

**Florida Department of Education
Community College Technical Center MIS
CBO DATA BASE REQUIREMENTS:**

STUDENT INFORMATION SYSTEM

2011 - 2012

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
Community College Technical Center MIS
Effective July 1, 2010

TABLE OF CONTENTS

	Page
A. Student Information System	
Index	2
Adult General Education Data Elements	3
Adult Demographics	4
Adult Course	24
Adult Entry/Exit Test Record	40
B. Appendices	
Appendix A: Elements by Format	54
Appendix B: Program/Course Numbers	55
Appendix C: CBO State Number Table	57
Appendix D: CBO Field Naming Conventions	58
Appendix E: CBO Excel File Naming Conventions	59
C. Record Formats	
Adult Demographic Format	61
Adult Course Format	62
Adult Test Record Format	63
D. Edits	64
(Will be included in a future edition)	

Adult General Education Data Elements

Adult Demographic Data Elements

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Community Based Organization Number	
Definition	
<p>The three-digit number for the current community based organization in which the student is officially enrolled.</p>	
<u>CODE</u>	<u>DEFINITION</u>
300- 399	State assigned numbers for Community Based Organizations
	SEE APPENDIX C
Length: 3	Program Requiring This Data Element:
Format: Numeric	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Key element. This data element is a key element on all formats.
Data Element Number: 1	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
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**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Survey Period Code	
Definition	
A code representing one of the state reporting periods.	
<u>CODE</u>	<u>REPORTING PERIOD</u>
1	July – September 30
2	October – February
3	March – June 30
	<u>DUE TO CCTCMIS</u>
	October
	March
	July
Length: 1	Program Requiring This Data Element:
Format: Numeric	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Key element. This data element is a key element on all formats.
Data Element Number: 3	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
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**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Student Number Identifier	
Definition	
A ten-character code used to uniquely identify a student. The number must be maintained for all adult general education students.	
<p><u>If the student provides a social security number, the Student Number Identifier equals the social security number followed by an "X."</u></p> <p align="center">nnnnnnnnnX Example: 123456789X</p> <p>If a student <u>does not</u> provide a social security number, the CBO should assign a number using the common statewide method.</p> <p><u>First Three Digits</u></p> <p align="center">NNN For any student entering for the first time who does not have a social security number, the first three digits will be represented by the CBO #.</p> <p><u>Last Seven Digits</u></p> <p align="center">NNNNNNN The last seven digits are CBO-defined in such a way as to result in a unique student number within the community based organization where the number is originally assigned.</p>	
<p>NOTE: Request a social security number for each student who enrolls or who is enrolled in classes. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.</p>	
Length: 10	Program Requiring This Data Element:
Format: Alphanumeric	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Key element. This data element is a key element on all formats.
Data Element Number: 4	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
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**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

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--

Element Name: Social Security Number, Student	
Definition	
Federal social security number. Left justified. A nine-character code used to uniquely identify a student <p align="center">XXXXXXXXXX Example: 123456789</p> STUDENT SOCIAL SECURITY NUMBER: When a social security number is available, the number is used as the student's <i>Student Number Identifier</i> . If a SOCIAL SECURITY NUMBER is NOT provided, please enter "0" (Zero) – Not applicable - in the field:  0 (Not applicable) Example: 0 Please Note: This field may be updated during the year if a Social Security number is given at a later date. Only the <i>Social Security Number, Student</i> field is updated in this case, the <i>Student Number Identifier</i> field should NEVER be changed. See the <i>Student Number Identifier</i> data element for more information on assigning a unique student identifier.	
Length: 9	Grades and Programs Requiring This Data Element:
Format: Alphanumeric	Adult General Education
Compatibility Requirement: State Standard	
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Adult Demographic
Data Element Number: 5D	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
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**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

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--

Element Name:	Student Name, Last		
Definition			
The student's last name as follows: 17 characters Last Name This is a fixed field.			
Length:	17	Program Requiring This Data Element:	
Format:	Alphabetic	Adult General Education	
Use Types:		State Reporting Formats Requiring This Data Element:	
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report		Adult Demographic	
Data Element Number:		Reported in Survey Periods:	
6D		<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	
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**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-11 July 2010
--

Element Name: Birth Date	
Definition	
The numeric representation of the date* on which the student was born. <p align="center">CCYYMMDD Example: 19690210 = February 10, 1969</p> <p>*Entering the Year before the Month and Day will alleviate issues with Excel dropping the leading zero for single digit months.</p>	
Length: 8	Program Requiring This Data Element:
Format: Numeric	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Adult Demographic
Data Element Number: 9D	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
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**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Sex							
Definition							
The student's gender. <table border="0"> <thead> <tr> <th style="text-align: left;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">M</td> <td>Male</td> </tr> <tr> <td style="text-align: center;">F</td> <td>Female</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	M	Male	F	Female
<u>CODE</u>	<u>DEFINITION</u>						
M	Male						
F	Female						
Length: 1	Program Requiring This Data Element:						
Format: Alphabetic	Adult General Education						
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Adult Demographic						
Data Element Number: 10D	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3						
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	Effective: 7/10						

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Race: Black or African American							
Definition							
<p>A code to indicate whether the student is Black or African American as per the description below.</p> <p>A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American”.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td align="left">Y</td> <td>Yes, the student is Black or African American.</td> </tr> <tr> <td align="left">N</td> <td>No, the student is not Black or African American.</td> </tr> </tbody> </table> <p>Note: Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).</p>		<u>CODE</u>	<u>DEFINITION</u>	Y	Yes, the student is Black or African American.	N	No, the student is not Black or African American.
<u>CODE</u>	<u>DEFINITION</u>						
Y	Yes, the student is Black or African American.						
N	No, the student is not Black or African American.						
Length: 1	Program Requiring This Data Element:						
Format: Alphabetic	Adult General Education						
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Adult Demographic						
Data Element Number: 13D	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3						
Revised:	Volume I Effective: 7/10						

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Ethnicity							
Definition							
<p>A code to indicate whether the student is of Hispanic or Latino ethnicity as per the description below.</p> <p>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".</p> <table border="0"> <thead> <tr> <th align="center"><u>CODE</u></th> <th align="center"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td align="center">Y</td> <td>Yes, the student is of Hispanic/Latino origin.</td> </tr> <tr> <td align="center">N</td> <td>No, the student is not of Hispanic/Latino origin.</td> </tr> </tbody> </table> <p>Note: Students coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).</p>		<u>CODE</u>	<u>DEFINITION</u>	Y	Yes, the student is of Hispanic/Latino origin.	N	No, the student is not of Hispanic/Latino origin.
<u>CODE</u>	<u>DEFINITION</u>						
Y	Yes, the student is of Hispanic/Latino origin.						
N	No, the student is not of Hispanic/Latino origin.						
Length: 1	Program Requiring This Data Element:						
Format: Alphabetic	Adult General Education						
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Adult Demographic						
Data Element Number: 16D	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3						
Revised:	Volume I Effective: 7/10						



**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Adult Student Goal																			
Definition																			
<p>The short-term goal for Adult Students that describes their desired result. This is used when reporting adult data to the National Reporting System (NRS).</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Employment</td> </tr> <tr> <td>C</td> <td>Retain Employment</td> </tr> <tr> <td>D</td> <td>Pass GED</td> </tr> <tr> <td>E</td> <td>Obtain High School Diploma</td> </tr> <tr> <td>F</td> <td>Advance to Postsecondary Level</td> </tr> <tr> <td>G</td> <td>Learn English</td> </tr> <tr> <td>I</td> <td>Citizenship</td> </tr> <tr> <td>J</td> <td>Improve Basic Skills</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	A	Employment	C	Retain Employment	D	Pass GED	E	Obtain High School Diploma	F	Advance to Postsecondary Level	G	Learn English	I	Citizenship	J	Improve Basic Skills
<u>CODE</u>	<u>DEFINITION</u>																		
A	Employment																		
C	Retain Employment																		
D	Pass GED																		
E	Obtain High School Diploma																		
F	Advance to Postsecondary Level																		
G	Learn English																		
I	Citizenship																		
J	Improve Basic Skills																		
Length: 1	Program Requiring This Data Element:																		
Format: Alphanumeric	Adult General Education																		
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Adult Demographic																		
Data Element Number: 18D	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3																		
Revised:	Volume I																		
	Effective: 7/10																		

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT DEMOGRAPHIC DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Transaction Code	
Definition	
A code indicating the appropriate action to be taken with respect to the CBO database reporting records. All records should be submitted with an "A" to add the records to the main database.	
<u>CODE</u>	<u>DEFINITION</u>
A	Add Record
 C	Update Record (Change)
 D	Delete Record
Length: 1	Program Requiring This Data Element:
Format: Alphabetic	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Appears on <u>all</u> CBO record formats.
Data Element Number: 19	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
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	Effective: 7/10

Adult Course Data Elements

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Community Based Organization Number	
Definition	
The three-digit number for the current community based organization in which the student is officially enrolled.	
<u>CODE</u>	<u>DEFINITION</u>
300- 399	State assigned numbers for Community Based Organizations SEE APPENDIX C
Length: 3	Program Requiring This Data Element:
Format: Numeric	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Key element. This data element is a key element on all formats.
Data Element Number: 1	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
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	Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Reporting Year	
Definition	
<p>The reporting year for courses that are recorded in the student’s permanent record or the reporting year for which data are reported. Reporting year is:</p> <p style="text-align: center;">YYyy Example: 1011</p> <p>Note: The reporting year, for reporting purposes, is the regular reporting year plus the associated summer session(s) immediately preceding the next reporting year.</p>	
Length: 4	Program Requiring This Data Element:
Format: Numeric	Adult General Education
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Key element. This data element is a key element on all formats.
Data Element Number: 2	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised:	Volume I Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Survey Period Code	
Definition	
A code that represents one of the required state reporting periods.	
<u>CODE</u>	<u>TIME OF REPORT</u>
<u>DUE TO CCTCMIS</u>	
1	July – September 30
2	October – February
3	March – June 30
Length: 1	Program Requiring This Data Element:
Format: Numeric	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Key element. This data element is a key element on all formats.
Data Element Number: 3	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
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**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Adult General Education Program Code	
Definition	
<u>Adult Program</u>	<u>Code</u>
Adult Basic Education (ABE)	9900000
General Education Development	9900020
Adult English for Speakers of Other Languages (ESOL)	9900040
See Also Appendix B	
Length: 7	Program Requiring This Data Element:
Format: Alphanumeric	Adult General Education
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Adult Course
Data Element Number: 5C	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised: 1/2012	Volume I
	Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name:	Course Number
Definition	
The official state number assigned to courses listed or referenced in <u>Appendix B</u> .	
<u>EXAMPLE:</u>	
If	<u>Program Number</u>
Then	<u>Course Number(s)</u>
9900000	9900001 ABE Mathematics 9900002 ABE Reading 9900003 ABE Language 9900004 ABE Comprehensive
9900020	9900021 GED Prep Language Arts – Writing 9900022 GED Prep Social Studies 9900023 GED Prep Science 9900024 GED Prep Literature 9900025 GED Prep Math 9900026 GED Prep Comprehensive
9900040	9900040 All ESOL courses
Length:	7
Format:	Alphanumeric
Program Requiring This Data Element:	
Adult General Education	
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Adult Course
Data Element Number:	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
6C	
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	Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Adult Educational Functioning Level, Initial															
Definition															
<p>A federally-defined code indicating the Adult General Education or English Language functioning level of the adult student upon initial entrance into the course.</p> <p>A student may be assigned only one initial adult educational functioning level for each course on each reporting record. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), or Literacy for Adult ESOL Learners.</p> <p>For the <u>initial Adult General Education functioning level</u>, use the following codes to relate functioning levels to grade levels. If you use a “Comprehensive” course, enter the code for the lowest “score” and track that through the end of the reporting period.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>B</td> <td>ABE Beginning Literacy (grade level 0 through 1.9),</td> </tr> <tr> <td>F</td> <td>ABE Beginning Basic Education (grade level 2.0 through 3.9),</td> </tr> <tr> <td>H</td> <td>ABE Intermediate Low (grade level 4.0 through 5.9),</td> </tr> <tr> <td>J</td> <td>ABE Intermediate High (grade level 6.0 through 8.9),</td> </tr> <tr> <td>K</td> <td>Adult Secondary Education Low (grade level 9.0 through 10.9),</td> </tr> <tr> <td>L</td> <td>Adult Secondary Education High (grade level 11.0 through 12.9 WITHOUT a high school diploma or its equivalent),</td> </tr> </tbody> </table> <p><i>NOTE: See Appendix B for appropriate TABE scores.</i></p> <p align="center">See the next page for the codes and definitions to be used for Adult ESOL initial functioning levels.</p> <p align="center">CONTINUED ON NEXT PAGE</p>		<u>CODE</u>	<u>DEFINITION</u>	B	ABE Beginning Literacy (grade level 0 through 1.9),	F	ABE Beginning Basic Education (grade level 2.0 through 3.9),	H	ABE Intermediate Low (grade level 4.0 through 5.9),	J	ABE Intermediate High (grade level 6.0 through 8.9),	K	Adult Secondary Education Low (grade level 9.0 through 10.9),	L	Adult Secondary Education High (grade level 11.0 through 12.9 WITHOUT a high school diploma or its equivalent),
<u>CODE</u>	<u>DEFINITION</u>														
B	ABE Beginning Literacy (grade level 0 through 1.9),														
F	ABE Beginning Basic Education (grade level 2.0 through 3.9),														
H	ABE Intermediate Low (grade level 4.0 through 5.9),														
J	ABE Intermediate High (grade level 6.0 through 8.9),														
K	Adult Secondary Education Low (grade level 9.0 through 10.9),														
L	Adult Secondary Education High (grade level 11.0 through 12.9 WITHOUT a high school diploma or its equivalent),														
Length: 1	Program Requiring This Data Element:														
Format: Alphanumeric	Adult General Education														
Use Types:	State Reporting Formats Requiring This Data Element:														
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Adult Course														
Data Element Number: 7C	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3														
Revised: 1/2012	Volume I														
	Effective: 7/10														

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Adult Educational Functioning Level, Initial (Continued)

Definition

When testing on an instrument that assesses two or more subject areas, always place and promote the student according to the *lowest* score.

NOTE: For the CASAS, and BEST/BEST-PLUS scale scores equivalent to the Educational Functioning Level for ESOL, please refer to the [NRS Test Benchmarks for Educational Functioning Levels \(EFL\)](http://www.nrsweb.org/foundations/related_documents.aspx) found at the National Reporting System website: http://www.nrsweb.org/foundations/related_documents.aspx

For the initial Adult ESOL functioning level, use the following codes to relate functioning level to approved test scores.

<u>CODE</u>	<u>DEFINITION</u>
1	ESOL Foundations - EFL 0 – 1
2	Low Beginning ESOL –EFL 2
3	High Beginning ESOL –EFL 3
4	Low Intermediate ESOL –EFL 4
5	High Intermediate ESOL –EFL 5
6	Advanced ESOL –EFL 6

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Volume I

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**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010 -2011 June 2010

Element Name: Distance Learning Delivery Indicator	
Definition	
Distance Learning Delivery Indicator denotes that the student and the instructor are separated in time and/or place during 50% or more of the instruction.	
<u>Code</u>	<u>Definition</u>
A	Web-based or Internet-based courses.
B	Video conferencing.
C	Other distance learning delivery.
X	Those combinations of technology that do not meet the 50% requirement.
Z	Not a Distance Learning class.
Length: 1	Program Requiring This Data Element:
Format: Alphanumeric	Adult General Education
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Adult Course
Data Element Number: 8C	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised:	Volume I Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
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Element Name: Literacy Completion Point Code	
Definition	
These codes are used only for adult general education to identify the literacy completion points (LCPs) achieved by the student during the term. See Appendix B.	
<u>CODES</u>	<u>DESCRIPTION</u>
A - Y	Select the appropriate alphabetic code (from the applicable list in the appendix) that most closely describes the literacy completion point awarded the student in this course, in this reporting period.
Z	Not applicable, OR the student is exiting the program without having achieved at least one LCP in that program.
Length: 1	Program Requiring This Data Element:
Format: Alphanumeric	Adult General Education
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Adult Course
Data Element Number: 9C	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised:	Volume I Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Correctional Facility Type	
Definition	
Facility Type denotes the principal site of instruction.	
<u>CODE</u>	<u>DEFINITION</u>
A	City Correctional Facility
B	County Correctional Facility
C	State Correctional Facility
D	Federal Correctional Facility
Z	Not Applicable
Length: 1	Program Requiring This Data Element:
Format: Alphanumeric	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Adult Course
Data Element Number: 12C	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
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**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Diploma/Certification Type							
Definition							
<p>The type of diploma awarded to the adult student upon graduation.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th align="center"><u>CODE</u></th> <th align="center"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td align="center">W45</td> <td>Adult State of Florida Diploma (GED)</td> </tr> <tr> <td align="center">ZZZ</td> <td>Not applicable</td> </tr> </tbody> </table> <p>State of Florida Diploma (GED):</p> <p>Diploma awarded to students based on the student's satisfactory completion of the General Education Development Test. Diplomas awarded to adult students should be recorded as W45.</p>		<u>CODE</u>	<u>DEFINITION</u>	W45	Adult State of Florida Diploma (GED)	ZZZ	Not applicable
<u>CODE</u>	<u>DEFINITION</u>						
W45	Adult State of Florida Diploma (GED)						
ZZZ	Not applicable						
Length: 3	Programs Requiring This Data Element:						
Format: Alphanumeric	Adult General Education						
Use Types:	State Reporting Formats Requiring This Data Element:						
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Adult Course						
Data Element Number:	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3						
Revised:	Volume I Effective: 7/10						

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT COURSE DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Transaction Code	
Definition	
A code indicating the appropriate action to be taken with respect to the CBO database reporting records. All records should be submitted with an “A” to add the records to the main database.	
<u>CODE</u>	<u>DEFINITION</u>
A	Add Record
 C	Update Record (Change)
 D	Delete Record
Length: 1	Programs Requiring This Data Element:
Format: Alphabetic	Adult General Education
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Appears on <u>all</u> CBO record formats.
Data Element Number: 14	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised: 4/2012	Volume I
	Effective: 7/10

**ADULT ENTRY/EXIT
TEST RECORD
DATA ELEMENTS**

Note: This Record is in place for 2011 – 12 reporting.

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Community Based Organization Number	
Definition	
The three-digit number for the current community based organization in which the student is officially enrolled.	
<u>CODE</u>	<u>DEFINITION</u>
300- 399	State assigned numbers for Community Based Organizations
SEE APPENDIX C	
Length: 3	Program Requiring This Data Element:
Format: Numeric	Adult General Education
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Key element. This data element is a key element on all formats.
Data Element Number: 1	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised:	Volume I
	Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Survey Period Code	
Definition	
A code representing one of the required state reporting periods.	
<u>CODE</u>	<u>REPORTING PERIOD</u>
1	July – September 30
2	October – February
3	March – June 30
	<u>DUE TO CCTCMIS</u>
	October
	March
	July
Length: 1	Program Requiring This Data Element:
Format: Numeric	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Key element. This data element is a key element on all formats.
Data Element Number: 3	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised:	Volume I
	Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Student Number Identifier	
Definition	
A ten-character code used to uniquely identify a student. The number must be maintained for all adult general education students.	
<p><u>If the student provides a social security number, the Student Number Identifier equals the social security number followed by an "X."</u></p>	
NNNNNNNNX	Example: 123456789X
If a student <u>does not</u> provide a social security number, the CBO should assign a number using the common method statewide.	
<u>First Three Digits</u>	
NNN	For any student entering for the first time who does not have a social security number, the first three digits will represent the CBO.
<u>Last Seven Digits</u>	
NNNNNNN	The last seven digits are CBO-defined in such a way as to result in a unique student number within the CBO where the number is originally assigned.
NOTE: Request a social security number for each Adult student who enrolls or who is enrolled in classes. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.	
Length: 10	Program Requiring This Data Element:
Format: Alphanumeric	Adult General Education
Use Types:	State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	Key element. This data element is a key element on all formats.
Data Element Number: 4	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised:	Volume I Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name:	Adult Test Name	** New Element for 2011-12**
Definition		
A three-character code representing the name of a test given to an individual student.		
<u>TEST Name</u>		<u>CODE</u>
Test of Adult Basic Education (TABE)		TAB
TABE CLAS-E		TBE
Comprehensive Adult Student Assessment System (CASAS)		CAS
BEST-Plus		BSP
BEST Literacy		BSL
Wonderlic GAIN		WGN
Length:	3	Program Requiring This Data Element:
Format:	Alphanumeric	Adult General Education
Use Types:		State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report		Adult Test Record
<input checked="" type="checkbox"/> Local Accountability		
<input checked="" type="checkbox"/> Federal Report		
Data Element Number:	5E	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised:	Volume I	Effective: 7/10


**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name:	Adult Test Date	** New Element for 2011-12**
Definition		
<p>The month, day, and year in which the student was tested for each test administration during the school year.</p> <p>This data element is used to record the test date for various tests taken by a student, English language proficiency assessment, and assessment of students in reading intervention programs.</p> <p>CCYYMMDD Example: 20060918 Test taken on September 18, 2006</p> <p> Example: 00000000 Test not taken</p> <p>Note: Test Dates reported on the English Language Learners Information record may be in a school year(s) other than the one in which the record is being submitted.</p>		
Length:	8	Program Requiring This Data Element:
Format:	Alphanumeric	Adult General Education
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element:
Data Element Number:	6E	Adult Test Record
		Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised:	Volume I	Effective: 7/10


**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Adult Test Subject Content		** New Element for 2011-12**
Definition		
A one-character code for each subject area of the test.		
<u>Valid Values</u>		
M	Mathematics or Algebra	
N	Language (TABE & Wonderlic)	
R	Reading	
S	Listening	
W	Writing	
 O	ESOL	
Length:	1	Program Requiring This Data Element:
Format:	Alphanumeric	Adult General Education
Use Types:		State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report		Adult Test Record
<input checked="" type="checkbox"/> Local Accountability		
<input checked="" type="checkbox"/> Federal Report		
Data Element Number:	7E	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised: 1/2012	Volume I	Effective: 7/10

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Adult Test Form		** New Element for 2011-12**
Definition		
A four-character code indicating the specific form of the test which was administered.		
<u>VALUES:</u>		
TABE		
9 = TABE form 9		
10 = TABE form 10		
A = TABE CLAS E		
B = TABE CLAS E		
 BEST		
B = Best Literacy		
C = Best Literacy		
D = Best Literacy		
NA = Form is “Not Applicable” for BEST PLUS		
Wonderlic GAIN		
WA= Wonderlic GAIN Form A		
WB= Wonderlic GAIN Form B		
CASAS		
27R = CASAS Beginning Literacy Reading Level A		
28R = CASAS Beginning Literacy Reading Level A		
11R = CASAS Employability Competency System Series Level A Reading		
12R = CASAS Employability Competency System Series Level A Reading		
13R = CASAS Employability Competency System Series Level B Reading		
14R = CASAS Employability Competency System Series Level B Reading		
114R = CASAS Employability Competency System Series Level B Reading		
15R = CASAS Employability Competency System Series Level C Reading		
16R = CASAS Employability Competency System Series Level C Reading		
116R = CASAS Employability Competency System Series Level C Reading		
17R = CASAS Employability Competency System Series Level D Reading		
18R = CASAS Employability Competency System Series Level D Reading		
CONTINUED NEXT PAGE		
Length: 4	Program Requiring This Data Element:	
Format: Alphanumeric	Adult General Education	
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element:	
	Adult Test Record	
Data Element Number: 8E	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	
Revised: 5/2012	Volume I	Effective: 7/10


**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name:	Adult Test Form	CONTINUED
Definition		
A four-character code indicating the specific form of the test which was administered.		
CASAS VALUES (Continued):		
51L = CASAS Life Skills Series Level A Listening 52L = CASAS Life Skills Series Level A Listening 53L = CASAS Life Skills Series Level B Listening 54L = CASAS Life Skills Series Level B Listening 55L = CASAS Life Skills Series Level C Listening 56L = CASAS Life Skills Series Level C Listening 31M = CASAS Life Skills Series Level A Mathematics 32M = CASAS Life Skills Series Level A Mathematics 33M = CASAS Life Skills Series Level B Mathematics 34M = CASAS Life Skills Series Level B Mathematics 35M = CASAS Life Skills Series Level C Mathematics 36M = CASAS Life Skills Series Level C Mathematics 37M = CASAS Life Skills Series Level D Mathematics 38M = CASAS Life Skills Series Level D Mathematics 31R = CASAS Life Skills Series Level A Reading 32R = CASAS Life Skills Series Level A Reading 33R = CASAS Life Skills Series Level B Reading 34R = CASAS Life Skills Series Level B Reading 35R = CASAS Life Skills Series Level C Reading 36R = CASAS Life Skills Series Level C Reading 37R = CASAS Life Skills Series Level D Reading 38R = CASAS Life Skills Series Level D Reading 81L = CASAS Life and Work Skills Series Level A Listening 82L = CASAS Life and Work Skills Series Level A Listening 83L = CASAS Life and Work Skills Series Level B Listening 84L = CASAS Life and Work Skills Series Level B Listening 85L = CASAS Life and Work Skills Series Level C Listening 86L = CASAS Life and Work Skills Series Level C Listening 81R = CASAS Life and Work Skills Series Level A Reading 82R = CASAS Life and Work Skills Series Level A Reading 81RX = CASAS Life and Work Skills Series Level A Reading 82RX = CASAS Life and Work Skills Series Level A Reading 83R = CASAS Life and Work Skills Series Level B Reading 84R = CASAS Life and Work Skills Series Level B Reading 85R = CASAS Life and Work Skills Series Level C Reading 86R = CASAS Life and Work Skills Series Level C Reading 185R = CASAS Life and Work Skills Series Level C Reading 186R = CASAS Life and Work Skills Series Level C Reading 187R = CASAS Life and Work Skills Series Level A Reading 188R = CASAS Life and Work Skills Series Level A Reading		
Revised:	Volume I	Effective: 7/10


**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name:	Adult Test Level	** New Element for 2011-12**
Definition		
A code provided by the test vendor indicating the difficulty level of the test.		
Values for <u>TABE ONLY</u>		
L	Literacy	
E	Easy	
M	Medium	
D	Difficult	
A	Advanced	
Values for <u>CASAS ONLY</u> (Reading for ESOL or ABE)		
A	Easy	
B	Medium	
C	Difficult	
D	Advanced	
Values for <u>TABE CLAS E ONLY</u>		
1	Easy	
2	Medium	
3	Difficult	
4	Advanced	
Values for <u>BEST Literacy ONLY</u>		
 NA	Test is a Parallel test – Does not include various levels	
Value for <u>BEST PLUS and Wonderlic GAIN</u>		
NA	("Level" is "Not Applicable" for BEST PLUS and Wonderlic GAIN)	
Length:	2	Program Requiring This Data Element:
Format:	Alphanumeric	Adult General Education
Use Types:		State Reporting Formats Requiring This Data Element:
<input checked="" type="checkbox"/> State Report		Adult Test Record
<input checked="" type="checkbox"/> Local Accountability		
<input checked="" type="checkbox"/> Federal Report		
Data Element Number:	9E	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised: 5/2012	Volume I	Effective: 7/10



**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Adult Test Score		** New Element for 2011-12**																																		
Definition																																				
The scale score achieved on a specific test.																																				
 <u>TEST SCORE RANGES</u>																																				
<table border="0"> <tr> <td>TABE 9 – 10 Reading</td> <td align="right">160 – 812</td> </tr> <tr> <td>TABE 9 – 10 Math</td> <td align="right">160 – 795</td> </tr> <tr> <td>TABE 9 – Language</td> <td align="right">235 – 826</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>CASAS Reading</td> <td align="right">0 – 265</td> </tr> <tr> <td>CASAS Math</td> <td align="right">0 – 268</td> </tr> <tr> <td>CASAS Listening</td> <td align="right">0 – 249</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Best Plus</td> <td align="right">088 – 999</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>BEST Literacy</td> <td align="right">0 – 78</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>TABE CLAS-E Reading</td> <td align="right">225 – 600</td> </tr> <tr> <td>TABE CLAS-E Listening</td> <td align="right">230 – 600</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Wonderlic GAIN Math</td> <td align="right">200 – 1000</td> </tr> <tr> <td>Wonderlic GAIN Language</td> <td align="right">200 – 1000</td> </tr> </table>			TABE 9 – 10 Reading	160 – 812	TABE 9 – 10 Math	160 – 795	TABE 9 – Language	235 – 826			CASAS Reading	0 – 265	CASAS Math	0 – 268	CASAS Listening	0 – 249			Best Plus	088 – 999			BEST Literacy	0 – 78			TABE CLAS-E Reading	225 – 600	TABE CLAS-E Listening	230 – 600			Wonderlic GAIN Math	200 – 1000	Wonderlic GAIN Language	200 – 1000
TABE 9 – 10 Reading	160 – 812																																			
TABE 9 – 10 Math	160 – 795																																			
TABE 9 – Language	235 – 826																																			
CASAS Reading	0 – 265																																			
CASAS Math	0 – 268																																			
CASAS Listening	0 – 249																																			
Best Plus	088 – 999																																			
BEST Literacy	0 – 78																																			
TABE CLAS-E Reading	225 – 600																																			
TABE CLAS-E Listening	230 – 600																																			
Wonderlic GAIN Math	200 – 1000																																			
Wonderlic GAIN Language	200 – 1000																																			
Length:	4	Program Requiring This Data Element:																																		
Format:	Numeric	Adult General Education																																		
Use Types:	<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Adult Test Record																																		
Data Element Number:	10E	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3																																		
Revised: 5/2012	Volume I	Effective: 7/10																																		

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
COMMUNITY BASED ORGANIZATIONS
ADULT ENTRY/EXIT TEST RECORD DATA ELEMENTS**

Implementation Date: Fiscal Year 2010-2011 June 2010
--

Element Name: Transaction Code	
Definition	
A code indicating the appropriate action to be taken with respect to the CBO database reporting records. All records should be submitted with an "A" to add the records to the main database.	
<u>CODE</u>	<u>DEFINITION</u>
A	Add Record
 C	Update Record (Change)
 D	Delete Record
Length: 1	Programs Requiring This Data Element:
Format: Alphabetic	Adult General Education
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> Federal Report	State Reporting Formats Requiring This Data Element: Appears on <u>all</u> CBO record formats.
Data Element Number: 11	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Revised: 4/2012	Volume I
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APPENDIX

APPENDIX A:

Community Based Organization Elements by Format and Element Number KF= Key Field

Data Element Name	Adult Demographics	Adult Student Course	Adult Test Record *
Community Based Organization Number	#1 KF	#1 KF	#1 KF
Reporting Year	#2 KF	#2 KF	#2 KF
Survey Period Code	#3 KF	#3 KF	#3 KF
Student Number Identifier	#4 KF	#4 KF	#4 KF
Social Security Number, Student	#5D		
Student Name, Last	#6D		
Student Name, First	#7D		
Student Name, Middle/Maiden	#8D		
Birth Date	#9D		
Sex	#10D		
Race: American Indian or Alaska Native	#11D		
Race: Asian	#12D		
Race: Black or African American	#13D		
Race: White	#14D		
Race: Native Hawaiian or Other Pacific Islander	#15D		
Ethnicity	#16D		
Grade Level	#17D		
Adult Student Goal	#18D		
Adult General Education Program Code		#5C	
Course Number		#6C	
Adult Education Functioning Level, Initial		#7C	
Distance Learning Delivery Indicator		#8C	
Learning Completion Point Code (LCP)		#9C	
Post Test Status		#10C	
Student Instructional Hours		#11C	
Correctional Facility Type		#12C	
Diploma/Certification Type		#13C	
Adult Test Name *			#5E
Adult Test Date *			#6E
Adult Test Subject Content *			#7E
Adult Test Form *			#8E
Adult Test Level *			#9E
Adult Test Score *			#10E
Transaction Code	#19	#14	#11

* These fields are in place for 2011 – 12 reporting.

2011-12 APPENDIX: B

Adult General Education Program/Course Numbers and Associated Literacy Completion Points

CIP Number	Program Number	Program Title	Course Number	Course Title	TABE Scale Scores	CASAS Scale Score	Initial Functioning level	Literacy Completion Point (LCP)
1532010200	9900000	Adult Basic Education (ABE)	9900001	ABE Mathematics				
				Functioning Level (Grade 0.0 - 1.9)	0-313	<201	B	A
				Functioning Level (Grade 2.0 - 3.9)	314-441	201-210	F	B
				Functioning Level (Grade 4.0 - 5.9)	442-505	211-220	H	C
				Functioning Level (Grade 6.0 - 8.9)	506-565	221-235	J	D
			9900002	ABE Reading				
				Functioning Level (Grade 0.0 - 1.9)	0-367	<201	B	E
				Functioning Level (Grade 2.0 - 3.9)	368-460	201-210	F	F
				Functioning Level (Grade 4.0 - 5.9)	461-517	211-220	H	G
				Functioning Level (Grade 6.0 - 8.9)	518-566	221-235	J	H
			9900003	ABE Language				
				Functioning Level (Grade 0.0 - 1.9)	0-389	<201	B	J
				Functioning Level (Grade 2.0 - 3.9)	390-490	201-225	F	K
				Functioning Level (Grade 4.0 - 5.9)	491-523	226-242	H	M
				Functioning Level (Grade 6.0 - 8.9)	524-559	243-260	J	N
			9900004	ABE Comprehensive				
				Functioning Level (Grade 0.0 – 8.9)			B, F, H, J	A-H, J, K, M, N

Note:

Not all AGE programs are included in this Appendix – Please refer to Appendix R at this site for all Adult Programs:

<http://www.fldoe.org/arm/cctcmis/pubs/techs/1112hbk/appendices.asp>

*BEST LITERACY does not have high enough scores to exit students out of Advanced ESOL.

To earn and LCP of “F”, a student MUST be tested with BEST PLUS.

2011-12 APPENDIX: B

Adult General Education Program/Course Numbers and Associated Literacy Completion Points

CIP Number	Program Number	Program Title	Course Number	Course Title	Initial Funct Level	Literacy Completion Point (LCP)
1532010201	9900020	General Education Development (GED)	9900021	GED Prep Language Arts-Writing	K, L	A
			9900022	GED Prep Social Studies	K, L	B
			9900023	GED Prep Science	K, L	C
			9900024	GED Prep Literature	K, L	D
			9900025	GED Prep Math	K, L	E
			9900026	GED Prep Comprehensive	K, L	
				Language Arts-Writing Subtest		A
				Social Studies Subtest		B
				Science Subtest		C
				Literature Subtest		D
				Math Subtest		E

CIP Number	Program /Course Number	Program Title	Course Title	CASAS Scale Score	TABE Reading	TABE Listening	Best Plus	Best Literacy*	Literacy Completion Point(LCP)
1532010300	9900040	Adult English for Speakers of Other Languages (ESOL)	Literacy/Foundations – EFL 0-1 Funct. Level - 1	<181	250-392	230-389	<401	<21	A
			Low Beginning – EFL 2 Funct Level - 2	181-190	393-436	390-437	401-417	21-52	B
			High Beginning - EFL 3 Funct Level - 3	191-200	437-476	438-468	418-438	53-63	C
			Low Intermediate – EFL 4 Funct Level - 4	201-210	477-508	469-514	439-472	64-67	D
			High Intermediate – EFL 5 Funct Level - 5	211-220	509-557	515-549	473-506	68-75	E
			Advanced - EFL 6 Funct Level - 6	221-235	558-588	550-607	507-540	76-78*	F

*BEST LITERACY does not have high enough scores to exit students out of Advanced ESOL. To earn and LCP of “F”, a student MUST be tested with BEST PLUS.

APPENDIX: C

**Community Based Organization
State Numbering Table**

<u>CBO Number</u>	<u>CBO Name</u>
318	Greater Reading or Writing Skills Literacy Council
327	Adult Literacy League, Inc.
328	Miccosukee Tribe of Indians of Florida
336	Marion County Literacy Council, Inc.
337	Library Foundation of Martin County
76	Department of Corrections (pre-assigned number)

300 – 399 are reserved and assigned as needed, this list represents a partial list consisting of authorized CBOs.

Appendix: D
Community Based Organization- Field Naming Conventions

Data Element Name	Excel Field Names (Column Name)
Community Based Organization Number	CBO_NUM
Reporting Year	YEAR
Survey Period Code	SURVEY
Student Number Identifier	STUDENT_ID
Social Security Number, Student	SOCIAL_SECURITY
Student Name, Last	LAST_NAME
Student Name, First	FIRST_NAME
Student Name, Middle/Maiden	MIDDLE_NAME
Birth Date	BIRTHDATE
Sex	SEX
Race: American Indian or Alaska Native	RACE_I
Race: Asian	RACE_A
Race: Black or African American	RACE_B
Race: Native Hawaiian or Other Pacific Islander	RACE_P
Race: White	RACE_W
Ethnicity	ETHNICITY
Grade Level	GRADE
Adult Student Goal	STUDENT_GOAL
Adult General Education Program Code	VOC_PROGRAM_CODE
Course Number	COURSE
Adult Education Functioning Level, Initial	FUNCTION_LEVEL
Distance Learning Delivery Indicator	ONLINE_INSTR
Learning Completion Point Code (LCP)	COMP_POINT_CODE
Post Test Status	POST_TEST
Student Instructional Hours	CONTACT_HOURS
Correctional Facility Type	FACILITY_TYPE
Diploma/Certification Type	DIPLOMA_TYPE
Adult Test Name	ADULT_TEST_NAME
Adult Test Date	TEST_DATE
Adult Test Subject Content	ADULT_TEST_SUBJ
Adult Test Form	ADULT_TEST_FORM
Adult Test Level	ADULT_TEST_LVL
Adult Test Score	ADULT_TEST_SCOR
Transaction Code	TRANS_CODE

APPENDIX: E
Community Based Organization
Excel File Naming Conventions

File naming for 1 Excel file (workbook) containing THREE sheets;

Demographics, Course, and Test:

File Name: **CBO###SV*YYyy**

###	CBO State Assigned Number
*	Survey Number (1, 2, or 3)
YYyy	Fiscal School Year (1112)

Examples: **CBO327Sv21112**
CBO76Sv21112
CBO329Sv31112

*Note: Dept of Corrections has a Two character CBO number and will only enter 76 for the State Assigned Number (CBO##SV*YYYY).

Each sheet in the workbook (tabs on bottom of sheet) should be **labeled and ordered:**

<u>Label</u>	<u>Record Order</u>
Sheet1 (no space)	Adult Demographic Record
Sheet2 (no space)	Adult Course Record
Sheet3 (no space)	Adult Test Record (added in 2011-12)

OR:

File naming for 3 separate Excel files containing ONE spreadsheet EACH:

File Names: **DEM###SV*YYyy**
CRS###SV*YYyy
TST###SV*YYyy

###	CBO State Assigned Number
*	Survey Number (1, 2, or 3)
YYyy	Fiscal School Year (1112)

Examples: **DEM318SV21112**
CRS76SV31112
TST329SV21112

*Note: Dept of Corrections has a Two character CBO number and will only enter 76 for the State Assigned Number (DEM##SV*YYYY, CRS##SVYYYY, TST##YYYY).

Adult General Education Record Formats

Adult Demographic Format 2011-2012

Item No.	From-To	Size	Field Char.	Field Description
1	1-3	3	N	Community Based Organization #
2	4-7	4	N	Reporting Year
3	8-8	1	N	Survey Period Code
4	9-18	10	A/N	Student Number Identifier
5D	19-27	9	N	Social Security Number, Student
6D	28-45	17	A	Student Name, Last
7D	46-27	12	A	Student Name, First
8D	28-37	10	A	Student Name, Middle/Maiden
9D	38-45	8	N	Birth Date
10D	46-46	1	A	Sex
11D	47-47	1	A	Race: Amer. Indian or Alaska Native
12D	48-48	1	A	Race: Asian
13D	49-49	1	A	Race: Black or African American
14D	50-50	1	A	Race: White
15D	57-57	1	A	Race: Nat. Hawaiian/Other Pacif. Islander
16D	58-58	1	A	Ethnicity
17D	59-60	2	A/N	Grade Level
18D	61-61	1	A/N	Adult Student Goal
19	62-62	1	A/N	Transaction Code

Adult Course Format 2011-2012

Item No.	From-To	Size	Field Char.	Field Description
1	1-3	3	N	Community Based Organization #
2	4-7	4	N	Reporting Year
3	8-8	1	N	Survey Period Code
4	9-18	10	A/N	Student Number Identifier
5C	19-25	7	A/N	Adult General Education Program Code
6C	26-32	7	A/N	Course Number
7C	33-33	1	A/N	Adult Ed Functioning Level, Initial
8C	34-34	1	N	Distance Learning Delivery Indicator
9C	35-35	1	N	Learning Completion Point Code (LCP)
10C	36-36	1	A/N	Post Test Status
11C	37-40	4	N	Student Instructional Hours
12C	41-41	1	A/N	Correctional Facility Type
13C	42-44	3	A/N	Diploma / Certificate Type
14	45-45	1	A/N	Transaction Code

**Adult Test Record Format
2011-2012**

Item No.	From-To	Size	Field Char.	Field Description
1	1-3	3	N	Community Based Organization #
2	4-7	4	N	Reporting Year
3	8-8	1	N	Survey Period Code
4	9-18	10	A/N	Student Number Identifier
5E	19-21	3	A/N	Adult Test Name
6E	22-29	8	A/N	Adult Test Date
7E	30-30	1	A/N	Adult Test Subject Content
8E	31-34	4	A/N	Adult Test Form
9E	35-36	2	A/N	Adult Test Level
10E	37-40	4	N	Adult Test Score
11	41-41	1	A/N	Transaction Code

Student Demographic Edits