

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

Year: 2023-24

Data Element Number: **221829**

Data Element Name: **Literacy Micro-Credential**

A code to indicate instructional personnel's completion or non-completion of the Emergent Literacy Micro-Credential (Birth-PreK), Elementary Literacy Micro-Credential (PreK-Fifth Grade), and/or Secondary Literacy Micro-Credential (Sixth - Twelfth Grade), per Section 1003.485, F.S., (December 31, 2022).

Per Section 1002.63, prekindergarten instructor means personnel delivering the prekindergarten program.

Per Section 1012.01(2), F.S., instructional staff member means any K-12 staff member whose function includes the provision of direct instructional services to students. Instructional staff member also include K-12 personnel whose functions provide direct support in the learning process of students.

<b>Code</b>	<b>Definition/Example</b>
A	Yes, the instructional staff member has completed the Emergent Literacy Micro-Credential and the Elementary Literacy Micro-Credential.
B	Yes, the instructional staff member has completed the Emergent Literacy Micro-Credential and the Secondary Literacy Micro-Credential
C	Yes, the instructional staff member has completed the Elementary Literacy Micro-Credential and the Secondary Literacy Micro-Credential
D	Yes, the instructional staff member has completed the Emergent Literacy Micro-Credential, the Elementary Literacy Micro-Credential and the Secondary Literacy Micro-Credential
E	Yes, the instructional staff member has completed the Emergent Literacy Micro-Credential.
L	Yes, the instructional staff member has completed the Elementary Literacy Micro-Credential
N	No, the instructional staff member has not completed the Literacy Micro-Credential.
S	Yes, the instructional staff member has completed the Secondary Literacy Micro-Credential
Z	Not applicable – the individual is not classified as instructional personnel

If an individual has completed more than one Literacy Micro-Credential, select code A, B, C, D, E, L, or S to indicate the specific Literacy Micro-Credentials that have been earned.

Included in the classification of instructional personnel are the following K-12 personnel: classroom teachers, student personnel services, librarians/media specialists, education paraprofessionals and other instructional staff.

**Length:** 1  
**Data Type:** Alphabetic  
**Year Implemented:** 2324  
**State Standard:** No

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**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2

Survey 3

Survey 5

**Appendixes:**

None

**Description of Changes:**