

**THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1314**

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
 AUTOMATED STAFF INFORMATION SYSTEM
 AUTOMATED STAFF DATA ELEMENTS

Year: 2013-14

Data Element Number: **217925**

Data Element Name: **Separation Reason**

The reason for which the employee separated from the school system.

| Code | Definition/Example |
|-------------|---|
| A | Retirement |
| B | Resignation for employment in education in Florida |
| C | Resignation for employment outside of education |
| D | Resignation with prejudice |
| E | Resignation for other personal reasons |
| F | Staff reduction |
| G | Dismissal due to findings by the board related to charges |
| H | Death |
| I | Contract expired |
| J | Reason not known |
| K | Disabled |
| L | Resignation for employment in education outside Florida |
| M | Contract not renewed, due to less than satisfactory performance |
| N | Dismissal during probationary period. |
| O | Job Abandonment |
| P | Classroom teachers or principals who were dismissed for ineffective performance as demonstrated through the district's evaluation system. |
| Z | Not applicable. Include temporary employees here. |

Note: When code M is specified, the district must maintain written documentation (e.g., appraisals, recommendations, etc.) supporting the non-renewal of the contract based on unsatisfactory job performance.

Note: Code N is used for supervisors or principals dismissed during the 97 day probationary period pursuant to s. 1012.33(1)(b), F.S. Also this code can be used for other staff dismissed during the probationary period.

Note: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.

Data Element Number: **217925**

Data Element Name: **Separation Reason**

Length: 1

Data Type: Alphanumeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

1/2/2014 Codes Added new codes to respond to Race to the Top requirements.

11/10/2011 Notes Updated "Note" for Code N to reflect revised statutory reference.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS

Year: 2013-14

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

A code to indicate the level of performance on the evaluation of the instructional staff member or school administrator status in accordance with Section 1012.34, Florida Statutes.

| Code | Definition/Example |
|-------------|---|
| C | The instructional staff member or school administrator was determined to be highly effective on his or her evaluation. |
| D | The instructional staff member or school administrator was determined to be effective on his or her evaluation. |
| E | The instructional staff member or school administrator was determined to need improvement on his or her evaluation. |
| F | The instructional staff member in the first three years of employment needs improvement and was determined to be developing on his or her evaluation. |
| G | The instructional staff member or school administrator was determined to be unsatisfactory on his or her evaluation. |
| H | The instructional staff member or school administrator was not evaluated. |
| Z | The staff member is not an instructional staff member or a school administrator. |

For Survey 3 only report mid-year Personnel Evaluations for classroom teachers newly hired by the district according to Section 1012.34(3)(a), F.S.

Length: 1
Data Type: Alphabetic
Year Implemented: 0708
State Standard: No

Use Types:

State Reporting: Yes
Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 3 Yes
Survey 5 Yes

Appendixes:

None

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

Description of Changes:

| | | |
|------------|----------------|--|
| 1/2/2014 | Formats Requi | Moved data element from the Staff Fiscal Year Salaries and Staff Payroll Information formats to the Staff Demographic Information format. |
| 7/1/2012 | Codes | Revised code 'H' to delete reference to charter school employees' exemption. |
| 2/20/2012 | Codes | Revised definition for code H to include language for charter school exclusion. |
| 11/22/2011 | Codes | Added code "H" to indicate an evaluation was not done. |
| 6/1/2011 | Notes | Added note to specify that Survey 3 reporting for the Staff Payroll format is for newly hired classroom teachers. |
| 6/1/2011 | Surveys Requir | Deleted Survey Period 2 as a required survey period. |
| 6/1/2011 | Codes | Revised codes to align with new legislation SB -736. Deleted codes A and B. Added codes C, D, E, F and G. Revised code Z by replacing "classroom teacher or school principal" with "instructional staff member or school administrator." |
| 6/1/2011 | Definition | Revised definition to align with new legislation SB -736. "Classroom teacher or school principal" was replaced with "instructional staff member or school administrator." Statutory reference was updated. |

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
 AUTOMATED STAFF INFORMATION SYSTEM
 AUTOMATED STAFF DATA ELEMENTS

Year: 2013-14

Data Element Number: **221806**

Data Element Name: **Personnel Evaluation, Instructional Leadership Component**

A two-digit code (two decimal places are assumed) indicating the percent of a school administrator's evaluation that is based on instructional leadership, as defined in Section 1012.34(3)(a)3, Florida Statutes.

| Code | Definition/Example |
|------|---|
| 00 | This school administrator was not evaluated. |
| 05 | 5% of the school administrator's evaluation was based on the instructional leadership component. |
| 50 | 50% of the school administrator's evaluation was based on the instructional leadership component. |

Notes: Employees who are not school administrators or school administrators who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|---------------|--|
| 1/2/2014 | Formats Requi | Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format. |
| 7/1/2012 | Examples | Added examples for two-digit coding. |
| 7/1/2012 | Notes | Revised note to delete reference to charter school employees' exemption. |
| 2/20/2012 | Notes | Updated "Note" to include language for charter school exclusion. |
| 11/22/2011 | Notes | Updated "Notes" to include school administrators who were not evaluated. |
| 6/1/2011 | | New element. |

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
 AUTOMATED STAFF INFORMATION SYSTEM
 AUTOMATED STAFF DATA ELEMENTS

Year: 2013-14

Data Element Number: **221807**

Data Element Name: **Personnel Evaluation, Instructional Practice Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member's evaluation that is based on instructional practice, as defined in Section 1012.34(3)(a)2, Florida Statutes.

| Code | Definition/Example |
|-------------|---|
| 00 | This employee is not an instructional staff member. |
| 05 | 5% of the instructional staff member's evaluation was based on the instructional practice component. |
| 50 | 50% of the instructional staff member's evaluation was based on the instructional practice component. |

Notes: Employees who are not instructional staff or instructional staff members who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|---------------|--|
| 1/2/2014 | Formats Requi | Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format. |
| 7/1/2012 | Examples | Added examples for two-digit coding. |
| 7/1/2012 | Notes | Revised note to delete reference to charter school employees' exemption. |
| 2/20/2012 | Notes | Updated "Note" to include language for charter school exclusion. |
| 11/22/2011 | Notes | Updated "Notes" to include instructional staff members who were not evaluated. |
| 6/1/2011 | | New element. |

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
 AUTOMATED STAFF INFORMATION SYSTEM
 AUTOMATED STAFF DATA ELEMENTS

Year: 2013-14

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Learning Growth**

A code to indicate the measures upon which student learning growth, as defined by Section 1012.34(7)(a)-(e), Florida Statutes, is based in the personnel evaluation of a classroom teacher or school administrator.

| Code | Definition/Example |
|-------------|--|
| A | Exclusively (100%) on statewide assessments |
| B | Exclusively (100%) on district-developed or district-selected end-of-course assessments |
| C | Exclusively (100%) on other standardized assessments, including nationally recognized standardized assessments |
| D | Exclusively (100%) on industry certification examinations |
| E | Exclusively (100%) on measurable learning targets |
| F | Combination of assessments, with the state assessments accounting for the largest component |
| G | Combination of assessments, with the state assessments not accounting for the largest component |
| H | The classroom teacher or school administrator was not evaluated. |
| Z | Not a classroom teacher or school administrator. |

None

Length: 1

Data Type: Alphanumeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Learning Growth**

Description of Changes:

| | | |
|------------|---------------|--|
| 1/2/2014 | Formats Requi | Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format. |
| 7/1/2012 | Codes | Revised code 'H' to delete reference to charter school employees' exemption. |
| 2/20/2012 | Codes | Revised definition for code H to include language for charter school exclusion. |
| 11/22/2011 | Codes | Added code "H" to indicate no evaluation was done. |
| 6/1/2011 | | New element. |

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
 AUTOMATED STAFF INFORMATION SYSTEM
 AUTOMATED STAFF DATA ELEMENTS

Year: 2013-14

Data Element Number: **221809**

Data Element Name: **Personnel Evaluation, Professional and Job Responsibilities Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on professional and job responsibilities, as defined by Section 1012.34(3)(a)4, Florida Statutes.

| Code | Definition/Example |
|------|--|
| 00 | This employee is not a school administrator or instructional staff member. |
| 05 | 5% of the school administrator or instructional staff member's evaluation was based on the professional and job responsibilities component. |
| 50 | 50% of the school administrator or instructional staff member's evaluation was based on the professional and job responsibilities component. |

Notes: Employees who are not school administrators or instructional staff members, or school administrators or instructional staff members who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

- 1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
- 7/1/2012 Examples Added examples for two-digit coding.
- 7/1/2012 Notes Revised note to delete reference to charter school employees' exemption.
- 2/20/2012 Notes Updated "Note" to include language for charter school exclusion.
- 11/22/2011 Notes Revision Description:Updated "Notes" to include school administrators or instructional staff members who were not evaluated.
- 6/1/2011 New element.

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
 AUTOMATED STAFF INFORMATION SYSTEM
 AUTOMATED STAFF DATA ELEMENTS

Year: 2013-14

Data Element Number: **221810**

Data Element Name: **Personnel Evaluation, Student Learning Growth Component**

A two-digit code (two decimal places are assumed) indicating the percent of an instructional staff member or school administrator's evaluation that is based on student learning growth, as defined in Section 1012.34(7)(a)-(e), Florida Statutes.

| Code | Definition/Example |
|------|--|
| 00 | This employee is not a school administrator or instructional staff member. |
| 05 | 5% of the school administrator or instructional staff member's evaluation was based on student learning growth. |
| 50 | 50% of the school administrator or instructional staff member's evaluation was based on student learning growth. |

Notes: Employees who are not school administrators or instructional staff members, or school administrators or instructional staff members who were not evaluated should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

| | | |
|------------|---------------|--|
| 1/2/2014 | Formats Requi | Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format. |
| 7/1/2012 | Examples | Added examples for two-digit coding. |
| 7/1/2012 | Notes | Revised note to delete reference to charter school employees' exemption. |
| 2/20/2012 | Notes | Updated "Note" to include language for charter school exclusion. |
| 11/22/2011 | Codes | Updated "Notes" to include school administrators or instructional staff members who were not evaluated. |
| 6/1/2011 | | New element |

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

(New Edit for 1314)

→ 10. Personnel Evaluation code must be C-H or Z. If Survey Period Code = 2, then Personnel Evaluation code must be Z. If Survey Period Code = 5, and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers) then the Personnel Evaluation code must be C-H. - record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Personnel Evaluation code for the Job Code is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation |
|-----------------|------------------------|--------------------|-------------|----------|----------------------|
| 03 | 123456788 | 3 | **** | 51051 | D |
| * 03 | 123456789 | 5 | **** | 51062 | Z |
| 03 | 123456791 | 5 | **** | 61332 | Z |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code or the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

(New Edit for 1314)

→ 1P. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080, then the Personnel Evaluation code must be Z. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Personnel Evaluation code is not valid for the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation | Employee Type |
|-----------------|------------------------|--------------------|-------------|----------|----------------------|---------------|
| * 03 | 123456788 | 5 | **** | 52080 | D | TF |
| * 03 | 123456789 | 3 | **** | 51080 | E | TF |
| 03 | 123456791 | 5 | **** | 59080 | Z | TF |

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Personnel Evaluation code or Job Code and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

(New Edit for 1314)

1Q. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), then the Personnel Evaluation, Instructional Leadership Component must be numeric, greater than or equal to zero and less than or equal to 60. For all other employees, the Personnel Evaluation, Instructional Leadership Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Leadership Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Leadership Component value is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Instructional Leadership |
|-----------------|------------------------|--------------------|-------------|----------|--|
| 03 | 123456788 | 5 | **** | 73002 | 40 |
| * 03 | 123456789 | 5 | **** | 73019 | 80 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Leadership Component value and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

(New Edit for 1314)

→ 1R. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Instructional Practice Component must be numeric, greater than or equal to zero and less than or equal to 60. For all other employees the Personnel Evaluation, Instructional Practice Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Practice Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Practice Component value is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Instructional Practice |
|-----------------|------------------------|--------------------|-------------|----------|--|
| 03 | 123456788 | 5 | **** | 51026 | 40 |
| * 03 | 123456789 | 5 | **** | 61232 | 80 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Practice Component value and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

(New Edit for 1314)

1S. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Professional and Job Responsibilities Component must be numeric, greater than or equal to zero and less than or equal to 59. For all other employees the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Professional and Job Responsibilities Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Professional and Job Responsibilities Component value is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Prof or Job Responsibilities |
|-----------------|------------------------|--------------------|-------------|----------|--|
| 03 | 123456788 | 5 | **** | 73002 | 25 |
| * 03 | 123456789 | 5 | **** | 51114 | 40 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Professional or Job Responsibilities Component value and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

(New Edit for 1314)

→ 1T. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Student Learning Growth Component must be numeric, greater than or equal to zero and less than or equal to 99. For all other employees the Personnel Evaluation, Student Learning Growth Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Student Learning Growth Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Student Learning Growth Component value is not valid for the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Stud Learning Growth |
|-----------------|------------------------|--------------------|-------------|----------|--|
| 03 | 123456788 | 5 | **** | 73002 | 60 |
| * 03 | 123456789 | 5 | **** | 51114 | 100 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Student Learning Growth Component value and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

(New Edit for 1314)

→ 1U. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then Personnel Evaluation, Measures of Student Learning Growth code must be A-H. For all other employees the Personnel Evaluation, Measures of Student Learning Growth code must be Z. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Measures of Student Learning Growth must be Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Measures of Student Learning Growth code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Personnel Evaluation, Measures of Student Learning Growth |
|-----------------|------------------------|--------------------|-------------|-----------------------------|---|
| 03 | 123456788 | 5 | **** | 0081 | B |
| * 03 | 123456789 | 5 | **** | 0081 | L |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation, Measures of Student Learning Growth code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

(New Edit for 1314)

→ 1V. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), and if the value reported for this employee for the Personnel Evaluation, Instructional Leadership Component is greater than or equal to 01, then the total of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 90 instead of 100.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | -----Personnel Evaluation----- | | |
|-----------------|------------------------|--------------------|-------------|----------|--------------------------------|-------------------------|-------------------------|
| | | | | | Instruc-tional Leadership | Professional & Job Resp | Student Learning Growth |
| 03 | 123456789 | 5 | **** | 73002 | 45 | 15 | 40 |
| * 03 | 123456780 | 5 | **** | 73019 | 40 | 10 | 40 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the value for Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component or the Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

(New Edit for 1314)

→ 1W. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the value reported for this employee for the Personnel Evaluation, Instructional Practice Component is greater than or equal to 01, then the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 110 instead of 100.

| Student District Learning Number Growth | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Instruc- tional Practice | Professional & Job Responsibilities |
|---|------------------------------|--------------------------|----------------|-------------|--------------------------------|---|
| 03 40 | 123456789 | 5 | **** | 51028 | 45 | 15 |
| * 03 50 | 123456780 | 5 | **** | 61232 | 40 | 20 |

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the value for Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component or Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

(New Edit for 1314)

→ 39. If Survey Period Code is 3 and if the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if Employee Type is RF, RP or TF, and if Employment Date, Original Position is on or after 20130701, then the Personnel Evaluation code must be C-H. -state validation-

EXAMPLE

The first record listed below would cause an error message to be generated because the Personnel Evaluation code is Z for an instructional, regular full-time employee whose Employment Date, Original Position is after 7-1-13. The second record would pass the edit because the Personnel Evaluation code is appropriate for the instructional, regular full-time employee.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Employee Type | Employment Date, Original Position | Personnel Evaluation |
|-----------------|------------------------|--------------------|-------------|----------|---------------|------------------------------------|----------------------|
| *03 | 123456789 | 3 | **** | 51071 | RF | 20130822 | Z |
| 03 | 444332222 | 3 | **** | 52003 | RF | 20130725 | D |

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

DISTRICT RESPONSIBILITY

The district must determine which data are in error and revise the record(s) in error so the correct relationship exists between the codes.

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~30. Personnel Evaluation code must be C-H or Z. -record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Personnel Evaluation code is not a valid code.~~

| District | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Personnel Evaluation |
|---------------------|-----------------------------------|-------------------------------|------------------------|--|---------------------------------|
| 03 | 123456788 | 5 | **** | 0081 | D |
| * 03 | 123456789 | 5 | **** | 0081 | R |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code and resubmit the record for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~31. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers) then the Personnel Evaluation code must be C-H. record rejected-~~

~~EXAMPLE~~

~~The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Personnel Evaluation code for the Job Code is not a valid code.~~

| District | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation |
|---------------------|-----------------------------------|-------------------------------|------------------------|---------------------|---------------------------------|
| 03 | 123456788 | 5 | **** | 51051 | D |
| * 03 | 123456789 | 5 | **** | 51062 | Z |
| 03 | 123456791 | 5 | **** | 61332 | Z |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code or the Job Code and resubmit the record for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~32. If the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), then the Personnel Evaluation, Instructional Leadership Component must be numeric, greater than or equal to zero and less than or equal to 60. For all other employees, the Personnel Evaluation, Instructional Leadership Component must be zero. -record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Leadership Component value is not valid for the Job Code, Primary.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Instructional Leadership |
|--|---|---|--------------------------------------|-----------------------------------|---|
| 03 | 123456788 | 5 | **** | 73002 | 40 |
| * 03 | 123456789 | 5 | **** | 73019 | 80 |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Leadership Component value and resubmit the record for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~33. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey, then the Fiscal Year Salary must not be greater than \$135,000. record rejected-~~

~~EXAMPLE~~

~~The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Fiscal Year Salary is greater than \$135,000.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Fiscal Year Salary |
|--------------------------------|---|---------------------------------------|----------------------------|-------------------------|---------------------------------------|
| 03 | 123456788 | 5 | **** | 51051 | 008016988 |
| * 03 | 123456789 | 5 | **** | 51062 | 013632550 |
| 03 | 123456791 | 5 | **** | 63012 | 005236459 |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Fiscal Year Salary and resubmit the record for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~34. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080, then the Personnel Evaluation code must be Z. -record rejected-~~

~~EXAMPLE~~

~~The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Personnel Evaluation code is not valid for the Job Code.~~

| District | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation | Employee Type |
|---------------------|-----------------------------------|-------------------------------|------------------------|---------------------|---------------------------------|--------------------------|
| * 03 | 123456788 | 5 | **** | 52080 | D | RF |
| * 03 | 123456789 | 5 | **** | 51080 | E | TF |
| 03 | 123456791 | 5 | **** | 59080 | Z | RF |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Personnel Evaluation code or Job Code and resubmit the records for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~35. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Instructional Practice Component must be numeric, greater than or equal to zero and less than or equal to 60. For all other employees the Personnel Evaluation, Instructional Practice Component must be zero. record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Practice Component value is not valid for the Job Code, Primary.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Instructional Practice |
|----------------------------|-----------------------------------|-------------------------------|------------------------|---------------------|---|
| 03 | 123456788 | 5 | **** | 51026 | 40 |
| * 03 | 123456789 | 5 | **** | 61232 | 80 |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Practice Component value and resubmit the record for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~36. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Professional and Job Responsibilities Component must be numeric, greater than or equal to zero and less than or equal to 59. For all other employees the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. -record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Professional and Job Responsibilities Component value is not valid for the Job Code, Primary.~~

| District | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Prof or Job Responsibilities |
|---------------------|-----------------------------------|-------------------------------|------------------------|---------------------|---|
| 03 | 123456788 | 5 | **** | 73002 | 25 |
| * 03 | 123456789 | 5 | **** | 51114 | 40 |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Professional or Job Responsibilities Component value and resubmit the record for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~37. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then the Personnel Evaluation, Student Learning Growth Component must be numeric, greater than or equal to zero and less than or equal to 99. For all other employees the Personnel Evaluation, Student Learning Growth Component must be zero. -record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Student Learning Growth Component value is not valid for the Job Code.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Stud Learning Growth |
|--|---|---|--------------------------------------|-----------------------------------|---|
| 03 | 123456788 | 5 | **** | 73002 | 60 |
| * 03 | 123456789 | 5 | **** | 51114 | 100 |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Student Learning Growth Component value and resubmit the record for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~38. If the employee's Job Code places the employee on lines 09-19 or 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), then Personnel Evaluation, Measures of Student Learning Growth code must be A-H. For all other employees the Personnel Evaluation, Measures of Student Learning Growth code must be Z. -record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Measures of Student Learning Growth code is not valid.~~

| District | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Personnel Evaluation, Measures of Student Learning Growth |
|---------------------|-----------------------------------|-------------------------------|------------------------|--|--|
| 03 | 123456788 | 5 | **** | 0081 | B |
| * 03 | 123456789 | 5 | **** | 0081 | L |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation, Measures of Student Learning Growth code and resubmit the record for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~39. If the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), and if the value reported for this employee for the Personnel Evaluation, Instructional Leadership Component is greater than or equal to 01, then the total of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100. record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 90 instead of 100.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation | | |
|-----------------|------------------------|--------------------|-------------|----------|--------------------------|-------------------------|-------------------------|
| | | | | | Instructional Leadership | Professional & Job Resp | Student Learning Growth |
| 03 | 123456789 | 5 | **** | 73002 | 45 | 15 | 40 |
| * 03 | 123456780 | 5 | **** | 73019 | 40 | 10 | 40 |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the value for Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component or the Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.~~

STAFF FISCAL YEAR SALARIES - REJECT RULES

Deleted edit 30 for fiscal year 2013-14.

~~40. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the value reported for this employee for the Personnel Evaluation, Instructional Practice Component is greater than or equal to 01, then the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100. -record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 110 instead of 100.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Personnel Evaluation, Instructional Practice | Professional & Job Responsibilities | Student Learning Growth |
|----------------------------|-----------------------------------|-------------------------------|------------------------|---------------------|---|--|------------------------------------|
| 03 | 123456789 | 5 | **** | 51028 | 45 | 15 | 40 |
| * 03 | 123456780 | 5 | **** | 61232 | 40 | 20 | 50 |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the value for Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component or Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.~~

STAFF PAYROLL INFORMATION _ REJECT RULES

Deleted edit 26 for fiscal year 2013-14.

~~26. Personnel Evaluation code must be C-H or Z. If Survey Period Code = 2, then Personnel Evaluation code must be Z. record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Personnel Evaluation code is not a valid code.~~

| District | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Personnel Evaluation |
|---------------------|-----------------------------------|-------------------------------|------------------------|--|---------------------------------|
| 03 | 123456788 | 3 | **** | 0081 | D |
| * 03 | 123456789 | 3 | **** | 0081 | R |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code and resubmit the record for processing.~~

STAFF PAYROLL INFORMATION _ REJECT RULES

Deleted edit 26 for fiscal year 2013-14.

~~45. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080, then the Personnel Evaluation code must be Z. -record rejected-~~

~~EXAMPLE~~

~~The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Personnel Evaluation code is not valid for the Job Code, Primary.~~

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Personnel Evaluation | Employee Type |
|-------------------------------|--------------------------------------|-------------------------------------|---------------------------|------------------------------------|------------------------------------|-----------------------------|
| 03 | 123456788 | 3 | **** | 53080 | Z | RF |
| *03 | 123456789 | 3 | **** | 51080 | D | TF |
| 03 | 123456791 | 3 | **** | 59080 | Z | RP |

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

~~DISTRICT RESPONSIBILITY~~

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code or Job Code, Primary and resubmit the record for processing.~~

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

Deleted edit 26 for fiscal year 2013-14.

~~54. If Survey Period Code is not 2 and if the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if Employee Type is RF, RP or TF, and if Employment Date, Original Position on the Staff Demographic Information format is on or after 20130701, then the Personnel Evaluation code must be C-H. -state validation-~~

EXAMPLE

The first Staff Payroll record listed below would cause an error message to be generated because the Personnel Evaluation code is Z for an instructional, regular full-time employee whose Employment Date, Original Position on the Staff Demographic Information record is after 7-1-13. The second record would pass the edit because the Personnel Evaluation code is appropriate for the instructional, regular full-time employee.

Staff Payroll record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Employee Type | Personnel Evaluation |
|-----------------|------------------------|--------------------|-------------|-------------------|---------------|----------------------|
| * 03 | 123456789 | 3 | **** | 51071 | RF | Z |
| 03 | 444332222 | 3 | **** | 52003 | RF | D |

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type | Employment Date, Original Position |
|-----------------|------------------------|--------------------|-------------|---------------|------------------------------------|
| 03 | 123456789 | 3 | **** | RF | 20130822 |
| 03 | 444332222 | 3 | **** | RF | 20130725 |

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

DISTRICT RESPONSIBILITY

The district must determine which data are in error and revise the record(s) in error so the correct relationship exists between the codes.