

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

## **1213**

Education Information and Accountability Services is in the process of converting the 2010-11 Database Manuals to a 508 compliant format. If you are visually impaired and need assistance reading the manuals, please contact Education Information and Accountability Services at [askeias@fldoe.org](mailto:askeias@fldoe.org) or (850) 245-0400.

## TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

➔ 24. If survey Period is 3, 5 or 9, Title I Supplemental Educational Services School must be a school that is required to provide the No Child Left Behind Choice of Title I Supplemental Educational Services. The school must have a Title I Status of S or T in the Master School Identification (MSID) file in the Title I Status field. - record rejected

### EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Title I Supplemental Educational Services School is not a Title I School; Title I Status equals Z.

District Number, Current Enrollment	Title I Supplemental Educational Services School	Student Number Identifier, Florida	MSID SINI Status
01	0041	012345676X	2
33	0031	012345677X	3
* 28	0071	012345678X	0

### 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 Title I Status on the Master School Identification file by contacting the Department of Education or the district must correct the Title I Supplemental Educational Services School Number and resubmit the record.

## FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

64 If the Immigrant Student = Y, then the Country of Birth on the Student Demographic record must not be US or PR. The records should be matched on the following elements: District Number, Current Enrollment (Federal/State Indicator Status) and both District Number, Current Enrollment and District Number, Current Instruction/Service (Student Demographic); Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -State validation-

### EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Immigrant Student and Country of Birth code.

#### *Federal/State Indicator Status records*

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Immigrant Student
* 01	019876545X	2	****	Y
01	429876546X	2	****	Y

#### *Student Demographic Information records*

District Current Enrollment	Student Identifier, Florida	Survey Period Code	Fiscal Year	Country of Birth
01	019876545X	2	****	US
01	429876546X	2	****	KI

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

### DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Immigrant Student and Country of Birth.

## STUDENT COURSE TRANSCRIPT INFORMATION - STATE VALIDATION RULES

51. If Course Assessment Status is A, then Credit Earned, Course must be 050 or 100 on this record or on a matching Student Course Transcript Information record. The match is based on Student Number Identifier, Florida; Survey Period Code; School Year – Record Submission and Course Number, which must be one of the following: 1200310, 1200320, 1200380, 1209810, 1200390, 2000310, 2000320, 2000322, 2000430, 2000800, 2000850, 2002440, 2002450, 1206310, 1206320, 1206810 or 1209820. – state validation-

### EXAMPLE

The first two records listed below would not cause an error message to be generated. The third record would cause an error message to be generated because the Credit Earned, Course is 000 and there is no matching record with Credit Earned, Course of 050 or 100.

District Number, Current Enrollment	Student Number Identifier, Florida	Course Number	Course Assessment Status	Credit Earned, Course
02	123456789X	1200320	A	100
02	123456789X	1200320	A	000
* 02	123412341X	1200320	A	000

### DISTRICT RESPONSIBILITY

The district must either correct the record by changing the Course Assessment Status code or the Credit Earned, Course or the district must submit a matching record with Credit Earned, Course of 050 or 100.

## EXCEPTIONAL STUDENT - REJECT RULES

2C. Exceptional Student Eligibility Determination Date must be numeric and either a valid date or all zeros.

→ If Exceptional Student Placement Status = T, then Exceptional Student Eligibility Determination Date must be a valid date that is less than or equal to the survey date or it must be zero-filled. For Survey 5, use August 31 to represent the survey date.

If Survey Period is 1 and Exceptional Student Placement Status = P, then Exceptional Student Eligibility Determination Date must be less than or equal to the survey date or zero-filled.

If Survey Period is 2, 3 or 4 and Exceptional Student Placement Status = P, then Exceptional Student Eligibility Determination Date must be less than or equal to the survey date.

If Survey Period = 5 and if Exceptional Student Placement Status = R or E then the Exceptional Student Eligibility Determination Date must be zero-filled.

If Survey Period = 5 and if Exceptional Student Placement Status = I, N or P, then the Exceptional Student Eligibility Determinate Date must be a valid date less than or equal to August 31.

If Survey Period is 7, the Exceptional Student Eligibility Determination Date must be zero-filled.

-record rejected-

### EXAMPLE

The first two records listed below would be rejected because the Exceptional Student Eligibility Determination Date is not a valid date. The third record would be loaded to the data base assuming no other reject rule would cause its rejection.

Student Number Identifier, Florida	Survey Period Code	Year	Exceptional Student Placement Status	Exceptional Student Eligibility Determination Date
* 621234567X	2	****	P	00000000
* 621234568X	2	****	P	031413

## EXCEPTIONAL STUDENT - REJECT RULES

621234569X

2

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P

04082013

\*\*\*\* = 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 Exceptional Student Eligibility Determination Date and resubmit the records.

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

Year: 2012-13

Data Element Number: **217415**

Data Element Name: **Salary Supplement Type/Value**

A code to identify up to eleven types of annual salary supplements and their corresponding monetary values paid to an employee during the fiscal year being reported.

Report the Salary Supplement Type in positions 1, 9, 17, etc. followed by the corresponding Salary Supplement Value in the next seven positions. Use the following codes for Salary Supplement Type:

The monetary value of the salary supplement should be reported using two decimal places as follows.

Example: 0045000 = \$450.00

Code	Definition/Example
0	No salary supplement
1	Assignment to a school in the bottom two categories of the school improvement system under s.1008.33, F.S. such that the supplement remains in force for at least 1 year following improved performance in that school.
2	Certification and teaching in critical teacher shortage areas. Statewide critical teacher shortage areas are identified by the State Board of Education under s.1012.07, F.S. However, the district school board may identify other areas of critical shortage within the school district for district purposes and may remove areas identified by the State Board which do not apply within the school district.
3	Assignment of additional academic responsibilities.
A	Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc.
B	Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.
C	Merit Pay - awarded by the local school district.
E	Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training.
F	Extended Day - supplements to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period or after-school tutoring.
G	Other
H	Florida Excellent Teaching Program Bonus - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.
I	Florida School Recognition Program as defined in s. 1008.36, F.S.
J	Performance Pay Incentive.
K	Advanced Placement Instruction bonus as defined in s. 1011.62(1)(n), F.S.
N	Bonus for Teacher Retention in an area of critical state concern.

Data Element Number: **217415**

Data Element Name: **Salary Supplement Type/Value**

O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	International Baccalaureate instruction bonus as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.
S	Sick Leave Buy Back – payment for unused sick leave
T	Terminal Pay – Payment for unused annual leave.
U	In-Kind Compensation – Examples: uniforms, car, etc.
V	Sabbatical Leave Pay
W	Advance International Certificate of Education bonus as defined in s. 1011.62(1)(m), F.S.
X	Merit Awards Program performance pay.
Y	Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3.
Z	Assignment to a Title 1 eligible school.

**Length:** 88

**Data Type:** Alphanumeric

**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

- 12/5/2012 Codes Added four new codes (Z, 1, 2, 3) as per section 1012.22(1)(c)(5)(c), Florida Statutes
- 11/2/2011 Codes Revised definitions of codes K, Q & W to update statutory reference. Revised definition of code X by deleting statutory reference which was repealed; code remains for district follow-up reporting.
- 6/1/2011 Codes Revised definition of code J to delete statute reference that is no longer applicable.  
Added new code Y to align with SB 736.



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

Year: 2012-13

Data Element Number: **217385**

Data Element Name: **Salary Supplement Type**

A code to identify each type of annual salary supplement scheduled to be paid.

<b>Code</b>	<b>Definition/Example</b>
1	Assignment to a school in the bottom two categories of the school improvement system under s.1008.33, F.S. such that the supplement remains in force for at least 1 year following improved performance in that school.
2	Certification and teaching in critical teacher shortage areas. Statewide critical teacher shortage areas are identified by the State Board of Education under s.1012.07, F.S. However, the district school board may identify other areas of critical shortage within the school district for district purposes and may remove areas identified by the State Board which do not apply within the school district.
3	Assignment of additional academic responsibilities.
A	Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc.
B	Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.
C	Merit Pay - awarded by the local school district
E	Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training.
F	Extended Day - supplements to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period and after-school tutoring.
G	Other
H	Florida Excellent Teaching Program Bonus - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.
I	Florida School Recognition Program as defined in s. 1008.36, F.S.
J	Performance Pay Incentive.
K	Advanced Placement Instruction bonus as defined in s. 1011.62(1)(n), F.S.
N	Bonus for Teacher Retention in an area of critical state concern.
O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	International Baccalaureate instruction bonus as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.

Data Element Number: **217385**

Data Element Name: **Salary Supplement Type**

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S Sick Leave Buy Back – payment for unused sick leave.

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T Terminal Pay – payment for unused annual leave.

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U In-Kind Compensation – examples: uniforms, car, etc.

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V Sabbatical Leave Pay.

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W Advance International Certificate of Education bonus as defined in s. 1011.62(1)(m), F.S.

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X Merit Awards Program performance pay.

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Y Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3.

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Z Assignment to a Title 1 eligible school.

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**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Salary Supplements DB9 32x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

12/5/2012 Codes Added four new codes (Z, 1, 2, 3) as per section 1012.22(1)(c)(5)(c), Florida Statutes.

11/2/2011 Codes Revised definition of code X by deleting statutory reference which was repealed. Code remains for district follow-up reporting.

6/1/2011 Codes Revised definition of code J to delete statute reference that is no longer applicable. Added new code Y to align with SB 736.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

➔ 13. Salary Supplement Type code must be A - C, E - K, N - Z, 1-3 or zero. -record rejected-

### EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	D0025000

\*\*\*\* = 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 Salary Supplement Type and resubmit the record for processing.

## STAFF SALARY SUPPLEMENTS - REJECT RULES

- 5. Salary Supplement Type code must be A - C, E - K, N - Z, or 1-3. -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 listed below would be rejected because the Salary Supplement Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type	Salary Supplement Value
03	123456789	2	****	B	0045000
* 03	123456780	2	****	L	0025000

\*\*\*\* = 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 Salary Supplement Type and resubmit the record for processing.