enrollment Flag
3004	63-64	2	X (2)	CAT_DUAL_ENROLL	Course Dual Enrollment Category
	65-66	2		*FILLER*	
3018	67	1	X (1)	FTE_IND	FTE Flag
	68-88	21		*FILLER*	
3026	89-96	8	9 (8)	COURSE_ENTRY_DATE	Course Entry Date
3027	97-104	8	9 (8)	COURSE_EXIT_DATE	Course Exit Date
	105-111	7		*FILLER*	
3033	112-112	1	X (1)	SUBJECT_1	Adult Educational Functioning Level Subject Area 1
3034	113-116	4	X (4)	PRETEST_ID_1	Pre-Test Identification Number 1
3035	117-120	4	X (4)	POSTTEST_ID_1	Post-Test Identification Number 1
3036	121-121	1	X (1)	SUBJECT_2	Adult Educational Functioning Level Subject Area 2
3037	122-125	4	X (4)	PRETEST_ID_2	Pre-Test Identification Number 2
3038	126-129	4	X (4)	POSTTEST_ID_2	Post-Test Identification Number 2
3039	130-130	1	X (1)	SUBJECT_3	Adult Educational Functioning Level Subject Area 3
3040	131-134	4	X (4)	PRETEST_ID_3	Pre-Test Identification Number 3
3041	135-138	4	X (4)	POSTTEST_ID_3	Post-Test Identification Number 3
3042	139-141	3	9 (2) V 9	AHS_Credits_Earned	Adult High School Credits Earned in Course
3032	142-149	8	9 (8)	IET_PRGNM	Integrated Education and Training Program Number
	150-176	27		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-250	60		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Economically Disadvantaged Record Format – Record Type 7

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 7
3102	22-23	2	X (2)	FAID_TYPE	Financial Aid Award Type
	24-176	153		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-250	60		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Financial Aid Record Format – Record Type 8

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
3201	18	1	9 (1)	TERM	Financial Aid Term Identifier
	19-20	2		*FILLER*	
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 8
3202	22-25	4	9 (4)	YEAR	Academic Year
3203	26	1	X (1)	DEP_STATUS	Dependency Status
	27-33	7		*FILLER*	
3205	34-40	7	9 (7)	FAID_NEED	Financial Aid Need
3206	41	1	X (1)	FAID_COND	Financial Aid Award Condition ID
3207	42	1	X (1)	FAID_SOURCE	Source of Financial Aid Funds
3208	43-45	3	X (3)	FAID_TYPE	Financial Aid Award Type
3209	46-52	7	9 (5) V99	FAID_AMOUNT	Financial Aid Paid Amount
3210	53-58	6	X (6)	SAI	Student Aid Index
	59-176	118		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-250	60		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Industry Certification Information Record Format – Record Type 9

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 9
3301	22-31	10	9 (10)	CERT_CIP	Program Industry Certification CIP
3302	32-39	8	X (8)	CERT_NUM	Program Industry Certification Number
	40-45	6		*FILLER*	
3304	46	1	X (1)	CERT_OUTCOME	Industry Certification Outcome
3303	47-54	8	9 (8)	CERT_DATE	Program Industry Certification Date
	55-176	122		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-250	60		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Adult Education Test and Performance Information Record Format – Record Type 0

Field Structure

9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
1017	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	X (10)	PSNID	Student Identification Number
1028	18-20	3	9 (3)	TERM	Term Identifier
101A	21	1	9 (1)	RECORD_TYPE	Record Type = 0
3404	22	1	X (1)	ADULT_TEST_TYPE	Adult Education Test – Type
3403	23	1	X (1)	ADULT_SUBTEST	Adult Education Test – Subtest
	24-35	12		*FILLER*	
3407	36-40	5	X (5)	ADULT_FORM	Adult Education Test – Form
3408	41	1	X (1)	ADULT_LEVEL	Adult Education Test – Level of Difficulty
3409	42-49	8	9 (8)	DATE_ADULT_TEST	Adult Education Test – Date
3401	50-55	6	9 (4) V99	SCORE_ADULT_TEST	Adult Education Test – Score
3410	56	1	X (1)	FUNC_LEV	Adult Education Test – Adult Educational Functioning Level
3411	57-60	4	X (4)	TEST_ID	Adult Education Test – Test Identification Number
	61-176	116		*FILLER*	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-250	59		*FILLER*	

NOTE: *Shaded fields are unique key elements.*

Section III:
Frequency Zero Edits

Frequency Zero Edits

While data element edits perform edits record by record or student by student, the frequency zero performs edits on the file as a whole. Although a submission may pass the edits at the individual record level, it may still fail the frequency zero edits across all the records on the file. For instance, if a college's student data submission contains only male students and no females, then a frequency zero error will occur.

Frequency zero errors occur when certain data element values are missing from a file submission. The data element values that are checked for frequency zero errors are specific to each database (student, personnel, annual personnel reports and facilities). Frequency zero edits result in critical or informational errors. Critical errors prevent data submissions from loading into the database and must be corrected. Informational errors do not require resubmission of the file. Informational errors alert colleges to areas of the file that require review to ensure submitted data are accurate.

Listed below are all frequency zero edits relevant to this database.

Student Demographic Information (Rec Type 1):

Data Element Number	Data Element Name	Description	Informational or Critical
1001	Citizenship	C – No registered U.S. Citizen	Critical
	Ethnic Origin	B – No Black (not of Hispanic origin) persons registered this term	Critical
	Ethnic Origin	W – No White (not of Hispanic origin) persons registered this term	Critical
1004	Fee Classification Residency	F – No Florida residents registered this term	Critical
1005	First-Time Student Flag	Y – No students who were FTIC	Critical
1005	First-Time Student Flag	N – No students who were not FTIC	Critical
1005	First-Time Student Flag	D – No FTIC Dual Enrollment/Early Admin students	Informational
1006	Sex	M – No male students this term	Critical
1006	Sex	F – No female students this term	Critical
1007	High School Code	999999 - No Florida Private H.S. students	Informational
1008	High School Graduation Code	A – No 'Standard H.S. Certificated of Completion Awarded' students	Critical
1008	High School Graduation Code	X – No 'Unknown or Not Reported or Not Applicable' students	Informational
1009	High School Graduation Date	(yyyy-10) – (yyyy-2) – No students who graduated 1 to 10 years ago	Critical

Data Element Number	Data Element Name	Description	Informational or Critical
1011	Incarceration Status	Z – No 'None apply' records for this term	Critical
1013	Limited English Proficiency	Z – No 'Not Applicable (student is not LEP)'	Critical
1018	State at Time of First Entry	12 – No students with the state at time of first entry being Florida	Critical
1018	State at Time of First Entry	XX – No students with an unknown state at time of first entry or not FTIC	Critical
1019	Student Birth Date	(yyyy-22) – (yyyy-17) – No students aged between 17 to 22	Critical
1019	Student Birth Date	(yyyy-30) – (yyyy-23) – No students aged between 23 to 30	Critical
1019	Student Birth Date	(yyyy-50) – (yyyy-31) – No students aged between 31 to 50	Critical
1026	Term Institutional Grade Points	Termsub = E AND 0 - <= 100 – No students with 0 to 100 term grade points	Critical
1027	Term Institutional Hours for GPA	Termsub = E AND >0 - <= 25 – No students with 0 to 25 attempted hours this term for GPA	Critical
1029	Term Part-Time/Full-Time	Term = 1 AND Termsub = E AND S – No 'summer term only' enrolled students	Critical
1029	Term Part-Time/Full-Time	Term IN 2, 3 AND F – No 'Full-time students – fall/spring only'	Critical
1029	Term Part-Time/Full-Time	Term IN 2, 3 AND P – No 'Part-time students – fall/spring only'	Critical
1030	Total Institutional Grade Points	Termsub = E AND >0 AND <= 25 – No students with 1 to 25 cumulative grade points	Critical
1030	Total Institutional Grade Points	Termsub = E AND >25 AND <= 30 – No students with 26 to 30 cumulative grade points	Critical
1030	Total Institutional Grade Points	Termsub = E AND >30 AND <= 36 – No students with 31 to 36 cumulative grade points	Critical
1031	Total Institutional Hours for GPA	Termsub = E AND >0 AND <= 100 – No students with 1 to 100 hours attempted for cumulative GPA	Critical
1032	Transfer Student Flag	N – No 'NO' records indicating college transfer students	Critical
1032	Transfer Student Flag	Y – No 'YES' records indicating college transfer students	Informational
1033	Nation of Citizenship	US – No students with a citizenship of the United States	Critical
1035	Verified Disabled Classification Indicator	D – No students with verified disability who receive services	Critical

Data Element Number	Data Element Name	Description	Informational or Critical
1035	Verified Disabled Classification Indicator	N – No students who do not have documented disabilities	Critical
1049	Distance Education Student Location	S – no students with Distance Education in same state as the institution	Informational
1049	Distance Education Student Location	Z – no students not enrolled in a Distance Education course	Informational

Entry Level Testing Information (Rec Type 2):

Data Element Number	Data Element Name	Description	Informational or Critical
1101	Entry Level Test – Score	MF – No records for 'student failed (F) math (M) subtest' AND Math Count NE 0 AND Pass Math Count NE 0	Informational
1101	Entry Level Test – Score	RF – No records for 'student failed (F) reading (R) subtest' AND Read Count NE 0 AND Pass Reading Count NE 0	Informational
1101	Entry Level Test – Score	WF – No records for 'student failed (F) writing (W) subtest' AND Write Count NE 0 AND Pass Writing Count NE 0	Informational
1101	Entry Level Test – Score	MP – No records for 'student passed (P) math (M) subtest' AND Math Count NE 0 AND Fail Math Count NE 0	Informational
1101	Entry Level Test – Score	RP – No records for 'student passed (P) reading (R) subtest' AND Read Count NE 0 And Failed Reading Count NE 0	Informational
1101	Entry Level Test – Score	WP – No records for 'student passed (P) writing (W) subtest' AND Write Count NE 0 And Failed Writing Count NE 0	Informational
1106	College Preparatory Completion Indicator	N – No records for 'student did not complete…college prep'	Informational
1106	College Preparatory Completion Indicator	Y – No records for 'student completed highest level college prep'	Informational

Data Element Number	Data Element Name	Description	Informational or Critical
1106	College Preparatory Completion Indicator	Z – No records for 'student took test…did not test into college prep'	Informational

Program Information (Rec Type 4):

Data Element Number	Data Element Name	Description	Informational or Critical
2001	Program of Study – Award Type	1 – No 'AA degree' seeking students	Critical
2001	Program of Study – Award Type	2 – No 'AS degree' seeking students	Critical
2001	Program of Study – Award Type	A – No 'AAS degree' seeking students	Critical
2001	Program of Study – Award Type	(2 AND A) – No AS/AAS degree seeking students	Critical
2001	Program of Study – Award Type	3 (AND CC NE 4) – No 'AS certificate' seeking students	Critical
2001	Program of Study – Award Type	D (AND CC NE 4) – No 'Applied Technology Diploma (ATD)' seeking students	Critical
2001	Program of Study – Award Type	3 AND D (AND CC NE 4) – No CCC/ATD certificate seeking students	Critical
2003	Program of Study – Hour Type	C (AND CC NE 13 AND (CC NE 14 AND Termsub NE B)) – No instructional clock hours reported	Critical
2003	Program of Study – Hour Type	S – No student semester hours reported	Critical
2003	Program of Study – Hour Type	C (AND CC = 13) – No instructional clock hours reported	Informational
2003	Program of Study – Hour Type	C (AND CC = 14 AND Termsub = B) – No instructional clock hours reported	Informational
2005	Program of Study – Level	1 – No 'Associate in Arts' students	Critical
2005	Program of Study – Level	A – No 'Associate in Applied Science (AAS)' students	Critical
2005	Program of Study – Level	(1 AND A) – No AS/AAS degree seeking students	Critical
2005	Program of Study – Level	8 – No 'Associate in Science certificate' students	Critical

Data Element Number	Data Element Name	Description	Informational or Critical
2005	Program of Study – Level	D – No 'Applied Technology Degree (ATD)' students	Critical
2005	Program of Study – Level	(8 AND D) – No CCC/ATD certificate students	Critical
2008	Total Credit Hours Toward Award	0 – No students with zero hours earned toward award	Informational
2008	Total Credit Hours Toward Award	0.1-2 – No students with 0.1 – 2 credit hours earned toward award	Informational
2008	Total Credit Hours Toward Award	2.1-4 – No students with 2.1 – 4 credit hours earned toward award	Informational
*2008	Total Credit Hours Toward Award	4.1-6 – No students with 4.1 – 6 credit hours earned toward award	Critical
*2008	Total Credit Hours Toward Award	6.1-11 – No students with 6.1 – 11 credit hours earned toward award	Critical
*2008	Total Credit Hours Toward Award	11.1-15 – No students with 11.1 – 15 credit hours earned toward award	Critical
*2008	Total Credit Hours Toward Award	15.1-30 – No students with 15.1 – 30 credit hours earned toward award	Critical
*2008	Total Credit Hours Toward Award	30.1-60 – No students with 30.1 – 60 credit hours earned toward award	Critical
2008	Total Credit Hours Toward Award	60.1-72 – No students with 60.1 – 72 credit hours earned toward award	Informational
2009	Locally Inactive Program Flag	N – No 'this is not a locally inactive program'	Critical

* During term 3E, edit only applies after load date has passed.

Completion Information (Rec Type 5):

Data Element Number	Data Element Name	Description	Informational or Critical
*2103	Completion Degree Granted	Termsub = E AND 1 – No 'Associate in Arts degree (AA)' granted this term	Critical
2103	Completion Degree Granted	Termsub = E AND (2 AND A) – No AS/AAS Degree Granted	Informational
2103	Completion Degree Granted	Termsub = E AND (3 AND 7) – No CCC/ATD Certificate Granted	Informational
2107	Locally Inactive Completion Program Flag	N – No 'not locally inactive programs'	Critical

Data Element Number	Data Element Name	Description	Informational or Critical
2122	Reverse Transfer Code	Z – No 'Not applicable, the degree earned was not an AA' AND Termsub = E	Critical

* During term 3E, edit only applies after load date has passed.

Course Information (Rec Type 6):

Data Element Number	Data Element Name	Description	Informational or Critical
3003	Course Cooperative Education Flag	Termsub = E AND N – No 'student not enrolled in cooperative ed course'	Critical
3004	Course Dual Enrollment Category	NN – No 'not dual enrolled'	Critical
3005	Course Dual Enrollment/Co-Enrollment Flag	Z – No dual enrollment 'not applicable'	Critical
3006	Course Fee Kind	N – No 'No fee waiver/No fees assessed'	Critical
*3007	Course Grade Awarded	Termsub = E AND A – No letter grade 'A' awarded	Critical
*3007	Course Grade Awarded	Termsub = E AND B – No letter grade 'B' awarded	Critical
*3007	Course Grade Awarded	Termsub = E AND C – No letter grade 'C' awarded	Critical
*3007	Course Grade Awarded	Termsub = E AND D – No letter grade 'D' awarded	Critical
*3007	Course Grade Awarded	Termsub = E AND F – No letter grade 'F' awarded	Critical
*3007	Course Grade Awarded	Termsub = E AND (A AND B AND C AND D AND F) – All Letter Grades have a Frequency of Zero	Critical
3007	Course Grade Awarded	Termsub = E AND W – No letter grade of 'withdrawal' awarded	Informational
3010	Course Lifelong Learning Flag	N – All students are LLL's (Life Long Learners)	Critical
3011	Course Section Hour Type	S – No Student Semester hours reported	Critical
3011	Course Section Hour Type	C (AND CC NE 13) – No Instructional Clock hours reported	Critical
3011	Course Section Hour Type	C (AND CC = 13) – No Instructional Clock hours reported	Informational

Data Element Number	Data Element Name	Description	Informational or Critical
3012	Course Section Hours	Termsub = E AND No records with hours GT 0 AND Student Semester hours Count NE 0	Critical
3012	Course Section Hours	Termsub = B AND No records with hours GT 0 AND Student Semester hours Count NE 0	Informational
3012	Course Section Hours	Termsub = E AND No records with hours GT 0 AND Instructional Clock hours Count NE 0	Critical
3012	Course Section Hours	Termsub = B AND No records with hours GT 0 AND Instructional Clock hours Count NE 0	Informational
3014	Course Registration Period	I – No Initial Registration reported for this term	Critical
3015	Course Instructor Flag	Termsub = E AND N – No 'Instructor is other than HS Instructor' reported	Critical
3018	FTE Flag	Z – No 'Not Applicable'	Critical

* During term 3E, edit only applies after load date has passed.

Economically Disadvantaged (Rec Type 7):

Data Element Number	Data Element Name	Description	Informational or Critical
3102	Financial Aid Type	Termsub = E AND GA – No 'PELL Grants (federal)' awarded	Critical

Section IV:
Verification Reports Selection Criteria

Exceptions Report

The Exceptions report displays the frequency of table values for a specific Data Element. The following Data Elements are included on this report:

1001 Citizenship
1002 Disabled Classification
Ethnic Origin
1004 Fee Classification Residency
1005 First-Time Student Flag
1006 Sex
1007 High School Code
1008 High School Graduation Code
1009 High School Graduation Date
1011 Incarceration Status
1013 Limited English Proficiency
1019 Student Birth Date
1021 Student Identification Number
1026 Term Institutional Grade Points
1027 Term Institutional Hours for GPA
1029 Term Part-Time/Full-Time
1030 Total Institutional Grade Points
1031 Total Institutional Hours for GPA
1032 Transfer Student Flag
1033 Nation of Citizenship
1034 Transfer Institution
1035 Verified Disabled Classification Indicator
1036 Race-White
1037 Race-Black
1038 Race-Asian
1039 Race-Indian
1040 Race-Hawaiian
1041 Hispanic
1042 Athletic Aid
1048 Adult Origin of Schooling
1049 Distance Ed Student Location
1050 Developmental Education High School Exception
1051 Developmental Education Military Exception
1052 AGE Employment Status
1053 AGE Highest Level of Education Completed Parent /Guardian1
1054 AGE Highest Level of Education Completed Parent /Guardian2
1057 Military Status
1058 CAE Single Parent
1059 CAE Displaced Homemaker
1060 AGE EX-Offender
1061 AGE Homeless/Runaway
1062 AGE Employment Barriers
1063 AGE Migrant/Seasonal Farm Worker

1064 AGE Level of Schooling Achieved
1066 AGE Income Status – Exhausting TANF
1067 AGE Income Status – Long-Term Unemployed
1068 AGE Income Status – Low Income
1069 Adult High School Credits at Entry
1070 Adult High School Diploma Option
1071 GATE Date of Enrollment
1103 Entry Level Test - Subtest
1104 Entry Level Test - Type
1106 College Preparatory Completion Indicator
1110 Entry Level – Alternative Method Type
1201 Acceleration - Hour Type
1203 Acceleration - Subtest
1204 Acceleration - Type
2001 Program of Study - Award Type
2003 Program of Study - Hour Type
2005 Program of Study – Level
2007 Total Clock Hours Earned
2008 Total Credit Hours toward Award
2009 Locally Inactive Program Flag
2010 State Approved Teacher Preparation Program – DOE Code
2011 State Approved Teacher Preparation Program – Benchmark
2012 State Approved Teacher Preparation Program – Student Teaching Term
2013 Baccalaureate Enrollment Flag
2014 Baccalaureate Program of Interest
2015 Baccalaureate Institution of Interest
2016 Program EPI Certification 1
2017 Program EPI Certification 2
2018 Program EPI Certification 3
2019 Program EPI Certification 4
2020 Program EPI Certification 5
2021 AGE Withdrawal Reason
2022 Apprenticeship Sponsor Code
2023 GATE Program Enrollment Flag
2103 Completion Degree Granted
2107 Locally Inactive Completion Program Flag
2110 State Approved Teacher Preparation Program Completion – DOE Code
2111 CTE Basic Skills Examination
2116 Completion EPI Certification 1
2117 Completion EPI Certification 2
2118 Completion EPI Certification 3
2119 Completion EPI Certification 4
2120 Completion EPI Certification 5
2122 Reverse Transfer Code
2123 General Education Digital Badge
3003 Course Cooperative Education Flag
3004 Course Dual Enrollment Category

3005 Course Dual Enrollment/Co-Enrollment Flag
3006 Course Fee Kind
3007 Course Grade Awarded
3010 Course Lifelong Learning Flag
3011 Course Section Hour Type
3014 Course Registration Period
3015 Course Instructor Flag
3018 FTE Flag
3032 Integrated Education and Training Program Number
3033 Adult Educational Functioning Level Subject Area 1
3036 Adult Educational Functioning Level Subject Area 2
3039 Adult Educational Functioning Level Subject Area 3
3042 Adult High School Credits Earned in Course
3102 Financial Aid Award Type
3302 Program Industry Certification Number
3303 Program Industry Certification Date
3304 Program Industry Certification Outcome
3401 Adult Education Test – Score
3403 Adult Education Test – Subtest
3404 Adult Education Test – Type
3410 Adult Education Test – Adult Educational Functioning Level

Annual Financial Aid
3203 Student Current Dependency Status
3205 Financial Aid Need
3206 Financial Aid Award Condition ID
3207 Source of Financial Aid Funds
3208 Financial Aid Award Type
3209 Financial Aid Paid Amount
3210 Student Aid Index (SAI)

The following are included as part of the Exceptions Report:
Students not matching from Prior Term
Duplicate FTIC Students
Duplicate Completers from Prior Term
GPA > 4.0

Comparative Frequency Report

The Comparative Frequency report displays the frequency of table values for a specific Data Element for a specific term and term submission for five years. The following Data Elements are included on this report:

1001 Citizenship
1002 Disabled Classification
Ethnic Origin
1004 Fee Classification Residency
1005 First-Time Student Flag
1006 Sex
1007 High School Code
1008 High School Graduation Code
1011 Incarceration Status
1013 Limited English Proficiency
1018 State at Time of First Entry
1026 Term Institutional Grade Points
1027 Term Institutional Hours for GPA
1029 Term Part-Time/Full-Time
1030 Total Institutional Grade Points
1031 Total Institutional Hours for GPA
1032 Transfer Student Flag
1033 Nation of Citizenship
1035 Verified Disabled Classification Indicator
1048 Adult Origin of Schooling
1049 Distance Ed Student Location
1050 Developmental Education High School Exception
1051 Developmental Education Military Exception
1052 AGE Employment Status
1053 AGE Highest Level of Education Completed Parent /Guardian1
1054 AGE Highest Level of Education Completed Parent /Guardian2
1057 Military Status
1058 CAE Single Parent
1059 CAE Displaced Homemaker
1060 AGE EX-Offender
1061 AGE Homeless/Runaway
1062 AGE Employment Barriers
1063 AGE Migrant/Seasonal Farm Worker
1064 AGE Level of Schooling Achieved
1106 College Preparatory Completion Indicator
2001 Program of Study - Award Type
2003 Program of Study - Hour Type
2005 Program of Study – Level
2008 Total Credit Hours toward Award
2009 Locally Inactive Program Flag
2021 AGE Withdrawal Reason
2103 Completion Degree Granted
2107 Locally Inactive Completion Program Flag

3003 Course Cooperative Education Flag
3004 Course Dual Enrollment Category
3005 Course Dual Enrollment/Co-Enrollment Flag
3006 Course Fee Kind
3007 Course Grade Awarded
3010 Course Lifelong Learning Flag
3011 Course Section Hour Type
3014 Course Registration Period
3015 Course Instructor Flag
3018 FTE Flag
3102 Financial Aid Award Type

Completions Report

The Completions Report counts the number of degrees and awards conferred by each institution. Program completions are counted by the 2-digit Program CIP Category, as well as by the six-digit Program CIP, for awards less than one academic year, at least one but less than two years, associate in arts degrees, associate in science degrees, associate in arts and sciences degrees, awards at least two but less than four years, and baccalaureate degrees. All of these counts are reported by race and sex. In addition, the Division will report the total number of awards granted to students with unknown sex.

The column totals will be calculated using the following criteria:

BACCALAUREATE DEGREES

DE 2103 *(Completion Degree)* EQ C (Bachelor's Degree)

AWARDS AT LEAST 2 BUT < 4 YEARS

Completion Degree is CCC, CAR, ATC, ATD, Apprenticeship, or EPI	DE 2103 IN (3, 4, 5, 7, P, F)
Program CIP matches Completion CIP	DE 2002 *(Program of Study – CIP)* EQ Completion CIP
Program Hours are more than 1799 clock hours and Program Hour Type Is Clock Hours	DE 2004 GT 1799 AND DE 2003 EQ C

ASSOCIATE DEGREES (AA)

DE 2103 *(Completion Degree*) EQ 1 (Associate in Arts)

ASSOCIATE DEGREES (AS)

DE 2103 *(Completion Degree*) EQ 2 (Associate in Science)

ASSOCIATE DEGREES (AAS)

DE 2103 *(Completion Degree*) EQ A (Associate in Arts and Sciences)

AWARDS AT LEAST 1 BUT < 2 YEARS

Completion Degree is CCC, CAR, ATC, ATD, Apprenticeship, or EPI	DE 2103 IN (3, 4, 5, 7, P, F)
Program CIP matches Completion CIP	DE 2002 *(Program of Study – CIP)* EQ Completion CIP
Program Hours are more than 29 semester hours and Program Hour Type Is Semester Hours	DE 2004 GT 29 AND DE 2003 EQ S
OR	**OR**
Program Hours are more than 899 clock hours and Program Hour Type Is Clock Hours	DE 2004 GT 899 AND DE 2003 EQ C

AWARD LESS THAN 1 YEAR

Completion Degree is CCC, CAR, ATC, ATD, or Apprenticeship	DE 2103 IN (3, 4, 5, 7, P)
Program CIP matches Completion CIP	DE 2002 *(Program of Study – CIP)* EQ Completion CIP

Program Hours are less than 30 semester hours and Program Hour Type is Semester Hours	DE 2004 LT 30 AND DE 2003 EQ S
OR	**OR**
Program Hours are less than 900 clock hours and Program Hour Type is Clock Hours	DE 2004 LT 900 AND DE 2003 EQ C
RACIAL/ETHNIC DESCRIPTIONS	
Citizenship is Non-Resident Alien	DE 1001 EQ A
Ethnic Origin is Asian, Black (non-Hispanic), Hispanic, American Indian/Alaskan Native, White (non-Hispanic), Multiracial, Pacific Islander, or Unknown	Ethnic Origin IN (A, B, H, I, W, X, M, P)

NOTE: *The report displays the State CIP title, not the college CIP title. CIP Categories 21 and 32-37 are excluded.*

Course Match Report

The Course Match Report shows the distinct courses (DE 3008), for a term, which did not appear on the Statewide Course Numbering System (SCNS).

The distinct courses are selected from the course information where:

Course – ICS is:	
Advanced and Professional Courses OR	DE 3001 LT 12000 OR
Postsecondary Vocational Courses OR	DE 3001 IN (12101, 12201, 12301, 12401, 12501, 12601, 12701) OR
Career Certificate Courses OR	DE 3001 IN (12102, 12202, 12302, 12402, 12502, 12602, 12702) OR
Developmental Education Courses OR	DE 3001 IN (13101, 13103) OR
Dual Enrollment/Co-Enrollment Flag is Home School, Private School, Public school, or Personalized Education Program that apply toward diploma	DE 3005 IN (H, P, S, T)

AA-1A Report

From the Student Database End-of-Term files, a file will be generated for producing the state enrollment and completions reports (AA1A), according to the following selection criteria. Each record will contain the totals for enrollments and completions, excluding a total for cooperative education completers.

The program record data will be based on the first occurrence of program records found in the Spring Term, then the Fall Term, then the Summer Term. The most up-to-date program hour information will be derived from the CIP table. Each record will contain the following totals for enrollments and completions, excluding a total for cooperative education completers.

SELECTION CRITERIA

Demographic Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Sex	DE 1006
Ethnic Origin	
Citizenship	DE 1001
Disabled Classification	DE 1002
Limited English	DE 1013
Course Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Course – ICS	DE 3001
Course Cooperative Education Flag	DE 3003
Course Dual Enrollment/Co-Enrollment Flag	DE 3005
Completion Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Completion – CIP	DE 2101
Occupational Completion Point Indicator	DE 2104
Completion Degree Granted	DE 2103
Financial Aid Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Financial Aid Award Type	DE 3102

Program Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hour Type	DE 2003
Program of Study – Hours	DE 2004

Student VCIP Table

Vocational CIP Cluster
Vocational CIP
Vocational CIP Unique ID
Vocational CIP Title
Vocational Primary Hours
Vocational Occupational Point

Where

Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	1 char (1, 2, or 3)
Year is Submission Year (e.g., 2008 for submission year 2008-09)	4 Digit Year
Bac	EQ N (ATC, BAC, EPI, and AA) or EQ E (EPI only) or EQ U (BAC only)

PROCESSES AND CALCULATIONS

1. Select Student Demographic = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
   a. Create two flags to keep track of Disable Class and Limited English. These flags are called Disabled and LEP.
   b. If Disabled Classification (DE 1002) IN (A, B, H, I, L, M, O, P, S, V) then set Disabled EQ Y
   c. If Limited English (DE 1013) EQ Y then set LEP EQ Y

2. Select Student Course = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
   a. Create three flags to keep track of Dual Enrollment, Cooperative Education, and courses that are considered to be disadvantaged. These flags are called Dual, Coop, and Disadv.
   b. If Dual Enrollment (DE 3005) IN (H, P, S, T), then set Dual EQ Y
   c. If Cooperative Education (DE 3003) EQ Y, then set Coop EQ Y
   d. If ICS (DE 3001) IN (13101, 13102, 13103), then set Disadv EQ Y

3. Select Student Program = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
   a. If Program Level (DE 2005) EQ 0 and
   b. IF Program Credit Hours (DE 2008) NE 99998.9

4. Select VCIP Table by looking at Award Type IN (ATC, BAS, BS, EPI, AA, CPP) or Vocational Occupational Completion Point EQ Z and pulls record from Program table selecting only Program of Study - (DE 2005) IN (0, 1, 2, 8, A, C, D, E, F, I, P, T)
    a. Merge VCIP records with Program records. This will give you the number of hours it will take to complete program.

5. Select Student Financial Aid table = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
    a. Create a flag for Aid Type called Aid.
    b. IF Aid Type (DE 3102) Then set Aid EQ Y

6. Select Student Completion records = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028)
    a. If Occupational Completion Point (DE 2104) EQ Z and
    b. If Completion – CIP Cluster (DE 2101) LT 999 and
    c. If Completion Degree Granted (DE 2103) IN (1, 2, 3, 4, 5, 7, A, C, P, F, I)

7. Select VCIP Table = Year
    a. If Vocational Occupational Completion Point EQ Z or
    b. Vocational Award Type IN (ATC, BAS, BS, EPI, AA, CPP)

8. Update Student Demographic (step 1) with Student Financial Aid (step 5)
    a. If Aid EQ Y then update Disadv EQ Y

9. Update Student Demographic (step 8) with from Student Course (step 2).
    a. Create a flag for Disadvantage to be used in the Student Demographic. The reasoning is because you have multiple Student Course records.
    b. If Disadv EQ Y (step 2) then set the new flag Disadv EQ Y

10. Merge Student Demographic output (step 9) with Student Course (step 2).
    a. Student that have a demographic record but does not have a course record will be dropped. These totals will be used for enrollments.

11. Merge Student Demographic (step 9) with Student Completion (step 6).
    a. There must be a match between Student Demographic and Student Completions. These totals will be used for completers.

12. Read Student Demographic /Student Completion merge by Reporting Institution (DE 1017) CIP Instructional Program (DE 2002). Student Identification Number (DE 1021)
    a. If CIP Instructional Program (DE 2002) EQ 240101 then
    b. IF CIP cluster (DE 2002) GE 111 and LE 119
    c. Only the first record is outputted.

13. Sort Student Demographic/Student Completion (step 12) by CIP (DE 2101) and then merge with the Non Traditional Table.
    a. This will show mark which programs are non-traditional.
    b. Create a field in the file so you will know that this is the completers file.

14. Match Student Demographic (step 10) with Student Program enrollment (step 3).
    a. Sort descending term with no duplicates to get the most recent program record using sort key of Reporting Institution (DE 1017), Student Identification Number (DE 1021), Term Identifier (DE 1028), CIP (DE 2002).
    b. Sort the output in step 12a with no duplicates using sort key Reporting Institution (DE 1017), Student Identification Number (DE 1021), and CIP (DE 2002).
    c. Sort the output in step 12b using sort key CIP (DE 2002).

15. Merge Vocational CIP output with Student Demographic (step 12).
    a. This will give you the program titles and length of programs.

16. Sort output from step 13 and merge with the Non Traditional table.
    a. This will show which programs are non-traditional.
    b. Create a field in the file so you will know that this is the enrollment file.

17. Sort the Student Demographic/Completers and the Student Demographic/Enrollment files with the following criteria:
    a. Type record, Reporting Institution (DE 1017), Student Identification Number (DE 1021), CIP (DE 2002), Title (DE 2006)

18. Combine Student Demographic/Completes and Student Demographic/Enrollment into one file.

19. Sort combined file from step 18 by Reporting Institution (DE 1017), CIP Cluster, CIP Instructional Program, CIP Unique Identifier, (DE 2002 or DE 2101) and Level/Degree (DE 2005 or DE 2103)
    a. Read sorted combined file creating totals for Race/Sex /Citizenship.

A record will be created for each college and program of study and includes the following:

College Number	01 - 28
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hours	DE 2004
Program of Study – Hour Type	DE 2003

	DE Number	DE Name	Value
Total Alien Females	1001	Citizenship	A
	1006	Sex	F
Total Alien Males	1001	Citizenship	A
	1006	Sex	M
Total Asian Females		Ethnic Origin	A
	1006	Sex	F
Total Asian Males		Ethnic Origin	A
	1006	Sex	M

	DE Number	DE Name	Value
Total Indian Females		Ethnic Origin	I
	1006	Sex	F
Total Indian Males		Ethnic Origin	I
	1006	Sex	M
Total Black Females		Ethnic Origin	B
	1006	Sex	F
Total Black Males		Ethnic Origin	B
	1006	Sex	M
Total Hispanic Females		Ethnic Origin	H
	1006	Sex	F
Total Hispanic Males		Ethnic Origin	H
	1006	Sex	M
Total White Females		Ethnic Origin	W
	1006	Sex	F
Total White Males		Ethnic Origin	W
	1006	Sex	M
Total Unknown Ethnic Females		Ethnic Origin	X
	1006	Sex	F
Total Unknown Ethnic Males		Ethnic Origin	X
	1006	Sex	M
Total Unknown Sex	1006	Sex	X
Total Unknown Sex and Unknown Ethnicity	1006	Sex	X
		Ethnic Origin	X
Total	Count of enrollments/completers		
Total Dual-Enrolled	3005	Course Dual Enrollment/Co-Enrollment Flag	H, P, S, T
Total Disabled	1002	Disabled Classification	A, B, H, I, L, M, O, P, S, V
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	
		OR	
	3001	Course – ICS	13101, 13102, 13103
Total Cooperative Ed.*	3003	Course Cooperative Education Flag	Y

NOTES:

**1. Only for enrollments.*

2. The student should be enrolled at least in a course during the year to be included in the enrollment counts.

3. The enrollments and completions are unduplicated by college, student Id and CIP code.

4. Program records with Program of Study – CIP (DE 2002) of 9999999999 or with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.

5. Program records with Program of Study – Level (DE 2005) of '5', '6', '7', '9', 'B', 'G', or 'Z' (Employment Related, Other Personal Objectives, Linkage, Adult High School Diploma, Adult Basic, GED, Not Applicable) will be excluded.

6. Completion records with Completion Degree Granted (DE 2103) of '6', '8', '9', or 'Z' will be excluded.

7. Students having a Demographic record in any term classifying them as LEP will be reported as LEP in all of their program(s).

8. Students having a Demographic record in any term classifying them as Disabled will be reported as Disabled in all of their program(s).

9. Students having a Course record in any term classifying them as Dual Enrolled will be reported as Dual Enrolled in all of their program(s).

10. Students having a Course record in any term classifying them as Cooperative Education will be reported as Cooperative Education in all of their program(s).

11. Students having a Course record in any term or an Economically Disadvantaged record in any term classifying them as Disadvantaged will be reported as Disadvantaged in all of their program(s).

12. Two files are outputted that the college can download. Below are the names and the file formats.

AA1A Completions File Record Format

AA1ACOMP.TXT

Field Structure

X Alphanumeric
9 Numeric
V Implied Decimal

Item No.	From/To	Field Size	Structure	Name	Field Description
1	01-02	2	9 (2)	CCNUM	College Number
2	03-12	10	X (10)	PSNID	Student Identification
3	13-13	1	9 (1)	TRM	Term
4	14-14	1	X (1)	RACE	Race
5	15-15	1	X (1)	SEX	Sex
6	16-16	1	X (1)	CITIZEN	Citizen
7	17-17	1	X (1)	DSABLE	Disable
8	18-18	1	X (1)	LMTENG	Limited English Proficiency
9	19-19	1	X (1)	DISADV	Disadvantaged
10	20-20	1	X (1)	DUAL	Dual Enrollment Flag
11	21-21	1	X (1)	COOP	Course Cooperative Ed Flag
12	22-24	3	X (3)	CIPCLUST	CIP Cluster
13	25-30	6	X (6)	CIP	CIP
14	31-31	1			*FILLER*
15	32-33	2	X (2)	CIPUNQID	CIP Unique Identifier
16	34-63	30	X (30)	TITLE	Class Title
17	64-64	1	X (1)	LEVEL	Program of Study – Level
18	65-65	1	X (1)	HRTYPE	Program Hour – Type
19	66-69	4	X (4)	AWARD	Program of Study Award Type
20	70-70	1	X (1)	OCP	Occupational Completion Point Indicator
21	71-71	1	X (1)	DEGREE	Degree Granted
22	72-79	8	9 (8)	VOCLEN	Vocational Hrs Length
23	80-80	1	X (1)	NTRADIND	Non Traditional Indicator
24	81-84	4	9 (4)	DOECERT	State Approved Teacher Preparation Program
25	85-98	14	X (14)	FLEID	Florida Education Identifier

AA1A Enrollment File Record Format

AA1AENRL.TXT

Field Structure

X Alphanumeric
9 Numeric
V Implied Decimal

Item No.	From/To	Length	Structure	Name	Field Description
1	01-02	2	9 (2)	CCNUM	College Number
2	03-12	10	X (10)	PSNID	Student Identification
3	13-13	1	9 (1)	TRM	Term
4	14-14	1	X (1)	RACE	Race
5	15-15	1	X (1)	SEX	Sex
6	16-16	1	X (1)	CITIZEN	Citizen
7	17-17	1	X (1)	DSABLE	Disable
8	18-18	1	X (1)	LMTENG	Limited English Proficiency
9	19-19	1	X (1)	DISADV	Disadvantaged
10	20-20	1	X (1)	DUAL	Dual Enrollment Flag
11	21-21	1	X (1)	COOP	Course Cooperative Ed Flag
12	22-24	3	X (3)	CIPCLUST	CIP Cluster
13	25-30	6	X (6)	CIP	CIP
14	31-31	1			*FILLER*
15	32-33	2	X (2)	CIPUNQID	CIP Unique Identifier
16	34-63	30	X (30)	TITLE	Class Title
17	64-64	1	X (1)	LEVEL	Program of Study – Level
18	65-65	1	X (1)	HRTYPE	Program Hour – Type
19	66-73	8	9 (7) V9	HR	Total Hours
20	74-74	1	X (1	NTRADIND	Non Traditional Indicator
21	75-78	4	9 (4)	DOECERT	State Approved Teacher Preparation Program
22	79-92	14	X (14)	FLEID	Florida Education Identifier

AA-1B Report and File

From the Student Database End-of-Term files, a file will be generated for producing the Pre-Program Enrollment Students Report (AA1B), according to the following selection criteria. A record will be created for each college in the following enrollment groups: Employment Related and Other Personal Objectives.

College Number 01 - 28

Part A

	DE Number	DE Name	Value
(2) Employment Related	2005	Program of Study – Level	5
(3) Other Personal Objectives	2005	Program of Study – Level	6
Total Alien Female	1001	Citizenship	A
	1006	Sex	F
Total Alien Male	1001	Citizenship	A
	1006	Sex	M
Total Asian Female		Ethnic Origin	A
	1006	Sex	F
Total Asian Male		Ethnic Origin	A
	1006	Sex	M
Total Indian Females		Ethnic Origin	I
	1006	Sex	F
Total Indian Males		Ethnic Origin	I
	1006	Sex	M
Total Black Females		Ethnic Origin	B
	1006	Sex	F
Total Black Males		Ethnic Origin	B
	1006	Sex	M
Total Hispanic Females		Ethnic Origin	H
	1006	Sex	F
Total Hispanic Males		Ethnic Origin	H
	1006	Sex	M
Total White Females		Ethnic Origin	W
	1006	Sex	F
Total White Males		Ethnic Origin	W
	1006	Sex	M
Total	Count of Pre-Program Enrollment Students		
Total High School	3005	Course Dual Enrollment/Co-enrollment Flag	H, P, S, or T

	DE Number	DE Name	Value
Total Disabled	1002	Disabled Classification	A, B, H, I, L, M, O, P, S, V
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	
		OR	
	3001	Course – ICS	13101, 13102, 13103

NOTES:

1. *Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*
2. *Employment Related is an unduplicated annual headcount of persons who were enrolled in employment related courses with no apparent intent to earn an award or certificate.*
3. *Other Personal Objectives is an unduplicated annual headcount of persons who were enrolled in courses for which the intent was self-enrichment.*

AA-1B Record Format

AA1BPARAF.TXT

Field Structure

X Alphanumeric
9 Numeric
V Implied Decimal

Item No.	From/To	Length	Structure	Field Name	Field Description
1	01-02	2	9 (2)	CCNUM	College Number
2	03-12	10	X (10)	PSNID	Student Identification
3	13-13	1	9 (1)	TRM	Term
4	14-14	1	X (1)	RACE	Race
5	15-15	1	X (1)	SEX	Sex
6	16-16	1	X (1)	CITIZEN	Citizen
7	17-17	1	X (1)	DSABLE	Disable
8	18-18	1	X (1)	LMTENG	Limited English Proficiency
9	19-23	5	9 (5)	ICS	Course – ICS
10	24-24	1	X (1)	DUAL	Dual Enrollment Flag
11	25-25	1	X (1)	DISADV	Disadvantaged
12	26-28	3	X (3)	CIPCLUST	CIP Cluster
13	29-34	6	X (6)	CIP	CIP
15	35-36	2	X (2)	CIPUNQID	CIP Unique Identifier
16	37-66	30	X (30)	TITLE	Program Title
17	67-67	1	X (1)	LEVEL	Program of Study – Level
18	68-81	14	X (14)	FLEID	Florida Education Identifier

AA-1C Report and File

From the Student Database End-of-Term files, a file will be generated for producing the Special Category Enrollment Students Report (AA1C), according to the following selection criteria. A record will be created for each college in the following enrollment groups: Continuing Workforce, Special Needs, and Apprenticeship.

College Number 01 - 28

Part A - Continuing Workforce Headcount

	DE Number	DE Name	Value
Continuing Workforce	3001	Course – ICS	12103, 12203, 12303, 12403, 12503, 12603, 12703
Total Alien Female	1001	Citizenship	A
	1006	Sex	F
Total Alien Male	1001	Citizenship	A
	1006	Sex	M
Total Asian Female		Ethnic Origin	A
	1006	Sex	F
Total Asian Male		Ethnic Origin	A
	1006	Sex	M
Total Indian Females		Ethnic Origin	I
	1006	Sex	F
Total Indian Males		Ethnic Origin	I
	1006	Sex	M
Total Black Females		Ethnic Origin	B
	1006	Sex	F
Total Black Males		Ethnic Origin	B
	1006	Sex	M
Total Hispanic Females		Ethnic Origin	H
	1006	Sex	F
Total Hispanic Males		Ethnic Origin	H
	1006	Sex	M
Total White Females		Ethnic Origin	W
	1006	Sex	F
Total White Males		Ethnic Origin	W
	1006	Sex	M
Total	Count of Vocational Supplemental Students		

Part B - Special Needs Headcount (ALL Programs)

	DE Number	DE Name	Value
Total Disabled	1002	Disabled Classification	A, B, H, I, L, M, O, P, S, V
Total LEP	1013	Limited English Proficiency	Y
Total Disadvantaged	3102	Financial Aid Award Type	NOT IN (NN, SS, AS, GS, MS)
OR			
	3001	Course – ICS	13101, 13102, 13103

Part C - Apprenticeship Headcount

	DE Number	DE Name	Value
Total Apprenticeship	3001	Course – ICS	12102, 12202, 12302, 12402, 12502, 12602, 12702, 12997, 12998
Total Alien Female	1001	Citizenship	'A'
	1006	Sex	'F'
Total Alien Male	1001	Citizenship	'A'
	1006	Sex	'M'
Total Asian Female		Ethnic Origin	'A'
	1006	Sex	'F'
Total Asian Male		Ethnic Origin	'A'
	1006	Sex	'M'
Total Indian Female		Ethnic Origin	'I'
	1006	Sex	'F'
Total Indian Male		Ethnic Origin	'I'
	1006	Sex	'M'
Total Black Female		Ethnic Origin	'B'
	1006	Sex	'F'
Total Black Male		Ethnic Origin	'B'
	1006	Sex	'M'
Total Hispanic Female		Ethnic Origin	'H'
	1006	Sex	'F'
Total Hispanic Males		Ethnic Origin	'H'
	1006	Sex	'M'
Total White Females		Ethnic Origin	'W'
	1006	Sex	'F'
Total White Males		Ethnic Origin	'W'
	1006	Sex	'M'

	DE Number	DE Name	Value
Total	Count of Apprenticeship Students		

NOTE: *The Special Needs information covers all program enrollments - not just Supplemental Program Enrollments.*

OA-2 Report
Acceleration Report

Purpose of the Report

The reporting form is designed to report acceleration credits and credit equivalents awarded by a college and the number of individuals receiving them to demonstrate that the college is providing mechanisms for students to progress as rapidly as possible toward their program objectives as required in *§1007.27 F.S.*

Definitions and Instructions

The report is to include all acceleration credits and credit equivalents awarded by the college during the reporting year (summer, fall, spring), and the number of recipients. Credit accepted through student transfer is not awarded by the college. The categories in which to report the information on the form are self-explanatory or defined below.

College Credits - This is the number of college credits awarded.

College Credit Equivalents - This is the number of college credit equivalents awarded. The equivalent is computed by dividing by 30 the required clock hours to complete the instruction.

Student Headcount - This is the number of students who successfully completed an instance of acceleration. Within each category of acceleration, student headcount should be unduplicated.

Credit by Examination - This is the number of college credits or college credit equivalents awarded students and the number of students who earned such awards by demonstrating through some form of examination, without completing the instruction at the college, that they possess the knowledge and/or skill expected upon satisfactory completion of the instruction offered by the college. The subcategories are:

1. College Level Examination Program (CLEP)
2. CEEB Advanced Placement Program
3. International Baccalaureate Program *(see §1007.27 F.S.)*

Other Credit by Examination - Examinations, other than CLEP and the Advanced Placement Program, devised to provide students the opportunity to demonstrate that they possess the knowledge and/or skill expected upon satisfactory completion of instruction offered by the college without undergoing the instruction.

Credit for Experiential Learning - This is credit awarded as the result of the assessment of prior learning when the transfer of "credit" is not appropriate.

Dual Enrollment (Dual Credit) - The dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course(s) creditable toward an associate degree or vocational certificate and creditable toward a high school diploma.

There are four categories of dual enrollment. These are:

1. Associate Degree - This is the number of dual enrolled students and credits earned which are creditable toward an A.A. or A.S. degree.
2. Career Certificate - This is the number of dual enrolled students and credit equivalents awarded which are creditable toward a vocational certificate.
3. Early Admission - This is the number of dual enrolled students and credits earned in the Early Admission program as defined in § 1007.27 F.S. Report only that credit applicable toward an associate degree and the high school diploma.
4. Advanced Placement - This is the number of students and college credits earned because of the Advanced Placement program. Report only those students who have stated a preference for advanced placement credit instead of dual enrollment credit (s*ee § 1007.272 F.S.)*.

Other Dual Enrollment - This is the number of college credits or college credit equivalents awarded to students by the college and the number of students who earned such credit while simultaneously enrolled in high school. Such credit may be applied toward a high school diploma. Dual enrollment arrangements between the college and the private high schools would be reported in this category.

SELECTION CRITERIA

Acceleration

Record Type Three: Acceleration, End-of-Term Data

College Credits -	Hour Type (DE 1201) EQ S
Column 1	Count of distinct Student Identification Number (DE 1021) by subtest
2	Sum of Hours (DE 1202)
College Credit Equivalents	Hour Type (DE 1201) EQ C
Column 3	Count of distinct Student Identification Number (DE 1021) by subtest
4	Sum of Hours (DE 1202)
Row 1	
A.	College Level Examination Program (CLEP) Acceleration Type (DE 1204) EQ A ***** College Credits only
B.	CEEB Advanced Placement Program Acceleration Type (DE 1204) EQ B ***** College Credits only
C.	International Baccalaureate Program Acceleration Type (DE 1204) EQ C ***** College Credits only
D.	Other Credit by Examination 1.Institutional Exam Acceleration Type (DE 1204) EQ D 2.Other Exam Acceleration Type (DE 1204) EQ E

	3.Other Method Acceleration Type (DE 1204) EQ G
	4.ACT-PEP Acceleration Type (DE 1204) EQ H 5.DANTE Acceleration Type (DE 1204) EQ I 6.AICE Acceleration Type (DE 1204) EQ J
E.	Credit for Experiential Learning Acceleration Type (DE 1204) EQ F

***NOTE:** A summary row showing Other Credit by Examination will be included.*

Dual Enrollment

Record Type Six: Course, End-of-Term Data with Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T)

College Credits - Column 1 2	Section Hour Type (DE 3011) EQ S Count of distinct Student Identification Number (DE 1021) Sum of Section Hours (DE 3012)
College Credit Equivalents - Column 3 4	Section Hour Type (DE 3011) EQ C Count of distinct Student Identification Number (DE 1021) Sum of Section Hours (DE 3012)
Row 2	Dual Enrollment Dual Enrollment Category (DE 3004) IN (DA, DV, EA, EV) and Course Dual Enrollment/Co-Enrollment Flag (DE 3005) IN (H, P, S, T)
A.	Associate Degree Dual Enrollment Category (DE 3004) EQ DA * College Credits only
B.	Career Certificate Dual Enrollment Category (DE 3004) EQ DV * College Credit Equivalents only
C.	Early Admission Dual Enrollment Category (DE 3004) EQ EA * College Credits only Dual Enrollment Category (DE 3004) EQ EV * Non-Credits only

Row 3	Other Dual Enrollment Dual Enrollment Category (DE 3004) EQ OD

***NOTE:** A summary row showing Other Credit by Examination will be included*

EA-3 File

From the Student Database End-of-Term files, a file will be generated for producing the Adult General Education and Lifelong Learning Students Report (EA-3), according to the following selection criteria. A record will be created for each college in the following enrollment groups: Developmental Education (College Preparatory), Academic Skills Building, Adult Basic Instruction, Adult Secondary Instruction, Preparation for G.E.D., Lifelong Learning, and Recreation and Leisure.

College Number 01 - 28

	DE Number	DE Name	Value
Adult General Education			
(1.31) Total (unduplicated)	3001	Course – ICS	1.31.01, 1.31.02, 1.31.03
(1.31.01) Developmental Education	3001	Course – ICS	1.31.01, 1.31.03
(1.31.02) Academic Skills Building	3001	Course – ICS	1.31.02
Adult Basic and Secondary Instruction			
(1.32) Total (unduplicated)	3001	Course – ICS	1.32.01, 1.32.02, 1.32.03, 1.32.04
(1.32.01) Adult Basic Instruction	3001	Course – ICS	1.32.01, 1.32.04
(1.32.02) Adult Secondary Instruction	3001	Course – ICS	1.32.02
(1.32.03) Preparatory for G.E.D.	3001	Course – ICS	1.32.03
Lifelong Learning			
(1.33.00) Lifelong Learning (Unduplicated)	3001	Course – ICS	1.33.00
Recreation and Leisure			
(1.42.00) Recreation and Leisure (Unduplicated)			

NOTES:

Preparatory:

1. *(1.31) Total (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Developmental Education (College Preparatory) or Academic Skills Building courses.*
2. *(1.31.01) Developmental Education (College Preparatory) is an unduplicated annual headcount of persons who were enrolled in a Developmental Education course.*
3. *(1.31.02) Academic Skills Building is an unduplicated annual headcount of persons who were enrolled in an Academic Skills Building course.*

Adult Basic and Secondary Instruction:

1. *(1.32) Total (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Adult Basic or Adult Secondary or G.E.D. Preparatory or Lifelong Learning or EAP Literacy courses.*
2. *(1.32.01) Adult Basic Instruction is an unduplicated annual headcount of persons who were enrolled in an Adult Basic or EAP Literacy course.*
3. *(1.32.02) Adult Secondary Instruction is an unduplicated annual headcount of persons who were enrolled in an Adult Secondary course.*
4. *(1.32.03) Preparation for G.E.D. is an unduplicated annual headcount of persons who were enrolled in a G.E.D. Preparatory course.*
5. *(1.33.00) Lifelong Learning (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Lifelong Learning course.*
6. *(1.42.00) Recreational and Leisure (Unduplicated) will be provided by the colleges.*

Career Certificate Program Readiness for College

1. All Colleges, Reporting Year and summer, fall, spring end-of-term data.
2. Highest degree held is either a High School Diploma attained from a Florida public high school or a college ready diploma.
   High School Code (DE 1007) NOT IN (XXXXXX, ZZZZZZ, 000000, 999999) and High School Code matches a High School Code on the Public School Master School ID File.
   High School Graduation Code (DE 1008) EQ A
3. The student graduated from a Florida public high school in yyyy-1.
   High School Graduation Date (DE 1009) is between (MMCCYY) 09yyyy-2 and 08yyyy-1.
4. Matriculation took place during the year. (The student has a course record in the yyyy Reporting Year).
5. Program of Study Level is CAR.
   Program of Study – Level (DE 2005) IN (2, P)
6. Program of Study – Hours (DE 2004) GE 450.
7. Entry Level Test Type (DE 1104) must be CPT, TABE, ASSET, or Enhanced ASSET.
   (DE 1104 IN (C, V, T, F, Z))
8. If pass TABE then ready or if passed other test then ready.

File layout for the Ready file: CARPRFIL.TXT

Item	Position	Length	Field Name
1	01-06	6	HSCODE
2	07-11	5	FICE
3	12-21	10	PSNID
4	22-41	20	LNAME
5	42-51	10	SUFFIX
6	52-66	15	FNAME
7	67-96	20	MNAME
8	97-97	1	RACE
9	98-98	1	SEX
10	99-99	1	TOOKTEST
11	100-100	1	MTYPE
17	101-106	6	GRAD CCYYMM
18	107-120	14	FLEID

NOTE: *Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*

Baccalaureate Interest– 30 Hours No Advisement

SELECTION CRITERIA

Demographic Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
First Name	DE 1014
Last Name	DE 1015
Middle Name	DE 1016
Suffix	DE 1055
Program Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Baccalaureate Program of Interest	DE 2014
Baccalaureate Institution of Interest	DE 2015
Total Credit Hours Earned Toward Award	DE 2008
Where	
Baccalaureate Institution of Interest	DE 2015 = 000000
Total Credit Hours Earned	DE 2008 > 29

PROCESSES AND CALCULATIONS

1. Merge demographic and program data by ccnum, term, term_submission, PSNID
2. Create list report with the following: student identification number, last name, first name, middle name, total credit hours earned.

WFD Completers Report

The Career and Technical Education Funding Completers Report displays the number of completers by degree title for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, and CIP Unique ID.

SELECTION CRITERIA

Completion Record

Completion Degree Granted	DE 2103 IN (2, 3, 4, 5, 6, 7, 8, A, P)
Completion CIP	DE 2101 NE 240101 and LT 999999

File layout for CMP file: WFCMPFIL.TXT

	Position	Length	Description
1	1-2	2	College Number
2	3-12	10	Student Identification Number
3	13-16	4	Submission Year
4	17	1	Submission Term
5	18		*FILLER*
6	19-28	10	Program CIP Code
7	29	1	Degree
8	30	1	OCP
9	31-44	14	Florida Education Identifier

An additional file with full program completions that does not have any OCPs reported for the reporting year is generated for the colleges to review and determine if OCPs are appropriate for these students. The full program completion records are compared to the cumulative OCP file to determine if a NOOCP record should be generated.

File layout for NOOCP file: WFNOCPFL.TXT

	Position	Length	Description
1	1-2	2	College Number
2	3-12	10	Student Identification Number
3	13-16	4	Submission Year
4	17	1	Submission Term
5	18		*FILLER*
6	19-28	10	Program CIP Code
7	29	1	Degree
8	30-43	14	Florida Education Identifier

WFD Occupational Completion Points Report

The Career and Technical Education Funding Occupational Completion Points Report displays the number of completers by completion CIP, program title and OCP for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID and OCP.

SELECTION CRITERIA

Completion Record

Completion Degree Granted	DE 2103 IN (9, Z)
Completion CIP	DE 2101 NE 240101 and LT 999999
Occupational Completion Point	DE 2104 NE Z

File layout for OCP file: WFOCPFIL.TXT.

	Position	Length	Description
1	1-2	2	College Number
2	3-12	10	Student Identification Number
3	13-16	4	Submission Year
4	17	1	Submission Term
5	18		*FILLER*
6	19-28	10	Program CIP Code
7	29	1	Degree
8	30	1	OCP
9	31-44	14	Florida Education Identifier

WFD Apprenticeship Completers Report

The Career and Technical Education Funding Apprenticeship Completers Report displays the number of completers who were enrolled in apprenticeship programs by completion CIP and program title for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID, and OCP.

SELECTION CRITERIA

Completion Record

Completion Degree Granted is Apprenticeship Program	DE 2103 EQ P
Completion CIP	DE 2101 NE 240101 and DE 2101 LT 999999
Occupational Completion Point	DE 2104 NE Z

The apprentice records are compared to the valid CIP file to ensure that the CIP Cluster, CIP, and CIP Unique ID is a valid apprentice program.

File layout for APP file: WFAPPFIL.TXT

	Position	Length	Description
1	1-2	2	College Number
2	3-12	10	Student Identification Number
3	13-16	4	Submission Year
4	17	1	Submission Term
5	18		*FILLER*
6	19-28	10	Program CIP Code
7	29	1	Program Level
8	30	1	OCP
9	31-60	30	Program Title
10	61-74	14	Florida Education Identifier

FTE Reports (SDFTE – Aggregate Hours and Calculate FTE)

SELECTION CRITERIA

A. All FTE

Student Database

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Term Identifier	DE 1028
Disabled Classification	DE 1002
Fee Classification Residency	DE 1004
High School	DE 1007 (digits 1, 2)
High School Graduation Year	DE 1009 (digits 5, 6)
Incarceration Status	DE 1011
Birth Date	DE 1019
Transfer Flag	DE 1032
Verified Disabled Classification	DE 1035
Program of Study – Level	DE 2005
Course ICS	DE 3001
Course Dual Enrollment/Co-Enrollment Flag	DE 3005
Course Fee Kind	DE 3006
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course Lifelong Learning Flag	DE 3010
Course Section Hours	DE 3012
Course Section Location – Campus	DE 3013 part 2 (digits 2, 3)
Course Registration Period	DE 3014
FTE Flag	DE 3018

Where

Term, Term Submission	DE 1028 IN (1E, 2B) *(FTE1)* DE 1028 IN (1E, 2E, 3B) *(FTE2)* DE 1028 IN (1E, 2E, 3E) *(FTE3)*

B. FTE by Distance Learning Types

Personnel Database

Reporting Institution	DE 0110
Term Identifier	DE 0120
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Instructional Delivery Method	DE 4060
Programming Method	DE 4080

Where

Primary Course Section Classification	DE 4060 EQ S

PROCESSES AND CALCULATIONS

1. Set ICS

Lifelong Learning – 13300	DE 3018 EQ Z and DE 3010 EQ Y

2. Set Lower/Upper Level Course Indicator

Lower Level	DE 3008 (character 4) IN (1, 2)
Upper Level	DE 3008 (character 4) IN (3, 4)

3. Set Selected Course Prefix

Early Childhood Ed.	DE 3001 EQ 12401 and DE 3008 (characters 1-3) IN (EEC, CHD)
Computer Engineering Technology	DE 3001 EQ 12601 and DE 3008 (characters 1-3) IN (CET,EST,EET)
Legal Assisting	DE 3001 EQ 12701 and DE 3008 (characters 1-3) EQ PLA
Criminal Justice Tech	DE 3001 EQ 12701 and DE 3008 (characters 1-3) IN (CCJ, CJT CJC, CJL, CJE)
Dental Hygiene	DE 3001 EQ 12301 and DE 3008 (characters 1-3) IN (DEH, DES)
Health Information Management	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ HIM
Emergency Medical Technician	DE 3001 EQ 12301 and DE 3008 (characters 1-4) EQ EMS1
Paramedic	DE 3001 EQ 12301 and DE 3008 (characters 1-4) EQ EMS2
Radiography	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ RTE
Respiratory Care	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ RET
Nursing	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ NUR
Physical Therapist Asst.	DE 3001 EQ 12301 and DE 3008 (characters 1-3) EQ PHT
Cosmetology	DE 3001 EQ 12602 and DE 3008 (characters 1-3) EQ COS
Correctional Officer	DE 3001 EQ 12702 and DE 3008 (characters 1-3) EQ CJD
Law Enforcement Officer	DE 3001 EQ 12702 and DE 3008 (characters 1-3) EQ CJK and DE 3008 (characters 4-7) NOT IN (0031, 0040, 0050, 0095)
Combined Correctional & Law Enforcement Officer	DE 3001 EQ 12702 and DE 3008 (characters 1-7) IN (CJK0031, CJK0040, CJK0050, CJK0095)
Fire Fighter	DE 3001 EQ 12702 and DE 3008 (characters 1-3) EQ FFP
Dental Assisting	DE 3001 EQ 12302 and DE 3008 (characters 1-3) IN (DEA, DES)
Medical Assisting	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ MEA
Surgical Technology	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ STS
Practical Nursing	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ PRN
Patient Care Technician	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ HCP
Massage Therapy	DE 3001 EQ 12302 and DE 3008 (characters 1-3) EQ MSS
Other	None of the above

4. Set Verified Disabled Indicator

Verified Disabled	DE 1035 EQ D
Not Verified Disabled	DE 1035 NE Y

5. Set Disabled Type Indicator

Not Reported	DE 1002 EQ Z
Disabled Type	DE 1002 IN (A, B, H, I, L, M, O, P, S, V)

PROCESSES AND CALCULATIONS cont.

6. Set High School Grad Year – Identify current year, two prior years, and other

Year	DE 1009 (digits 5, 6) GE (current reporting year - 2)
9999	DE 1009 (digits 5, 6) LT (current reporting year - 2)

7. Set Age Groups:

Age = ((Oct. 15, current year – 1) – Birth date (DE 1019)) / 365.25

999	Age LE 0
15	Age GT 0 and LE 15
40	Age GT 15 and LE 40
50	Age GT 40 and LE 50
60	Age GT 50 and LE 60
70	Age GT 60 and LE 70
80	Age GT 70 and LE 80
90	Age GT 80 and LE 90
100	Age GT 90 and LE 100
101	Age GT 100

8. Set Florida public high school Grad Indicator

If High School County (DE 1007 (digits 1, 2)) EQ 99 then set FHSG EQ N else set FHSG EQ Y

Florida Public HS Grad	DE 1007 (digits 1, 2) NE 99
Non-Florida Public HS Grad	DE 1007 (digits 1, 2) EQ 99

9. Set FTE Categories

Developmental Ed Repeats	DE 3018 EQ C
College Credit Repeats	DE 3018 EQ E
Dual Enrolled in College's Charter School	DE 3018 EQ D
Non-Fee-Paying Municipal/City Inmates	DE 3006 EQ C AND DE 1011 EQ C
Non-Fee-Paying County Inmates	DE 3006 EQ C AND DE 1011 EQ D
Non-Fee-Paying Federal Inmates	DE 3006 EQ C AND DE 1011 EQ E
Non-Fee-Paying State Inmates	DE 3006 EQ C AND DE 1011 EQ S
Fee-Paying Municipal/City Inmates	DE 3006 EQ N AND DE 1011 EQ C
Fee-Paying County Inmates	DE 3006 EQ N AND DE 1011 EQ D
Fee-Paying Federal Inmates	DE 3006 EQ N AND DE 1011 EQ E
Fee-Paying State Inmates	DE 3006 EQ N AND DE 1011 EQ S
Welfare Transition Program Waiver	DE 3006 EQ A
Adult with Disabilities	DE 3006 EQ D
State Employee Fee Waiver	DE 3006 EQ E
Fee Waivers – Authorized	DE 3006 EQ F
Fee Waivers - Not Authorized	DE 3006 EQ G
Homeless	DE 3006 EQ H
Custody of relative or non-relative Exemptions	DE 3006 EQ 5
Custody of DCF Exemptions	DE 3006 EQ R
Spouses of Deceased State Employees	DE 3006 EQ S
Children of Law Enforcement Officers Killed in Line of Duty	DE 3006 EQ T
Children of Fire Fighters Killed in Line of Duty	DE 3006 EQ U

PROCESSES AND CALCULATIONS cont.

Victim of Wrongful Incarceration Waiver	DE 3006 EQ W
Adoption Exemptions	DE 3006 EQ V
College Discretionary FTE Exemption	DE 3006 EQ Z
Child or spouse of active duty military Killed in Line of Duty	DE 3006 EQ 1
Child or spouse of Florida National Guard Killed in Line of Duty	DE 3006 EQ 2
Disabled Veteran who does not qualify for 100 Percent Eligibility Tier Exemptions	DE 3006 EQ 3
Reunited with Parent Exemptions	DE 3006 EQ 4
Registered Apprenticeship or Registered Preapprenticeship program Exemptions	DE 3006 EQ 6
Persons who supervise interns for a state university waiver	DE 3006 EQ 7
Persons age 60 or older waiver	DE 3006 EQ 8
Graduation Alternative to Traditional Education (GATE) Program participant	DE 3006 EQ 9
Dual Enrollment - Home School	DE 3005 EQ H
Dual Enrollment - Private School	DE 3005 EQ P
Dual Enrollment - Public School	DE 3005 EQ S
Dual Enrollment - Personalized Education Program	DE 3005 EQ T
Upper Division Non-Resident	DE 1004 EQ N AND DE 3008 (character 4) IN (3, 4) AND DE 2005 EQ C
Baccalaureate 10K Fee Waiver	DE 3006 EQ Y
Adult Co-Enrollment	DE 3005 EQ E AND DE 3001 EQ 13202 AND Number of Courses GT 4

10. Create separate file of Adult records where ICS IN (13102, 13201, 13202, 13203, 13204).
11. Merge Student Course Data with Distance Learning Course Data by College, Term, Course, Section.
12. Aggregate hours (DE 3012) where course/section not exempted from FTE reporting (DE 3018 EQ Z).
    a. AGE, HS Grad Year, Florida Public HS Grad (AGE/HSGY/FPHSG):
    By College (DE 1017), by Age Range, by High School Grad Year, by Florida public high school Grad, by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
    b. Verified Disabled by Disability:
    Where Verified Disabled (DE 1035) EQ D.
    By College (DE 1017), by Disability, by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
    c. Selected Course Prefixes:
    By College (DE 1017), by Selected Course Prefixes, by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

PROCESSES AND CALCULATIONS cont.

d. Residence:
By College (DE 1017), by Residence (DE 1004), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

e. Site:
By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

f. Upper Level Students taking Lower Level Courses (ULSLLC):
Where Program of Study – Level (DE 2005) EQ (C or E) and Lower/Upper Level EQ 1.
By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

g. Distance Learning Types. By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Distance Learning Type, by ICS (DE 3001), by Category.

13. For AGE/HSGY/FPHSG, Verified Disabled, Selected Course Prefixes, Residence, Site, and ULSLLC, and Distance Learning, calculate Student Semester Hours (SSH) and Credit Hour Equivalent (CHE):

    a. If credit hours (ICS LT 12000 or ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) then SSH EQ aggregate hours rounded to tenths.

    b. If non-credit hours (ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12999, 13102, 13201, 13202, 13203, 13204, 13300) then CHE EQ aggregate hours / 30, rounded to tenths.

14. For AGE/HSGY/FPHSG, Verified Disabled, IT/Nursing, Residence, Site, and ULSLLC, calculate Non-Weighted Base FTE:

    a. If credit hours (ICS LT 12000 or ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) then FTE EQ aggregate hours / 30, rounded to tenths.

    b. If non-credit hours (ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12999, 13102, 13201, 13202, 13203, 13204, 13300) then FTE EQ aggregate hours / 900, rounded to tenths.

15. For AGE/HSGY/FPHSG, Verified Disabled, Selected Course Prefixes, Residence, Site, ULSLLC, and Distance Learning, calculate Non-Weighted Funded FTE:

    a. Exclude Non-Fee-Paying Municipal/City Inmates, Non-Fee-Paying County Inmates, Non-Fee-Paying Federal Inmates, Non-Fee-Paying State Inmates, Fee Waivers - Not Authorized, Adult with Disabilities, Upper Division Non-Resident, and Lifelong Learning.

    b. If credit hours (ICS LT 12000 or ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001) then FTE EQ aggregate hours / 30, rounded to tenths.

    c. If non-credit hours (ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12999, 13102, 13201, 13202, 13203, 13204, 13300) then FTE EQ aggregate hours / 900, rounded to tenths.

PROCESSES AND CALCULATIONS cont.

16. Aggregate SSH/CHE, FTE:
    a. By AGE/HSGY/FPHSG, College, Categories, Verified Disabled, IT/Nursing, Residence, Site, ULSLLC.
    b. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.
    c. By College, Level, ICS, Term, Registration Period.
17. Report 12 Hour Minimum and Excess Adult Hours:
    a. 12 Hour Minimum
        1. From Adult records file created in 10.
        2. Aggregate hours by college, PSNID, term, ICS IN (13102, 13201, 13202, 13203, 13204).
        3. Exclude Non-Funded Hours: See 14.A
        4. If total by ICS LT 10, hours are non-funded
    b. Excess Adult Hours
        1. By PSNID, by Term and year, aggregate hours:
        2. Adult courses: where ICS IN (13102, 13201, 13202, 13203, 13204)
        4. Exclude Non-funded Hours: See 14.A
        5. If Term IN (1, 2, 3), then Excess hours EQ HR - 433.3 (for information only)
        6. If Annual then Excess hours EQ HR – 1300 (non-funded hours)
    c. Report Headcount, Base Hours, Non-Funded Hours, Excess Hours, <12 Hour Minimum.
18. Report SSH/CHE, FTE by College, ICS – SDPF205:
    a. By College, Categories, AGE Groups, Residence, Verified Disabled, Selected Course Prefixes, HS Grad by Grad year, Fla. Public HS Grad by Grad year, Non-Fla. HS Grad by Grad year, Site, ULSLLC, and Distance Learning.
    b. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.
    c. By College, Level, ICS.
19. Report SSH/CHE, FTE by College, Program Area – CCFTE201:
    a. By College, Categories, AGE Groups, Residence, Verified Disabled, Selected Course Prefixes, HS Grad by Grad year, Fla. Public HS Grad by Grad year, Non-Fla. HS Grad by Grad year, Site, ULSLLC, and Distance Learning.
    b. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.
    c. By College, Level, Program Area (A&P, Developmental Ed, Developmental Ed EAP, AS, CAR, Apprenticeship, CWE, Voc Prep, Adult Basic, Adult EAP, Adult Sec & GED, AWD, LLL).
    d. AWD & LLL reported for Base only.
20. Report SSH/CHE, FTE by Categories, Program Area – CCFTE207:
    a. By Categories.
    b. By College, Level, Program Area (A&P, Developmental Ed, AS, CAR, Apprenticeship, CWE, Voc Prep, Adult Basic, Adult Sec & GED, AWD, LLL).

Perkins Report

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
First Name	DE 1014
Last Name	DE 1015
Middle Name	DE 1016

Where

Term Identifier	DE 1028 IN (1, 2, 3)

Program Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006

Where:

Term Identifier	DE 1028 IN (1E, 2E, 3E) **AND**
[Program of Study – Award	[DE 2001 in (2,3,4,A,D,T) **OR**
Program of Study – Level	DE 2005 in (1,2,7,8,A,D,P,T) **OR**
Program of Study – CIP]	DE 2002 cluster (first three digits) IN (001, 002, 003, 004, 005, 006, 007, 009, 010, 011, 012, 013, 014, 016, 017) **OR** (DE 2002 cluster (first three digits) EQ 015 AND DE 2002 CIP (first three digits) NOT IN (320, 330))]

Course Table

College	DE 1017
Student Identification Number	DE 1021
Course – ICS	DE 3001

Where

Term Identifier	DE 1028 IN (1, 2, 3) **AND**
Course – ICS	[DE 3001 IN (13102) **OR** DE 3001 in the range (11101 and 11849) **OR** DE 3001 in the range (12101and 12701) **OR** DE 3001 in the range (12102 and 12702) **OR** DE 3001 IN (12997, 12998)]

From the results of the first selection of course group records, select:

Course – ICS	DE 3001 IN (13102) **OR**
Apprenticeship Courses	DE 3001 IN (12997, 12998) **OR**
Course Cooperative Education Flag	DE 3003 EQ Y

Economically Disadvantaged Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3102

Where

Term Identifier	DE 1028 IN (1, 2, 3) **AND**
Financial Aid Award Type	DE 3102 IN (GA, GB, GF, EA, EA)

PROCESSES AND CALCULATIONS

1. Merge Student demographic information with Program information, Course Information and Economically Disadvantaged information by College, Student Identification Number.
2. If Financial Aid Award (DE 3102) EQ GA select the student for ‘PELL'
   ELSE If Financial Aid Award (DE 3102) EQ GB select the student for 'SEOG'
   ELSE If Financial Aid Award (DE 3102) EQ EA select the student for 'WORK'
   ELSE If Financial Aid Award (DE 3102) EQ GF select the student for 'STATE'
   ELSE If Financial Aid Award (DE 3102) EQ EC select the student for 'STWORK'
   ELSE select the student for 'Not Classified'.

Creation of the Perkins file PERKINSF.TXT with the selected students and the Perkins report PERKINS.PDF.

NOTES:

1. *This report is generated only for End-of-Term submissions.*
2. *Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.*

Perkins Record Format

PERKINSF.TXT

LRECL = 138
BLKSIZE =
RECFM = FB

Field Structure:
X Alpha Numeric
9 Numeric
V Implied Decimal

	From/To	Field Size	Structure	Field Name	Field Description
1	01-02	02	X (2)	CCNUM	COLLEGE NUMBER
2	03-12	10	X (10)	PSNID	STUDENT IDENTIFICATION NUMBER
3	13-32	20	X (20)	LNAME	LAST NAME
4	33-42	10	X (10)	SUFFIX	SUFFIX
5	43-57	15	X (15)	FNAME	FIRST NAME
6	58-77	20	X (20)	MNAME	MIDDLE NAME
7	78-80	03	X (3)	CIPCLUST	CIP CLUSTER
8	*81-86*	06	X (6)	CIP	CIP
9	87-88	02	X (2)	CIPUNQID	CIP UNIQUE ID
10	89-118	30	X (30)	PNAME	PROGRAM NAME
11	119-119	01	X (1)	PELL	PELL
12	120-120	01	X (1)	SEOG	SEOG
13	121-121	01	X (1)	WKSTDY	FEDERAL WORKSTUDY
14	122-122	01	X (1)	STATE	FPPCESAGP STATE
15	123-123	01	X (1)	STSTUDY	STATE FLORIDA WORK EXPERIENCE PROGRAM
16	124-124	01	X (1)	LEVEL	PROGRAM OF STUDY - LEVEL
17	125-138	14	X (14)	FLEID	FLORIDA EDUCATION IDENTIFIER

Annual Financial Aid Counts Report

SELECTION CRITERIA

Annual Financial Aid Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3208
Financial Aid Paid Amount	DE 3209

Where

Term Identifier is summer, fall, or spring	DE 1028 IN (1, 2, 3)

PROCESSES AND CALCULATIONS

1. Calculate headcount totals by College and Financial Aid Award Type.
2. Summarize Financial Aid Amount by College and Financial Aid Award Type.

NOTE: *This report is generated only with the Annual Financial Aid submission.*

Annual Financial Aid Summary Reports

SELECTION CRITERIA

Demographic Table

College	DE 1017
Student Identification Number	DE 1021

Where

Term Identifier is summer, fall, or spring	DE 1028 IN (1, 2, 3)

Annual Financial Aid Table

College	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3208
Financial Aid Paid Amount	DE 3209

Where

Financial Aid Term Identifier is summer, fall, or spring	DE 3201 IN (1, 2, 3)

PROCESSES AND CALCULATIONS

1. Merge Student demographic information with Annual Financial Aid information by College, Student Identification Number.
2. Aggregate headcount totals by College and Column.

Report Groups and Columns

Grants

Column	Name	Financial Aid Award Type (DE 3208)
1	PELL	101
2	SEOG	102
3	OTHER	103, 104, 111, 112, 113,114
4	STATE	105, 106, 107, 115
5	INST/PRIV OTHER	108, 109, 110

Loans

Column	Name	Financial Aid Award Type (DE 3208)
6	FED	201, 202, 203, 204, 205, 206, 207, 208
7	STATE	209
8	INST/PRIV	210, 211

Scholarships

Column	Name	Financial Aid Award Type (DE 3208)
9	FAS	302
10	FGVS	304
11	FMS	303
12	OTHER	301, 305, 306, 307

Report Groups and Columns cont.

Employment

Column	Name	Financial Aid Award Type (DE 3208)
13	FED	401
14	INST	402, 403, 404

NOTE: *This report is generated only with the Annual Financial Aid submission.*

Annual Financial Aid Match Report

SELECTION CRITERIA

Demographic Table *(both current and previous year submissions)*

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Last name	DE 1015
First name	DE 1014
Middle Name	DE 1016

Where

Term Identifier is summer, fall, or spring	DE 1028 IN (1, 2, 3)

Annual Financial Aid Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021

Where

Term Identifier is summer, fall, or spring	DE 1028 IN (1, 2, 3)

PROCESSES AND CALCULATIONS

1. Merge Student demographic information with Annual Financial Aid Demographic information by Reporting Institution and Student Identification Number.
2. Print Annual Financial Aid Demographic records that do not have a matching Student demographic record.

NOTE: *This report is generated only with the Annual Financial Aid submission.*

Economically Disadvantaged Summary Report

SELECTION CRITERIA

Demographic Table

College	DE 1017
Student Identification Number	DE 1021

Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)

Economically Disadvantaged Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3102

Where

Financial Aid Term Identifier	DE 3201 IN (1, 2, 3)

PROCESSES AND CALCULATIONS

1. Merge Student Demographic information with Economically Disadvantaged information by College, Student Identification Number.
2. Aggregate headcount totals by college and column.

REPORT GROUPS AND COLUMNS

Grants

Column	Name	Financial Aid Award Type (DE 3102)
1	PELL	GA
2	SEOG	GB
3	ACG	GC
4	FPSAG	GD
5	FPPCESAGP	GF

Loans

Column	Name	Financial Aid Award Type (DE 3102)
6	NDSL	LA
7	FED INS	LB
8	STATE INS	LC

Employments

Column	Name	Financial Aid Award Type (DE 3102)
9	FED	EA
10	STATE	EC

Course Hours Attempted Report

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021

Where

Term identifier is summer, fall, or spring	DE 1028 IN (1E, 2E, 3E)

Course Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Course Information Classification Structure	DE 3001
Course Grade Awarded	DE 3007
Course Section Hour Type	DE 1011
Course Section Hours	DE 3012

Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)
Course Grade Awarded	DE 3007 NE Z

PROCESSES AND CALCULATIONS

1. Aggregate Course Section Hours by Discipline using the Course Information Classification Structure.

REPORT GROUPS

Disciplines

Line	Name	Course Information Classification Structure (DE 3001)
1	Advanced & Professional	11101, 11102, 11104, 11109, 11112, 11119, 11210, 11311, 11315, 1408, 11505, 11607, 11617, 11703, 11720, 11722, 11808, 11813, 11814, 11816, 11818, 11821, 11823, 11849
2	Postsecondary Vocational	12101, 12201, 12301, 12401, 12501, 12601, 12701
3	Developmental Education	13101, 13103
4	Educator Preparation Instruction	15001
5	Career Certificate	12102, 12202, 12302, 12402, 12502, 12602, 12702
6	Continuing Workforce Education	12103, 12203, 12303, 12403, 12503, 12603, 12703
7	Apprenticeship	12997, 12998
8	Academic Skills Building	13102
9	Adult Basic	13201, 13204
10	Adult Secondary	13202, 13203
11	Lifelong Learning	13300

NOTE: *This report is generated only at End-of-Term submissions.*

Course Hours Earned Report

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021

Where

Term identifier is summer, fall, or spring	DE 1028 IN (1E, 2E, 3E)

Course Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Course Information Classification Structure	DE 3001
Course Grade Awarded	DE 3007
Course Section Hour Type	DE 1011
Course Section Hours	DE 3012

Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)
Course Grade Awarded	DE 3007 IN (A, B, C, D, P, PR, S)

PROCESSES AND CALCULATIONS

1. Aggregate Course Section Hours by Discipline using the Course Information Classification Structure.

REPORT GROUPS

Disciplines

Line	Name	Course Information Classification Structure (DE 3001)
1	Advanced & Professional	11101, 11102, 11104, 11109, 11112, 11119, 11210, 11311, 11315, 1408, 11505, 11607, 11617, 11703, 11720, 11722, 11808, 11813, 11814, 11816, 11818, 11821, 11823, 11849
2	Postsecondary Vocational	12101, 12201, 12301, 12401, 12501, 12601, 12701
3	Developmental Education	13101, 13103
4	Educator Preparation Instruction	15001
5	Career Certificate	12102, 12202, 12302, 12402, 12502, 12602, 12702
6	Continuing Workforce Education	12103, 12203, 12303, 12403, 12503, 12603, 12703
7	Apprenticeship	12997, 12998
8	Academic Skills Building	13102
9	Adult Basic	13201, 13204
10	Adult Secondary	13202, 13203
11	Lifelong Learning	13300

NOTE: *This report is generated only on End-of-Term submissions.*

Unduplicated Headcount of Students Enrolled in Funded FTE Courses Report (SDPHDCNT – Aggregate Headcount)

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Student Identification Number	DE 1021
Term Identifier	DE 1028
Disabled Classification	DE 1002
Fee Classification Residency	DE 1004
High School	DE 1007 (digits 1, 2)
High School Graduation Year	DE 1009 (digits 5, 6)
Incarceration Status	DE 1011
Student Birth Date	DE 1019
Verified Disabled Classification	DE 1035

Course Table

Course – ICS	DE 3001
Course Dual Enrollment/Co-Enrollment Flag	DE 3005
Course Fee Kind	DE 3006
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course Lifelong Learning Flag	DE 3010
Course Section Hours	DE 3012
Course Section Location – Campus	DE 3013 part 2 (digits 2, 3)
Course Registration Period	DE 3014
FTE Flag	DE 3018

Where

Term, Term Submission	DE 1028 EQ 1E, 2B, 2E, 3B, or 3E DE 1028 IN (1E, 2E, 3E) *Annual*

PROCESSES AND CALCULATIONS

1. Set ICS

Lifelong Learning – 13300	DE 3018 EQ Z AND DE 3010 EQ Y

2. Set Lower/Upper Level Course Indicator

Lower Level	DE 3008, character 4 IN (1, 2)
Upper Level	DE 3008, character 4 IN (3, 4)
Lower and Upper Level	DE 3008, character 4 IN (1, 2, 3, 4)

3. Set Verified Disabled Indicator

Verified Disabled	DE 1035 EQ Y
Not Verified Disabled	DE 1035 NE Y

PROCESSES AND CALCULATIONS cont.

4. Set Disabled Type Indicator

Disabled Type	DE 1002 IN (A, B, H, I, L, M, O, P, S, V, Z)

5. Set Dual Enrollment

Home Schooled	DE 3005 EQ H
Private School	DE 3005 EQ P
Public School	DE 3005 EQ S
Personalized Education Program	DE 3005 EQ T

6. Set FTE Categories

Developmental Ed Repeats	DE 3018 EQ C
College Credit Repeats	DE 3018 EQ E
Direct Instruction	DE 3018 EQ D
Non-Fee-Paying Municipal/City Inmates	DE 3006 EQ C AND DE 1011 EQ C
Non-Fee-Paying County Inmates	DE 3006 EQ C AND DE 1011 EQ D
Non-Fee-Paying Federal Inmates	DE 3006 EQ C AND DE 1011 EQ E
Non-Fee-Paying State Inmates	DE 3006 EQ C AND DE 1011 EQ S
Fee-Paying Municipal/City Inmates	DE 3006 EQ N AND DE 1011 EQ C
Fee-Paying County Inmates	DE 3006 EQ N AND DE 1011 EQ D
Fee-Paying Federal Inmates	DE 3006 EQ N AND DE 1011 EQ E
Fee-Paying State Inmates	DE 3006 EQ N AND DE 1011 EQ S
National Guard Fee Waiver	DE 3006 EQ A
Adult with Disabilities	DE 3006 EQ D
State Employee Fee Waiver	DE 3006 EQ E
Fee Waivers – Authorized	DE 3006 EQ F
Fee Waivers - Not Authorized	DE 3006 EQ G
Homeless	DE 3006 EQ H
Custody of relative or non-relative Exemptions	DE 3006 EQ 5
Custody of DCF Exemptions	DE 3006 EQ R
Spouses of Deceased State Employees	DE 3006 EQ S
Children of Law Enforcement Officers Killed in Line of Duty	DE 3006 EQ T
Children of Fire Fighters Killed in Line of Duty	DE 3006 EQ U
Adoption Exemptions	DE 3006 EQ V
College Discretionary FTE Exemptions	DE 3006 EQ Z
Child or spouse of active duty military Killed in Line of Duty	DE 3006 EQ 1
Child or spouse of Florida National Guard Killed in Line of Duty	DE 3006 EQ 2
Disabled Veteran who does not qualify for 100 Percent Eligibility Tier	DE 3006 EQ 3
Reunited with Parent Exemptions	DE 3006 EQ 4
Registered Apprenticeship or Registered Preapprenticeship program Exemptions	DE 3006 EQ 6
Graduation Alternative to Traditional Education (GATE) Program participant	DE 3006 EQ 9
Dual Enrollment - Home School	DE 3005 EQ H
Dual Enrollment - Private School	DE 3005 EQ P

PROCESSES AND CALCULATIONS cont.

Dual Enrollment - Public School	DE 3005 EQ S
Dual Enrollment – Personalized Education Program	DE 3005 EQ T
Victim of Wrongful Incarceration Waiver	DE 3006 EQ W
Upper Division Non-Resident	DE 1004 EQ N AND DE 3008, character 4 IN (3, 4)
Baccalaureate 10K Fee Waiver	DE 3006 EQ Y

7. Set Fee Classification Residency

Non-Florida resident active duty military member	DE 1004 EQ A
Non-Florida resident military veteran	DE 1004 EQ B
Non-Florida resident dependent of a military veteran	DE 1004 EQ C
Non-Florida resident paying differential out-of-state fee	DE 1004 EQ D
Non-Florida resident Florida High School Graduates	DE 1004 EQ E
Florida resident	DE 1004 EQ F
Florida resident active duty military member/dependent	DE 1004 EQ G
Non-Florida resident at hurricane impacted institution	DE 1004 EQ H
Non-Florida resident	DE 1004 EQ N
Unknown or not reported/not required	DE 1004 EQ X
Non-Florida resident Florida High School Graduates	
Who are citizens of the U.S. or lawfully present in U.S	DE 1004 EQ 4

8. Exclude Non-Funded
   Lifelong Learning
   Direct Funded by Outside Agency
   Developmental Ed “Threepeats”
   College Credit “Threepeats”
   Dual Enrolled in College’s Charter School
   Adults with Disabilities
   Non-Fee Paying Inmates
   Unauthorized Fee Waivers
   Upper Division Non-Resident

9. Unduplicate Headcount
   For College by Level, ICS
   For Dual Enrollment by College, Dual Type, Level, ICS
   For Verified Disabled by College, Disability Type, Level, ICS
   For FTE Categories (Waivers) by College, Category Type, Level, ICS
   For Fee Classification Residency by College, Residence Type, Level, ICS

10. Report Unduplicated Headcount
    For College by Student Identifier, Level, ICS
    For Dual Enrollment by College, Student Identifier, Dual Type, Level, ICS
    For Verified Disabled by College, Student Identifier, Disability Type, Level, ICS
    For FTE Categories (Waivers) by College, Student Identifier, Category Type, Level, ICS
    For Fee Classification Residency by College, Student Identifier, Residence Type, Level, ICS

Report 1 - AGE Enrollment and Instructional Hours Comparison Report

From the Student Database End-of-Term files, a file will be generated for producing the AGE Enrollment and Instructional Hours Comparison report, according to the following selection criteria. A record will be created for each college offering Adult Education program in the following enrollment groups: Adult Basic Education, Adult High School, Adult English as a Second Language, Academic Skills Building, and General Education Development.

SELECTION CRITERIA

Course Table

Course – Information Classification Structure	DE 3001

PROCESSES AND CALCULATIONS

1. Select student course for Current Year = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
   a. Set Enrollment flag to 1.
   b. Sort By student number.
   c. Sum the enrollment totals
   d. Sum the enrollment hour totals.

2. Select student course for Prior Year = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
   a. Set Enrollment flag to 1.
   b. Sort By student number.
   c. Sum the enrollment totals
   d. Sum the enrollment hour totals.

3. Merge the datasets with the enrollment totals for each year together.

4. Use the data to calculate the percent change in enrollment between years.

5. Use the Data to calculate the percent change in instructional hours between years.

6. Find the average hours for each year by dividing the instructional hours by the enrollment totals.

7. Use the average hours calculated in step 6 to find the difference in Average Hours.

8. Set “Enrollment decreased, instructional hours increased” flag to “YES” if percent change in enrollment is less than zero and percent change in instructional hours is greater than zero.

9. Set “Enrollment increased, instructional hours decreased” flag to “YES” if percent change in enrollment is greater than zero and percent change in instructional hours is less than zero.

10. Set “Both enrollment and instructional hours increased; difference between changes >10%” flag to “YES” if percent change in enrollment and percent change in instructional hours is greater than zero and absolute value of difference between changes is greater than 10 percent.

PROCESSES AND CALCULATIONS cont.

11. Set “Both enrollment and instructional hours decreased; difference between changes >10%” flag to “YES” if percent change in enrollment and percent change in instructional hours is less than zero and absolute value of the difference between changes is greater than 10 percent.

12. Set “Average hours decreased by more than 50” flag to “YES” if average hour difference is less than 50 clock hours.

13. Set “Average hours increased by more than 50” flag to “YES” if average hour difference is greater than 50 clock hours.

14. Set “current year average instructional hours < 50” flag to “YES” if current year enrollment is greater than zero and current year average hour is greater than 50 clock hours.

15. Set “had enrollment in prior year, but current year enrollment < 20” flag to “YES” if prior year enrollment is greater than zero and current year enrollment is less than 20.

16. Generate a report that is aggregated based on the following selection criteria

	DE Number	DE Name	Value
Adult Basic Education	3001	Course – Information Classification Structure	13201
Adult High School	3001	Course – Information Classification Structure	13202
	3005	Course Dual Enrollment/Co-Enrollment Flag	NE E
Adult English as a Second Language	3001	Course – Information Classification Structure	13204
	3033	Adult Education Functioning Level Subject Area 1	NE Z
Academic Skills Building	3001	Course – Information Classification Structure	13102
	3033	Adult Education Functioning Level Subject Area 1	NE Z
GED Preparation Program	3001	Course – Information Classification Structure	13203

NOTE: *This report is generated only at End-of-Term submissions.*

Report 2A - CTE Clock Hour Comparison Report

From the Student Database End-of-Term files, a file will be generated for producing the CTE Clock Hour Comparison Report, according to the following selection criteria. A record will be created for each college offering the following enrollment groups: Career Certificate, Applied Technical Diploma (ATD), and Apprenticeship programs.

SELECTION CRITERIA

Course Table

Course – Information Classification Structure	DE 3001
Hour Type	DE 3011

PROCESSES AND CALCULATIONS

1. Select student course for Current Year = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
   a. Set enrollment equal to 1.
   b. Specify where clock hour equal to C.
   c. Sort by PSNID
   d. Do a summation of the enrollment count.
   e. Do a summation of the clock hour count.

2. Select student course for Prior Year = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
   a. Set enrollment equal to 1.
   b. Specify where clock hour equal to C.
   c. Sort by PSNID
   d. Do a summation of the enrollment count.
   e. Do a summation of the clock hour count.

3. Merge the datasets with the enrollment totals and clock hour totals for each year together.

4. Use the data to find the percent change in enrollment between the years.

5. Use the data to find the percent change in Credit hours between years.

6. Use the data to find the average hours by diving the hours by enrollment for each year.

7. Use the Average Hours from step 6 to find the difference in Average Hours.

8. Set “Enrollment decreased, instructional hours increased flag “to “YES” if percent change in enrollment is less than zero and percent change in instructional hours is greater than zero.

9. Set “Enrollment increased, instructional hours decreased” flag to “YES” if percent change in enrollment is greater than zero and percent change in instructional hours is less than zero.

10. Set “Both enrollment and instructional hours decreased; difference between changes >10%” flag to “YES” if percent change in enrollment and percent change in instructional hours is less than zero And absolute value of difference between changes is greater than 10 percent.

PROCESSES AND CALCULATIONS cont.

11. Set "Both enrollment and instructional hours increased; difference between changes >10%" flag to "YES" if percent change in enrollment and percent change in instructional hours is greater than zero And absolute value of difference between changes is greater than 10 percent.

12. Set "Had enrollment in both previous and current years, average hour difference > 100" to "YES" if enrollment in prior year and enrollment current year is greater than zero and absolute value of average hour difference is greater than 100.

13. Set "Average hours in current year < 50" flag to "YES" if enrollment in current year is greater than zero and average hours in current year is less than 50.

14. Set "Had enrollment in prior year and had no enrollment in current year" flag to "YES" if enrollment in current year is equals to zero and enrollment in previous year is not equal to zero.

15. Generate a report that is aggregated based on the following selection criteria

	DE Number	DE Name	Value
Agriculture	3001	Course – Information Classification structure	12101 or 12102
Marketing	3001	Course – Information Classification Structure	12201 or 12202
Health Occupations	3001	Course – Information Classification Structure	12301 or 12302
Family and Consumer Sciences	3001	Course – Information Classification Structure	12401 or 12402
Business	3001	Course – Information Classification Structure	12501 or 12502
Industrial	3001	Course – Information Classification Structure	12601 or 12602
Public Services	3001	Course – Information Classification Structure	12701 or 12702
Class	3001	Course – Information Classification Structure	12997
On the Job Training	3001	Course – Information Classification Structure	12998
	3011	Hour Type	C

NOTE: *This report is generated only at End-of-Term submissions.*

Report 2B - CTE Credit Hour Comparison Report

From the Student Database End-of-Term files, a file will be generated for producing the CTE Credit Hour Comparison Report, according to the following selection criteria. A record will be created for each college enrollment groups: CCC, Applied Technical Diploma, and Associate in Science/Associate in Applied Science programs.

SELECTION CRITERIA

Course Table

Course – Information Classification Structure	DE 3001
Hour Type	DE 3011

PROCESSES AND CALCULATIONS

1. Select student course for Current Year = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
   a. Set enrollment equal to 1.
   b. Specify where clock hour equal to S.
   c. Sort by PSNID
   d. Do a summation of the enrollment count.
   e. Do a summation of the clock hour count.

2. Select student course for Prior Year = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
   a. Set enrollment equal to 1.
   b. Specify where clock hour equal to S.
   c. Sort by PSNID
   d. Do a summation of the enrollment count.
   e. Do a summation of the clock hour count.

3. Merge the datasets with the enrollment totals and clock hour totals for each year together.

4. Use the data to find the percent change in enrollment between the years.

5. Use the data to find the percent change in Credit hours between years.

6. Use the data to find the average hours by diving the hours by enrollment for each year.

7. Use the Average Hours from step 6 to find the difference in Average Hours.

8. Set “Enrollment decreased, credit hours increased flag “to “YES” if percent change in enrollment is less than zero and percent change in instructional hours is greater than zero.

9. Set “Enrollment increased, credit hours decreased” flag to “YES” if percent change in enrollment is greater than zero and percent change in credit hours is less than zero.

PROCESSES AND CALCULATIONS cont.

10. Set "Both enrollment and credit hours decreased; difference between changes >10%" flag to "YES" if percent change in enrollment and percent change in credit hours is less than zero and absolute value of difference between changes is greater than 10 percent.

11. Set "Both enrollment and credit hours increased; difference between changes >10%" flag to "YES" if percent change in enrollment and percent change in credit hours is greater than zero and absolute value of difference between changes is greater than 10 percent.

12. Set "Had enrollment in both previous and current years, average hour difference > 6" to "YES" if enrollment in prior year and enrollment current year is greater than zero and absolute value of average hour difference is greater than 6.

13. Set "Average hours in current year < 9" flag to "YES" if enrollment in current year is greater than zero and average hours in current year is less than 9.

14. Set "Had enrollment in prior year and had no enrollment in current year" flag to "YES" if enrollment in current year is equals to zero and enrollment in prior year is not equals to zero.

15. Generate a report that is aggregated based on the following selection criteria

	DE Number	DE Name	Value
Agriculture	3001	Course – Information Classification structure	12101 or 12102
Marketing	3001	Course – Information Classification Structure	12201 or 12202
Health Occupations	3001	Course – Information Classification Structure	12301 or 12302
Family and Consumer Sciences	3001	Course – Information Classification Structure	12401 or 12402
Business	3001	Course – Information Classification Structure	12501 or 12502
Industrial	3001	Course – Information Classification Structure	12601 or 12602
Public Services	3001	Course – Information Classification Structure	12701 or 12702
	3011	Hour Type	S

NOTE: *This report is generated only at End-of-Term submissions.*

Report 3 - AGE Enrollment and Instructional Hours Comparison Report – By Program

From the Student Database End-of-Term files, a file will be generated for producing the AGE Enrollment and Instructional Hours Comparison report by program, according to the following selection criteria. A record will be created for each college offering Adult Education program in the following enrollment groups: Adult Basic Education, Adult High School, Adult English as a Second Language, Academic Skills Building, and General Education Development.

SELECTION CRITERIA

Course Table

Course – Information Classification Structure	DE 3001
Hour Type	DE 3011

PROCESSES AND CALCULATIONS

1. Select student course for Current Year = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
   a. Set Enrollment flag to 1.
   b. Set each Course Information Classification structure to equal the respective Program of Study – CIP.
   c. Sort By student number and Program of Study – CIP.
   d. Sum the enrollment totals per program.
   e. Sum the enrollment hour totals per program.

2. Select student course for Prior Year = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
   a. Set Enrollment flag to 1.
   b. Set each Course Information Classification structure to equal the respective Program of Study – CIP.
   c. Sort By student number and Program of Study – CIP.
   d. Sum the enrollment totals per program.
   e. Sum the enrollment hour totals per program.

3. Merge the datasets with the enrollment totals for each year together.

4. Use the data to find the percent change in enrollment between the two years.

5. Use the data to find the percent change in the instructional hours between the two years.

6. Use the data to find the average hours for each year by dividing hours by enrollment.

7. Use the average hours calculated in step 6 to find the difference in average hours.

8. Set “Instructional hour increased by more than 75%” flag to “YES” if percent change in instructional hours is greater than 75 percent.

PROCESSES AND CALCULATIONS cont.

9. Set “Instructional hours decreased by more than 75%” flag to “YES” if percent change in instructional hours is less than -75 percent.

10. Set “enrollment went down, instructional hours went up” flag to “YES” if percent change in enrollment is less than zero and percent change in instructional hours is greater than zero.

11. Set “enrollment went up, instructional hours went down” flag to “YES” if percent change in enrollment is greater than zero and percent change in instructional hours is less than zero.

12. Set “Both enrollment and hours went up, but difference of the changes was greater than 10%” flag to “YES” if percent change in enrollment is greater than zero and percent change in instructional hours is greater than zero and absolute value of difference between changes is greater than 10 percent.

13. Set “Both enrollment and hours went down, but difference of the changes was greater than 10%” flag to “YES” if percent change in enrollment is less than zero and percent change in instructional hours is less than zero and absolute value of difference between changes is greater than 10 percent.

14. Set “Had enrollment in previous year and had no enrollment for current year” flag to “YES” if enrollment in current year is equals to zero and enrollment in previous year is not equals to zero.

15. Set “Average hours less than 50” flag to “YES” if average hour in current year is less than 50.

16. Generate a report that is aggregated based on the following selection criteria

	DE Number	DE Name	Value
Adult Basic Education	3001	Course – Information Classification Structure	13201
Adult High School	3001	Course – Information Classification Structure	13202
	3005	Course Dual Enrollment/Co-Enrollment Flag	NE E
Adult English as a Second Language	3001	Course – Information Classification Structure	13204
	3033	Adult Education Functioning Level Subject Area 1	NE Z
Academic Skills Building	3001	Course – Information Classification Structure	13102
	3033	Adult Education Functioning Level Subject Area 1	NE Z

	DE Number	DE Name	Value
GED Preparation Program	3001	Course – Information Classification Structure	13203

NOTE: *This report is generated only at End-of-Term submissions.*

Report 4A - CTE Enrollment and Instructional Clock Hours by Program Comparison

From the Student Database End-of-Term files, a file is generated for producing the CTE Enrollment and Instructional Clock Hours by Program Comparison report, according to the following selection criteria. A record is created providing a comparison of enrollment, instructional hours, and average clock hours for each college's clock hour CTE program.

SELECTION CRITERIA

Program Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Student Identification Number	DE 1021
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hour Type	DE 2003
Program of Study – Hours	DE 2004

Course Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Florida Education Identifier	DE 1000
Course – ICS	DE 3001
Course – Hour Type	DE 3011

Student VCIP Table

Vocational CIP Cluster
Vocational CIP
Vocational CIP Unique ID
Vocational CIP Title
Vocational Primary Hours
Vocational Occupational Point

Where

Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	'E'
Year is Submission Year (e.g., 2008 for submission year 2008-09)	4 Digit Year

PROCESSES AND CALCULATIONS

1. For the current reporting year and the prior reporting year do #1 thru #14

2. Select Program Data Where CIP CLUSTER NOT IN ("110", "111", "112", "113", "114", "115", "116", "117", "118", "119", "555", "888", "999")

PROCESSES AND CALCULATIONS cont.

3. Select VCIP Data

4. Match Program and VCIP data by Program of Study – CIP (DE 2002)

5. Unduplicate results from #3 by CCNUM, Student Identification Number, Term, CIP

6. Select Course Data

7. Merge data from #4 and #5 By CCNUM, Student Identification Number, Term, and Hour Type

8. Select Clock Hour Data by Selecting from #6 where (Course_ICS < 11850 or Course_ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 12102, 12202, 12302, 12402, 12502, 12602, 12702, 12997, 12998)) And Hour_Type = 'C' and Program_Level in ("2", "D", "P")

9. Unduplicate results from #7 by CCNUM, Student Identification Identifier, CIP

10. For results #9 (Clock Hours Data) add the following columns:
    a. Enrollment Count = by counting the distinct # of occurrences of the Florida Education Identifier within each CCNUM, CIP.
    b. Instructional Hours = by summing the hours within each CCNUM, CIP

11. Unduplicate Clock Hour Data by CCNUM, TERM, Student Identification Number, Course, Section

12. For clock hour data from results #10 merge current year data and prior year data by CCNUM, CIP

13. For results from #11
    For each record by CCNUM and CIP add the following columns:
    Percent change enrollment = (enrollment current year – enrollment count prior year)/enrollment count prior year
    Average hours prior year = round (instructional hours prior year/enrollment prior year, PERCENT6.0)
    Average hours current year = round (instructional hours current year/enrollment current year, PERCENT6.0)
    Percent change instructional hours = (instructional hours current Year-instructional hours prior year)/instructional hours prior year
    Average hours difference = average hours current year-average hours prior year

14. Set "Enrollment went down, instructional hours went up with a change of greater than 15%" flag to "YES" if percent change in enrollment is less than zero and percent change in instructional hours is greater than zero and absolute value of difference of changes is greater than 15 percent.

PROCESSES AND CALCULATIONS cont.

15. Set “Enrollment went up, instructional hours went down with a change of greater than 15%” flag to “YES” if percent change in enrollment is greater than zero and percent change in instructional hours is less than zero and absolute value of difference of changes is greater than 15 percent.

16. Set “Enrollment and instructional hours went down and change was greater than 15%” flag to “YES” if percent change in enrollment is less than zero and percent change in instructional hours is less than zero and absolute value of difference of changes is greater than 15 percent.

17. Set “Enrollment and instructional hours went up and change was greater than 15%” flag to “YES” if percent change in enrollment is greater than zero and percent change in instructional hours is greater than zero and absolute value of difference of changes is greater than 15 percent.

18. Set “Average hour difference was greater than 100 and had enrollment for previous year and current year” flag to “YES” if absolute value of average hours difference is greater than 100 and enrollment in previous and current year is greater than zero.

19. Set “Average hours for current year were less than 50” flag to "YES” if enrollment in current year is greater than zero and average hours in current year is less than 50.

20. Set "enrollment in previous year and had no enrollment for current year” flag to “YES” if enrollment in current year is equals to zero and enrollment in previous year is not equals to zero.

21. From results from #12 create a report 4A (CTE Enrollment and Instruction Clock Hours By Program) with the following data:
    College Number (CCNUM)
    College Name
    Program Number (CIP)
    Program Title
    Enrollment Count Prior Year
    Enrollment Count Current Year
    Percent Change Enrollment
    Instructional Hours Prior Year
    Instructional Hours Current Year
    Percent Change Instructional Hours
    Average Hours Prior Year
    Average Hours Current Year
    Average Hours Difference

Report 4B - CTE Enrollment and Instructional Credit Hours by Program Comparison

From the Student Database End-of-Term files, a file is generated for producing the CTE Enrollment and Instructional Credit Hours by Program Comparison report, according to the following selection criteria. A record is created providing a comparison of enrollment, credit hours, and average credit hours for each college's credit hour CTE program.

SELECTION CRITERIA

Program Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Student Identification Number	DE 1021
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hour Type	DE 2003
Program of Study – Hours	DE 2004
Course Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Florida Education Identifier	DE 1000
Course – ICS	DE 3001
Course – Hour Type	DE 3011
Student VCIP Table	
Vocational CIP Cluster	
Vocational CIP	
Vocational CIP Unique ID	
Vocational CIP Title	
Vocational Primary Hours	
Vocational Occupational Point	
Where	
Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	'E'
Year is Submission Year (e.g., 2008 for submission year 2008-09)	4 Digit Year

PROCESSES AND CALCULATIONS

1. For the current reporting year and the prior reporting year do #1 through 14

PROCESSES AND CALCULATIONS cont.

2. Select Program Data Where CIP CLUSTER NOT IN ("110", "111", "112", "113", "114", "115", "116", "117", "118", "119", "555", "888", "999")

3. Select VCIP Data

4. Match Program and VCIP data by Program of Study – CIP (DE 2002)

5. Unduplicate results from #3 by CCNUM, Student Identification Number, Term, CIP

6. Select Course Data

7. Merge data from #4 and #5 By CCNUM, Student Identification Number, Term, and Hour Type

8. Select Credit Hour Data by Selecting from #6 where (Course_ICS < 11850 or Course_ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701, 12102, 12202, 12302, 12402, 12502, 12602, 12702, 12997, 12998)) And Hour_Type = 'S' and Program_Level in ("1", "8", "A", "D", "T"). Round Hours to the nearest whole number.

9. Unduplicate results from #7 by CCNUM, Student Identification Number, CIP

10. For results #9(Credit Hours Data)
    a. Enrollment Count = by counting the distinct # of occurrences of the Florida Education Identifier within each CCNUM, CIP.
    b. Instructional Hours= by summing the hours within each CCNUM, CIP

11. Unduplicate Credit Hour Data by CCNUM, TERM, Student Identification Number, CIP, Course, Section

12. For credit hour data from results #10 merge current year data and prior year data by CCNUM, CIP

13. For results from #11
    For each record by CCNUM and CIP add the following columns:
    Percent Change Enrollment = (enrollment current year – enrollment count prior year)/enrollment count prior year
    Average Hours Prior Year = round (credit hours prior year/enrollment count prior year PERCENT6.0)
    Average hours Current Year = round (credit hours current year/enrollment count current year PERCENT6.0)
    Percent Change Credit Hours = (credit hours current year-credit hours prior year)/credit hours prior year
    Average Hours Difference = average hours current year-average hours prior year

PROCESSES AND CALCULATIONS cont.

14. Set “Enrollment went down, credit hours went up with a change of greater than 15%” flag to “YES” if percent change in enrollment is less than zero and percent change in credit hours is greater than zero and absolute value of difference of changes is greater than 15 percent.

15. Set “Enrollment went up, credit hours went down with a change of greater than 15%” flag to “YES” if percent change in enrollment is greater than zero and percent change in credit hours is less than zero and absolute value of difference of changes is greater than 15 percent.

16. Set “Enrollment and credit hours went down and change was greater than 15%” flag to “YES” if percent change in enrollment is less than zero and percent change in credit hours is less than zero and absolute value of difference of changes is greater than 15 percent.

17. Set “Enrollment and credit hours went up and change was greater than 15%” flag to “YES” if percent change in enrollment is greater than zero and percent change in credit hours is greater than zero and absolute value of difference of changes is greater than 15 percent.

18. Set “Average hour difference was greater than 6 and had enrollment for previous year and current year” flag to “YES” if absolute of average hours difference is greater than 6 and enrollment in previous and current year is greater than zero.

19. Set “Average hours for current year were less than 9” flag to "YES” if enrollment in current year is greater than zero and average hours in current year is less than 9.

20. Set "enrollment in previous year and had no enrollment for current year” flag to “YES” if enrollment in current year is equals to zero and enrollment in previous year is not equals to zero.

21. From results from #12 create a report 4B (CTE Enrollment and Instruction Credit Hours By Program) with the following data:
    College Number (CCNUM)
    College Name
    Program Number (CIP)
    Program Title
    Enrollment Count Prior Year
    Enrollment Count Current Year
    Percent Change Enrollment
    Credit Hours Prior Year
    Credit Hours Current Year
    Percent Change Credit Hours
    Average Hours Prior Year
    Average Hours Current Year
    Average Hours Difference

Report 4C - Apprentice Program Enrollments and Hours by Program Comparison

From the Student Database End-of-Term files, a file is generated for producing the CTE Enrollment and Instructional Clock/Credit Hours for Apprenticeship Program Comparison reports, according to the following selection criteria. A record is created providing a comparison of enrollment, instructional hours, and average clock/credit hours for each college's clock/credit hour CTE Apprenticeship program.

SELECTION CRITERIA

Program Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Student Identification Number	DE 1021
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hour Type	DE 2003
Program of Study – Hours	DE 2004
Apprenticeship Sponsor Code	DE 2022
Course Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Florida Education Identifier	DE 1000
Course – ICS	DE 3001
Course – Hour Type	DE 3011
Student VCIP Table	
Vocational CIP Cluster	
Vocational CIP	
Vocational CIP Unique ID	
Vocational CIP Title	
Vocational Primary Hours	
Vocational Occupational Point	
Where	
Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	'E'
Year is Submission Year (e.g., 2008 for submission year 2008-09)	4 Digit Year

PROCESSES AND CALCULATIONS

1. Select Student Program = Term Identifier (DE 1028), and Year (DE 1028) and CIP (DE 2101) cluster = '008'.
   a. Output ProgYear (notate either prior or current year)
2. Sort ProgYear by CIP.
3. Select VCIP Data output VCIP_Title.
4. Sort VCIP_Title by CIP.
5. Match ProgYear and VCIP_Title data by Program of Study – CIP (DE 2002), output ProgYear.
6. Sort Progyear, output ProgYear_Unique by PSNID, Term.
7. Select Student Course = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) output CourseYear.
8. Sort CourseYear by PSNID, Term.
9. Create table Course_ProgYear from CourseYear and ProgYear by PSNID, Term, Hour_type.
10. Sort Course_ProgYear by PSNID, Term, CIP.
11. Read Course_ProgYear Course ICS (DE 3001) = (12997 or 12998) and Course Section Hour Type (DE 3011) = "C" and Program of Study - Level (DE 2005) = ("2" or "P" or "D").
    a. Enrollment_Count = 1.
    b. Output CourseYear_CLK.
12. Read Course_ProgYear where Course ICS (DE 3001) = (12997 or 12998) and Course Section Hour Type (DE 3011) = "S" and Program of Study - Level (DE 2005) = ("1" or "9" or "A" or "D").
    a. Enrollment_Count = 1.
    b. Output CourseYear_CRD.
13. Sort CourseYear_CLK by PSNID.
14. Sort CourseYear_CLK, output CLK_Prog_Headcount un-duplicate by PSNID, CIP, App_Sponsor.
15. Sort CLK_Prog_Headcount by CIP, App_Sponsor;
16. Summation of CourseYear_CRD, output Clock_Prog_Enrollment. (Clock hour enrollment)
17. Sort CourseYear_CRD by PSNID.
18. Sort CourseYear_CRD, output CRD_Prog_Headcount un-duplicate by PSNID, CIP, App_Sponsor
19. Sort CRD_Prog_Headcount by PSNID.
20. Summation of CourseYear_CRD, output Credit_Prog_Enrollment. (Credit hour enrollment)
21. Sort CourseYear_CLK, output CLK_Instructional_HoursYear un-duplicate by Term, PSNID, Course, Section.
22. Sort CLK_Instructional_HoursYear by CIP, App_Sponsor.
23. Summation of CLK_Instructional_HoursYear, output CLK_Prog_hoursYear.
24. Sort CourseYear_CRD, output CRD_Instructional_HoursYear un-duplicate by Term, PSNID, Course, Section.
25. Summation of CRD_Instructional_HoursYear, output CRD_Prog_hoursYear.
26. Sort CLK_Prog_HoursYear by CIP, App_sponsor.
27. Sort CRD_Prog_HoursYear by CIP, App_sponsor.
28. Read CIP table output Prog_Title. (Get Program Titles)
29. Merge ProgYear and Prog_title by CIP, output ProgYear_Title
30. Merge ProgYear_Title and CLK_Prog_HoursYear by CIP, App_Sponsor output Clock_Prog_HoursYear.
31. Merge ProgYear_Title and CRD_Prog_HoursYear by CIP, App_Sponsor output Credit_Prog_HoursYear.
32. Sort Clock_Prog_HoursYear by CIP.
33. Sort Credit_Prog_HoursYear by CIP.
34. Repeat steps 1 thru 33 for prior year.

PROCESSES AND CALCULATIONS cont.

35. Merge Prog_EnrollmentPyear, Prog_EnrollmentCyear, Prog_HoursPyear, Prog_HoursCyear CIP
    a. If EnrollmentPyear NE 0 or
        i. Calculate Percent_Chg_enrollment = (EnrollmentCYear – EnrollmentPyear) / enrollmentPyear.
        ii. Average_Hours = instructional_HoursPyear / EnrollmentPyear
    b. If EnrollmentPyear EQ 0 and EnrollmentCyear NE 0
        i. Percent_Chg_Enrollment =1.
    c. If Instructional_HoursPyear NE 0 or
        i. Calculate Percent_Chg_Instructional_Hours = (Instructional_HoursCYear – Instructional_HoursPYear) / enrollment Pyear.
        ii. Average_Hours = Instructional_HoursPyear / Instructional_HoursPYear.
    d. If Instructional_HoursPyear EQ 0 and Instructional_HoursCYear or
        i. Percent_Chg_Instructional_Hours = 1
    e. Percent_Chg_Instructional_Hours = 0
    f. Output Report is report 4C either Hourly or Credit by program.
36. Repeat step 35 for Credit Courses/Enrollment.
37. Generate a report that is aggregated based with the following information on report.
    a. Program Number
    b. Program Name
    c. Apprenticeship Sponsor
    d. Prior Year Enrollment
    e. Current Year Enrollment
    f. Percent change in Enrollment
    g. Prior Year Instructional Hours
    h. Current Year Instructional Hours
    i. Percent change instructional Hours
    j. Average Hours Difference

Report 4D - Other Apprenticeship Program Enrollments and Hours by Program Comparison

From the Student Database End-of-Term files, a file is generated for producing the CTE Enrollment and Instructional Clock/Credit Hours for Apprenticeship Program Comparison reports, according to the following selection criteria. A record is created providing a comparison of enrollment, instructional hours, and average clock/credit hours for each college's clock/credit hour CTE Apprenticeship program.

SELECTION CRITERIA

Program Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Student Identification Number	DE 1021
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hour Type	DE 2003
Program of Study – Hours	DE 2004
Apprenticeship Sponsor Code	DE 2022
Course Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Florida Education Identifier	DE 1000
Course – ICS	DE 3001
Course – Hour Type	DE 3011
Student VCIP Table	
Vocational CIP Cluster	
Vocational CIP	
Vocational CIP Unique ID	
Vocational CIP Title	
Vocational Primary Hours	
Vocational Occupational Point	
Where	
Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	'E'
Year is Submission Year (e.g., 2008 for submission year 2008-09)	4 Digit Year

PROCESSES AND CALCULATIONS

1. Select Student Program = Term Identifier (DE 1028), and Year (DE 1028) and CIP (DE 2101) cluster = '008'.
   a. Output ProgYear (notate either prior or current year)
2. Sort ProgYear by CIP.
3. Select VCIP Data output VCIP_Title.
4. Sort VCIP_Title by CIP.
5. Match ProgYear and VCIP_Title data by Program of Study – CIP (DE 2002), output ProgYear.
6. Sort Progyear, output ProgYear_Unique by PSNID, Term.
7. Select Student Course = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) output CourseYear.
8. Sort CourseYear by PSNID, Term.
9. Create table Course_ProgYear from CourseYear and ProgYear by PSNID, Term, Hour_type.
10. Sort Course_ProgYear by PSNID, Term, CIP.
11. Read Course_ProgYear where Course ICS (DE 3001) = (12997 or 12998) and Course Section Hour Type (DE 3011) = "C" and Program of Study - Level (DE 2005) = ("2" or "P" or "D").
    a. Enrollment_Count = 1.
    b. Output CourseYear_CLK.
12. Read Course_ProgYear where Course ICS (DE 3001) = (12997 or 12998) and Course Section Hour Type (DE 3011) = "S" and Program of Study - Level (DE 2005) = ("1" or "9" or "A" or "D").
    a. Enrollment_Count = 1.
    b. Output CourseYear_CRD.
13. Sort CourseYear_CLK by PSNID.
14. Sort CourseYear_CLK, output CLK_Prog_Headcount un-duplicate by PSNID, CIP, App_Sponsor.
15. Sort CLK_Prog_Headcount by CIP, App_Sponsor;
16. Summation of CourseYear_CRD, output Clock_Prog_Enrollment. (Clock hour enrollment)
17. Sort CourseYear_CRD by PSNID.
18. Sort CourseYear_CRD, output CRD_Prog_Headcount un-duplicate by PSNID, CIP, App_Sponsor
19. Sort CRD_Prog_Headcount by PSNID.
20. Summation of CourseYear_CRD, output Credit_Prog_Enrollment. (Credit hour enrollment)
21. Sort CourseYear_CLK, output CLK_Instructional_HoursYear un-duplicate by Term, PSNID, Course, Section.
22. Sort CLK_Instructional_HoursYear by CIP, App_Sponsor.
23. Summation of CLK_Instructional_HoursYear, output CLK_Prog_hoursYear.
24. Sort CourseYear_CRD, output CRD_Instructional_HoursYear un-duplicate by Term, PSNID, Course, Section.
25. Summation of CRD_Instructional_HoursYear, output CRD_Prog_hoursYear.
26. Sort CLK_Prog_HoursYear by CIP, App_sponsor.
27. Sort CRD_Prog_HoursYear by CIP, App_sponsor.
28. Read CIP table output Prog_Title. (Get Program Titles)
29. Merge ProgYear and Prog_title by CIP, output ProgYear_Title
30. Merge ProgYear_Title and CLK_Prog_HoursYear by CIP, App_Sponsor output Clock_Prog_HoursYear.
31. Merge ProgYear_Title and CRD_Prog_HoursYear by CIP, App_Sponsor output Credit_Prog_HoursYear.

PROCESSES AND CALCULATIONS cont.

32. Sort Clock_Prog_HoursYear by CIP.
33. Sort Credit_Prog_HoursYear by CIP.
34. Repeat steps 1 thru 33 for prior year.
35. Merge Prog_EnrollmentPyear, Prog_EnrollmentCyear, Prog_HoursPyear, Prog_HoursCyear CIP
    a. If EnrollmentPyear NE 0 or
        i. Calculate Percent_Chg_enrollment = (EnrollmentCYear – EnrollmentPyear) / enrollmentPyear.
        ii. Average_Hours = instructional_HoursPyear / EnrollmentPyear
    b. If EnrollmentPyear EQ 0 and EnrollmentCyear NE 0
        i. Percent_Chg_Enrollment =1.
    c. If Instructional_HoursPyear NE 0 or
        i. Calculate Percent_Chg_Instructional_Hours = (Instructional_HoursCYear – Instructional_HoursPYear) / enrollment Pyear.
        ii. Average_Hours = Instructional_HoursPyear / Instructional_HoursPYear.
    d. If Instructional_HoursPyear EQ 0 and Instructional_HoursCYear or
        i. Percent_Chg_Instructional_Hours = 1
    e. Percent_Chg_Instructional_Hours = 0
    f. Output Report is report 4C either Hourly or Credit by program.
36. Repeat step 35 for Credit Courses/Enrollment.
37. Generate a report that is aggregated based with the following information on the report.
    a. Program Number
    b. Program Name
    c. Apprenticeship Sponsor
    d. Prior Year Enrollment
    e. Current Year Enrollment
    f. Percent change in Enrollment
    g. Prior Year Instructional Hours
    h. Current Year Instructional Hours
    i. Percent change instructional Hours
    j. Average Hours Difference

Report 6 - CTE Completers – By Program

From the Student Database End-of-Term files, a file will be generated for producing the CTE Completers by program report according to the following selection criteria. A record will be created for each college student not enrolled in the following programs: Adult Basic Education, Adult High School, Adult English as a Second Language, and GED Preparation.
A record will be created for each college student enrolled in the following programs: Career Certificate, Applied Technical Diploma (ATD), and Apprenticeship

SELECTION CRITERIA

Program Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Student Identification Number	DE 1021
Program of Study – CIP	DE 2002
Program of Study – Title	DE 2006
Program of Study – Level	DE 2005
Program of Study – Hour Type	DE 2003
Program of Study – Hours	DE 2004

Course Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Florida Education Identifier	DE 1000
Course – ICS	DE 3001
Course – Hour Type	DE 3011

Student VCIP Table

Vocational CIP Cluster
Vocational CIP
Vocational CIP Unique ID
Vocational CIP Title
Vocational Primary Hours
Vocational Occupational Point

Completion Table

Program of Study – CIP	DE 2002
Occupational Completion Point Indicator	DE 2104
CTE Basic Skills Examination Flag	DE 2111
Completion Degree Granted	DE 2103

Where

Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	‘E’
Year is Submission Year (e.g., 2008 for submission year 2008-09)	4 Digit Year

PROCESSES AND CALCULATIONS

Enrollment Data:

1. Select Program Data Where CIP CLUSTER NOT IN ("110", "111", "112", "113", "114", "115", "116", "117", "118", "119", "555", “888", "999”)
2. Select VCIP Data
3. Match Program and VCIP data by Program of Study – CIP (DE 2002)
4. Unduplicate results from #3 by CCNUM, Student Identification Number, Term, CIP
5. Select Course Data
6. Merge data from #4 and #5 By CCNUM, Student Identification Number, Term, and Hour Type
7. Select Clock Hour Data by Selecting from #6 where (Course_ICS < 11850 or Course_ICS IN (12101,12201,12301,12401,12501,12601,12701,12102,12202, 12302, 12402,12502,12602,12702,12997,12998)) And Hour_Type = ‘C’ and Program_Level in ("2", "D", "P")
8. Unduplicate results from #7 by CCNUM, Student Identification Identifier, CIP
9. For results #9 (Clock Hours Data) add the following columns:
    a. Enrollment Count = by counting the distinct # of occurrences of the Florida Education Identifier within each CCNUM, CIP.

Completion Data:

1. Select student Completion = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
    a. If CIP in (1532010100, 1532010500, 1532010900, 1532010901, 1532020207) then delete.
    b. If Occupational Completion point indicator equal Z then delete.
    c. Get a summation of the OCP count
    d. Divide OCP count by enrollment to calculate how many OCPs there are per enrollment.
2. Find terminal OCP
    a. If terminal OCP is equal to “T” then set terminal count equal to 1.
    b. Get a summation of the Terminal OCP count.
    c. Divide Terminal OCPs by enrollment to find terminal OCPs per enrolled.
3. Find Derived Completer
    a. If terminal OCP is equal to “T” and CTE Basic Skills Examination Flag is equal to “Y” then set Derived Completer equal to 1.
    b. Get a summation of the derived completer count.
    c. Find the derived completers as a percentage of enrolled.
4. Find full program Completers.
    a. If completion degree granted is in (4, 7) then set full program completer equal to 1.
    b. If completion degree granted equal to “P” and OCP equal to “Z” then set full program completer equal to 1.
    c. Get a summation of full program completers.
    d. Find the Full program completers as a percentage of enrolled.
5. Aggregate Completer data on the following selection criteria.

PROCESSES AND CALCULATIONS cont.

	DE Number	DE Name	Value
Occupational Completer	2002	Program of Study – CIP	NOT IN 1532010100, 1532010500, 1532010900, 1532020207
	2104	Occupational Completion Point Indicator	Not equal to "Z"
Terminal Count	2002	Program of Study – CIP	NOT IN 1532010100, 1532010500, 1532010900, 1532020207
	2104	Occupational Completion Point Indicator	Not equal to "Z" and terminal OCP equal to "T"
Derived Completer	2111	CTE Basic Skills Examination Flag	Y
Full Program Completer	2103	Completion Degree Granted	4, 7, P
	2104	Occupational Completion Point Indicator	Z

6. Merge Enrollment Data and Completer data by CCNUM, CIP
7. Generate a report By CCNUM, CIP.
8. Set "Full program completers > 75% of enrollment" flag to "YES" if full program completer as percentage of enrolled is greater than 75 percent.
9. Set "Full program completers < 5% of enrollment" flag to "YES" if full program completer as percentage of enrolled is less than 5 percent.
10. Set "> 2 OCPS reported per student enrolled" flag to "YES" if OCPS per enrolled is greater than 2.
11. Set "< 0.25 OCPS reported per enrolled" flag to "YES" if OCPS per enrolled is less than 0.25.

NOTE: *This report is generated only at End-of-Term submissions.*

Report 7 - Industry Certification Outcome by Certification Number

From the Student Database Industry Certification End-of-Term file, a file is generated producing the Industry Certification Outcomes by Program and Certification Number and referencing which Program Industry Certification is PERKINS. A record is created for each college Industry Certification/Program entered into the Database.

SELECTION CRITERIA

Industry Certification Table

Program of Industry – CIP	DE 3301
Program Industry Certification Number	DE 3302
Program Industry Certification Outcome	DE 3304

Where

Term Identifier	DE 1028 IN (1E, 2E, 3E)
Year is Submission Year (e.g., 2008 for submission year 2008-09)	4 Digit Year

PROCESSES AND CALCULATIONS

1. Select student Industry Certification = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028).
   a. If certificate outcome = P then cert_pass = 1
   b. If certificate outcome = F then cert_fail = 1
2. Sort output from step 1 by ccnum, psnid, CIP, certnum, and certout with no dup key.
3. Match industry certification program, Program Industry Certification – CIP to the INDCERTyyyy library checking to see which programs are PERKINS.
4. Get a summation of the derived passed and failed by ccnum, CIP, and certnum
5. Generate a report for each college with Program Industry Certification – CIP and program industry showing how many pass/failed test and which programs are PERKINS in each group.

	DE Number	DE Name	Value
Total Passed and Failed	3304	Program Industry Certification Outcome	Y, N
		PERKINS flag from INDCERTyyyy	Y, N

NOTE: *This report is generated only at End-of-Term submissions.*

Report 10 - Career Certificate and ATD Financial Aid Count Comparison

From the Student Database End-of-Term files, a file will be generated for producing the Career Certificate and ATD Financial Aid Count Comparison report according to the following selection criteria. A record will be created for each student.

SELECTION CRITERIA

Program Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Student Identification Number	DE 1021
Program of Study – Level	DE 2005
Program of Study – Hour Type	DE 2003
Course Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Florida Education Identifier	DE 1000
Course – ICS	DE 3001
Financial Aid Table	
Financial Aid Award Type	DE 3102
Where	
Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	'E'
Year is Submission Year (e.g., 2008 for submission year 2008-09)	4 Digit Year

PROCESSES AND CALCULATIONS

1. Select Student Program = Term Identifier (DE 1028), and Year (DE 1028) and CIP (DE 2101)
   a. Where Program of Study – Level (DE 2005) = ("2" or "D") and Program of Study – Hour Type (DE 2003) = "C"
   b. Output ProgYear (notate either prior or current year)

2. Sort ProgYear by PSNID, Term.

3. Select Student Course = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) output CourseYear.
   a. Where Course ICS (DE 3001) = (12102 or 12202 or 12302 or 12402 or 12502 or 12602 or 12702)

4. Sort CourseYear by PSNID, Term.

5. Select student Financial Aid table = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) output FAIDYear.
   a. If financial aid type is not in (GA, GB, GF, or EA) then delete.

PROCESSES AND CALCULATIONS cont.

b. If Financial Aid Award type equals GA then set Pell Grant equal to 1.
c. If Financial Aid Award type equals GB, then set SEOG equal to 1.
d. If Financial Aid Award Type equals EA, then set Work Study equal to 1.
e. If Financial Aid Award Type equals GF then set Postsecondary Career Education Student Assistance Grant equal to 1.

6. Sort FAIDYear by PSNID.

7. Merge ProgYear, CourseYear by PSNID, Term output to ProgCrseYear if in both.

8. Merge ProgCourseYear, FAIDYear by PSNID output ProgCourseFaidYear if in both.

9. Unduplicate ProgCourseYear by PSNID
   a. Enrollment = 1.

10. Unduplicate ProgCourseFAIDYear by PSNID, Aid Type

11. Calculate percent change in Pell Grant by (Pell Grant in Current Year - Pell Grant in Prior Year)/Pell Grant in Prior Year

12. Set “More than 25% change in pell grant count” flag to “YES” if absolute value of percent change in Pell Grant is greater than 25 percent.

13. Calculate percent change in SEOG by (SEOG in Current Year - SEOG in Prior Year)/SEOG in Prior Year

14. Set “More than 25% change in SEOG count” flag to “YES” if absolute of percent change in SEOG is greater than 25 percent.

15. Calculate percent change in Workstudy by (Workstudy in Current Year - Workstudy in Prior Year)/Workstudy in Prior Year

16. Set “More than 25% change in workstudy count” flag to “YES” if absolute value of percent change in Workstudy is greater than 25 percent.

17. Calculate percent change in Postsecondary Career Education Student Assistance Grant Recipient by (PS Career ED SAG in Current Year - PS Career ED SAG in Prior Year)/PS Career ED SAG in Prior Year

18. Set “More than 25% change in florida public postsecondary career education student assistant grant count” flag to “YES” if absolute value of percent change in Postsecondary Career Education Student Assistance Grant Recipient is greater than 25 percent.

19. Create a report that is aggregated based on the following selection criteria.
    a. Get a summation of all Enrollments
    b. Get a summation of all Pell Grant award types.
    c. Get summation of all SEOG award types.

PROCESSES AND CALCULATIONS cont.

d. Get summation of all Work Study Award types.
e. Get a summation of all Postsecondary Career Education Student Assistance Award types.

	DE Number	DE Name	Value
Pell Grant	3102	Financial Aid Award Type	GA
SEOG	3102	Financial Aid Award Type	GB
Work Study	3102	Financial Aid Award Type	EA
Postsecondary Career Education Student Assistance Grant	3102	Financial Aid Award Type	GF

NOTE: *This report is generated only at End-of Term submissions.*

Report 12 - Adult General Education Diplomas by Programs

From the Student Database End-of-Term files, a file will be generated for producing the Adult General Education Completers by program report according to the following selection criteria. This includes enrollments and completions for Adult High School, Adult Basic and GED.

SELECTION CRITERIA

Program Table

Program of Study – CIP	DE 2002

Course Table

Course – Information Classification Structure	DE 3001
Adult Education Functioning Level	DE 3022

Completion Table

Completion Degree Granted	DE 2103

PROCESSES AND CALCULATIONS

1. Select Current Year Student Program = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) and Term Submission = 'E'.
   a. If CIP (DE 2002) = '01532010100' then output ProgABECyear or
   b. If CIP (DE 2002) = '01532010500' then output ProgAHSCyear or
   c. If CIP (DE 2002) = '01532020207' then output ProgGEDCyear.
2. Select Prior Year Student Program = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) and Term Submission = 'E'.
   a. If CIP (DE 2002) = '01532010100' then output ProgABEPyear or
   b. If CIP (DE 2002) = '01532010500' then output ProgAHSPyear or
   c. If CIP (DE 2002) = '01532020207' then output ProgGEDPyear.
3. Select Current Year Student Course = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) and Term Submission = 'E'.
   a. If Course-Information Classification Structure (DE 3001) = '13201' then output CrseABECyear or
   b. If Course-Information Classification Structure (DE 3001) = '13202' and Course Dual Enrollment/Co-Enrollment Flag (DE3005) NE 'E' then output CrseAHSCyear or
   c. If Course-Information Classification Structure (DE 3001) = '13203' then output CrseGEDCyear.
4. Select Prior Year Student Course = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) and Term Submission = 'E'.
   a. If Course-Information Classification Structure (DE 3001) = '13201' then output CrseABEPyear or
   b. If Course-Information Classification Structure (DE 3001) = '13202' and Course Dual Enrollment/Co-Enrollment Flag (DE3005) NE 'E' then output CrseAHSPyear or
   c. If Course-Information Classification Structure (DE 3001) = '13203' then output CrseGEDCyear.
5. Sort ProgABECyear by PSNID.
6. Sort CRSEABECyear by PSNID.
7. MERGE output from step 5 and step 6 by PSNID.
   a. Count = 1.
   b. Output ABEenrollCyear.
8. Sort ABEenrollCyear un-duplicate by PSNID.
9. Sort ProgABEPyear by PSNID.

PROCESSES AND CALCULATIONS cont.

10. Sort CRSEABEPyear by PSNID.
11. MERGE output from step 9 and step 10 by PSNID.
    a. Count = 1.
    b. Output ABEenrollPyear.
12. Sort ABEenrollPyear un-duplicate by PSNID.
13. Sort ProgAHSCyear by PSNID.
14. Sort CRSEAAHSCyear by PSNID.
15. MERGE output from step 13 and step 14 by PSNID.
    a. Count = 1.
    b. Output AHSenrollCyear.
16. Sort AHSenrollCyear by PSNID.
17. Sort ProgAHSPyear by PSNID.
18. Sort CRSEAHSPyear by PSNID.
19. MERGE output from step 17 and step 18 by PSNID.
    a. Count = 1.
    b. Output AHSenrollPyear.
20. Sort AHSenrollPyear by un-duplicate by PSNID.
21. Sort ProgGEDCyear by PSNID.
22. Sort CRSEAGEDCyear by PSNID.
23. MERGE output from step 21 and step 22 by PSNID.
    a. Count = 1.
    b. Output GEDenrollCyear.
24. Sort GEDenrollCyear by un-duplicate by PSNID.
25. Sort ProgGEDPyear by PSNID.
26. Sort CRSEGEDPyear by PSNID.
27. MERGE output from step 25 and step 26 by PSNID.
    a. Count = 1.
    b. Output GEDenrollPyear.
28. Sort GEDenrollPyear by un-duplicate by PSNID.
29. Select Current Year Student Completion = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) and Term Submission = ‘E’.
    a. Count = 1.
    b. If CIP (DE 2101) = ‘01532010500’ and Completion Degree Granted (DE 2103) =6 then output CompAHSCyear or
    c. If CIP (DE 2101) = ‘01532020207’ or ‘01532010100’ and Completion Degree Granted (DE 2103) = 8 then output CompGEDCyear.
30. Select Prior Year Student Completion = Reporting Institution (DE 1017), Term Identifier (DE 1028), and Year (DE 1028) and Term Submission = ‘E’.
    a. Count = 1.
    b. If CIP (DE 2101) = ‘01532010500’ and Completion Degree Granted (DE 2103) = 6 then output CompAHSPyear or
    c. If CIP (DE 2101) = ‘01532020207’ or ‘01532010100’ and Completion Degree Granted (DE 2103) = 8 then output CompGEDPyear.
31. Sort CompAHSCyear un-duplicate by PSNID.
32. Sort CompAHSPyear un-duplicate by PSNID.
33. Sort CompGEDCyear un-duplicate by PSNID.

PROCESSES AND CALCULATIONS cont.

34. Sort CompGEDPyear un-duplicate by PSNID.
35. Combine the following data sets.
    a. ABEenrollCyear, ABEenrollPyear, AHSenrollCyear, AHSenrollPyear, GEDenrollCyear, GEDenrollPyear, CompAHSCyear, CompAHSPyear, CompGEDCyear, and CompGEDCyear.
36. Aggregate by Summing counts.
37. Calculate Prior Year Percent of Adult High Diplomas = Prior Year Total Adult High Diplomas/ Prior Year Adult High Enrollments.
38. Calculate Current Year Percent of Adult High Diplomas = Current Year Total Adult High Diplomas/ Current Year Adult High Enrollments.
39. Calculate Prior Year Percent of GED Completions = Prior Year Total GED Diplomas/ Prior Year GED Enrollments.
40. Calculate Current Year Percent of GED Completions = Current Year Total GED Diplomas/ Current Year GED Enrollments.
41. Generate a report that is aggregated based on the following selection criteria with the following information on report.
    a. Prior Year Adult High School Enroll
    b. Current Year Adult High School Enroll
    c. Prior Year Adult High School Diplomas
    d. Current Year Adult High School Diplomas
    e. Prior Year Percent of Adult High School Diplomas
    f. Current Year Percentage of Adult High School Diplomas
    g. Prior Year ABE Enroll, Current Year ABE Enroll
    h. Prior Year GED Enroll, Current Year GED Enroll
    i. Prior Year GED Completions
    j. Current Year GED Completions
    k. Prior Year Percentage of GED Completions
    l. Current Year Percentage of GED Completions.

PROCESSES AND CALCULATIONS cont.

	DE Number	DE Name	Value
Adult Basic Education	2002	Program of Study – CIP	1532010100
	3001	Course-Information Classification Structure	13201
	3022	Adult Educational Functioning Level – Initial	1, 2, 3, 4
Adult High School	2002	Program of Study – CIP	1532010500
	3001	Course-Information Classification Structure	13202
	3022	Adult Educational Functioning Level – Initial	5, 7
Adult GED	2002	Program of Study – CIP	1532020207
	3001	Course-Information Classification Structure	13203
	3022	Adult Educational Functioning Level – Initial	5, 7
Adult High School	2101	Program of Study – CIP	1532010500
	2103	Completion Degree Granted	6
Adult GED	2101	Program of Study – CIP	1532010500 or 1532020207
	2103	Completion Degree Granted	8

NOTE: *This report is generated only at End-of-Term submissions.*

Report 13 - Completers by College and IET Program

From the Student Database End-of-Term files, a file will be generated for producing the Completers by College and IET (Integrated Education and Training Program Number) report according to the following selection criteria.

SELECTION CRITERIA

Course Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Florida Education Identifier	DE 1000
Integrated Education and Training (IET) Program Number	DE 3032
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course Grade Awarded	DE 3007
Course – ICS	DE 3001

Industry Certification Information Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Florida Education Identifier	DE 1000
Program Industry Certification Number	DE 3302
Program Industry Outcome	DE 3304

Appendix D - Integrated Education and Training Program Reference File

IET Program Number
Cert Code
SCNS Course

Where

Term Submission	‘E’
Integrated Education and Training (IET) Program Number	DE 3032 NE “9999999”

PROCESSES AND CALCULATIONS

1. Select course data
2. Set Enrollment flag = 1 If Integrated Education and Training (IET) Program Number NE 9999999
3. Sort by ccnum, year, term, term submission, FLEID, PSNID
4. Remove duplicate students by ccnum, year, term, term submission, FLEID, PSNID, IET Program number.
5. Sum Enrollment flag per IET Program Number
6. Match Student Enrolled in IET Program Data with Course table using ccnum, year, term, term submission, PSNID, FLEID

PROCESSES AND CALCULATIONS cont.

7. If Course ID matches Appendix D SCNS Course for IET program number then set Post-Secondary Course Enrollment flag = 1
8. If Course Grade in ("A","B","C","D","P","S") and Post-Secondary Enrollment flag = 1 then set Post-Secondary Course Completion flag = 1
9. Sort course data by ccnum, year, term, term submission, FLEID, PSNID, IET program number, course section, descending enrollment descending post-secondary enrollment, descending post-secondary completion.
10. Remove duplicate course data by ccnum, year, term, term submission, FLEID, PSNID, IET program number, course, section
11. Sum Post-Secondary Course Enrollment flag per IET Program Number
12. Sum Post-Secondary Course Completion flag per IET Program Number
13. Select Industry Certification data
14. Match student data with Industry certification data on ccnum, year, term, term submission, FLEID, PSNID
15. If Program Industry Certification Number matches Appendix D Cert Code for IET program number then set Industry Certification Attempt flag = 1
16. If Program Industry Certification Outcome equals "P" and Industry Certification Attempt flag = 1 then set Industry Certification Earned flag = 1
17. Sort Industry Certification data by ccnum, year, term, term submission, FLEID, PSNID, IET program number, certification number, descending Industry Certification Attempt flag, descending Industry Certification Earned flag.
18. Remove duplicate industry certification data by ccnum, year, term, term submission, FLEID, PSNID, IET program number, certification number
19. Sum Industry Certification Attempt flag per IET Program Number
20. Sum Industry Certification Earned flag per IET Program Number
21. Generate a report that is aggregated based on the following selection criteria with the following information on report.
    a. IET Program Number
    b. IET Program Name
    c. Enrolled
    d. Postsecondary Course Enrollments
    e. Postsecondary Course Completions
    f. Industry Certifications Attempts
    g. Industry Certifications Earned

Report 14 - Adult High School Credits Earned by Course

From the Student Database End-of-Term files, a file will be generated for producing the Adult High school credits earned by course report according to the following selection criteria. A record is created excluding students who are enrolled in a course for which maximum credits were earned through prior enrollments.

SELECTION CRITERIA

Course Table

Course – Information Classification Structure	DE 3001
Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Adult High School Credits Earned in Course	DE 3042
Course Dual Enrollment/Co-Enrollment Flag	DE 3005

Where

Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	‘E’

PROCESSES AND CALCULATIONS

1. Select course data
2. Match first seven characters of the course to the Adult High School Course Code Directory (AHSCCD) to select course title.
3. Set enrollment = 1
4. If adult highs school credits earned = 99.9, then
   a. set enrolled excluding maximum credits = 0
   b. set credits earned = 0
5. else
   a. set enrolled excluding maximum credits = 1
   b. set credits earned = adult high school credits earned
6. Sort course data by ccnum and course.
7. Calculate sum and average of Adult High School Credits Earned.
8. Generate a report that is aggregated based on the following information on report.
   a. Term
   b. Course Code
   c. Course Title
   d. Enrolled
   e. Enrolled Excluding Maximum Credits

Report 15A - Adult Test Out-of-Range (OOR) Scores

From the Student Database End-of-Term files, a file will be generated for producing the Adult Test Out-of-Range (OOR) Scores report according to the following selection criteria. A record is created for students with Adult Education Out-of-Range test Scores.

SELECTION CRITERIA

Program Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Program of Study – CIP	DE 2002
Course Table	
Course – Information Classification Structure	DE 3001
Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Adult Educational Functioning Level Subject Area 1	DE 3033
Pre-Test Identification Number 1	DE 3034
Post-Test Identification Number 1	DE 3035
Adult Educational Functioning Level Subject Area 2	DE 3036
Pre-Test Identification Number 2	DE 3037
Post-Test Identification Number 2	DE 3038
Adult Educational Functioning Level Subject Area 3	DE 3039
Pre-Test Identification Number 3	DE 3040
Post-Test Identification Number 3	DE 3041
Adult Education Test and Performance Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Adult Education Test – Subtest	DE 3403
Adult Education Test – Test Identification Number	DE 3411
Adult Education Test – Score	DE 3401
Where	
Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	‘E’

PROCESSES AND CALCULATIONS

1. Select Program
   a. Where CIP In (ABE CIP, AHS CIP, GED CIP, ESOL CIP, ASB CIP)

PROCESSES AND CALCULATIONS cont.

2. Select Course data
   a. if course_ics = 13201 then cip = ABE CIP
   b. if course_ics = 13102 then cip = ASB CIP
   c. if course_ics = 13202 then cip = AHS CIP
   d. if course_ics = 13203 then cip = GED CIP
   e. if course_ics = 13204 then cip = ESOL CIP
3. Sort Program and Course data by CCNUM, PSNID, CIP
4. Merge Program and Course data.
   a. By CCNUM, PSNID, term and CIP
5. Select Adult Education Test data
   a. Where Test ID NE 9999
6. Sort and unduplicate the data by CCNUM, YEAR, TERM, PSNID, Subtest/Subject and TESTID
7. Merge Course and Program with Adult Education Test and Performance
   a. By CCNUM, PSNID, Term, Subtest/Subject and Test ID
8. Sort by CCNUM, TERM, PSNID, Subtest/Subject and TESTID – Part A
9. Generate a report that is based on the following information on the report Part A
   a. CCNUM
   b. College Name
   c. Test Score = (Number of Test Scores Reported)
   d. OOR Test score = (Number of Tests with Scores GE 1000)
   e. Percent = OOR Test Score / Test Score

Report 15B - Adult Test Out-of-Range (OOR) Scores by Program

From the Student Database End-of-Term files, a file will be generated for producing the Adult Test Out-of-Range test Scores by program report according to the following selection criteria. A record is created for students with Adult Education Out-of-Range test Scores by Program.

SELECTION CRITERIA

Program Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Program of Study – CIP	DE 2002
Course Table	
Course – Information Classification Structure	DE 3001
Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Adult Educational Functioning Level Subject Area 1	DE 3033
Pre-Test Identification Number 1	DE 3034
Post-Test Identification Number 1	DE 3035
Adult Educational Functioning Level Subject Area 2	DE 3036
Pre-Test Identification Number 2	DE 3037
Post-Test Identification Number 2	DE 3038
Adult Educational Functioning Level Subject Area 3	DE 3039
Pre-Test Identification Number 3	DE 3040
Post-Test Identification Number 3	DE 3041
Adult Education Test and Performance Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Adult Education Test – Subtest	DE 3403
Adult Education Test – Test Identification Number	DE 3411
Adult Education Test – Score	DE 3401
Where	
Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	‘E’

PROCESSES AND CALCULATIONS

1. Select Program
   a. Where CIP In (ABE CIP, AHS CIP, GED CIP, ESOL CIP, ASB CIP)

PROCESSES AND CALCULATIONS cont.

2. Select Course data
   a. if course_ics = 13201 then cip = ABE CIP
   b. if course_ics = 13102 then cip = ASB CIP
   c. if course_ics = 13202 then cip = AHS CIP
   d. if course_ics = 13203 then cip = GED CIP
   e. if course_ics = 13204 then cip = ESOL CIP
3. Sort Program and Course data by CCNUM, PSNID, CIP
4. Merge Program and Course data.
   a. BY CCNUM, PSNID, CIP
5. Sort and unduplicate the data by CCNUM, PROGRAM, Year, Term, PSNID, CIP, Subtest/Subject and Test ID
6. Merge the Course and Program data with Adult Education Test and Performance
   a. By CCNUM, PSNID, Term, Subtest/Subject and Test ID
7. Sort by CCNUM, PROGRAM, Term, PSNID, Subtest/Subject and TESTID – Part B
8. Generate a report that is based on the following information on the report,
   a. CCNUM
   b. College Name
   c. Program
   d. Test Score / Reported
   e. OOR Test score / Reported
   f. Percent / OOR Test Score / Reported

Report 16 - ABE and ASB Post Test Status Counts

From the student database End-of-Term files, a file will be generated for producing the ABE and ASB Post Test Status Counts report according to the following selection criteria. A record will be created for each college offering Adult Education program in the following enrollment groups: Adult Basic Education and Academic Skills Building.

SELECTION CRITERIA

Program Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Program of Study – CIP	DE 2002
Course Table	
Course – Information Classification Structure	DE 3001
Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Pre-Test Identification Number 1	DE 3034
Post-Test Identification Number 1	DE 3035
Pre-Test Identification Number 2	DE 3037
Post-Test Identification Number 2	DE 3038
Pre-Test Identification Number 3	DE 3040
Post-Test Identification Number 3	DE 3041
Where	
Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	‘E’

PROCESSES AND CALCULATIONS

1. Select Program
   a. where CIP in (ABE CIP, ASB CIP).
2. Select Course
   a. Where course_ics in (13201, 13102)
   b. if course_ics = 13201 then cip = ABE CIP
   c. if course_ics = 13102 then cip = ASB CIP
3. Sort program and course data by CCNUM, PSNID, Term, CIP.
4. merge program and course data
5. Unduplicate Course Program Data by CCNUM, PSNID.
6. Calculate total enrollment.
7. Sort Course Program Data by CCNUM, PSNID.
8. Create course test status data by selecting course data and sort it by CCNUM and student identification number.

PROCESSES AND CALCULATIONS cont.

9. Set Test Status Flags:
    a. If pre-test (1, 2, or 3) is not ‘9999’ then student has a completed pre-test.
    b. If post-test (1, 2, or 3) is not ‘9999’ then student has completed post-test.
    c. If post-test (1, 2, and 3) is ‘9999’ then student has completed pre-test but no post-test.
10. Sort and Unduplicate course completion data to prioritize post tested students
    a. BY CCNUM, Student Identification Number, descending PRE-TEST, descending POST-TEST and descending PRE-NO-POST.
11. Calculate total sum for pre-test, post-test, and pre-no-post-test for each CCNUM.
12. Set "More than 10% of students reported with at least one pre-test id and no post-test id" flag to “YES” if |pre_no_post / enrollment| is greater than 10 percent.
13. Set “less than 25% of students reported with at least one pre-test id reported with a post-test id" flag to “YES” if |post_test / pre_test| is less than 25 percent.
14. Generate a report that is aggregated based on the following information on report.
    a. Total number of enrolled students.
    b. Number of students reported with at least one pre-test ID.
    c. The number of students reported with at least one post-test ID.
    d. Percentage of students post-tested.
    e. The number of students reported with at least one pre-test ID and no post-test ID.
    f. More than 10% of students reported with at least one pre-test ID and no post-test ID.
    g. Less than 25% of students reported with at least one pre-test ID reported with a post-test ID.

Report 17 - ESOL Post Test Status Counts

From the Student Database End-of-Term files, a file will be generated for producing the ESOL – Post Test Status Counts report according to the following selection criteria. This includes enrollments for English for Speakers of Other Languages (ESOL).

SELECTION CRITERIA

Program Table	
Reporting Institution	DE 1017
Term Identifier	DE 1028
Program of Study – CIP	DE 2002
Course Table	
Course – Information Classification Structure	DE 3001
Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Pre-Test Identification Number 1	DE 3034
Post-Test Identification Number 1	DE 3035
Pre-Test Identification Number 2	DE 3037
Post-Test Identification Number 2	DE 3038
Pre-Test Identification Number 3	DE 3040
Post-Test Identification Number 3	DE 3041
Where	
Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	'E'

PROCESSES AND CALCULATIONS

1. Select Program
   a. where CIP in (ESOL CIP)
2. Select Course
   a. Where course_ics = 13204
   b. If course_ics = 13204 then assign CIP = ESOL CIP
3. Sort program and course data by CCNUM, Student Identification Number, Term, CIP.
4. Merge program and course data.
5. Unduplicate by CCNUM and PSNID.
6. Calculate total enrollment.
7. Sort by CCNUM and student identification number.
8. Create course completion data by selecting course data and sort it by CCNUM and student identification number.
9. Set Test Status Flags:

PROCESSES AND CALCULATIONS cont.

a. If pre-test (1, 2, or 3) is not ‘9999’ then student has a completed pre-test.
b. If post-test (1, 2, or 3) is not ‘9999’ then student has completed post-test.
c. If post-test (1, 2, and 3) is ‘9999’ then student has completed pre-test but no post-test.

10. Sort and Unduplicate course completion data to prioritize post tested students BY CCNUM, Student Identification Number, descending PRE-TEST, descending POST-TEST and descending PRE-NO-POST.
11. Calculate total sum for pre-test, post-test, and pre-no-post-test for each CCNUM.
12. Set "More than 10% of students reported with at least one pre-test id and no post-test id" flag to “YES” if |pre_no_post / enrollment| is greater than 10 percent.
13. Set “less than 25% of students reported with at least one pre-test id reported with a post-test id" flag to “YES” if |post_test / pre_test| is less than 25 percent.
14. Generate a report that is aggregated based on the following information on report.
    a. Total number of enrolled students.
    b. Number of students reported with at least one pre-test ID.
    c. The number of students reported with at least one post-test ID.
    d. Percentage of students post-tested.
    e. The number of students reported with at least one pre-test ID and no post-test ID.
    f. More than 10% of students reported with at least one pre-test ID and no post-test ID.
    g. Less than 25% of students reported with at least one pre-test ID reported with a post-test ID.

Report 18A – AGE Headcount by Corrections Institutional Setting

From the Student Database End-of-Term files, a file will be generated to produce the AGE Headcount by Corrections Institutional Settings report according to the following selection criteria.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Incarceration status	DE 1011

Program Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Program of Study – CIP	DE 2002

Course Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Course – Information Classification Structure	DE 3001

Where

Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	‘E’

PROCESSES AND CALCULATIONS

1. Select Demographic Data
2. Select Program where,
   a. CIP IN [Adult Basic Education (ABE) CIP, Adult High School (AHS) CIP, GED CIP, English for Speakers of Other Languages (ESOL) CIP, Academic Skills Building (ASB) CIP]
3. Select Course data where,
   a. Course ICS IN (13102, 13201, 13202, 13203, 13204)
   b. if course_ics = 13201 then cip = ABE CIP
   c. if course_ics = 13102 then cip = ASB CIP
   d. if course_ics = 13202 then cip = AHS CIP
   e. if course_ics = 13203 then cip = GED CIP
   f. if course_ics = 13204 then cip = ESOL CIP
4. Sort student demographic data by CCNUM and PSNID.

PROCESSES AND CALCULATIONS cont.

5. Sort student program data by CCNUM PSNID, CIP.
6. Sort student course data by CCNUM, PSNID, CIP.
7. Merge Student Demographic and Course data as course demographic by CCNUM, PSNID and Term
8. Merge Student Demographic and program data as program demographic by PSNID, CCNUM and Term
9. Merge course demographic and program demographic by PSNID, CCNUM, Term and CIP
10. Sort and unduplicate the data by CCNUM, PSNID, CIP and Incarceration Status.
11. Sort the unduplicated data by CCNUM, CIP and Incarceration Status.
12. Create pretotal enrollment data.
13. Create total enrollment data.
14. Sort and unduplicate merged course demographic and program demographic data by CCNUM, PSNID and Incarceration Status.
15. Create system totals.
16. Combine the results of pretotal enrollment, total enrollment and system totals.
17. Sort the data by CCNUM, CIP and Incarceration Status.
18. Generate the report based on following information,
    a. CCNUM
    b. College Name
    c. AGE program CIP
    d. AGE program name
    e. Enrollment year
    f. Institutional setting code (Incarceration Status)
    g. Institutional setting code description

Report 18B – AGE Headcount by Corrections Institutional Setting with IET Program Enrollments

From the Student Database End-of-Term files, a file will be generated to produce the AGE Headcount by Corrections Institutional Settings with Integrated Education and Training (IET) Program Enrollments report according to the following selection criteria.

SELECTION CRITERIA

Demographic Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Incarceration status	DE 1011

Program Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Program of Study – CIP	DE 2002

Course Table

Reporting Institution	DE 1017
Term Identifier	DE 1028
Term Submission	
Student Identification Number	DE 1021
Course – Information Classification Structure	DE 3001
Integrated Education and Training Program Number	DE 3032

Where

Reporting Institution	DE 1017 EQ (1-29)
Term Identifier	In (1) – If Term eq 1 In (1, 2) – If Term eq 2 In (1, 2, 3) – If Term eq 3
Term Submission	‘E’

PROCESSES AND CALCULATIONS

1. Select Demographic Data
2. Select Program where,
   a. CIP IN [Adult Basic Education (ABE) CIP, Adult High School (AHS) CIP, GED CIP, English for Speakers of Other Languages (ESOL) CIP, Academic Skills Building (ASB) CIP]
3. Select Course data where
   a. Course ICS IN (13102, 13201, 13202, 13203, 13204) and
   b. IET Program Number NE ‘99999999’
   c. if course_ics = 13201 then cip = ABE CIP

PROCESSES AND CALCULATIONS cont.

   d. if course_ics = 13102 then cip = ASB CIP
   e. if course_ics = 13202 then cip = AHS CIP
   f. if course_ics = 13203 then cip = GED CIP
   g. if course_ics = 13204 then cip = ESOL CIP
4. Sort student demographic data by CCNUM and PSNID.
5. Sort student program data by CCNUM PSNID and CIP.
6. Sort student course data by CCNUM, PSNID and CIP.
7. Select Integrated Education and Training (IET) Reference data.
8. Sort the data by CCNUM, Term and IET Program Number
9. Merge Student Course data and IET data as Course IET by CCNUM, Term and IET Program Number
10. Merge Course IET data and student demographic data as course demographic by CCNUM, PSNID and Term
11. Merge Student Demographic and program data as program demographic by PSNID, CCNUM and Term
12. Merge course demographic and program demographic by PSNID, CCNUM, Term and CIP
13. Sort and unduplicate the data by CCNUM, PSNID, CIP, Incarceration Status and IET Program Number
14. Calculate aggregation of enrollment data.
15. Create pretotal enrollment data.
16. Create total enrollment data.
17. Sort total enrollment data by CCNUM, CIP, IET Program Number and Incarceration Status.
18. Sort and unduplicate merged course demographic and program demographic data by CCNUM, PSNID and Incarceration Status.
19. Create system totals.
20. Combine the results of pretotal enrollment, total enrollment and system totals.
21. Sort the data by CCNUM, CIP, IET Program Number and Incarceration Status.
22. Generate the report based on following information,
    a. AGE program CIP
    b. AGE program name
    c. Enrollment year
    d. IET program number
    e. IET program name
    f. Institutional setting code (Incarceration Status)
    g. Institutional setting code description

Ethnicity and Sex by Full/Part-Time and Enrollment Status Postsecondary Headcount Selection Criteria

The Postsecondary Course File below is used for the following verification report:

- Postsecondary Headcount Verification for Each Submission

Postsecondary Course File:

Select from the Course Records

DE 1017 *(Reporting Institution)*
DE 1021 *(Student Identification Number*)
DE 1028 *(Year)* = Current Reporting Year
DE 3004 *(Course Dual Enrollment Category)*
DE 3012 *(Course Section Hours)*

Each Term Submission
Where DE 1028 *(Term Current Term)* Term Submission = Current Term Submission

Where DE 3001 *(Course – ICS)*

Advanced and Professional	1.11.01 thru 1.18.49
Postsecondary Vocational	1.21.01, 1.22.01, 1.23.01, 1.24.01, 1.25.01, 1.26.01, 1.27.01
Apprenticeship	1.29.97 Classroom
Career Certificate	1.21.02, 1.22.02, 1.23.02, 1.24.02, 1.25.02, 1.26.02, 1.27.02
Developmental Education	1.31.01
EAP Developmental Education	1.31.03
EPI	1.50.01

DE 3007 *(Course Grade Awarded)* NE Z *(Audit)*
DE 3013 *(Course Section Location)* NE 3 *(Taught at a branch campus located in a foreign country)*

Create EnrlType

Enrollment Type EQ 3 *(Dual Enrolled Only)*
Where DE 3004 *(Course Dual Enrollment Category)* IN (DA, DV, EA, EV)
EQ 2 Remedial Only **Where** Course ICS = 1.31.01 and 1.31.03
EQ 1 Postsecondary Otherwise

Postsecondary Headcount for Current Term Submission

Postsecondary Cohort Term File

Postsecondary Course File **Where DE 1028 Term EQ Current Term**
Sort by College, Student Identification, and EnrlType
Unduplicate by College and Student Identification

Degree/Certificate Seeking file

Merge Postsecondary Cohort Term file with Student Data Base Program Records
by College, Student Identification, Year, Term, and Term Submission
Select College, Student Identification, Award Type, Program of Study – CIP
Create DegSeek EQ Y (*Degree/Certificate Seeking*)
Where EnrlType NE 3 *(Dual Enrolled Only)*
And
DE 2001 *(Program of Study – Award Type)* IN
1 *(Associate in Arts (AA) Degree)*
2 *(Associate in Science (AS) Degree)*
3 *(Associate in Science (AS) Certificate)*
4 *(Vocational Certificate*)
6 *(Degree Seeking – Undecided)*
A *(Associate in Applied Science (AAS) Degree)*
C *(Baccalaureate)*
D *(Applied Technology Diploma (ATD))*
F *(Educator Preparation Institute (EPI) Certificate)*
I *(Certificate of Professional Preparation (CPP))*
P *(Apprenticeship Program)*
T *(Advanced Technical Certificate (ATC))*
Otherwise N

Sort by College, Student Identification, descending DegSeek, and Award Type
Unduplicate By College and Student Identification

Create Fed2CIP Federal CIP Prefix
EQ First Two Digits of CIP in Degree/Certificate Seeking file

Degree/Certificate Seeking with Selected CIPS

Select Degree/Certificate Seeking with Duplicates file
by College and Student Identification

Create Fed2CIP IN
13 Education
14 Engineering
26 Biological and Biomedical Sciences
27 Mathematics
40 Physical Sciences
52 Business, Management, Marketing, and Related Support Services
Sort by College, Student Identification, and Fed2CIP

Unduplicate by College and Student Identification

Degree/Certificate Seeking Unduplicated file

Select Degree/Certificate Seeking with Duplicates file
Sort by College, Student Identification, descending DegSeek, and Award Type
Unduplicate by College and Student Identification

Postsecondary Term File

Merge Degree/Certificate Seeking with Selected Federal CIPS
with Student Data Base Demographic Records
by College, Student Identification, Year, Term, and Term Submission

Select DE 1001 *(Citizenship)*
DE 1004 *(Fee Classification Residency Flag)*
DE 1005 *(First-Time Student Flag)*
DE 1006 *(Sex)*
DE 1009 *(High School Graduation Date)*
DE 1018 *(State at Time of First Entry)*
DE 1019 *(Student Birth Date)*
DE 1029 *(Term Part-Time/Full-Time Flag)*
DE 1032 *(Transfer Student Flag)*
Ethnic Origin

Create **AgRaceE** Aggregate Race/Ethnicity Codes
Where DE 1001 *(Citizenship)*
EQ N *(Non-resident)*
EQ A *(Non-resident alien)*
EQ Ethnic Origin

Create Flag **ETENSFullTime**
EQ F *[DE 1029 (Term Part-Time/Full-Time Flag) = F (Full-Time)]*
Otherwise EQ P

Create Flag **EntClass** *(Entering Class Type)*
EQ Y *(FTIC)*
Where DE 1005 *(First-Time Student Flag)* EQ Y
EQ T *(First Time Transfer)*
Where DE 1032 *(Transfer Student Flag)*
EQ F *(First Time Transfer)*
EQ D *[Flag EnrlType EQ 3 (Dual Enrolled Only)]*
Otherwise EQ N *(Continuing Not Entering Class)*

Create Line
EQ 1 *(First-Time-in-College)*
Where ETENSFullTime EQ F
Degree/Certificate Seeking **DegSeek** EQ Y (Yes)
EntClass EQ Y (FTIC)
EQ2 First-Time Transfer
Where: ETENSFullTime EQ F

Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
EntClass EQ T *(First-Time Transfer)*

EQ3 *(Continuing Degree Seeking)*
Where: ETENSFullTime EQ F
Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
EntClass NOT IN (Y *(FTIC)* or T *(First Time Transfer))*
EntClass EQ N *(Continuing not Entering Class)*

EQ7 *(Full Time Non-Degree Seeking)*
Where: ETENSFullTime EQ F
Non-Degree/Certificate Seeking **DegSeek** EQ N *(No)*

EQ15 *(First-Time-in-College)*
Where: ETENSFullTime EQ P
Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
EntClass EQ Y *(ETENS FTIC)*

EQ16 (*First Time Transfer)*
Where: ETENSFullTime EQ P
Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
EntClass EQ T *(ETENS First Time Transfer)*

EQ17 *(Continuing Degree Seeking)*
Where ETENSFullTime EQ P
Degree/Certificate Seeking **DegSeek** EQ Y *(Yes)*
EntClass EQ N *(Continuing not Entering Class)*

EQ 21 *(Full Time Non-Degree Seeking)*
Where ETENSFullTime EQ P
Non-Degree/Certificate Seeking **DegSeek** EQ N *(No)*

Create ETENSAgeRange Age Range **Where** Age is as of October 15, current reporting Year

ETENSFULLTIME		**Age**
F	**Not F**	**Range**
=1	=13	Under 18
=2	=14	18-19
=3	=15	20-21
=4	=16	22-24
=5	=17	25-29
=6	=18	30-34
=7	=19	35-39
=8	=20	40-49
=9	=21	50-64
=10	=22	65-over
=11	=23	Unknown Age

Unknown Age **Where** Birthdate LE October 15, current reporting Year

Create PYrHSgrads *(Prior Year High School Graduates)*
EQ Y **Where** Line IN (1, 15) and High School Graduation Date (DE 1009) is between September of the prior reporting year and August of the current reporting year

EQ Z **Where** Line NOT IN (1, 15)
Otherwise EQ N

Verification Reports

Postsecondary Headcount Verification Report: ETENSRPT

Postsecondary Headcount
Unduplicated Count
by Line, Aggregate Race/Ethnicity, and Sex

Age Range of Postsecondary First Time Degree/Certificate Seeking Students
Unduplicated Count
by Age Range by Sex and Full-Time/Part-Time

State of Residence at Time of First Entry of First Time Degree/Certificate Seeking Students
Unduplicated Count
by DE 1018 State at Time of First Entry for
First-Time-In-College Degree/Certificate Seeking
Where Line IN (1, 15)
First-Time-In-College Degree/Certificate Seeking Prior Year High School Grads
Where Line EQ (1, 15)
and EQ Y

NOTE: *Students with Sex EQ X are included in the verification reports in a footnote under Unknown Sex.*

Appendix A

Adult General Education Programs and Associated Gains

Appendix A is to be used by colleges in reporting student enrollments and completions within Adult Education programs. Student enrollment is reported by submitting a "program" (record type 4) using the appropriate "Classification of Instructional Program" (CIP) code (DE 2002), along with the corresponding "course" (record type 6) using the appropriate "Information Classification Structure" (ICS) code (DE 3001). This appendix provides the program (CIP), course (ICS) codes, educational functioning levels (EFL) and associated measurable skill gains (MSG) for adult general education programs. This appendix should be used to understand functioning level placement based on test score and related measurable skill gains.

This appendix will be available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/college-data-diction.stml.

Table J: Adult Education Programs NRS Eligibility

Program CIP (DE 2002)	Program Name	Course ICS (DE 3001)	Adult Education Test – Adult Educational Functioning Level (DE 3410)	NRS Eligible
1532010100	Adult Basic Education (ABE)	13201	1, 2, 3, 4	Yes
1532010101	Academic Skills Building (ASB)	13102	5, 7	Yes
1532010500	Adult High School	13202	5, 7	Yes
1532010900	Adult English as a Second Language (ESOL)	13204	B, C, D, E, F, G, I	Yes
1532019900	Adult High School Co-Enrolled	13202	5, 7	No
1532020207	Adult General Education Development®(GED®) Preparation Program	13203	5, 7	Yes

Appendix B

Apprenticeship Sponsor Codes

The Division of Career and Adult Education (CAE), Apprenticeship Section, provides to the Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) Appendix B, which is a listing of all Apprenticeship/Pre-Apprenticeship sponsors. Appendix B is to be used by colleges in reporting student Apprenticeship Sponsor Codes for enrollments in Apprenticeship/Pre-Apprenticeship programs. Student enrollment is reported by submitting a "program" (record type 4) and an "Apprenticeship Sponsor Code" (DE 2022).

An unduplicated list of valid apprenticeship sponsor codes are listed in the reference file, APPREN.Ttyyyy.txt, where t = term and yyyy = reporting year. For example, the Apprenticeship sponsor code reference file name for term 1 in the 2018-19 reporting year is Appren.T12019.txt. CCTCMIS will publish on its website a reference file every term containing valid apprenticeship codes. Prior to processing submissions for a term, CCTCMIS will create the reference file by removing inactive apprenticeship sponsors if the inactive date occurs prior to May 1st for the Summer term; prior to August 1st for the Fall term; and prior to January 1st for the Spring term. The reference files and the corresponding record format will be available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.

The entire file of apprenticeship/pre-apprenticeship sponsors, occupation/trade, and associated program information, including "inactive" apprenticeships, will be available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/college-data-diction.stml.

Appendix C

Adult Test Reporting

Appendix C is to be used by colleges in reporting student Adult Education Test scores. This appendix provides a list of acceptable scores, including out-of-range scores. This appendix will be available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/college-data-diction.stml.

Appendix D

Integrated Education and Training Program Numbers

The Division of Career and Adult Education (CAE), Bureau of Adult Education, provides to the Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) Appendix D, which is a listing of all Integrated Education and Training (IET) Programs. Appendix D is to be used by colleges in reporting student IET program numbers for course enrollments in IET Adult Education programs. Student course enrollment is reported by submitting a "course" (record type 6) and an "Integrated Education and Training Program Number" (DE 3032).

An unduplicated list of valid IET program numbers are listed in the reference file, IET-Ttyyyy.txt, where t = term and yyyy = reporting year. For example, the IET program number reference file name for term 1 in the 2022-23 reporting year is IET-T12023.txt. CCTCMIS will publish on its website a reference file every term containing valid IET program numbers. Prior to processing submissions for a term, CCTCMIS will create the reference file by removing inactive IET program numbers if the inactive date occurs prior to May 1st for the Summer term; prior to August 1st for the Fall term; and prior to January 1st for the Spring term. The reference files and the corresponding record format will be available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/reference-files.stml.

The entire file of Integrated Education and Training Program numbers, industry certifications, and associated course information, including "inactive" IET program numbers, will be available for download from http://www.fldoe.org/accountability/data-sys/CCTCMIS/college-data-diction.stml.