Florida Department of Education
Education information and Accountability
Education Data Systems

Comprehensive Management Information System
Automated Staff Reporting Format

2001-2002 Staff Demographic Information

1. Submit this record during reporting periods 2 and 3 for all staff employed either on a full or part time basis during the payroll period that includes the FEFP survey week for reporting students. Submit this record during reporting period 5 for any staff member employed at any time during the fiscal year being reported and for any staff member who received benefits anytime during the fiscal year.

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. SOCIAL SECURITY NUMBER: The social security number must be reported for all staff members employed. Districts must be certain to report the correct social security number for the staff member being reported. The number should be left-justified with a trailing blank. (For contracted or charter school staff for whom the school district does not have a Social Security Number, the district must assign a Staff Number Identifier See Social Security Number Data Element.)

4. FLORIDA EDUCATORS CERTIFICATE NUMBER: The certificate number must be reported for all certificate personnel within the district. In addition to all instructional personnel, those administrative personnel who possess certificates should have their numbers reported. Do not report district assigned certificate numbers for on-call substitute teachers, non-degreed vocational or non-degreed adult employees.

5. SEPARATION DATE/REASON: Report these elements in reporting period 5 only. These elements apply only to employees who have separated from employment with the district entirely. If an employee who held more than one job with the district separates from one but not all jobs, that employee should not be reported as separated from the school system. Report Separation Date and Separation Reason for all employees who separated from district employment during the Fiscal Year being reported. Report Separation Date for any employee who has received benefits but was not employed during the Fiscal Year being reported.

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2001-2002 Staff Demographic Information (Continued)

6.   JOB CODE, PRIMARY: Submit this element in reporting periods 2, 3, and 5. In Survey 5, report the primary job code for the job the employee held during the regular school year. This may be different than the job code reported on the summer salary format.

     See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for Job Codes.

7.   DAYS PRESENT AND DAYS ABSENT: Report the elements, Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; Days Absent, Other in Survey 5. These data are required by State Board of Education Rule 6A-1.09982(2) to provide information on teacher and administrator absences to be included in the School Advisory Council Reports.

8.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, and 4. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6356 Record Type: 1 of 1 Activity No.: DB9 27B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number**
				The two digit number for the district in which the staff member is currently employed. For employees who serve multiple districts, this is the fiscal agent district number. Also, the district number is for the district submitting the inservice education component. See DOE Information Data Base Requirements: Volume II - Automated Staff Information System, Appendix B for acceptable codes.
2	**3-12**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration (left justified).
3	**13-13**	**1**	**N**	**Survey Period Code**
				A code representing one of the state reporting periods. Code Definition 2 October 3 February 5 End of Year
4	**14-17**	**4**	**N**	**Fiscal Year**
				The state fiscal year running from July 1 through June 30 for which the reported data are applicable. Example: 8788 Fiscal year July 1, 1987 through June 30, 1988

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Item Number	From-To	Size	Field Char.	Field Description
5	**18-21**	**4**	**N/R**	**School Number, Primary/Home**
				The state assigned four digit school number (0001-9899) which indicates the primary administrative reporting unit to which the individual is assigned.
6	**22-31**	**10**	**N/R**	**Florida Educators Certificate Number**
				The 10 digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with the assignment codes below:
				<u>Code</u> <u>Definition</u>
				0000000000 Employee has no assigned certificate number.
				0000000001-0000899999 The regular number assigned by the Certification Section of the Department of Education.
				0000999999 A number assigned to a community college or university instructor for reporting purposes.
				9999999999 A number assigned to a teacher in a nonpublic school or facility providing special education programs through contractual arrangements in accordance with Rule 6A-6.0361, FAC.
7	**32-73**	**42**	**A/N/L**	**Employee Name, Legal**
				The employee's last, first, and middle names including appendage, as follows:
				(17 characters) Last Name (3 characters) Appendage (12 characters) First Name (10 characters) Middle/Maiden Name or Initial These are fixed fields.
8	**74-79**	**6**	**A/N**	**Filler**

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Item Number	From-To	Size	Field Char.	Field Description
9	**80-80**	**1**	**A**	**Sex**
				A code representing the sex of the employee. Code Definition M Male F Female
10	**81-81**	**1**	**A**	**Racial/Ethnic Category**
				The racial/ethnic group to which the staff member belongs or with which the staff member identifies: Code Definition W <u>White, Non-Hispanic</u>: Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. B <u>Black, Non-Hispanic</u>: Person having origins in any of the Black racial groups of Africa. H <u>Hispanic</u>: Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race. A <u>Asian/Pacific Islander</u>: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. I <u>American Indian/Alaskan Native</u>: Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. Racial/ethnic designators do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person would be counted in more than one racial/ethnic group.

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Item Number	From-To	Size	Field Char.	Field Description
11	**82-84**	**3**	**N**	**Days Present**
				Number of days in the 180 day school year that the teacher or school administrator was present in the job. The school year comprises the student contact days for that school. Report for regular full time and temporary full time staff only. (Round to the nearest full day.)
				Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplement for the fiscal year. Use 000 for employees other than teachers and school administrators.
				NOTE: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5)
12	**85-87**	**3**	**N**	**Days Absent, Personal Leave**
				Number of days in the 180 day school year that the teacher or school administrator was absent for personal leave, as defined by the school district. The school year comprises the student contact days for that school. Report for regular full time and temporary full time staff only. (Round to the nearest full day.)
				Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplement pay for the fiscal year. Use 000 for employees other than teachers and school administrators.
				NOTE: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5**).**

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Item Number	From-To	Size	Field Char.	Field Description
13	**88-90**	**3**	**N**	**Days Absent, Sick Leave**
				Number of days in the 180 day school year that the teacher or school administrator was absent attributed to sick leave. The school year comprises the student contact days for that school. (Round to the nearest full day.)
				Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplement pay for the fiscal year. Use 000 for employees other than teachers and school administrators.
				Examples of sick leave include personal illness or injury, family illness, maternity leave, family medical leave, catastrophic illness, etc.
				These examples are guidelines only and may vary from district to district.
				NOTE: Teachers are those employees who job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).
14	**91-93**	**3**	**N**	**Days Absent, Temporary Duty Elsewhere**
				Number of days in the 180 day school year that the teacher or school administrator was absent attributed to temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day). Examples of temporary duty elsewhere include attendance at conferences, professional meetings, study courses, workshops, school academic or athletic events, etc. These examples are guidelines only and may vary from district to district.
				Use 999 for teachers and school administrators who were on leave with pay and those who received only
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				benefit or supplement pay for the fiscal year. Use 000 for employees other than teachers and school administrators. NOTE: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).
15	94-96	3	N	**Days Absent, Other**
				Number of days in the 180 day school year that the teacher or school administrator was absent attributed to reasons other than personal leave, sick leave and temporary duty elsewhere. The school year comprises the student contact days for that school. (Round to the nearest full day.) Examples of reasons for these absences include annual leave, vacation leave, professional leave, suspension with or without pay, illness duty leave, sabbatical leave, military leave, absence without leave, etc. These examples are guidelines only -in-line-of- and may vary from district to district. Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplement pay for the fiscal year. Use 000 for employees other than teachers and school administrators. NOTE: Teachers are those employees whose job codes place them on lines 21-33 of the Public Schools Staff Survey (EEO-5). School administrators are those whose job codes place them on lines 9-19 of the Public Schools Staff Survey (EEO-5).
16	97-105	9	A/N	**Filler**
				The reason for which the employee separated from the school system. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
17	**106-106**	**1**	**A**	**Separation Reason**
				Code Reason
				A Retirement
				B Resignation for employment in education in Florida
				C Resignation for employment outside of education
				D Resignation with prejudice
				E Resignation for other personal reasons
				F Staff reduction
				G Dismissal due to findings by the board related to charges
				H Death
				I Contract expired
				J Reason not known
				K Disabled
				L Resignation for employment in education outside Florida
				M Contract not renewed due to less than satisfactory performance.
				N Dismissal during probationary period.
				Z Not applicable. Include temporary employees here.
				NOTE: When Code M is specified, the district must maintain written documentation (e.g., appraisals, recommendations, etc.) supporting the non-renewal of the contract based on unsatisfactory job performance.
				NOTE: Code N is used for instructional staff, supervisors, and principals dismissed during the 97 day probationary period pursuant to s. 231.36(1)(b) or (3)(a)4, F.S

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Item Number	From-To	Size	Field Char.	Field Description
18	**107-111**	**5**	**N**	**Job Code, Primary**
				The code associated with each primary job assignment of the employee as given in the JOB CODE ASSIGNMENTS listing. Example: 53002 - Business Education Teacher NOTE: The majority of employees in a district will have only one primary job. However, it is possible for some individuals to have more than one primary job. For example, an employee could hold the primary job of bus driver and a second primary job of cafeteria worker. Caution should be used in differentiating a second primary job from an additional job assignment.
19	**112-112**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code — Definition A — Add Record C — Update Record D — Delete Record
20	**113-114**	**2**	**A**	**Employee Type**
				A code to identify the type of employment with the school board. Code — Definition RF — Regular full-time employee RP — Regular part-time employee TF — Temporary full-time employee TP — Temporary part-time employee ST — Student employee
21	**115-122**	**8**	**N**	**Birth Date**
				The numeric representation of the date on which the staff member was born. Example: (MMDDYYYY) 09171946 = Sept. 17,1946

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Item Number	From-To	Size	Field Char.	Field Description
22	**123-123**	**1**	**A**	**Degree Earned**
				A code to identify the highest degree level earned by an employee.
				Code Definition B Bachelor's M Master's S Specialist D Doctorate Z Not Applicable
23	**124-131**	**8**	**N**	**Employment Date, Current Position**
				Each date on which continuous employment began for a current primary job code. For reporting purposes, if the employee has more than one primary job, report the date for the primary job the employee has held the longest period of time. Example: (MMDDYYYY) 08151982 = August 15, 1982
24	**132-139**	**8**	**N**	**Employment Date, Continuous Employment**
				The date on which continuous employment with the school district began. This is the date of the latest entry into the payroll personnel system from which there has been no break in service. Example: (MMDDYYYY) 08221975 = August 22, 1975
25	**140-147**	**8**	**N**	**Employment Date, Original Position**
				The first date of employment with the school district, regardless of breaks in service. Example: (MMDDYYYY) 09031978 = Sept. 3, 1978
26	**148-155**	**8**	**N**	**Separation Date**
				The date of the employee's separation from service with the school district. Example: (MMDDYYYY) 06021988 = June 2, 1988 00000000 = Not applicable. Include temporary employees here.

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Item Number	From-To	Size	Field Char.	Field Description
27	**156-156**	**1**	**A**	**Exempt from Public Records Law, Employee**
				A one digit code used to identify an employee or spouse of an employee who is exempt from the Florida Public Records Law (Section 119, Florida Statutes).
				<u>Code</u> <u>Definition</u> Y Employee or spouse of an employee who is exempt from the Florida Public Records Law Z Not Applicable
28	**157-160**	**4**	**A**	**Filler**