

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: **217325**

Data Element Name: **Salary Schedule Step**

A two-digit salary schedule step for instructional personnel. Instructional personnel who are in their first year should be placed on Step 00. Second year personnel are on Step 01 and so forth. Use code 99 for employees who are not instructional personnel and/or are not paid on the regular instructional personnel salary schedule. Use code 98 for employees on a flat rate schedule (e.g., JROTC instructors).

Code **Definition/Example**

Not applicable for this element.

Length: 2

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

9/9/2011 Surveys Req Deleted Survey 5 as a required survey period. This data element is located on a Staff format that is only reported in Survey Periods 2 and 3.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

13. If Survey Period is 2 or 3, then Entry (Re-entry) Date must be numeric and must be a valid date that is greater than or equal to 07/01/**** and less than or equal to the last day of the survey week. If Survey Period Code is 5 and Term is Y then the field should be zero filled. If Survey Period Code is 5, then the Entry (Re-entry) Date must be numeric and must be a valid date in the range 7/01/**** to 8/31/****. -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 Entry (Re-entry) Date is not a valid date in the specified range. The third record would be rejected because the Entry (Re-entry) Date contains blanks.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Entry (Re-entry) Date
01	012345678X	2	0811****
* 01	012345679X	2	0231****
* 01	012345670X	2	0123

**** = 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 Entry (Re-entry) Dates and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

45. The Educational Choice code must be Z for the following:

- District Number, Current Enrollment is 68, 69 or 71-75.
- School Number, Current Enrollment is 7001 (school district virtual instruction program – contracted provider) or 7004 (Florida Virtual School franchise) or 7006 (KG-12 virtual course offerings) or 7023 (school district virtual instruction program – district provider).
- School Number, Current Enrollment is 3518 (McKay Scholarship).
- School Number, Current Enrollment is N998 (Home Education).
- School Number, Current Enrollment is N999 (private school).

-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 and third records would be rejected because the Educational Choice code is not appropriate for the District Number, Current Enrollment and School Number, Current Enrollment that was submitted.

District Number, Current Enrollment	School Number Current Enrollment	Educational Choice
06	3518	Z
* 71	0500	B
* 35	0531	A

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 Educational Choice code or the School Number, Current Enrollment and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

 **4F. If the School Number, Current Enrollment is a Charter School (Charter School Status on the Master School ID table is any code other than Z), then Educational Choice code must not be A. –record rejected-**

EXAMPLE

The first two 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 since the relationship between Educational Choice and Charter School Status is incorrect.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Educational Choice
35	0021	012345678X	Z
35	0102	012345679X	Z
* 35	0201	012345670X	A


Master School Identification File

District Number, Current Enrollment	School Number, Current Enrollment	Charter School Status
35	0021	R
35	0102	C
* 35	0201	C

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 Educational Choice code and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – AGGREGATE EXCEPTION REPORTS

 **90. For Survey Period Codes 2, 3, and 5, for each active school on the Master School Identification (MSID) file for the district, unless it is school 3518 (McKay), there must be at least one Prior School Status/Student Attendance record. – aggregate exception edit–**

Note: An error message will be printed on the exception report for schools that do not meet the aggregate exception edit above.

EXAMPLE


School 0035 is an active school on the MSID file, but no Prior School Status/Student Attendance records exist for this school on the Student Database Prior School Status/Student Attendance table.

An aggregate edit error message is generated for school 0035 on the exception report indicating that the school failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must verify whether or not Prior School Status/Student Attendance records should be sent for this school and submit these records if necessary.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

 13. If Immigrant Student code is Z, then the School Number, Current Enrollment must be 3518. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Immigrant Student code is Z and the School Number, Current Enrollment is not 3518.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Immigrant Student
01	123456789X	1234	Y
01	123456790X	2345	N
01	123456791X	3518	Z
* 01	123457891X	4567	Z

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 Immigrant Student code and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES

Deleted edit 69 for fiscal year 2011-12.



~~69. If Incident, Type on the School Environmental Safety Incident Report format is BUL, HAR, SXH, TRE, UBL or UHR or if Incident, Bullying-Related is Y, then Bullied or Harassed – Disability on the Federal State Indicator Status format must be Y or N.~~

~~The records should match on District Number, Reporting District on the School Environmental Safety Incident Report record and District Number, Current Enrollment on the Federal State Indicator Status record; Survey Period Code; and School Year. —state validation-~~

~~EXAMPLE~~

~~The first two records below would pass the edit above. The third record below would fail the edit because the correct relationship does not exist between Incident, Type and Bullied or Harassed – Disability code.~~

~~School Environmental Safety Incident Report records~~

District	Survey	Incident,
Number,	Period	Type
Reporting	Code	Code
District	Code	Type
01	2	BUL
01	2	SXH
*01	2	HAR

~~Federal State Indicator Status records~~

District	Survey	Bullied or
Number,	Period	Harassed-
Current	Code	Disability
Enrollment	Code	Disability
01	2	N
01	2	Y
*01	2	Z

STUDENT ASSESSMENT –REJECT RULES

Deleted edit 35 for fiscal year 2011-12.

 ~~35. If Test Name is CAI then Test Subject Content Codes must be a valid Test Subject Content code for the CAI listed in Appendix L. –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 Test Subject Content Code is not valid for the Test Name reported.~~

Student Number	Test	Test	Test
Identifier,	Date	Name	Subject
Florida	Date	Name	Content Codes
123456789X	11012008	CAI	KA
* 301741234X	11012008	CAI	SS

~~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 Test Name or the Test Subject Content Code and resubmit the record.~~

STUDENT ASSESSMENT –REJECT RULES

Deleted edit 36 for fiscal year 2011-12.

 ~~36. If Test Name is APT then Test Subject Content Code must be a valid Test Subject Content code for the APT listed in Appendix L. -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 Test Subject Content Code is not valid for the Test Name reported.~~

Student Number	Test	Test	Test
Identifier,	Date	Name	Subject
Florida	Date	Name	Content Codes
123456789X	11012008	APT	1A
* 301741234X	11012008	APT	SS

~~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 Test Name or the Test Subject Content Code and resubmit the record.~~

STUDENT ASSESSMENT –REJECT RULES

Deleted edit 37 for fiscal year 2011-12.

 ~~37. If Test Name is IBP then the Test Subject Content Code must be a valid Test Subject Content code for the IBP listed in Appendix L. -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 Test Subject Content Code is not valid for the Test Name reported.~~

Student Number	Test
Identifier,	Test
Florida	Date
Test	Subject
Name	Content Codes
123456789X	11012008
* 301741234X	11012008
IBP	NA
IBP	SS

~~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 Test Name or the Test Subject Content Code and resubmit the record.~~

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 01 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

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 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 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 40 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	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, 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-G. 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

- ➔ **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), 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	Survey	Fiscal Year	Job Code	-----Personnel Evaluation,----- Instruc- Professional		
	Security Number	Period Code			tional Practice	& Job Responsibilities	
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 - 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-G. -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.