

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

1011

Education Information and Accountability Services is in the process of converting the 2009-10 Database Manuals to a 508 compliant format. If you are visually impaired and need assistance reading the manuals, please contact Harold McLeod at harold.mcleod@fldoe.org or (850) 245-0400.

**Survey Dates
2010-2011**

Staff

Survey 8:

 State Processing: July 29-September 23, 2010

Survey 2:

Survey Week: October 11-15, 2010

Due Date: October 29, 2010

State Processing: October 18-November 12, 2010

Final Update/Amendment Date: March 31, 2011

Survey 3:

Survey Week: February 7-11, 2011

Due Date: February 25, 2011

State Processing: February 14-March 11, 2011

Final Update/Amendment Date: July 31, 2011

Survey 5:

Due date: August 5, 2011

State processing: August 1 - September 2, 2011

Final Update/Amendment Date: February 29, 2012

EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

9. For all surveys. if Exceptional Student Placement Status = P or T, then Exceptional Student Placement Date must be a valid numeric date and less than or equal to the survey date. If Survey = 5 and if Exceptional Student Placement Status = R, E, I, or N, Exceptional Student Placement Date must be zero-filled.
-record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because the Exceptional Student Placement Date is not numeric. The second record would be rejected because Exceptional Student Placement Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptional Student Placement Status	Exceptional Student Placement Date
* 361234567X	3	****	P	NNNNNNNN
* 361234568X	3	****	P	02302009

**** = 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 Placement Date and resubmit the records.

EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

10. Exceptional Student Eligibility Determination Date must be numeric and either a valid date or all zeros. If Exceptional Student Placement Status = P, then Exceptional Student Eligibility Determination Date must be a valid date and less than or equal to the survey date. If Survey = 5 and if Exceptional Student Placement Status = R or E then the Exceptional Student Eligibility Determinate Date must be zero-filled. If Survey = 5 and if Exceptional Student Placement Status = I or N, then the Exceptional Student Eligibility Determinate Date must be a valid date less than or equal to the survey date. -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	Fiscal Year	Exceptional Student Placement Status	Exceptional Student Eligibility Determination Date
* 621234567X	2	****	P	00000000
* 621234568X	2	****	P	031486
621234569X	2	****	P	04072007

**** = 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.

EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

 11. Exceptional Student Placement Status must be P or T in Surveys 2 and 3. In survey 5, Exceptional Student Placement Status must be R, E, P, I, N, or T .
-record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Exceptional Student Placement Status code is not valid.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptional Student Placement Status
* 49	491234567X	X
49	491234568X	P

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 Exceptional Student Placement Status and resubmit the record.

EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

-  13. In Survey 5, if Exceptional Student Placement Status is R, E, I or N, Exceptionality must be Z. –record rejected-

EXAMPLE

The first and second record 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 Exceptional Student Placement Status is I and Exceptionality is not Z.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student Placement Status	Exceptionality
21	621234567X	5	I	Z
21	621234568X	5	R	Z
* 21	621234569X	5	I	P

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 Exceptionality and resubmit the record.

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR




10-11

STAFF

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

Implementation Date: Fiscal Year 1993-94 July 1, 1993
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Element Name: Survey Period Code															
Definition/Domain															
<p>A code representing one of the state reporting periods.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>July</td> </tr> <tr> <td>2</td> <td>October</td> </tr> <tr> <td>3</td> <td>February</td> </tr> <tr> <td>4</td> <td>June</td> </tr> <tr> <td>5</td> <td>End of Year</td> </tr> <tr> <td>8 </td> <td>July</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	1	July	2	October	3	February	4	June	5	End of Year	8 	July
<u>CODE</u>	<u>DEFINITION</u>														
1	July														
2	October														
3	February														
4	June														
5	End of Year														
8 	July														
Length: 1	State Reporting Formats Requiring This Data Element:														
Format: Numeric															
Compatibility Requirement: Compatible															
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability															
Data Element Number: 220125															
Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 8															
Revised: 6/16/10	Volume II	Effective: 7/10	Page Number: 66-1												




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

Implementation Date: Fiscal Year 2007-08 July 1, 2007
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Element Name: Personnel Evaluation	 **Renamed**
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Definition/Domain

 A code to indicate the classroom teacher's or school principal's evaluation status in accordance with Sections 1012.2315 and 1012.34, Florida Statutes.

<u>CODE</u>	<u>DEFINITION</u>
A 	The classroom teacher or school principal was determined to be unsatisfactory on his or her evaluation.
B 	The classroom teacher or school principal was not determined to be unsatisfactory on his or her evaluation.
Z 	The staff member is not a classroom teacher or school principal.


Length: 1	State Reporting Formats Requiring This Data Element:
Format: Alphabetic	Staff Payroll Information DB9 30x
Compatibility Requirement: Compatible	Staff Fiscal Year Salaries DB9 43x
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability	
Data Element Number: 220150	Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5
Revised: 6/16/10	Volume II Effective: 7/10 Page Number: 48-35

STAFF FISCAL YEAR SALARIES - REJECT RULES

 **30. Personnel Evaluation code must be A, B 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	B
* 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 09-12 or 21-33, inclusive, of the Public Schools Staff Survey - EEO-5 and Employee Type is RF or TF, then the Personnel Evaluation code must be A or B. -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	B
* 03	123456789	5	****	51062	Z
03	123456791	5	****	61232	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

 34. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080 and the Employee Type is RP or TP, then the Personnel Evaluation code must be Z. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080 and the Employee Type is RF or TF then the Personnel Evaluation code must be A or B. -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 and Employee Type.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation	Employee Type
03	123456788	5	****	52051	B	RF
* 03	123456789	5	****	51080	Z	TF
03	123456791	5	****	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; Job Code or Employee Type and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

26. Personnel Evaluation code must be A, B 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	2	****	0081	B
* 03	123456789	2	****	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

→ 27. If the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, then the Personnel Evaluation code must be A or B. -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, Primary is not a valid code. ↓

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Personnel Evaluation
03	123456788	3	****	51051	B
*03	123456789	3	****	51062	Z
03	123456791	3	****	61232	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, Primary and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

→ 45. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080 and the Employee Type is RP or TP, then the Personnel Evaluation code must be Z. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080 and the Employee Type is RF or TF then the Personnel Evaluation code must be A or B.
-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 and Employee Type.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Personnel Evaluation	Employee Type
03	123456788	3	****	53080	B	RF
*03	123456789	3	****	51080	Z	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; Job Code, Primary or Employee Type and resubmit the record for processing.

2010-2011 Staff Fiscal Year Salaries

1. There should be one record submitted for each staff member receiving salary payments during the fiscal year being reported. For staff filling more than one job code position during the Fiscal Year, submit one record for each job. Submit this format in reporting period 5 only.
2. **SCHOOL NUMBER, PRIMARY/HOME:** For staff members who operate out of the county office, the school number to be used in this field is 9001. Staff members assigned to schools must be reported at that school using the official state school number for that school. Itinerant staff should be reported either at the school that is considered their home location or at the district office.
3. **JOB CODE:** Submit one record for each job code the employee received salary for during the fiscal year being reported. See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for acceptable codes.
4. **FISCAL YEAR SALARY:** All salaries paid to the staff member for the job being reported.
5. **JOB CODE FUND SOURCE:** A code to identify up, to three fund sources (and corresponding percentages) from which the employees salary is paid.
6. **SALARY SUPPLEMENT TYPE/VALUE:** A code to identify up to eleven annual salary supplement types (and corresponding monetary values) paid for extra services. The Salary Supplement Type earned by the employee is to be entered in positions 1, 9, 17, etc., followed by the corresponding Salary Supplement Value in the next seven positions. The default code for Salary Supplement Type/Value is zero.
7. **ERROR CODES:** This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
8. **KEY FIELDS:** The key fields for this format are Item Numbers 1-4, 6. If any key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' indicates key fields.

(Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number *
2	3-12	10	A/N/L	Social Security Number *

Item No.	From-To	Size	Field Char.	Field Description
3	13-13	1	N	Survey Period Code *
4	14-17	4	N	Fiscal Year *
5	18-21	4	N/R	School Number, Primary/Home
6	22-26	5	N	Job Code *
7	27-35	9	N/R	Fiscal Year Salary
8	36-47	12	A/N/R	Job Code Fund Source
9	48-135	88	A/N/R	Salary Supplement Type/Value
10	136-136	1	A	Transaction Code
11	137-137	1	A	Employment Status Code
12	138-147	10	A/N	Filler
13	148-151	4	A/N/R	Migrant Summer
14	152-155	4	A/N/R	Migrant Regular School Year
15	156-159	4	A/N/R	Title I School-Wide
16	160-163	4	A/N/R	Title I Targeted Assistance
17	164-164	1	A	Personnel Evaluation
18	165-222	58	A/N	Filler
19	223-232	10	A/N/L	Staff Number Identifier, Local
20	233-240	8	A/N	Filler/Error Codes



2010-2011 Staff Payroll Information

1. This type of record must be submitted for all employees during reporting periods 2 and 3. Contracted employees must be submitted as well although they are not part of a district's payroll system. The majority of employees in a district will only have one STAFF PAYROLL record per submission. However, for those individuals who have two primary jobs, e.g., bus driver and cafeteria worker, one record should be submitted for each job. An individual who holds a contract as a teacher and teaches different subjects is not viewed as having two primary job codes. Other examples of individuals holding two primary jobs could include the following: high school teacher/adult night school teacher; bus driver/teacher aide, maintenance worker/security guard.
2. JOB CODE FUND SOURCE: This element should identify up to three fund sources from which the employee is paid at the time of the survey for the primary job reported.
3. SCHOOL NUMBER: Report the school number which indicates the primary school to which this individual is assigned for the reported job code. This may or may not match the school number reported on the employee's demographic information record.
4. DUTY DAYS: Report the standard number of days per year an employee in this job is scheduled to work. For example, if a teacher is hired one week after the school year begins, report the standard duty days (196) for that job.
5. PAY TYPE, PAY RATE, PAY FREQUENCY: Report pay rate and frequency based upon the pay type of the employee. For example, an hourly paid employee (pay type H) would have "hourly wages" reported for pay rate item and "number of hours worked per day" reported for pay frequency. A salaried employee (pay type S) would have "salary earned per pay period" reported for pay rate and "number of pay periods" reported for pay frequency.
6. JOB CODE, PRIMARY: See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for Job Codes.
7. ADDRESS, MAILING: Submit for all employees whose position classification defines them as either administrative or instructional personnel (lines 1-43 of the Public Schools Staff Survey - EEO-5). These include superintendents, assistant superintendents, directors/supervisors of instruction, principals, assistant principals, teachers, librarians/media specialists, guidance counselors, other professional instructional staff, and other personnel occupying similar positions to those listed here.

8. **ERROR CODES** : This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.
9. **KEY FIELDS**: The key fields for this format are item numbers 1, 2, 3, 4, 6 and 16. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

' * ' indicates key fields.

(Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number *
2	3-12	10	A/N/L	Social Security Number *
3	13-13	1	N	Survey Period Code *
4	14-17	4	N	Fiscal Year *
5	18-21	4	N/R	School Number, Primary/Home
6	22-26	5	N	Job Code, Primary *
7	27-29	3	N/R	Job Code FTE
8	30-41	12	A/N	Job Code Fund Source
9	42-42	1	A/R	Pay Type
10	43-50	8	N/R	Pay Rate
11	51-54	4	N/R	Pay Frequency
12	55-55	1	A	Pay Class
13	56-58	3	N/R	Duty Days
14	59-61	3	N/R	Employment Length
15	62-62	1	A	Employment Status Code
16	63-64	2	A	Employee Type*
17	65-66	2	A	Filler
18	67-67	1	N	Salary Schedule Pay Lane
19	68-69	2	N/R	Salary Schedule Step
20	70-70	1	A	Transaction Code

Item No.	From-To	Size	Field Char.	Field Description
21	71-134	64	A/N	Address, Mailing
22	135-135	1	A/N	Personnel Evaluation
23	136-142	7	A/N	Filler
24	143-152	10	A/N/L	Staff Number Identifier, Local
25	153-160	8	A/N	Filler/Error Codes



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EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

9. For all surveys. if Exceptional Student Placement Status = P or T, then Exceptional Student Placement Date must be a valid numeric date and less than or equal to the survey date. If Survey = 5 and if Exceptional Student Placement Status = R, E, I, or N, Exceptional Student Placement Date must be zero-filled.
-record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because the Exceptional Student Placement Date is not numeric. The second record would be rejected because Exceptional Student Placement Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptional Student Placement Status	Exceptional Student Placement Date
* 361234567X	3	****	P	NNNNNNNN
* 361234568X	3	****	P	02302009

**** = 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 Placement Date and resubmit the records.

EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

10. Exceptional Student Eligibility Determination Date must be numeric and either a valid date or all zeros. If Exceptional Student Placement Status = P, then Exceptional Student Eligibility Determination Date must be a valid date and less than or equal to the survey date. If Survey = 5 and if Exceptional Student Placement Status = R or E then the Exceptional Student Eligibility Determinate Date must be zero-filled. If Survey = 5 and if Exceptional Student Placement Status = I or N, then the Exceptional Student Eligibility Determinate Date must be a valid date less than or equal to the survey date. -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	Fiscal Year	Exceptional Student Placement Status	Exceptional Student Eligibility Determination Date
* 621234567X	2	****	P	00000000
* 621234568X	2	****	P	031486
621234569X	2	****	P	04072007

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EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

 11. Exceptional Student Placement Status must be P or T in Surveys 2 and 3. In survey 5, Exceptional Student Placement Status must be R, P, E, I, N, or T.
-record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Exceptional Student Placement Status code is not valid.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptional Student Placement Status
* 49	491234567X	X
49	491234568X	P

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 Exceptional Student Placement Status and resubmit the record.

EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

-  13. In Survey 5, if Exceptional Student Placement Status is R, E, I or N, Exceptionality must be Z. –record rejected-

EXAMPLE

The first and second record 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 Exceptional Student Placement Status is I and Exceptionality is not Z.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student Placement Status	Exceptionality
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21	621234568X	5	R	Z
* 21	621234569X	5	I	P

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 Exceptionality and resubmit the record.