

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 or (850) 245-0400.

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

Year: 2012-13

Data Element Number: **221811**

Data Element Name: **Mentor/Supervising Educator**

A code to indicate whether the staff member is a Mentor or Supervising Educator. [See Notes section for additional information.]

Code	Definition/Example
N	No, the staff member is not a mentor or supervising educator.
Y	Yes, the staff member is a mentor or supervising educator.

Notes: A Mentor/Supervising Educator is an individual who supervises or directs teacher preparation candidates during field experiences or student internships, provides mentoring to a district alternative certification program participant, or supervises or directs principal leadership candidates.

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

7/1/2012	New Element
6/26/2012 Codes	Updated wording in the codes to match data element name.
6/26/2012 Notes	Revised the "Note" to give districts guidance on the particular staff this data element is targeting.
6/26/2012 Surveys Required	Deleted Survey 5 as a required reporting period. Only required for Surveys 2 & 3.
6/26/2012 Element Name	Revised the name of the data element to capture the selection of staff to be included.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➡ **1M. Mentor/Supervising Educator code must be Y or N. If Survey Period Code is 5, Mentor/Supervising Educator code must be Z. This edit does not apply to Survey 8. -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 code for Mentor/Supervising Educator is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Mentor/ Supervising Educator
03	123456789	2	****	N
* 03	123456780	2	****	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 Mentor/Supervising Educator code and resubmit the record for processing.