

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

1112

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: 2011-12

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 Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Surveys Required:

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

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 Req Deleted Survey Period 2 as a required survey period.

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

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: 2011-12

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
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None	None
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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 Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

11/22/2011	Notes	Updated "Notes" to include school administrators who were not evaluated.
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6/1/2011		New element.
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FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

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
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None	None
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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 Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

11/22/2011	Notes	Updated "Notes" to include instructional staff members who were not evaluated.
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6/1/2011		New element.
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FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

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: Alphabetic

Year Implemented: 1112

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:

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: 2011-12

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
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None	None
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Notes: Employees who are not school administrators or instructional staff members and 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 Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

11/22/2011 Notes	Revision Description: <input type="checkbox"/> Updated "Notes" to include school administrators or instructional staff members who were not evaluated.
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6/1/2011	New element.
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FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
AUTOMATED STAFF DATA ELEMENTS
Year: 2011-12

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
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None	None
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Notes: Employees who are not school administrators or instructional staff members and 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 Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

11/22/2011 Codes	Updated "Notes" to include school administrators or instructional staff members who were not evaluated.
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6/1/2011	New element
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STAFF FISCAL YEAR SALARIES - REJECT RULES

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 Number	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

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 Number	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

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

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

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 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 FISCAL YEAR SALARIES - REJECT RULES

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-----		
					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 FISCAL YEAR SALARIES - REJECT RULES

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,-----		
					Instruc- tional 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

 **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 Number	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 - STATE VALIDATION RULES

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 20110701, 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 7-1-11. 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	20110822
03	444332222	3	****	RF	20110725

**** = 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.

APPENDIX R

CORE COURSES FOR NO CHILD LEFT BEHIND (HIGHLY QUALIFIED TEACHER)

KG – 05

Course Numbers that begin with:

5001
5007
5010
5012
5013
5020

Subject Area:

Art – Visual Arts
Foreign Languages
Language Arts (includes Drama – Theatre Arts)
Mathematics
Music
Science



Secondary, Grades 6 – 12

Course Numbers that begin with:

01
04
07

10
12
13
20
21

24

Subject Area:

Art-Visual Arts (Except 0100220, 0100990)
Drama – Theatre Arts (Except 0400220, 0400990)
Foreign Languages (Except 0700220, 0700980, 0700990, 0701980, 0701990, 0702980, 0702990, 0703980, 0703990, 0791920)
Language Arts (Except 1000220, 1000990)
Mathematics (Except 1200220, 1200990)
Music (Except 1300220, 1300990)
Science (Except 2000220, 2000990)
Social Studies (Except 2100220, 2100990, 2103050, 2104000, 2105000, 2105020, 2105025, 2105030, 2105035, 2101300, 2101310, 2101800, 2101810, 2120710, 2104300-2104360, 2104600, 2104610, 2105300, 2105310, 2105340, 2105350, 2105860, 2120910, 2120915, 2107300, 2107310, 2107350, 2107360, 2107370, 2107800, 2107810, 2108300)
Self Contained (Except 2400200, 2400300 and 2400310)

ESE, Grades KG – 12

Course Numbers that begin with:

7755010 - 7755040
7701010 - 7713010
7720015 - 7720060
7855010 - 7855050
7801010
7810010 - 7812030
7813010
7820010 - 7820017
7821021 - 7821026
7910100 - 7920025
7921015 - 7921025
7961010

7967010

Subject Area:

Academics – General (Except 7755020, 7755030 and 7755050)
Academics – Subject Areas (Except 7712010)
Academics – Subject Areas
Academics – General (Except 7855020)
Miscellaneous
Academics – Subject Areas
Miscellaneous
Academics – Subject Areas
Academics – Subject Areas
Academics – Subject Areas (Except 7915010 and 7919010)
Academics – Subject Areas
Supported Level: 9-12

Miscellaneous

