

# **DOE INFORMATION DATA BASE REQUIREMENTS:**

## **VOLUME II - AUTOMATED STAFF INFORMATION SYSTEM**

**STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**  
Effective July 1, 2014

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## PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components. See: [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1008/Sections/1008.385.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.385.html).

In order to support the statewide process of implementing compatible local and state-level automated information systems, the Florida Department of Education has developed the following documents:

- \* DOE INFORMATION DATA BASE REQUIREMENTS:  
VOLUME I -- AUTOMATED STUDENT INFORMATION SYSTEM
- \* DOE INFORMATION DATA BASE REQUIREMENTS:  
VOLUME II -- AUTOMATED STAFF INFORMATION SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated staff information system. Further information or questions concerning this document should be addressed to Education Information Services, Florida Department of Education, 544 Turlington Building, Tallahassee, Florida 32399-0400 or [askeias@fldoe.org](mailto:askeias@fldoe.org).

## **A. AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS**

## **AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS**

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing staff information which is compatible with the statewide comprehensive management information system.

The automated staff information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

### **HISTORY**

1. An automated staff Information system is to be implemented in each school district by June 30, 1987.

Each school district shall install an automated staff information system which includes the data elements prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsection 4 below. Each system shall provide payroll, Professional Development and basic personnel recordkeeping.

2. State-level automated staff information data base design is to be implemented in the Florida Department of Education by July 1, 1987.

A state-level staff data base of information shall be installed for access by state and local education managers and the Legislature. The data base design shall integrate existing Department reports now collected separately from school districts within the automated reporting formats defined in subsection 4 below, thereby reducing data burden, improving compatibility among data elements and providing a more comprehensive and flexible data base of information. The Florida Department of Education shall implement strict controls for privacy and security of staff records as contained in Section C of this document.

3. Automated state reporting functions are to be implemented by each school district beginning July 1, 1987.

Current state reporting functions are defined in subsection 4.

## **AUTOMATED STATE REPORTING FUNCTIONS**

4. Each school district shall implement the following automated state reporting functions according to the timelines provided:

AUTOMATED STAFF REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD							
		JUL 1	AUG 8	SEP 6	OCT 2	FEB 3	JUN 4	AUG 5	
<hr/>									
Staff Demographic Information	DB9 27x		S		A	A		A	
Staff Multidistrict Employee	DB9 29x				S				
Staff Payroll Information	DB9 30x				A	A			
Staff Additional Job Assignments	DB9 31x				S	S			
Staff Additional Compensation	DB9 32x				S	S			
Staff Benefits	DB9 33x				A	A			
Staff Experience	DB9 28x				S	S			
Professional Development	DB9 36x							S	
Fiscal Year Benefits	DB9 44x							A	
Fiscal Year Salaries	DB9 43x							A	
<hr/>									

A = ALL STAFF                      S = SELECTED STAFF                      D = EACH DISTRICT  
 x = WILL BE AN "A," "B," OR "C" DEPENDING ON THE FISCAL YEAR

**Survey Dates  
2014-2015**

**Staff**

**Survey 8:**

State Processing: July 21-September 25, 2014

**Survey 2:**

Survey Week: October 13-17, 2014

Due Date: October 31, 2014

State Processing: October 20-November 14, 2014

Final Update/Amendment Date: March 31, 2015

**Survey 3:**

Survey Week: February 9-13, 2015

Due Date: February 27, 2015

State Processing: February 16-March 13, 2015

Final Update/Amendment Date: July 31, 2015

**Survey 5:**

Due date: July 31, 2015

State processing: July 27 – August 28, 2015

Final Update/Amendment Date: February 26, 2016

## **B. AUTOMATED STAFF INFORMATION SYSTEM APPENDICES**



## INTRODUCTION

All automated staff data elements included in this volume must be incorporated within each school district's automated staff information system. Districts may add additional data elements with their local automated system to meet local needs.

### DEFINITION:

There is a working definition associated with each data element, along with applicable examples, codes, notes and exception(s).

### LENGTH AND DATA TYPE:

Length and data type define the technical field characteristics to be maintained in the automated system for each data element. Numeric elements must have a number in every position, including leading zeros.

### STATE RECORD FORMATS REQUIRING THIS DATA ELEMENT:

A section is included with document which specifies the state record formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which require the data element.

### COMPATIBILITY REQUIREMENT:

All elements must use the specified length, data type and coding definitions given in the automated staff data elements whenever automated state reporting is performed.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **Compatible**, while others must meet stricter **State Standards**.

### Compatible elements:

For data elements which are designated 'No' for State Standard, the coding structures used by the district, the data element names presented in user documentation and the length and format of the data fields may be the same as that contained in this volume or they may be completely locally defined depending on the district's staff information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required.

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these compatible elements, districts are encouraged to keep each of these elements in state format whenever possible to minimize the need for and cost of conversion.

### **State Standard elements:**

For data elements which are designated 'Yes' for **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

- 1) the state codes **must be used locally exactly as defined** in this document for automated staff data elements;
- 2) user documentation must list the **State Standard** data element name;
- 3) input and output documents and reports must use the state-defined codes; and
- 4) local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the staff records system while, at the same time, using **State Standard** codes for display, input, reports and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with nonuser system documentation recording this fact.

In many of the data element definitions included in this volume, a code has been defined for "not applicable." In the case of very specialized data elements, it would seem more sensible in terms of the design of the staff records system to record information for such specialized elements only for staff to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as "not applicable" need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is "not applicable" for an individual staff member, the value meaning "not applicable" may be programmatically inserted into the reporting structure at that time.

These standards do not require the district to show or print the Social Security Number on all screens and reports. A local identification number may be displayed or printed as long as the local identification number can be cross walked to the Social Security Number for state reporting purposes.

This interpretation should allow segmentation of records and help reduce the need to store large numbers of characters of “non-information” in the local data records, thereby reducing the need for disk or other data storage space.

## **USE TYPES:**

**Use Types** define the major purposes for which information is collected, maintained and utilized as follows:

**State reporting** means the data element is required for a state report and must be forwarded to the Florida Department of Education as per the format descriptions.

**Local accountability** identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities.

## **STATE REPORTING FORMATS REQUIRING THIS DATA ELEMENT:**

A section is included with this document which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which will require the data element.

## **DATA ELEMENT NUMBER:**

The data element number is an internal number assigned by the Education Information and Accountability Services section to facilitate the use of the data elements. School districts need not maintain this number in their local automated system.

## **REPORTED IN SURVEY PERIODS:**

See data element “Survey Period Code” for an explanation of these codes. The Survey Periods that pertain are listed for each data element. If the Survey Period has ‘Yes’ next to it, the data element is fully reported in the survey period indicated. If the Survey Period has ‘Default’ next to it, the data element must contain the default value when submitted to the Department for the survey period. If the Survey Period has ‘Varies’ next to it, the data element must be fully reported on at least one format for the survey period and a default value must be reported on at least one additional format for the survey period, as indicated in the notes on the format layouts. If the Survey Period has ‘Optional’ beside it, the district has the option of sending actual data or the default value for the element for the survey period. For the survey period with ‘Optional’ indicated, the data or default value will be ignored by the Department’s system and default values will be loaded to the data base for these elements.

**YEAR:**

The Year indicates the fiscal year for which this version of the data element is applicable. The Year is updated each July 1 for the next fiscal year until the element is no longer active. Only active data elements are included in each year's listing of data elements on the web site.

The Year Implemented indicates that a data element was first required at the beginning of the indicated fiscal year (July 1).

**APPENDIXES**

Each appendix that applies to the data element is listed. Appendixes provide one or more of the following: the universe of codes that are valid for the element, expanded explanation of the codes that are valid for the data element, background information about the data element and coding structure, additional information relevant to understanding and reporting the element.

**DESCRIPTION OF CHANGES**

Beginning with 2011-12, each change to the element is listed with the date the change was made, the part of the element that was changed (e.g., definition, codes, required formats, required surveys, etc.) and a detailed description of the change.

APPENDIX A
Florida Educators Certificate Subject Codes
APPENDIX B
District Name Table
APPENDIX C
Country Codes
APPENDIX D
Professional Development Component Number
APPENDIX E
Job Code Assignments
APPENDIX H
State Codes
APPENDIX I
Selected Benefits Definitions
APPENDIX J
Equal Employment Opportunity (EEO) Line Numbers

**C. SECURITY AND RETENTION OF PUBLIC SCHOOL  
AUTOMATED STAFF RECORDS**

## **Security and Retention of Public School Automated Staff Records**

The following procedures shall be implemented by the Florida Department of Education for the privacy, security and retention of public school staff records collected, maintained and utilized at the state level.

### **Data Security**

Access to individual staff records will be stringently controlled through technical security conventions and procedures established by Northwest Regional Data Center. Appropriate computer passwords and Logon ID's shall be assigned to users in order to establish each user's data access authority only to the records or data elements required to complete federal or state mandated activities.

### **Records Retention**

Individual, personally identifiable staff records shall be destroyed according to a records retention schedule established by the Department of State, Division of Library and Information Services, Records Management Program, consistent with the requirements of Section 257.36, F.S. Personally identifiable staff records shall be maintained for five years or until applicable federal or state audit functions have been completed, at which time all such records shall be destroyed except for those required for the evaluation of state or federal education programs. Personally identifiable, individual staff records maintained for the evaluation of state or federal education programs shall be destroyed when no longer required.

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

Year: 2014-15

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Data Element Number: **200320**

Data Element Name: **Additional Withholding Tax**

The additional amount of federal withholding taxes taken, per pay period.

Code	Definition/Example
00500	= \$50.00 additional tax withheld

**Length:** 6

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None



FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS  
Year: 2014-15

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Data Element Number: **200640**

Data Element Name: **Address, Mailing**

The employee's mailing address:

(25 characters) - Street number and name, P.O. box, or route and box number

(10 characters) - Apartment number, building number, etc.

(20 characters) - City and state. Positions 19-20 must be a two-character state code. (See attached table of state codes in Appendix H.)

(9 characters) - Zip code left justified.

NOTE: These are fixed fields.

Code	Definition/Example
	Not applicable for this element.

**Length:** 64

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

Appendix H: State Codes

**Description of Changes:**

None



FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS  
Year: 2014-15

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Data Element Number: **200960**

Data Element Name: **Address, Residence**

The employee's residence address (if different from mailing address).

This is a free-form field.

Code	Definition/Example
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	Not applicable for this element.
--	----------------------------------

**Length:** 64

**Data Type:** Alphanumeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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

Year: 2014-15

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Data Element Number: **201905**

Data Element Name: **Birth Date**

The numeric representation of the date on which the staff member was born.

Code	Definition/Example
MMDDYYYY	Example: 09171974 = September 17, 1974

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS  
Year: 2014-15

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Data Element Number: **202715**

Data Element Name: **Contract Status**

A code to identify the contract status of instructional personnel.

Code	Definition/Example
AC	Annual Contract
CC	Continuing Contract
MY	Multiyear Contract
PC	Probationary Contract
PS	Professional Service Contract
SS	Single Status - no differentiation between annual and continuing contract
ZZ	Employee is a noninstructional staff member, a substitute teacher and/or is not paid on the regular instructional personnel salary schedule

**Length:** 2

**Data Type:** Alphabetic

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Surveys Requi Identified Survey Periods required for the re-activated data element.

7/1/2013 Formats Requi Identified the Staff format required for this data element.

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

Year: 2014-15

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7/1/2013 Codes	Updated additional types of contracts .
7/1/2013 Use Type	Re-activated this data element from local accountability to include required state reporting again.
6/1/2011 Codes	Added new code PC according to SB 736.

Data Element Number: **202850**

Data Element Name: **Country of Citizenship**

A code to identify the employee's country of citizenship, if other than the United States.

See Appendix C: Country Codes.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 2

**Data Type:** Alphabetic

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

Appendix C: Country Codes

**Description of Changes:**

None

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS  
Year: 2014-15

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Data Element Number: **202960**      **Year Deleted: 1314**

Data Element Name: **Date Left Teaching**

The date the regular full-time classroom teacher left the teaching position in the district.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

MMDDYYYY	Example: 06022007 = June 2, 2007
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**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive      Deleted for fiscal year 2013-14.



FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS  
Year: 2014-15

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Data Element Number: **203070**

Data Element Name: **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-in-line-of-duty leave, sabbatical leave, military leave, absence without leave, 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 benefit or supplement pay for the fiscal year. Use 000 for employees other than teachers and 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).

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0001

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**



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

Year: 2014-15

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Data Element Number: **203080**

Data Element Name: **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 supplemental pay for the fiscal year. Use 000 for employees other than teachers and 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).  
Length:

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



FLORIDA DEPARTMENT OF EDUCATION  
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AUTOMATED STAFF DATA ELEMENTS  
Year: 2014-15

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Data Element Number: **203090**

Data Element Name: **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.) 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.

Use 999 for teachers and school administrators who were on leave with pay and those who received only benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and 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).

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0001

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
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Data Element Number: **203100**

Data Element Name: **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 benefit or supplemental pay for the fiscal year. Use 000 for employees other than teachers and 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).  
Length:

Code	Definition/Example
	Not applicable for this element.

Length: 3

Data Type: Numeric

Year Implemented: 0001

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**





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

Year: 2014-15

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Data Element Number: **203140**

Data Element Name: **Days Present**

Number of days in the 180 day school year that the teacher or 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 supplemental pay for the fiscal year. Use 000 for employees other than teachers and 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).

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 0001

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



Data Element Number: **203170**

Data Element Name: **Degree/Credential Earned**

A code to identify the highest degree level earned by an employee.

Code	Definition/Example
A	Associate's
B	Bachelor's
C	Child Development Associate (CDA) or CDA Equivalent
D	Doctorate
M	Master's
S	Specialist
Z	Not applicable

Note:

1. Child Development Associate (CDA) Equivalent is more recently termed ECPC – Early Childhood Professional Certificate or FCCPC – Florida Child Care Professional Credential.

Section 1002.63 – School-year prekindergarten program delivered by public schools / 1002.63(4)  
Each public school must have, for each prekindergarten class, at least one prekindergarten instructor who meets each requirement in s.1002.55(3)(c) for a prekindergarten instructor of a private prekindergarten provider.

Section 1002.55(3)(c) –The private prekindergarten provider must have, for each prekindergarten class, at least one prekindergarten instructor who meets each of the following requirements: 1. The prekindergarten instructor must hold, at a minimum, one of the following credentials: a. A child development associate credential issued by the National Credentialing Program of the Council for Professional Recognition; or b. a credential approved by the Department of Children and Family Services as being equivalent to or greater than the credential described in sub-subparagraph a.

2. Employee job codes that place them on line numbers 44-54, inclusive, on the Public Schools Staff Survey – EEO-5 should be coded with a Z.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8889

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

FLORIDA DEPARTMENT OF EDUCATION  
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---

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2      Yes

Survey 3      Yes

Survey 5      Yes

Survey 8      Optional

**Appendixes:**

None

**Description of Changes:**

None

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---

Data Element Number: **203490**

Data Element Name: **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 Appendix B: District Name Table.

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

Format Note:

All state reporting formats are required for this data element.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 2 Yes

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---

Survey 3      Yes

Survey 5      Yes

Survey 8      Yes

**Appendixes:**

Appendix B: District Name Table

**Description of Changes:**

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change. Deleted  
the Teacher Exit Interview format.

Data Element Number: **203540**

Data Element Name: **District Number, Where Professional Development Completed**

The two-digit number for the district in which the staff member completed the professional development education component.

See Appendix B: District Name Table.

Code	Definition/Example
	Not applicable for this element.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

Appendix B: District Name Table

**Description of Changes:**

None

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---

Data Element Number: **203810**

Data Element Name: **Duty Days**

The standard number of days per year an employee in this job is scheduled to work (including paid holidays). Temporary or Substitute employees should be coded "000". Right justified.

Examples:

210 - The employee is in a job for which the standard number of duty days per year is 210.

000 - The employee is a Temporary, Substitute or Student employee.

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None



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---

Data Element Number: **203905**

Data Element Name: **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.

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 42

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

**Appendixes:**

None

**Description of Changes:**



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Year: 2014-15

---

Data Element Number: **204000**

Data Element Name: **Employee Type**

A code to identify the type of employment with the school board.

Code	Definition/Example
RF	Regular full-time employee
RP	Regular part-time employee
ST	Student employee
TF	Temporary full-time employee
TP	Temporary part-time employee

Note: Report an employee as full-time if the employee's total current assignments require the employee's services each working day at least the number of hours equal to the number of hours of a regular working day for that job.

Note: Long term substitutes should be reported as temporary full-time employees (TF) and short term substitutes should be reported as temporary part-time employees (TP) unless the employee holds regular employment status.

**Length:** 2

**Data Type:** Alphabetic

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None  
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---

None

**Description of Changes:**

None

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---

Data Element Number: **204095**

Data Element Name: **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.

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

MMDDYYYY	Example: 08221975 = August 22, 1975
----------	-------------------------------------

<b>Length:</b>	8
----------------	---

<b>Data Type:</b>	Numeric
-------------------	---------

<b>Year Implemented:</b>	8788
--------------------------	------

<b>State Standard:</b>	No
------------------------	----

**Use Types:**

State Reporting:	Yes
------------------	-----

Local Accountability:	Yes
-----------------------	-----

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2	Yes
----------	-----

Survey 3	Yes
----------	-----

Survey 5	Yes
----------	-----

Survey 8	Optional
----------	----------

**Appendixes:**

None

**Description of Changes:**

None

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---

Data Element Number: **204190**

Data Element Name: **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.

Code	Definition/Example
------	--------------------

MMDDYYYY	Example: 08151982 = August 15, 1982
----------	-------------------------------------

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

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---

Data Element Number: **204285**

Data Element Name: **Employment Date, Original Position**

The first date of employment with the school district, regardless of breaks in service.

Code	Definition/Example
MMDDYYYY	Example: 09031978 = September 3, 1978

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

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---

Data Element Number: **204380**

Data Element Name: **Employment Length**

The number of months (to the nearest half month) an employee in this position is scheduled to work.

Examples:

Code	Definition/Example
000	Temporary/Substitute
090	9 months
095	9 1/2 months
120	12 months

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None



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---

Data Element Number: **204570**

Data Element Name: **Employment Status Code**

A code to identify the employee's current employment relationship with the school board.

Code	Definition/Example
A	Active employee
L	Leave of absence without pay
P	Leave of absence with pay
T	Terminated employee - separated from employment with the district

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **204605**

Data Element Name: **Ethnicity**

A code to indicate whether the staff member is of Hispanic or Latino ethnicity as per the description below.

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin" can be used in addition to "Hispanic or Latino".

Code	Definition/Example
N	No, the staff member is not of Hispanic/Latino origin.
Y	Yes, the staff member is of Hispanic/Latino origin.

Notes

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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Data Element Number: **204640**

Data Element Name: **Exempt from Public Records Law, Employee**

A one-digit code used to identify an employee, spouse or child of an employee who is exempt from the Florida Public Records Law (Section 119, Florida Statutes).

Code	Definition/Example
Y	Employee, spouse or child of an employee who is exempt from the Florida Public Records Law
Z	Not applicable

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9596

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

**Appendixes:**

None

**Description of Changes:**

9/9/2013 Codes Updated language to code "Y" to align with revised definition.

9/9/2013 Definition Updated the definition to align with language in statute identifying all parties eligible for exemption.

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---

Data Element Number: **204665**

Data Element Name: **Experience Length**

The number of years of professional experience for the reported experience type. 00 indicates that the employee is in the first year for the reported experience type.

Code	Definition/Example
00	Example: 00 = 0 years experience
04	Example: 04 = 4 years experience
10	Example: 10 = 10 years experience

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Experience DB9 28x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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---

Data Element Number: **204760**

Data Element Name: **Experience Type**

A code to identify each type of professional experience for instructional and instructional administrative employees (excluding substitute teachers).

Code	Definition/Example
A	Administration in education
C	Service to the district in current job code assignment
D	Teaching in current district
M	Military Service

**Florida Teaching**

F	Teaching in Florida public schools
S	Teaching in Florida nonpublic schools

**Out-of-State Teaching**

N	Teaching in out-of-state nonpublic schools
P	Teaching in out-of-state public schools

NOTE: The eight experience types listed above are not mutually exclusive. Each year of professional experience should be reported in as many of the above categories as are applicable.

Any reference to public school teaching experience (Types F & P) includes that earned at charter schools.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Experience DB9 28x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

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Year: 2014-15

---

None

**Description of Changes:**

None

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---

Data Element Number: **205080**

Data Element Name: **Fiscal Year**

The state fiscal year running from July 1 through June 30 for which the reported data are applicable.

Code	Definition/Example
8788	Example: Fiscal year July 1, 1987 through June 30, 1988

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes



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---

Survey 8      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change. Deleted  
the Teacher Exit Interview format.

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---

Data Element Number: **205180**

Data Element Name: **Fiscal Year Salary**

All salaries paid to the staff member for the job being reported.

Code	Definition/Example
------	--------------------

NNNNNNNNN	Example: 001700000 = \$17,000.00
-----------	----------------------------------

**Length:** 9

**Data Type:** Numeric

**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

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---

Data Element Number: **206000**

Data Element Name: **Florida Educators Certificate Expiration Year**

The date the staff member's Florida Educators Certificate expires.

Code	Definition/Example
YYYY	Example: 2004 = an expiration date of June 30, 2004

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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---

Data Element Number: **206020**

Data Element Name: **Florida Educators Certificate Number**

The ten-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:

Code	Definition/Example
0000000000	Employee has no assigned certificate number.
0000999999	A number assigned to a community college or university instructor for reporting purposes.
9999999999	A number assigned to a teacher providing special educational programs through contractual arrangements in a nonpublic school or facility in accordance with Rule 6A-6.0361, FAC.
<b>Regular</b>	
0000000001-	The regular number assigned by the Certification Section of the Department of Education.
0000999998,	
0001000000-	The regular number assigned by the Certification Section of the Department of Education.
0009999999:	

All numbers should be right justified.

**Length:** 10

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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---

**Description of Changes:**

None

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---

Data Element Number: **206030**

Data Element Name: **Florida Educators Certificate Subject Coverage**

A code for each subject the staff member is certified to teach.

The file containing the codes is at NWRDC.

File Description: Subject Code Name File

Dataset Name: DPS.DISTRICT.K9.F61707.Yxxxx  
xxxx is the school year (i.e., 9394)

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 9293

**State Standard:** Yes

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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Year: 2014-15

---

Data Element Number: **206040**

Data Element Name: **Florida Educators Certificate Type**

A code to identify the type of certificate issued to instructional personnel.

Code	Definition/Example
AC	Athletic Coaching
NP	Non-renewable Professional
RG	Regular/Professional
SB	Substitute
TB	Temporary (one year) certificate with credit required to reissue
TC	Temporary (one year) certificate with no credit required to reissue
TD	Temporary (three years) Non-renewable certificate
TM	Temporary (two years)

**Length:** 2

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **206515**      **Year Deleted: 1314**

Data Element Name: **Future Employment Plans**

The type and location of future employment accepted by the classroom teacher who is leaving a regular full-time teaching position.

Code	Definition/Example
------	--------------------

**Accepted a position other than teaching or the field of education:**

G	within the same county
---	------------------------

H	within another county in Florida
---	----------------------------------

I	outside the State of Florida
---	------------------------------

**Accepted another position in the field of education:**

D	within the same district
---	--------------------------

E	within another district in Florida
---	------------------------------------

F	outside the State of Florida
---	------------------------------

**Accepted another teaching position:**

A	at a nonpublic school within the district
---	---

B	within another district in Florida
---	------------------------------------

C	outside the State of Florida
---	------------------------------

**Not applicable**

Y	Teacher declines to disclose future plans.
---	--

Z	Teacher has not accepted employment elsewhere
---	---

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

**Surveys Required:**

Survey 5 Yes



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**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive Deleted for fiscal year 2013-14.

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Data Element Number: **207395**

Data Element Name: **Highly Qualified Paraprofessional**

A code to indicate the qualification status of a paraprofessional in relation to No Child Left Behind (NCLB) requirements.

Code	Definition/Example
------	--------------------

A	Has an associate's or higher degree
B	Has two years of study at an institution of higher education
C	Meets locally approved academic assessment of qualifications
D	Not NCLB qualified
Z	Not Applicable

**Note:**

This data element applies to paraprofessionals with instructional roles which include selected job codes beginning with 51 through 59.

Non-instructional paraprofessionals should be coded "Z."

Non-instructional paraprofessional activities and job codes include, but are not limited to, the following: personal care services, parental involvement activities (91033), food service (76024), playground/cafeteria supervision (76024), bus aides/bus attendants (52051 & 78032), clerical duties, non-instructional computer assistance, non-instructional media center/library supervision (62040), and translators (not providing instructional support).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0405

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

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Survey 5	Yes
Survey 8	Optional

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **208750**

Data Element Name: **Job Code**

The code associated with each job assignment of the employee.

Example: 51077 Bilingual Specialist

See Appendix E: Job Code Assignments.

Code	Definition/Example
	Not applicable for this element.

**Length:** 5

**Data Type:** Numeric

**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

Appendix E: Job Code Assignments

**Description of Changes:**

None

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Data Element Number: **208830**

Data Element Name: **Job Code, Additional**

The code associated with each additional job assignment of the employee.

Example: 51077 Bilingual Specialist

See Appendix E: Job Code Assignments.

Code	Definition/Example
------	--------------------

Not applicable for this element.

NOTE: Caution should be used in differentiating an additional job assignment from a second primary job. For example, if a teacher of Language Arts, Middle/Junior High also teaches a class of gifted students one period each day, the job assignment of "Teacher, Gifted" is an additional job assignment.

**Length:** 5

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

Appendix E: Job Code Assignments

**Description of Changes:**

None

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Data Element Number: **208950**

Data Element Name: **Job Code FTE**

The full-time equivalency of the job assignment (to the nearest whole percent). For one full-time equivalency, the employee's services are required each working day at least the number of hours equal to the number of hours of a regular working day for that job.

Examples:

100	100% of the employee's time is spent at the reported job assignment.
050	50% of the employee's time is spent at the reported job assignment.
000	Substitute teacher, temporary part-time or student employee.

Code	Definition/Example
------	--------------------

Not applicable for this element.

NOTE: The sum of all job code FTEs for one full-time position should not exceed 100.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **209070**

Data Element Name: **Job Code Fund Source**

A code to identify up to three fund sources (and corresponding percentages) from which the employee's salary is paid:

Code	Definition/Example
B	Elementary and Secondary Education Act (ESEA), as amended by NCLB Title I, Part A
C	Charter School, Not Paid Through District
E	IDEA - Individuals with Disabilities Education Act
G	State/Local Funded Programs (e.g., FEFP, State Categorical Programs)
M	Elementary and Secondary Education Act (ESEA), as amended by NCLB Title I, Part C (Migrant Education Program)
N	State Fiscal Stabilization Funds (ARRA)
O	Other Federal Programs
P	Targeted ARRA Stimulus Funds
Q	Other ARRA Stimulus Grants
R	Reading First Grant
S	Florida Education Finance Program (FEFP) Reading Allocation
T	Race to the Top (ARRA)
U	Education Jobs Fund

Examples:

B050G0500000 Fifty percent of the employee's salary or wage is paid from ESEA, Title 1, and 50 percent is paid from State Funded Programs.

E10000000000 One hundred percent of the employee's salary or wage is paid from IDEA, Individuals with Disabilities Education Act.

**Length:** 12

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

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Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2      Yes

Survey 3      Yes

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

None



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Data Element Number: **209310**

Data Element Name: **Job Code, Primary**

The code associated with each primary job assignment of the employee.

Example: 53002 Business Education Teacher

See Appendix E: Job Code Assignments.

Code	Definition/Example
------	--------------------

Not applicable for this element.

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.

**Length:** 5

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

Appendix E: Job Code Assignments

**Description of Changes:**

None



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Data Element Number: **211930**

Data Element Name: **Migrant Regular School Year**

A code to identify the job category of the employee who worked with the Migrant program during the regular school year and who was paid from Title I, Part C, Migrant Education Program funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrators and coordinators (non-clerical)
B	Teachers
C	Paraprofessionals (instructional)
D	Paraprofessionals (non-instructional)
E	Counselors
F	Recruiters
G	Records Transfer Staff
H	Other employee paid from Title I, Part C, MEP funds but not included in codes A-G above.
Z	Employee was not paid from Title I, Part C, Migrant Education Program funds during the regular school year or was employed in a school-wide program where MEP funds were combined with those of other programs.

Examples:

B050 Fifty percent of the teacher's assignment was in the Migrant Education Program during the regular school year and was paid from Title I, Part C, Migrant Education Program funds.

C100 One hundred percent of the instructional paraprofessional's assignment was in the Migrant Education Program during the regular school year and was paid from Title I, Part C, Migrant Education Program funds.

Z000 This employee was not paid from Title I, Part C, Migrant Education Program funds during the regular school year or was employed in a school-wide program where MEP funds were combined with those of other programs.

NOTE: To calculate FTE, use the percentage of time the employee was funded by MEP funds. Alternatively, calculate FTE using the number of days worked. One regular school year FTE equals 180 full-time work days. To calculate FTE, sum the total days the individual worked for the regular school year and divide this sum by the number of full-time days that constitute one FTE, i.e., 180 days.

Use only the percentage of days worked by an individual that were paid by MEP funds in calculating the total FTE numbers to be reported.

Do not include staff employed in school wide programs where MEP funds are combined with those of other programs. These employees should be coded Z000.

Length: 4

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

State Reporting: Yes

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Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **212010**

Data Element Name: **Migrant Summer**

A code to identify the job category of the employee who worked with the Migrant Summer/Intersession program and who was paid from Title I, Part C, Migrant Education Program (MEP) funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrators and coordinators (non-clerical)
B	Teachers
C	Paraprofessionals (instructional)
D	Paraprofessionals (non-instructional)
E	Counselors
F	Recruiters
G	Records transfer staff
H	Other employee paid from Title I, Part C, MEP funds but not included in codes A-G above.
Z	Employee was not paid from Title I, Part C, Migrant Education Program (MEP) funds during the summer/intersession term(s) or was employed in a school-wide program where MEP funds were combined with those of other programs.

Examples:

B020 Twenty percent of the teacher's assignment was in the Migrant Education Program during the summer/intersession term(s) and was paid from Title I, Part C, Migrant Education Program funds.

C100 One hundred percent of the instructional paraprofessional's assignment was in the Migrant Education Program during the summer/intersession term(s) and was paid from Title I, Part C, Migrant Education Program funds.

Z000 This employee was not paid from Title I, Part C, Migrant Education Program funds during the summer/intersession term(s) or was employed in a school-wide program where MEP funds were combined with those of other programs.

NOTE: To calculate FTE, use the percentage of time the employee was funded by MEP funds. Alternatively, calculate FTE using the number of days worked. One summer term FTE is equal to 30 full-time work days. To calculate the FTE number, sum the total days the individual worked for a term and divide this sum by the number of full-time days that constitute one FTE in the term (i.e., 30 days).

Use only the percentage of days worked by an individual that were paid by MEP funds in calculating the total FTE numbers to be reported.

Do not include staff employed in school wide programs where MEP funds are combined with those of other programs. These employees should be coded Z000.

Length: 4

Data Type: Alphanumeric

Year Implemented: 0708

State Standard: No

Use Types:

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State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **212090**

Data Element Name: **Multidistrict Employee, Assignment Identifier**

A code to identify those individuals employed in more than one district.

Code	Definition/Example
X	Multidistrict consortium employee, in accordance with Rule 6A-1.099, FAC, Cooperative projects and activities.
Y	Employed in more than one district through another formal agreement or employed in projects serving more than one district.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Multidistrict Employee DB9 29x

**Surveys Required:**

Survey 2

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **212410**

Data Element Name: **Multidistrict Employee, District Number**

The number for each district which a multidistrict employee serves other than the fiscal agent district. For employees serving the entire state, enter 99.

See Appendix B: District Name Table.

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Multidistrict Employee DB9 29x

**Surveys Required:**

Survey 2 Yes

**Appendixes:**

Appendix B: District Name Table

**Description of Changes:**

None



Data Element Number: **212730**

Data Element Name: **Number of Exemptions**

The number of exemptions claimed for federal income tax withholding purposes.

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **214515**      **Year Deleted: 1314**

Data Element Name: **Pay Class**

A code to identify the pay schedule to which the employee belongs.

Code	Definition/Example
A	Administrative schedule
E	Elected/Appointed Position
I	Instructional schedule
O	Other

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive Deleted for fiscal year 2013-14.

Data Element Number: **214710**      **Year Deleted: 1314**

Data Element Name: **Pay Frequency**

Code	Definition/Example
------	--------------------

**For employees paid on a daily basis:**

0500 - A daily paid employee is scheduled to work 5 days per week.

XX.XX	The number of days per week an employee in this job is scheduled to work.
-------	---

**For employees paid on an hourly basis:**

0775 - An hourly paid employee is schedule to work 7 3/4 hours per day.

0400 - An hourly paid employee is scheduled to work 4 hours per day.

XX.XX	The number of hours per day an employee in this job is scheduled to work.
-------	---

**For Salaried Employees:**

1200 - A salaried employee is paid 12 times per year.

XX.XX	The number of pay periods an employee in this job is paid each year.
-------	--

**For temporary part-time employees this may be zero filled.**

0000 - Temporary or student employee.

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

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None

**Description of Changes:**

7/1/2013	Year Inactive	Deleted for fiscal year 2013-14.
6/1/2011	Definition	Revised the definitions for Salaried, Hourly and Daily to specifically refer to the job rather than the employee.

Data Element Number: **214905**      **Year Deleted: 1314**

Data Element Name: **Pay Rate**

Code	Definition/Example
------	--------------------

**For employees paid on a daily basis:**

00003500 = A daily paid employee is paid \$35.00 per day.

XXX,XXX.XX	The wage, before deductions and prior to supplements, expected to be paid to an employee in this job per day.
------------	---

**For employees paid on an hourly basis:**

00000850 = An hourly paid employee is paid \$8.50 per hour.

XXX,XXX.XX	The wage, before deductions and prior to supplements, expected to be paid to an employee in this job per hour.
------------	--

**For salaried employees:**

00217500 = A salaried employee is paid \$\$2,175 each pay period.

XXX,XXX.XX	The salary, before deductions and prior to supplements, expected to be paid to an employee in this job each pay period.
------------	---

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2

Survey 3

**Appendixes:**

None

**Description of Changes:**

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7/1/2013	Year Inactive	Deleted for fiscal year 2013-14.
6/1/2011	Definition	Revised the definitions for Salaried, Hourly and Daily to specifically refer to the job rather than the employee.

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Data Element Number: **215100**      **Year Deleted: 1314**

Data Element Name: **Pay Type**

A code to identify the type of pay the employee receives.

Code	Definition/Example
D	Daily
H	Hourly Pay
S	Salary

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive Deleted for fiscal year 2013-14.

Data Element Number: **215238**

Data Element Name: **Professional Development, Component Number**

A seven-digit code which identifies each component from the district Master Inservice Plan (MIP) of professional learning components.

See Appendix D: Professional Development Component Number.

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 7

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

Appendix D: Professional Development Component Number

**Description of Changes:**

7/1/2014 Definition Updated language in the definition.



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Data Element Number: **215243**

Data Element Name: **Professional Development, Learning Method**

A one-character code to describe the primary means (50 percent or more) of supporting the delivery of the professional development components priority learning goals.

Code	Definition/Example
A	Knowledge Acquisition: Workshop - training event or process (limited to knowledge transmission/training focused on understanding the component's content)
B	Electronic, Interactive (includes facilitation supporting development/application on the job)
C	Electronic, Non-Interactive (knowledge transmission/training but no job embedded implementation supports)
D	Learning Community/Lesson Study Group (Use this code where job embedded collegial support processes are core learning delivery method)
F	Independent Inquiry (Includes development, for example, Action Research; Creating PD or teaching resources with intended application outcomes specified)
G	Structured Coaching/Mentoring (May include one-on-one or small group instruction by a coach/mentor with a teacher or school administrator with specific learning objectives)
H	Implementation of "high effect" practice(s) (monitored with structured feedback from peer, coach, or supervisor)
I	Job Embedded: Workshop, training event or process focused on (modeling and supporting new/improved practices being successfully demonstrated on the job)
J	Deliberate Practice: Learning processes embedded in deliberate practice growth targets or individual professional development plans (IPDP), Leadership Development Plans (ILDLP), or School Improvement Plans (SIP)
K	Problem Solving Process (Implementation of Florida's 8 step Problem Solving Process or other well defined problem solving process focused on specific school improvement objective(s))

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

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Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Codes	Updated definitions for existing codes and added new codes.
7/1/2014 Definition	Added more language to the definition.
7/1/2013 Codes	Modified definitions to all existing codes and Added codes H and I.

Data Element Number: **215246**

Data Element Name: **Professional Development, Evaluation Method, Staff**

A one-character code to describe the primary means (50 percent or more) of evaluation of the impact and/or fidelity of implementation of the professional development.

Code	Definition/Example
A	Changes in instructional or learning environment practices implemented in the classroom or directly with students (observed or measured impact on educator proficiency through the district's instructional or school leader evaluation system indicators, components, and/or domains, and/or deliberate practice or IPDP/ILDP growth targets, and/or district or school level processes for tracking student progress)
B	Changes in instructional leadership or faculty development practices (observed or measured impact on leader proficiency, faculty or students)
C	Changes in student services/support practices
D	Other changes in practices supporting effective implementation of job responsibilities (observed or measured impact on specific job responsibilities)
E	Fidelity of Implementation of the professional learning process (where impact on the job is not or cannot be observed or measured, evaluation is on alignment of actual training/development with planned high quality professional learning design and specific learning objective(s))
F	Changes in observed educator proficiency in implementing targeted state standards or initiatives (e.g. FEAPs practices, Principal Leadership Standards, PD Evaluation Protocol Standards, MTSS)
G	Changes in observed educator proficiency in practices that occur generally without students present (e.g. lesson design, collegial team learning processes, problem solving processes, needs assessments, data analyses, sharing practices with colleagues)

Note; Having no impact or fidelity evaluation method for a component is not an option. All components must include an evaluation method.

Length: 1

Data Type: Alphabetic

Year Implemented: 1011

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

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None

**Description of Changes:**

7/1/2014 Notes	Added Note.
7/1/2014 Codes	Updated definitions for existing codes and added new codes.
7/1/2014 Definition	Added language to definition of data element.
7/1/2013 Codes	Modified definitions to codes A, B, D and Added code E.

Data Element Number: **215248**

Data Element Name: **Professional Development, Evaluation Method, Student**

A one-character code to describe the primary means (50 percent or more) of evaluation of the professional development's impact on student growth, achievement, or readiness for college and/or careers.

Code	Definition/Example
A	Results of state or district-developed/standardized student growth measure(s)
B	Results of school/teacher-constructed student growth measure(s) that track student progress
C	Portfolios of student work
D	Observation of student performance
F	Other performance assessment(s) that reveal impact on students including learning objectives or behavioral growth
G	Did not evaluate student outcomes as "evaluation method, staff" is the significantly more relevant measure for assessing impact of the component and supporting decisions to retain, revise, or delete the component
Z	Did not evaluate student outcomes due to absence of a reliable, valid and measurable cause and effect relationship between the professional development and impact on students

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0506

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Codes Updated definitions for existing codes and added a new code.

7/1/2014 Data Length Added more language to the definition.



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Data Element Number: **215253**

Data Element Name: **Professional Development, Implementation Method**

A one-character code to describe the primary means (50 percent or more) prescribed to monitor and provide feedback on implementation of the professional learning targeted with the component.

Code	Definition/Example
M	Structured Coaching/Mentoring by coaches, mentors, knowledgeable others not part of the district's personnel evaluation process (monitoring/feedback on the learning may include direct observation, conferencing, oral reflection and/or lesson or practice demonstration/modeling)
N	Independent Learning/Action Research related to job responsibilities, specific professional learning goals or deliberate practice growth targets (should include evidence of monitoring job-embedded implementation of targeted learning)
O	Collaborative Planning - Monitoring, and feedback related to targeted professional learning, includes Learning Community or other properly implemented team learning practices focused on job-embedded learning supported by colleagues
P	Participant Product related to training or learning process (may include lesson plans, written reflection on lessons learned, audio/video exemplars, case study findings, modeling improved practice, samples of resulting student work, and/or collegial training resources)
Q	Lesson Study group participation (monitoring and feedback focused on both the research-based Lesson Study process and impact of the process on lessons implemented)
R	Electronic - interactive with on-going monitoring and feedback via online or face-to-face facilitation on targeted learning
S	Electronic - non-interactive with learning monitored thru online comprehension checks and/or participant's summative reports or modeling to peers or supervisors
T	Evaluation of Practice Indicators – The practice portion of district personnel evaluation processes for monitoring and providing feedback on evaluation indicators/components/domains are employed to monitor and provide feedback on implementation of the professional learning. (Note: this code may be used when the professional learning target(s) are aligned to specific personnel evaluation system indicators/components/and/or domains)

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

Required Grades:

Programs Required:

Formats Required:

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Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Codes	Updated definitions for existing codes and added a new code.
7/1/2014 Definition	Added more language to the definition.



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Data Element Number: **215258**

Data Element Name: **Professional Development, Participation Hours**

The number of hours of participation in each professional development component. The total includes hours allocated to training/knowledge acquisition processes and hours allocated for job-embedded implementation leading to successful implementation of targeted practice(s).

Code	Definition/Example
------	--------------------

(XXX) 060	= 60 participation hours
-----------	--------------------------

NOTE: Participation hours must be greater than zero and must not exceed 120 hours.

**Length:** 3

**Data Type:** Numeric

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Definition	Added more language to the definition.
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Data Element Number: **215263**

Data Element Name: **Professional Development Credits, Primary Purpose**

A one-character code to describe the primary expected use of the master inservice points that result from the professional development. Where multiple purposes are anticipated, code the one purpose or application which 50% or more of completers are expected to use.

Code	Definition/Example
A*	Add-on Endorsement
B	Alternative Certification
C	Florida Educators Certificate Renewal
D	Other Professional Certificate/License Renewal
E**	Professional Skills Building – Non-Instructional
F***	W. Cecil Golden Professional Development Program for School Leaders
G****	Approved District Leadership Development Program
H*****	No certification, job acquisition or retention purposes

\*Note: An out-of-field teacher for whom the most critical and primary purpose of the inservice is “add-on” endorsement.

\*\*Note: All Non-Certified personnel should be included in this category.

\*\*\*Note: As part of an approved district leadership development program, professional development offerings provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081(2)(d)1

\*\*\*\*Note: As part of an approved district leadership development program, professional development offerings NOT provided through the W. Cecil Golden Professional Development Program for School Leaders. S.B.E. 6A-5.081(2)(d)1

\*\*\*\*\*Note: Use for components in the district’s master plan that are not intended to be used for any of the other purposes listed.

Length: 1

Data Type: Alphabetic

Year Implemented: 0203

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Professional Development DB9 36x

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**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Notes	Updated information for "non-certified" note and added a new note.
7/1/2014 Codes	Updated definitions for existing codes and added a new code.
7/1/2014 Definition	Added more language to the definition in response to element name revision.
7/1/2014 Element Name	Revised the data element name.

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Data Element Number: **216245**

Data Element Name: **Race: American Indian or Alaska Native**

A code to indicate whether the staff member is an American Indian or Alaska Native as per the description below.

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Code	Definition/Example
------	--------------------

N	No, the staff member is not an American Indian or Alaska Native.
---	--

Y	Yes, the staff member is an American Indian or Alaska Native.
---	---

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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Data Element Number: **216297**

Data Element Name: **Race: Asian**

A code to indicate whether the staff member is Asian as per the description below.

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Code	Definition/Example
------	--------------------

N	No, the staff member is not Asian.
---	------------------------------------

Y	Yes, the staff member is Asian.
---	---------------------------------

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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Data Element Number: **216347**

Data Element Name: **Race: Black or African American**

A code to indicate whether the staff member is Black or African American as per the description below.

A person having origins in any of the black racial groups of Africa.

Code	Definition/Example
N	No, the staff member is not Black or African American.
Y	Yes, the staff member is Black or African American.

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None





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Data Element Number: **216397**

Data Element Name: **Race: Native Hawaiian or Other Pacific Islander**

A code to indicate whether the staff member is a Native Hawaiian or Other Pacific Islander as per the description below.

A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Code	Definition/Example
N	No, the staff member is not a Native Hawaiian or Other Pacific Islander.
Y	Yes, the staff member is a Native Hawaiian or Other Pacific Islander.

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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Data Element Number: **216447**

Data Element Name: **Race: White**

A code to indicate whether the staff member is White as per the description below.

A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Code	Definition/Example
------	--------------------

N	No, the staff member is not White.
---	------------------------------------

Y	Yes, the staff member is White.
---	---------------------------------

Notes:

This element was first required in the 2009-10 fiscal year.

Staff members coded as Hispanic/Latino ethnicity should also be reported with the appropriate race(s).

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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Data Element Number: **216915**

Data Element Name: **Reading Endorsement, Competency 1**

A code to indicate the instructional staff member's completion or non-completion of Competency 1 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 1 (Adopted 2011) data element.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 1.
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 1.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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**Description of Changes:**

7/1/2012 Definition	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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Data Element Number: **216916**

Data Element Name: **Reading Endorsement, Competency 2**

A code to indicate the instructional staff member's completion or non-completion of Competency 2 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 2 (Adopted 2011) data element.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 2.
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 2.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None



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**Description of Changes:**

7/1/2012 Definition	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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Data Element Number: **216917**

Data Element Name: **Reading Endorsement, Competency 3**

A code to indicate the instructional staff member's completion or non-completion of Competency 3 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 3 (Adopted 2011) data element.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 3.
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 3.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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**Description of Changes:**

7/1/2012 Definition	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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Data Element Number: **216918**

Data Element Name: **Reading Endorsement, Competency 4**

A code to indicate the instructional staff member's completion or non-completion of Competency 4 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 4 (Adopted 2011) data element.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 4.
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 4.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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**Description of Changes:**

7/1/2012 Codes	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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Data Element Number: **216919**

Data Element Name: **Reading Endorsement, Competency 5**

A code to indicate the instructional staff member's completion or non-completion of Competency 5 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 4 (Adopted 2011) data element.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 5.
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 5.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

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**Description of Changes:**

7/1/2012 Definition	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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Data Element Number: **216920**

Data Element Name: **Reading Endorsement, Competency 6**

A code to indicate the instructional staff member's completion or non-completion of Competency 6 required for a Reading Endorsement. If responding to the 2011 Reading Endorsement that was adopted into State Board Rule 6A-4.0163 in September 2011, please use the Reading Endorsement, Competency 5 (Adopted 2011) data element.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 6.
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 6.
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Length: 1

Data Type: Alphabetic

Year Implemented: 0607

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None



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**Description of Changes:**

7/1/2012 Definition	Revised "definition" due to State Board 6A-4.0163 Rule change to guide districts in reporting the correct Reading Endorsement data elements.
6/1/2011 Codes	Added new code "G" for Next Generation CAR-PD option.

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Data Element Number: **217265**

Data Element Name: **Salary Schedule Pay Type**

The pay type on the district salary matrix from which the individual is paid.

Code	Definition/Example
0	Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.
1	Bachelor's
2	Bachelor's Plus
3	Master's
4	Master's Plus
5	Beyond Master's Plus
6	Specialist
7	Doctorate
8	Flat Rate - Example: JROTC instructors
9	Instructional personnel or school administrators hired on or after July 1, 2011 as per s. 1012.22(1)(c)3 who have not received the appropriate performance evaluation for the district's Performance Salary Schedule. Advanced degrees are not part of the base salary.
A	Instructional personnel or school administrators hired prior to July 1, 2011 paid on a salary schedule that excludes adjustments for advanced degrees.
B	Instructional personnel or school administrators (regardless of the employee's hire date) paid on a Performance Salary Schedule.

**Length:** 1

**Data Type:** Alphanumeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

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Survey 3      Yes

**Appendixes:**

None

**Description of Changes:**

9/23/2014 Codes	Revised language to code 9
7/1/2013 Data Type	Changed to include alphabetic characters in addition to numeric characters.
7/1/2013 Codes	Added codes 9, A and B to reflect other salary schedule options available to districts per 1012.22, F.S. Modified code 8 back to its original definition prior to July 1, 2011.
7/1/2013 Definition	Revised the definition to align with the new data element name.
7/1/2013 Element Name	Renamed the data element to properly define the selections available.
9/23/2011 Codes	Redefined codes 0 and 8 to align with SB 736 regarding pay for advanced degrees. Added phrase "and does not meet definition in code 8" to code 0. Added "or school administrators" to code 8.
6/19/2011 Surveys Required	Deleted reference to Survey Period 5 – this data element is not required in Survey Period 5 nor is the Format required in Survey Period 5.
6/1/2011 Codes	Revised definition of code 8 to include staff hired after July 1, 2011.

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 instructional employees on a flat rate schedule (e.g., JROTC instructors).

<b>Code</b>	<b>Definition/Example</b>
-------------	---------------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

9/23/2011	Definition	Modified definition for step 98. Added "instructional" in last sentence.
-----------	------------	--

9/9/2011	Surveys Requi	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.
----------	---------------	---

Data Element Number: **217385**

Data Element Name: **Additional Compensation Type**

A code to identify each type of annual compensation scheduled to be paid.

Code	Definition/Example
1	Supplement for assignment to a school in the bottom two categories of the school improvement system under s.1008.33, F.S. such that the supplement remains in force for at least 1 year following improved performance in that school.
2	Supplement for certification and teaching in critical teacher shortage areas. Statewide critical teacher shortage areas are identified by the State Board of Education under s.1012.07, F.S. However, the district school board may identify other areas of critical shortage within the school district for district purposes and may remove areas identified by the State Board which do not apply within the school district.
3	Supplement for assignment of additional academic responsibilities.
A	Supplement for Athletic - includes additional compensation to athletic directors, trainers, head coaches, assistant coaches, etc.
B	Supplement for Academic - includes additional compensation to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.
E	Supplement for Inservice Stipends - additional compensation paid to an employee who has completed certain inservice hours, coursework, or other training.
F	Supplement for Extended Day - additional compensation to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period and after-school tutoring.
G	Other
H	Bonus for Florida Excellent Teaching Program - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.
I	Florida School Recognition Program as defined in s. 1008.36, F.S.
J	Bonus for Performance
K	Bonus for Advanced Placement Instruction as defined in s. 1011.62(1)(n), F.S.
N	Bonus for Teacher Retention in an area of critical state concern.
O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	Bonus for International Baccalaureate instruction as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.
S	Sick Leave Buy Back – payment for unused sick leave.
T	Terminal Pay – payment for unused annual leave.
U	In-Kind Compensation – examples: uniforms, car, etc.
V	Sabbatical Leave Pay.
W	Bonus for Advance International Certificate of Education as defined in s. 1011.62(1)(m), F.S.
Y	Supplement for Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3.
Z	Supplement for assignment to a Title 1 eligible school.

Length: 1

Data Type: Alphanumeric

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**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013	Formats Requi	The format was renamed.
7/1/2013	Codes	Revised the language to most of the codes to classify as supplement or bonus. Deleted codes C and X.
7/1/2013	Definition	Revised the definition to align with the new data element name.
7/1/2013	Element Name	Renamed the data element to properly define the selections available.
12/5/2012	Codes	Added four new codes (Z, 1, 2, 3) as per section 1012.22(1)(c)(5)(c), Florida Statutes.
11/2/2011	Codes	Revised definition of code X by deleting statutory reference which was repealed. Code remains for district follow-up reporting.
6/1/2011	Codes	Revised definition of code J to delete statute reference that is no longer applicable. Added new code Y to align with SB 736.

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Data Element Number: **217415**

Data Element Name: **Additional Compensation Type/Value**

A code to identify up to eleven types of annual compensation and their corresponding monetary values paid to an employee during the fiscal year being reported.

Report the Additional Compensation Type in positions 1, 9, 17, etc. followed by the corresponding Additional Compensation Value in the next seven positions. Use the following codes for Additional Supplement Type:

The monetary value of the salary supplement should be reported using two decimal places as follows.

Example: 0045000 = \$450.00

Code	Definition/Example
0	No additional compensation
1	Supplement for assignment to a school in the bottom two categories of the school improvement system under s.1008.33, F.S. such that the supplement remains in force for at least 1 year following improved performance in that school.
2	Supplement for certification and teaching in critical teacher shortage areas. Statewide critical teacher shortage areas are identified by the State Board of Education under s.1012.07, F.S. However, the district school board may identify other areas of critical shortage within the school district for district purposes and may remove areas identified by the State Board which do not apply within the school district.
3	Supplement for assignment of additional academic responsibilities.
A	Supplement for Athletic - includes additional compensation to athletic directors, trainers, head coaches, assistant coaches, etc.
B	Supplement for Academic - includes additional compensation to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.
E	Supplement for Inservice Stipends -additional compensation paid to an employee who has completed certain inservice hours, coursework, or other training.
F	Supplement for Extended Day - additional compensation to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period or after-school tutoring
G	Other
H	Bonus for Florida Excellent Teaching Program - includes salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.
I	Florida School Recognition Program as defined in s. 1008.36, F.S.
J	Bonus for Performance
K	Bonus for Advanced Placement Instruction as defined in s. 1011.62(1)(n), F.S.
N	Bonus for Teacher Retention in an area of critical state concern.
O	Bonus for Teacher Recruitment in an area of critical state concern.
P	Bonus for teacher (instructional personnel) retention.
Q	Bonus for International Baccalaureate instruction as defined in s. 1011.62(1)(l), F.S.
R	Bonus for teacher (instructional personnel) recruitment.
S	Sick Leave Buy Back – payment for unused sick leave
T	Terminal Pay – Payment for unused annual leave.
U	In-Kind Compensation – Examples: uniforms, car, etc.
V	Sabbatical Leave Pay
W	Bonus for Advance International Certificate of Education as defined in s. 1011.62(1)(m), F.S.
Y	Supplement for Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3.

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---

**Z** Supplement for assignment to a Title 1 eligible school.

**Length:** 88

**Data Type:** Alphanumeric

**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Codes	Revised the language to most of the codes to classify as supplement or bonus. Deleted codes C and X.
7/1/2013 Definition	Revised the definition to align with the new data element name.
7/1/2013 Element Name	Renamed the data element to properly define the selections available.
12/5/2012 Codes	Added four new codes (Z, 1, 2, 3) as per section 1012.22(1)(c)(5)(c), Florida Statutes
11/2/2011 Codes	Revised definitions of codes K, Q & W to update statutory reference. Revised definition of code X by deleting statutory reference which was repealed; code remains for district follow-up reporting.
6/1/2011 Codes	Revised definition of code J to delete statute reference that is no longer applicable. Added new code Y to align with SB 736.



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---

Data Element Number: **217445**

Data Element Name: **Additional Compensation Value**

The monetary value of the annual compensation.

Code	Definition/Example
------	--------------------

0045000	= \$450.00
---------	------------

**Length:** 7

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Requi The format was renamed.

7/1/2013 Definition Revised the definition to align with the new data element name.

7/1/2013 Element Name Renamed the data element to match the name change of it its corresponding "Type" data element.

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Data Element Number: **217505**

Data Element Name: **School Number, Other**

The state assigned four-digit school number (0001-9899) which indicates each administrative reporting unit to which the individual is assigned other than the primary/home school.

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **217565**

Data Element Name: **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.

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Job Assignments DB9 31x

Staff Demographic Information DB9 27x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

**Appendixes:**

None

**Description of Changes:**

None



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Data Element Number: **217638**

Data Element Name: **School Principal Certification Program**

A one-character code to describe the status of a participant in a district approved School Principal Certification Program. This element applies only to employees who have been in an approved district School Principal Certification Program during the Fiscal Year being reported.

Code	Definition/Example
A	Admitted (entered the program and not withdrawn during the fiscal year)
B	Enrolled (previously entered, still in the program, and not completed or withdrawn)
C	Completed (completed the program this year)
D	Withdrawn (exited the program without completing the program)
Z	Not applicable/none of the above

Note: For Survey Periods 2 and 3 the School Principal Certification Program code must be Z.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0809

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



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Data Element Number: **217685**

Data Element Name: **Selected Benefits, Frequency**

A four-digit code (two decimal places are assumed) indicating the number of times per fiscal year a contribution is made to the selected employee benefit.

Code	Definition/Example
<b>Examples:</b>	
0100	The benefit is paid once in the year.
1000	The benefit is paid 10 equal times per year.
1050	The benefit is paid 10.5 times per year, i.e., 10 equal full contributions and one-half of a contribution is made.

**Length:** 4

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Benefits DB9 33x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **217745**

Data Element Name: **Selected Benefits, Type**

A code to identify each type of benefit to which the school district contributes.

See Appendix I: Selected Benefits Definitions.

Code	Definition/Example
A	Health and Hospitalization
B	Life Insurance
C	Social Security
D	Florida Retirement System
E	Commercial or Mutual Insurance Annuity Plan
F	Unemployment Compensation
G	Worker's Compensation
K	Cafeteria Plan
L	Other
M	Medicare
N	Cafeteria Plan - Administrative Costs

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Benefits DB9 33x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

Appendix I: Selected Benefits Definitions



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**Description of Changes:**

None

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Data Element Number: **217775**

Data Element Name: **Selected Benefits, Type/Value**

A code to identify up to eleven types of benefits and their corresponding monetary values to which the school district contributed for the employee during the fiscal year being reported.

Report the selected Benefits, Type in positions 1, 10, 19, etc. followed by the corresponding Selected Benefits, Value in the next eight positions.

For Selected Benefits Type explanations, see Appendix I: Selected Benefits Definitions.

Code	Definition/Example
A	Health and Hospitalization
B	Life Insurance
C	Social Security
D	Florida Retirement System
E	Commercial or Mutual Insurance Annuity Plan
F	Unemployment Compensation
G	Worker's Compensation
K	Cafeteria Plan
L	Other
M	Medicare
N	Cafeteria Plan - Administrative Costs
Z	No Benefits
The monetary value of the contribution to the selected employee benefit should be reported using two decimal places, as follows.	

**Examples:**

00000000 Equals 0 No benefits received.

00012500 Equals \$125.00

Note: The selected Benefits, Value should be the actual amount of the benefit attributable to the reported Job Code and should include only the employer's cost. Do not include any employee contributions.

**Length:** 99

**Data Type:** Alphanumeric

**Year Implemented:** 9798

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

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**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Benefits DB9 44x

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

Appendix I: Selected Benefits Definitions

**Description of Changes:**

None

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Data Element Number: **217805**

Data Element Name: **Selected Benefits, Value**

The monetary value of the contribution to the selected employee benefit.

Code	Definition/Example
------	--------------------

00012500	= \$125.00
----------	------------

00000000	= 0 (substitutes)
----------	-------------------

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 9495

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Benefits DB9 33x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **217865**

Data Element Name: **Separation Date**

The date of the employee's separation from regular service with the school district.

Code	Definition/Example
------	--------------------

	(MMDDYYYY) 06021988 = June 2, 1988
--	------------------------------------

00000000	= Not applicable. Include temporary employees here.
----------	---

NOTE: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.

**Length:** 8

**Data Type:** Numeric

**Year Implemented:** 8788

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None

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Data Element Number: **217925**

Data Element Name: **Separation Reason**

The reason for which the employee separated from the school system.

Code	Definition/Example
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.
O	Job Abandonment
P	Classroom teachers or principals who were dismissed for ineffective performance as demonstrated through the district's evaluation system.
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 supervisors or principals dismissed during the 97 day probationary period pursuant to s. 1012.33(1)(b), F.S. Also this code can be used for other staff dismissed during the probationary period.

Note: Report the date of separation from regular employment for employees who return to temporary employment with the district. For example, report the separation date for a teacher who retires and returns to the district as a temporary substitute teacher.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9293

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

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Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2	Default
Survey 3	Default
Survey 5	Yes
Survey 8	Optional

**Appendixes:**

None

**Description of Changes:**

1/2/2014 Codes	Added new codes to respond to Race to the Top requirements.
11/10/2011 Notes	Updated "Note" for Code N to reflect revised statutory reference.

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Data Element Number: **217985**

Data Element Name: **Gender**

A code representing the gender of the employee.

Code	Definition/Example
------	--------------------

F	Female
---	--------

M	Male
---	------

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9192

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

**Appendixes:**

None

**Description of Changes:**

None



Data Element Number: **218045**

Data Element Name: **Social Security Number**

The number assigned to an individual by the Social Security Administration (left justified).

NOTE: For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a Staff Number Identifier for the employee using the following method:

Code	Definition/Example
------	--------------------

**First Two Positions**

CS	The first two positions in the Social Security Number field must be coded with the letters "CS".
----	--

**Last Seven Positions**

NNNNNNN	The last seven positions must be numeric.
---------	---

NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.

**Length:** 10

**Data Type:** Alphanumeric

**Year Implemented:** 8788

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 2 Yes

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Survey 3      Yes

Survey 5      Yes

Survey 8      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change. Deleted  
the Teacher Exit Interview format.

Data Element Number: **218075**

Data Element Name: **Staff Number Identifier, Local**

A ten-character code used by the school district locally to uniquely identify an employee. This staff identifier must be different than the Social Security Number or the district-defined number used in lieu of a social security number provided in the Social Security Number data element field.

Code	Definition/Example
------	--------------------

	Not applicable for this element.
--	----------------------------------

**Length:** 10

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

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---

Survey 8      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Surveys Requi This data element is now required for 2014-15 reporting.

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change. Deleted  
the Teacher Exit Interview format.

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---

Data Element Number: **220125**

Data Element Name: **Survey Period Code**

A code representing one of the state reporting periods.

Code	Definition/Example
1	July
2	October
3	February
4	June
5	End of Year
8	July

**Length:** 1

**Data Type:** Numeric

**Year Implemented:** 9394

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

**Surveys Required:**

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**Surveys Required:**

Survey 2	Yes
Survey 3	Yes
Survey 5	Yes
Survey 8	Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Requi Updated the Staff Salary Supplement format name change. Deleted the Teacher Exit Interview format.

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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

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries and Staff  
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	Payroll Information formats to the Staff Demographic Information format.
7/1/2012 Codes	Revised code 'H' to delete reference to charter school employees' exemption.
2/20/2012 Codes	Revised definition for code H to include language for charter school exclusion.
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 Requi	Deleted Survey Period 2 as a required survey period.
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.



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Data Element Number: **220175**      **Year Deleted: 1314**

Data Element Name: **Teaching Experience**

The number of years of service as a classroom teacher including all classroom teaching experience in the current district as well as all classroom teaching experience outside the current district.

Code	Definition/Example
------	--------------------

10	= 10 years experience
----	-----------------------

04	= 4 years experience
----	----------------------

00	= 0 years experience – teacher was in first year of teaching
----	--

Note:

Data for this element can be derived by totaling the years of experience for Experience Types F, N, P and S reported in Surveys 2 or 3.

**Length:** 2

**Data Type:** Numeric

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Year Inactive      Deleted for fiscal year 2013-14.

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Data Element Number: **220195**

Data Element Name: **Title I School-Wide**

A code to identify the job category of the employee who worked with a Title I School-wide program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrator (non-clerical)
B	Teacher
C	Paraprofessional (instructional)
D	Paraprofessional (non-instructional)
E	Support staff (clerical and non-clerical)
F	Other Instructional Staff (counselors, librarians, psychologists, etc.)
Z	This employee was not employed in a Title I, Part A School-wide program and/or was not paid from Title I, Part A funds.

**Example:**

B050	Fifty percent of the teacher's assignment was in a Title I, Part A School-wide program and was paid from Title I, Part A funds.
C100	One hundred percent of the instructional paraprofessional's assignment was in a Title I, Part A School-wide program and was paid from Title I, Part A funds.
Z000	This employee was not employed in a Title I, Part A School-wide program and/or was not paid from Title I, Part A funds.

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

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None

**Description of Changes:**

None

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Data Element Number: **220205**

Data Element Name: **Title I Targeted Assistance**

A code to identify the job category of the employee who worked with a Title I Targeted Assistance program and who was paid from Title I, Part A funds and the corresponding full-time equivalency (FTE) of this assignment.

Code	Definition/Example
A	Administrator (non-clerical)
B	Teacher
C	Paraprofessional (instructional)
D	Paraprofessional (non-instructional)
E	Support staff (clerical and non-clerical)
F	Other Instructional Staff (counselors, librarians, psychologists, etc.)
Z	This employee was not employed in a Title I, Part A Targeted Assistance program and/or was not paid from Title I, Part A funds.

**Examples:**

B050	Fifty percent of the teacher's assignment was in a Title I, Part A Targeted Assistance program and was paid from Title I, Part A funds.
C100	One hundred percent of the instructional paraprofessional's assignment was in a Title I, Part A Targeted Assistance program and was paid from Title I, Part A funds.
Z000	This employee was not employed in a Title I, Part A Targeted Assistance program and/or was not paid from Title I, Part A funds.

**Length:** 4

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

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None

**Description of Changes:**

None

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---

Data Element Number: **220225**

Data Element Name: **Transaction Code**

A code indicating the appropriate action to be taken with respect to the district data base reporting records.

Code	Definition/Example
A	Add Record
C	Update Record
D	Delete Record

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9394

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: No

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

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Survey 5      Yes

Survey 8      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 Formats Requi    Updated the Staff Salary Supplement format name change.  
Deleted the Teacher Exit Interview format.

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Data Element Number: **220325**

Data Element Name: **Veteran Status**

A code to identify the veteran status of the employee. As defined in Section 1.01(14), Florida Statutes: "The term 'Veteran' means a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions, notwithstanding any action by the Veteran Administration on individuals discharged or released with other than honorable discharges."

Code	Definition/Example
------	--------------------

V	Veteran
---	---------

Z	Not applicable
---	----------------

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 9091

**State Standard:** No

**Use Types:**

State Reporting: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

None



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Data Element Number: **221805**      **Year Deleted: 1314**

Data Element Name: **Voluntary Separation**

The reason the classroom teacher has voluntarily chosen to leave a regular full-time teaching position.

Code	Definition/Example
A	Inadequate salary
B	Lack of opportunity for advancement
C	Dissatisfaction with supervisor
D	Dislike/unsuitability for assigned duties
E	Resignation in lieu of involuntary termination
F	Other family/personal reasons
G	Return to continuing education
H	Relocation
K	Inadequate benefits
L	Stress on job
M	Other
O	Raising a family
P	Entrepreneurship
Q	Promotion to a non-teaching position in the district
R	Transfer to a non-teaching position in the district
S	Health problems
Z	Not applicable.

Note: The teacher may select up to five top reasons for leaving. If less than five reasons are selected Z-fill the remaining fields.

**Length:** 5

**Data Type:** Alphabetic

**Year Implemented:** 0607

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

**Surveys Required:**

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Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013	Year Inactive	Deleted for fiscal year 2013-14.
6/1/2011	Codes	Deleted codes I (retirement), J (end of temporary assignment), and N (spousal relocation). Reworded definition of code O from "child rearing" to "raising a family." Revised definition of code Z by removing "not a voluntary separation."

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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
00	This school administrator was not evaluated.
05	5% of the school administrator's evaluation was based on the instructional leadership component.
50	50% of the school administrator's evaluation was based on the instructional leadership component.

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

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012	Examples	Added examples for two-digit coding.
7/1/2012	Notes	Revised note to delete reference to charter school employees' exemption.
2/20/2012	Notes	Updated "Note" to include language for charter school exclusion.
11/22/2011	Notes	Updated "Notes" to include school administrators who were not evaluated.
6/1/2011		New element.



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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
00	This employee is not an instructional staff member.
05	5% of the instructional staff member's evaluation was based on the instructional practice component.
50	50% of the instructional staff member's evaluation was based on the instructional practice component.

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

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014	Formats Requi	Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.
7/1/2012	Examples	Added examples for two-digit coding.
7/1/2012	Notes	Revised note to delete reference to charter school employees' exemption.
2/20/2012	Notes	Updated "Note" to include language for charter school exclusion.
11/22/2011	Notes	Updated "Notes" to include instructional staff members who were not evaluated.
6/1/2011		New element.



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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

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.

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7/1/2012 Codes	Revised code 'H' to delete reference to charter school employees' exemption.
2/20/2012 Codes	Revised definition for code H to include language for charter school exclusion.
11/22/2011 Codes	Added code "H" to indicate no evaluation was done.
6/1/2011	New element.



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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
00	This employee is not a school administrator or instructional staff member.
05	5% of the school administrator or instructional staff member's evaluation was based on the professional and job responsibilities component.
50	50% of the school administrator or instructional staff member's evaluation was based on the professional and job responsibilities component.

Notes: Employees who are not school administrators or instructional staff members, or 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

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

- |           |               |  |
|-----------|---------------|--|
| 1/2/2014  | Formats Requi | Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format. |
| 7/1/2012  | Examples      | Added examples for two-digit coding.   |
| 7/1/2012  | Notes         | Revised note to delete reference to charter school employees' exemption.                                   |
| 2/20/2012 | Notes         | Updated "Note" to include language for charter school exclusion.   |

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11/22/2011	Notes	Revision Description:Updated "Notes" to include school administrators or instructional staff members who were not evaluated.
6/1/2011		New element.

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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
00	This employee is not a school administrator or instructional staff member.
05	5% of the school administrator or instructional staff member's evaluation was based on student learning growth.
50	50% of the school administrator or instructional staff member's evaluation was based on student learning growth.

Notes: Employees who are not school administrators or instructional staff members, or 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

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

1/2/2014 Formats Requi Moved data element from the Staff Fiscal Year Salaries format to the Staff Demographic Information format.

7/1/2012 Examples Added examples for two-digit coding.

7/1/2012 Notes Revised note to delete reference to charter school employees' exemption.

2/20/2012 Notes Updated "Note" to include language for charter school exclusion.

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

Data Element Number: **221811**

Data Element Name: **Mentor/Supervising Educator**

A code to indicate whether the staff member is a Mentor or Supervising Educator. [See Notes section for additional information.]

Code	Definition/Example
------	--------------------

N	No, the staff member is not a mentor or supervising educator.
---	---

Y	Yes, the staff member is a mentor or supervising educator.
---	--

Z	Not Applicable (for reporting in Survey Period 5 only)
---	--

Notes: A Mentor/Supervising Educator is an individual who supervises or directs teacher preparation candidates during field experiences or student internships, provides mentoring to a district alternative certification program participant, or supervises or directs principal leadership candidates.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2014 Codes	Added code "Z." Code required for reporting in Survey 5 but not listed on the data element.
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7/1/2012	New Element
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6/26/2012 Codes	Updated wording in the codes to match data element name.
-----------------	--

6/26/2012 Notes	Revised the "Note" to give districts guidance on the particular staff this data element is targeting.
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6/26/2012 Surveys Requi Deleted Survey 5 as a required reporting period. Only required for  
Surveys 2 & 3.

6/26/2012 Element Name Revised the name of the data element to capture the selection of  
staff to be included.

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Data Element Number: **221812**

Data Element Name: **Reading Endorsement, Competency 1 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 1 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 1 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 1 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

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None

**Description of Changes:**

7/1/2012	New Element
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Data Element Number: **221813**

Data Element Name: **Reading Endorsement, Competency 2 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 2 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 2 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 2 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

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None

**Description of Changes:**

7/1/2012	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: 2014-15

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Data Element Number: **221814**

Data Element Name: **Reading Endorsement, Competency 3 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 3 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 3 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 3 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

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

Year: 2014-15

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None

**Description of Changes:**

7/1/2012	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: 2014-15

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Data Element Number: **221815**

Data Element Name: **Reading Endorsement, Competency 4 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 4 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 4 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 4 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

FLORIDA DEPARTMENT OF EDUCATION  
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AUTOMATED STAFF DATA ELEMENTS

Year: 2014-15

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None

**Description of Changes:**

7/1/2012	New Element
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FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
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AUTOMATED STAFF DATA ELEMENTS

Year: 2014-15

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Data Element Number: **221816**

Data Element Name: **Reading Endorsement, Competency 5 (Adopted 2011)**

A code to indicate the instructional staff member's completion or non-completion of Competency 5 (Adopted 2011) required for a Reading Endorsement as adopted into State Board Rule 6A-4.0163 in September 2011.

Code	Definition/Example
C	The instructional staff member is in the process of completing the practicum for content area reading professional development (CAR-PD) or has completed CAR-PD in its entirety.
G	The instructional staff member is in the process of completing Next Generation Content Area Reading – Professional Development (NGCAR-PD) or has completed NGCAR-PD in its entirety.
N	No, the instructional staff member did not complete Competency 5 (Adopted 2011).
P	The instructional staff member is currently working toward completion of K-12 Reading certification.
R	The instructional staff member has met the requirement through K-12 Reading certification.
Y	Yes, the instructional staff member completed Competency 5 (Adopted 2011).
Z	Not applicable – not an instructional employee or not required for/applicable to this instructional staff member.

Notes: The Reading Endorsement has been revised based on research conducted after the National Reading Panel Report was released and was adopted into State Board Rule 6A-4.0163 in September 2011. The new endorsement merges the former Competencies 4 and 5 into Competency 4 and establishes the practicum (formerly Competency 6) as Competency 5. The rule requires that the new competencies and indicators be incorporated into reading endorsement courses by August 2012.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 1213

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Demographic Information DB9 27x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
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None

**Description of Changes:**

7/1/2012	New Element
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Data Element Number: **221817**

Data Element Name: **Salary Adjustment/Type**

An addition to the base salary schedule that is not a bonus and becomes part of the employee's permanent base salary and is considered compensation under s. 121.021(22), F.S. [Section 1012.22(c)1a, F.S.]

Report up to five types of Salary Adjustments and their corresponding monetary values. Report the Salary Adjustment type in positions 1, 9, 17, etc. followed by the corresponding Salary Adjustment value in the next seven positions.

The monetary value of the salary adjustment should be reported using two decimal places.

Code	Definition/Example
A	Instructional or school administrative employee rated as "highly effective" on the prior year personnel evaluation [s.1012.22 (1)(c)5a(II)b(I), F.S.]
B	Instructional or school administrative employee rated as "effective" on the prior year personnel evaluation [s.1012.22 (1)(c)5a(II)b(II), F.S.]
C	Cost-of-living adjustment [s.1012.22 (1)(c)2, F.S.]
D	Salary adjustment for salary schedule step
E	Advanced degree value that is part of the base salary for employees hired prior to July 1, 2011
F	Other salary adjustment
Z	No salary adjustment

Examples:

B0095000Z0000000Z0000000Z0000000 = The employee received \$950.00 for an effective rating on the employee's prior year personnel evaluation.

C0036000Z0000000Z0000000Z0000000 = The employee receives \$30 more a month for a "cost of living" salary adjustment. The Salary Adjustment value reported is \$360.00 (\$30 x 12 months).

**Length:** 40

**Data Type:** Alphanumeric

**Year Implemented:** 1314

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

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Survey 2      Yes

Survey 3      Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013              New Element

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Year: 2014-15

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Data Element Number: **221818**

Data Element Name: **Salary, Annual**

The annual salary, before deductions and excluding additional compensations (such as supplements or bonuses), expected to be paid to the employee in this job. This amount is the base salary and any salary adjustments (compensation that became part of the employee's permanent base salary).

Code	Definition/Example
------	--------------------

NNNNNNNNN	Example: 008550000 = \$85,500.00
-----------	----------------------------------

Notes: All zeros may be reported for temporary part-time or student employees.

**Length:** 9

**Data Type:** Numeric

**Year Implemented:** 1314

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013 New Element

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Data Element Number: **221819**

Data Element Name: **Florida Education Identifier**

A code issued by the Florida Department of Education used to uniquely identify a person in Florida's education data system.

Code	Definition/Example
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FL123456789012	Florida Education Identifier (FLEID) for an employee.
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FLxxxxxxxxxxxx	Florida Education Identifier (FLEID) standard.
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**Notes:**

The Florida Education Identifier is assigned to a person and used across the student and staff information database systems.

The Florida Education Identifier is abbreviated FLEID.

The Florida Education Identifier always begins with FL.

**Length:** 14

**Data Type:** Alphanumeric

**Year Implemented:** 1314

**State Standard:** Yes

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Additional Compensation DB9 32x

Staff Additional Job Assignments DB9 31x

Staff Benefits DB9 33x

Staff Demographic Information DB9 27x

Staff Experience DB9 28x

Staff Fiscal Year Benefits DB9 44x

Staff Fiscal Year Salaries DB9 43x

Staff Multidistrict Employee DB9 29x

Staff Payroll Information DB9 30x

Staff Professional Development DB9 36x

**Surveys Required:**

Survey 2 Yes

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Survey 3	Yes
Survey 5	Yes
Survey 8	Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2013	New Element
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## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

### 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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### 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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

## **STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES**

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period either on the JCL or the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### **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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.



## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

### EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

### 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 School Number, Primary/Home and resubmit the record for processing.

6. **Job Code, Additional must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System manual. -record rejected-**

### EXAMPLE

The two records below would be rejected because the Job Code, Additional codes reported are not on the Job Code Assignment table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
* 03	123456789	2	****	00000
* 03	123456780	2	****	51000

\*\*\*\* = 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 Job Code, Additional by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

7. Job Code FTE must be numeric and less than or equal to 100. If Job Code FTE is not equal to zero, then it must be greater than 004. -record rejected-

### EXAMPLE

The two records below would be rejected due to incorrect Job Code FTE. In the first record, the Job Code FTE is not numeric. In the second record, the Job Code FTE is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE
* 03	123456789	2	****	53007	ZZZ
* 03	123456780	2	****	51004	200

\*\*\*\* = 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 Job Code FTE and resubmit the records for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, O, G, R, S, M, N, P, Q, T, U or zero. -record rejected-

### EXAMPLE

The two records below would be rejected due to incorrect Job Code Fund Source codes. In the first record, the code "Z" is not a valid code. In the second record, only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Fund Source
* 03	123456789	2	****	Z050CO500000
* 03	123456780	2	****	G100

\*\*\*\* = 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 "Z" in the first record to be a valid code. In the second record, place zeros in the second and third Job Code Fund Source code positions if they are not needed to indicate additional Job Code Fund Source codes. Resubmit both records for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

9. Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-

### EXAMPLE

The two records below would be rejected due to incorrect Job Code Fund Source percentages. In the first record, "Z's" rather than zeros are placed in the percentage positions. In the second record, only the first Job Code Fund Source percentage is included and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Fund Source
* 03	123456789	2	****	BZZZC0500000
* 03	123456780	2	****	G100

\*\*\*\* = 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 Job Code Fund Source percentages by supplying the numeric percentage rather than "Z's" in the first record, and by reporting all three Job Code Fund Source percentages (using zeros if appropriate) in the second record. Resubmit the records for processing.

## **STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES**

**10. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

### **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 Transaction Code and resubmit the record for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

11. Highly Qualified Paraprofessional code must be A, B, C, D, 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 and third records below would be rejected because the codes for Highly Qualified Paraprofessional are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Highly Qualified Paraprofessional
03	123456789	2	****	C
* 03	123456780	2	****	T
* 03	123456781	2	****	P

### 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 Highly Qualified Paraprofessional code and resubmit the records for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

**12. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. -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 below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Highly Qualified Paraprofessional
03	123456789	2	****	51112	C
* 03	123456780	2	****	51111	Z

### 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 relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

13. If the Highly Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59 -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 below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Highly Qualified Paraprofessional
03	123456789	2	****	51112	C
* 03	123456780	2	****	76024	A

### 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 relationship between the Highly Qualified Paraprofessional and the Job Code and resubmit the record for processing.



## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

14. Highly Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). -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 below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Highly Qualified Paraprofessional
03	123456789	2	****	51084	Z
* 03	123456780	2	****	52008	B

### 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 relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

## **STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES**

**15. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

- 30. At least one of the three Job Code Fund Source codes must be nonzero.  
-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 below would be rejected because each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	53007	050	000000000000
03	123456780	2	****	51004	025	G10000000000

\*\*\*\* = 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 records to be loaded to the data base, the district must correct the record so that a valid nonzero Job Code Fund Source code is reported in at least one of the three Job Code Fund Source code positions. Resubmit the record for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

31. Any one Job Code Fund Source code can appear only once on a Staff Additional Job Assignment record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -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 below would be rejected because the Job Code Fund Source "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	53007	050	G050G0500000
03	123456780	2	****	51004	025	G10000000000

\*\*\*\* = 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 change the "G" Job Code Fund Source to another valid Job Code Fund Source or combine the percentages attributed to that Job Code Fund Source into the first four positions so that the Job Code Fund Source is not repeated within that record. Resubmit the record for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

**32. The three Job Code Fund Source percentages on a Staff Additional Job Assignment record must add up to 100 percent. -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 below would be rejected because the Job Code Fund Source percentages add up to 90 rather than to 100 percent.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	51073	050	G050B0400000
03	123456780	2	****	51004	025	G10000000000

\*\*\*\* = 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 Fund Source percentages so that they add up to 100 percent for that record and resubmit the record for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

**33. Each Staff Additional Job Assignment record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Job Code, Additional. -first record accepted, all other duplicate records rejected-**

### EXAMPLE

The first and second 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 because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code, Additional) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
03	123456789	2	****	51080
03	123456780	2	****	51004
* 03	123456789	2	****	51080

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of C rather than A.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

34. Job Code FTE may be equal to or greater than zero for substitute teachers (Job Code, Additional codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -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 below would be rejected because the Job Code FTE has zero FTE and the employee is not a substitute teacher.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Additional	Job Code FTE
03	123456782	2	****	9001	52080	000
03	123456789	2	****	0481	51080	000
03	123456780	2	****	0481	55080	000
* 03	123456781	2	****	0481	53007	000

\*\*\*\* = 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 FTE and resubmit the record for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

- ➡ 35. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121 @xyz
*01	123456

### 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 Staff Number Identifier, Local and resubmit the records.



## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

**36. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

**50. Each Staff Additional Job Assignment record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

### EXAMPLE

The Staff Additional Job Assignment record below would not pass this edit because it has no matching Staff Demographic Information record (based on District Number, Social Security Number, Survey Period Code and Fiscal Year).

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home
03	123456789	2	****	0481
03	123456780	2	****	0481

#### *Staff Additional Job Assignment record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Additional	Job Code FTE
* 03	123456781	2	****	0481	53007	050

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

## STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

**51. Each Staff Additional Job Assignment record must have at least one matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

### EXAMPLE

The Staff Additional Job Assignment record below would not pass this edit because it has no matching Staff Payroll record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

#### *Staff Payroll records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
03	123456789	2	****	0481	53007	050
03	123456780	2	****	0481	53050	075

#### *Staff Additional Job Assignment record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Additional	Job Code FTE
* 03	123456788	2	****	0481	53013	050

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid, then submit a matching Staff Payroll record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

## STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

**52. No Staff Additional Job Assignment record may have a matching Staff Payroll record where the employee's Job Code, Additional is the same as the employee's Job Code, Primary. -state validation 3-**

### EXAMPLE

The Staff Additional Job Assignment record listed below would not pass this edit because the Job Code, Additional is the same as the Job Code, Primary on the Staff Payroll record.

#### *Staff Additional Job Assignment record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Additional
03	123456781	2	****	0481	53007

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary
* 03	123456781	2	****	0481	53007

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Job Assignment record is valid and correct the Job Code, Additional so that it is not identical to the Job Code, Primary.

## STAFF ADDITIONAL JOB ASSIGNMENTS – EXCEPTION REPORTS

80. If the Job Code, Additional is 64021, 64022 or 64023, then one of the Job Code Fund Source codes should be R or S. –exception report-

### EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the Job Code, Additional is 64021 and none of the Job Code Fund Source codes is R or S.

*Staff Additional Job Assignments record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code Fund Source
61	123456789	2	****	64023	S050G0500000
*61	123456780	2	****	64021	G10000000000

### DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Job Code, Additional and Job Code Fund Source. If there is an error in the data the district should submit an update to the record.

## STAFF BENEFITS - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

### 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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### 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 Social Security Numbers by making them numeric, greater than zero, and left-justified. Resubmit the records for processing.

## **STAFF BENEFITS - REJECT RULES**

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period Code either on the JCL or the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### **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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

## STAFF BENEFITS - REJECT RULES

5. **Selected Benefits, Type must be A, B, C, D, E, F, G, K, L, M, or N. -record rejected-**

### EXAMPLE

The first and second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The third record below would be rejected because of an incorrect code for Selected Benefits, Type. The fourth record would be rejected because the Selected Benefits, Type code is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	B
03	123456781	3	****	F
* 03	123456780	2	****	W
* 03	123456788	3	****	

\*\*\*\* = 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 Selected Benefits, Type and resubmit the records for processing.



## STAFF BENEFITS - REJECT RULES

6. **Selected Benefits, Frequency code must be numeric, greater than zero, and less than or equal to 5200. -record rejected-**

### EXAMPLE

The first and second 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 because the Selected Benefits, Frequency code is not numeric. The fourth record would be rejected because Selected Benefits, Frequency code has been left blank. The fifth record would be rejected because the Selected Benefits, Frequency code is not within the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	B	1200	00012500
03	123456780	2	****	C	1200	00020250
* 03	123456790	2	****	Z	ZZZZ	00000000
* 03	123456791	2	****	D		00013000
* 03	123456798	2	****	M	5530	00013000

\*\*\*\* = 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 Selected Benefits, Frequency codes and resubmit the records for processing.

## STAFF BENEFITS - REJECT RULES

7. **Selected Benefits, Value must be numeric and greater than zero. -record rejected-**

### EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value has been left blank. The fourth record would be rejected because the Selected Benefits, Value is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	B	1200	00012500
03	123456780	2	****	C	1200	00005300
* 03	123456790	2	****	Z	0000	
* 03	123456791	2	****	D	1000	ZZZZZZZZ

\*\*\*\* = 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 Selected Benefits, Value and resubmit the records for processing.

## **STAFF BENEFITS - REJECT RULES**

**8. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

### **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 Transaction Code and resubmit the record for processing.

## STAFF BENEFITS - REJECT RULES

**9. Each Staff Benefits record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Selected Benefits, Type code. -first record accepted, all other duplicate records rejected-**

### EXAMPLE

The first and second 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 because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Selected Benefits, Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	B	1200	00012500
03	123456780	2	****	C	1200	00020250
* 03	123456789	2	****	B	0800	00010250

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If, in fact, the third record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted for processing with a Transaction Code of "C" rather than "A."

## STAFF BENEFITS - REJECT RULES

➡ 10. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121 @xyz
*01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## STAFF BENEFITS - REJECT RULES

**11. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## STAFF BENEFITS - REJECT RULES

**12. If the Selected Benefits, Type code is A, then the amount of Selected Benefits, Value multiplied by the Selected Benefits, Frequency must not be greater than \$25,000. -record rejected-**

### EXAMPLE

The first and second 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 because the Selected Benefits, Type code is A and the benefit amount obtained by multiplying Selected Benefits, Value by Selected Benefits, Frequency is greater than \$25,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	A	1200	00012500
03	123456780	2	****	A	1200	00020250
* 03	123456789	2	****	A	1200	00220050

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If, in fact, the third record above should not have been submitted, the district would not have to take any action; the record was rejected. However, if the record should have been submitted, then the district must correct the record and resubmit it for processing.

## **STAFF BENEFITS - REJECT RULES**

**13. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.



## STAFF BENEFITS - STATE VALIDATION RULES

**20. Each Staff Benefits record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

### EXAMPLE

The Staff Benefits record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

#### *Staff Benefits records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
* 03	123456781	2	****	B	1200	00012500

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Benefits record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1. District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

### 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 District Number and resubmit the record for processing.

## **STAFF DEMOGRAPHIC INFORMATION - REJECT RULES**

**2. Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### **EXAMPLE**

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### **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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

## **STAFF DEMOGRAPHIC INFORMATION - REJECT RULES**

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2, 3, 5 or 8. -record rejected-**

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. - record rejected-**

### **EXAMPLE**

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### **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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

## **STAFF DEMOGRAPHIC INFORMATION - REJECT RULES**

- 5. School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

### **EXAMPLE**

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

### **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 School Number, Primary/Home and resubmit the record for processing.

- 6. Florida Educators Certificate Number must be numeric, and in the range 0000000000-0000999998, 0001000000-0009999999, 0000999999 or 9999999999. This edit does not apply to Survey 8. record rejected-**

### **EXAMPLE**

The following Florida Educators Certificate Number would cause the records to be rejected: 8888888888, (blank)123456. The first of these numbers is not within the acceptable range. The second number contains leading blanks instead of zeros.

### **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 Florida Educators Certificate Numbers to be valid numbers and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

7. For the Employee Name, Legal; the Last Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

### EXAMPLE

The two records below would be rejected because no valid Last Name was submitted.

District Number	Social Security Number	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name
* 03	123456789	0081	0000112233		Denise
* 03	123456780	0291	0000445566	////////////////	////////////////

### 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 records by providing valid Last Names and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

8. For the Employee Name, Legal; the Appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -record rejected-

### EXAMPLE

The two records below would be rejected because no valid Appendage was submitted.

District Number	Social Security Number	School Number, Primary/ Home	Florida Educators Certificate Number	Employee Name, Legal: Appendage
* 03	123456789	0081	0000112233	(nondisplayable character)
* 03	123456780	0291	0000445566	@ @ @

### 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 records by including a valid Appendage and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

9. Birth Date must be numeric and a valid date. This edit does not apply to Survey 8. -record rejected-

### EXAMPLE

The two records below would be rejected because the Birth Dates are not valid dates.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Birth Date
* 03	123456789	2	****	0081	0000112233	Jones	13151962
* 03	123456780	2	****	0291	0000445566	Smith	02301957

\*\*\*\* = 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 Birth Dates to be valid dates and resubmit the records for processing.



## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**10. Gender code must be M or F. This edit does not apply to Survey 8. -record rejected-**

### EXAMPLE

The two records below would be rejected; the first because there is no code for Gender, the second because "Z" is not a valid code for Gender.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Gender
* 03	123456789	2	****	0081	0000112233	Jones	
* 03	123456780	2	****	0291	0000445566	Smith	Z

\*\*\*\* = 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 records by including valid Gender codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

11. Reading Endorsement, Competency 1 (Adopted 2011) code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 1 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 1 (Adopted 2011) codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

12. Employment Date, Current Position must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Current Position may be all zeros. This edit does not apply to Survey 8. -record rejected-

### EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Current Position. The date is invalid because it is in the future. The second record would pass the edit.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Employment Date, Current Position	Separation Date
* 03	123456789	2	****	0081	0000112233	08212099 0602****	
03	123456780	2	****	0291	0000445566	00000000 0115****	

\*\*\*\* = 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 Employment Date, Current Position and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**13. Employment Date, Continuous Employment must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Continuous Employment may be all zeros. This edit does not apply to Survey 8. -record rejected-**

### EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Continuous Employment. The date is invalid because it is in the future. The second record would pass the edit.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employment Date, Continuous Employment	Separation Date
* 03	123456789	2	****	0081	0000112233	08212099	0602****
03	123456780	2	****	0291	0000445566	00000000	0115****

\*\*\*\* = 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 Employment Date, Continuous Employment and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**14. Employment Date, Original Position must be numeric and a valid date which is prior to the current date. This edit does not apply to Survey 8. -record rejected-**

### EXAMPLE

The two records below would be rejected because of an invalid Employment Date, Original Position. The first is invalid because it is in the future; the second because it is all zeros.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employment Date, Original Position
* 03	123456789	2	****	0081	0000112233	08212099
* 03	123456780	2	****	0291	0000445566	00000000

\*\*\*\* = 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 Employment Date, Original Position and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**15. Separation Date must be numeric and a valid date which is prior to the current date, or it must be all zeros. This edit does not apply to Survey 8. -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 Separation Date is a future date. The third record would be rejected because Separation Date is not a valid calendar date.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Florida Educators Certificate Number	Separation Date
03	123456788	5	****	0000996096	00000000
* 03	123456789	5	****	0000112233	06162099
* 03	123456780	5	****	0000445566	0243****

\*\*\*\* = 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 Separation Date and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

16. Separation Reason code must be A-P or Z. This edit does not apply to Survey  
8. -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 Separation Reason is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Separation Date	Separation Reason
03	123456788	5	****	0081	0000967896	0701****	L
* 03	123456789	5	****	0081	0000112233	0701****	S

\*\*\*\* = 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 Separation Reason and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

17. Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. This edit does not apply to Survey 8. -record rejected-

### EXAMPLE

The two records below would be rejected due to an incorrect Job Code, Primary. The first record is incorrect because it is not a valid code from the Job Code Assignments table. The second record is incorrect because it is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Job Code, Primary
* 03	123456789	2	****	0081	0000112233	55555
* 03	123456780	2	****	0291	0000445566	

\*\*\*\* = 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 Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.



## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**18. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

### 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 Transaction Code and resubmit the record for processing.

**19. Exempt from Public Records Law, Employee, must be Y or Z. -record rejected-**

### EXAMPLE

The two records below would be rejected either because the Exempt from Public Records Law, Employee code is left blank or because the code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Exempt From Public Records Law, Employee
* 03	123456789	2	****	0081	0000112233	Jones	
* 03	123456780	2	****	0291	0000445566	Smith	X

\*\*\*\* = 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 Exempt from Public Records Law, Employee codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1A. If Job Code, Primary = 71001 and Charter School Status is not C or R (located on the Master School Identification File), then School Number, Primary/Home must be 9001. This edit does not apply to Survey 8. -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 School Number, Primary/Home is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	School Number, Primary/Home	Fiscal Year	Job Code, Primary
03	123456789	2	9001	****	71001
* 03	123456780	2	0101	****	71001

\*\*\*\* = 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 School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1B. Ethnicity code must be Y or N. This edit does not apply to Survey 8. -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 code for Ethnicity is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Ethnicity
03	123456789	2	****	N
* 03	123456780	2	****	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 Ethnicity code and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1C. Race: American Indian or Alaska Native; Race: Asian; Race: Black or African American; Race: Native Hawaiian or Other Pacific Islander, and Race: White must be Y or N. This edit does not apply to Survey 8. -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 code for Race: Native Hawaiian or Other Pacific Islander is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Ethnicity	Race: American Indian or Alaska Native
03	123456789	2	****	N	Y
* 03	123456780	2	****	Y	N

Social Security Number	Race: Asian	Race: Black or African American	Race: Native Hawaiian or Other Pacific Islander	Race: White
123456789	N	N	N	N
* 123456780	N	Y	Z	N

\*\*\*\* = 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 code for Race: Native Hawaiian or Other Pacific Islander and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1D. There must be a Y code for at least one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander and Race: White). This edit does not apply to Survey 8. -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 none of the Race data elements have a code of Y.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Ethnicity	Race: American Indian or Alaska Native
03	123456789	2	****	N	Y
* 03	123456780	2	****	Y	N

Social Security Number	Race: Asian	Race: Black or African American	Race: Native Hawaiian or Other Pacific Islander	Race: White
123456789	N	N	N	N
* 123456780	N	N	N	N

\*\*\*\* = 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 enter a Y code for one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander, or Race: White) and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1E. Reading Endorsement, Competency 2 (Adopted 2011) code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 2 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 2 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 2 (Adopted 2011) codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1F. Reading Endorsement, Competency 3 (Adopted 2011) code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 3 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 3 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 3 (Adopted 2011) codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1G. Reading Endorsement, Competency 4 (Adopted 2011) code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 4 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 4 (Adopted 2011) codes and resubmit the records for processing.



## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1H. Reading Endorsement, Competency 5 (Adopted 2011) code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 5 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 5 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 5 (Adopted 2011) codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1I. If Reading Endorsement, Competency 1 code is Y, then Reading Endorsement, Competency 1 (Adopted 2011) code must be N.

If Reading Endorsement, Competency 1 code is N, then Reading Endorsement, Competency 1 (Adopted 2011) code must be Y or N.

If Reading Endorsement, Competency 1 (Adopted 2011) code is Y, then Reading Endorsement, Competency 1 code must be N.

If Reading Endorsement, Competency 1 (Adopted 2011) code is N, then Reading Endorsement, Competency 1 code must be Y or N.

This edit does not apply to Survey 8. -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 below would be rejected because the code for Reading Endorsement, Competency 1 is N and the code for Reading Endorsement, Competency 1 (Adopted 2011) is not Y or N. The third record below would be rejected because the code for Reading Endorsement, Competency 1 is Y and the code for Reading Endorsement, Competency 1 (Adopted 2011) is also Y.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 1 (Adopted 2011)
03	123456789	2	****	N	N
* 03	123456780	2	****	N	Z
* 03	123456781	2	****	Y	Y

\*\*\*\* valid fiscal year for data being reported

### 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 Reading Endorsement, Competency 1 or Reading Endorsement, Competency 1 (Adopted 2011) codes so that the correct relationship exists and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1J. If Reading Endorsement, Competency 2 code is Y, then Reading Endorsement, Competency 2 (Adopted 2011) code must be N.**

**If Reading Endorsement, Competency 2 code is N, then Reading Endorsement, Competency 2 (Adopted 2011) code must be Y or N.**

**If Reading Endorsement, Competency 2 (Adopted 2011) code is Y, then Reading Endorsement, Competency 2 code must be N.**

**If Reading Endorsement, Competency 2 (Adopted 2011) code is N, then Reading Endorsement, Competency 2 code must be Y or N.**

**This edit does not apply to Survey 8. -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 below would be rejected because the code for Reading Endorsement, Competency 2 is N and the code for Reading Endorsement, Competency 2 (Adopted 2011) is not Y or N. The third record below would be rejected because the code for Reading Endorsement, Competency 2 is Y and the code for Reading Endorsement, Competency 2 (Adopted 2011) is also Y.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 2	Reading Endorsement, Competency 2 (Adopted 2011)
03	123456789	2	****	N	N
* 03	123456780	2	****	N	Z
* 03	123456781	2	****	Y	Y

\*\*\*\* valid fiscal year for data being reported

### 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 Reading Endorsement, Competency 2 or Reading Endorsement, Competency 2 (Adopted 2011) codes so that the correct relationship exists and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1K. If Reading Endorsement, Competency 3 code is Y, then Reading Endorsement, Competency 3 (Adopted 2011) code must be N.**

**If Reading Endorsement, Competency 3 code is N, then Reading Endorsement, Competency 3 (Adopted 2011) code must be Y or N.**

**If Reading Endorsement, Competency 3 (Adopted 2011) code is Y, then Reading Endorsement, Competency 3 code must be N.**

**If Reading Endorsement, Competency 3 (Adopted 2011) code is N, then Reading Endorsement, Competency 3 code must be Y or N.**

**This edit does not apply to Survey 8. -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 below would be rejected because the code for Reading Endorsement, Competency 3 is N and the code for Reading Endorsement, Competency 3 (Adopted 2011) is not Y or N. The third record below would be rejected because the code for Reading Endorsement, Competency 3 is Y and the code for Reading Endorsement, Competency 3 (Adopted 2011) is also Y.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 3	Reading Endorsement Competency 3 (Adopted 2011)
03	123456789	2	****	N	N
* 03	123456780	2	****	N	Z
* 03	123456781	2	****	Y	Y

\*\*\*\* valid fiscal year for data being reported

### 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 Reading Endorsement, Competency 3 or Reading Endorsement, Competency 3 (Adopted 2011) codes so that the correct relationship exists and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1L. If Reading Endorsement, Competency 4 code is Y, then Reading Endorsement, Competency 4 (Adopted 2011) code must be N.**

**If Reading Endorsement, Competency 4 code is N, then Reading Endorsement, Competency 4 (Adopted 2011) code must be Y or N.**

**If Reading Endorsement, Competency 4 (Adopted 2011) code is Y, then Reading Endorsement, Competency 4 code must be N.**

**If Reading Endorsement, Competency 4 (Adopted 2011) code is N, then Reading Endorsement, Competency 4 code must be Y or N.**

**This edit does not apply to Survey 8. -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 below would be rejected because the code for Reading Endorsement, Competency 4 is N and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not Y or N. The third record below would be rejected because the code for Reading Endorsement, Competency 4 is Y and the code for Reading Endorsement, Competency 4 (Adopted 2011) is also Y.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement Competency 4	Reading Endorsement Competency 4 (Adopted 2011)
03	123456789	2	****	N	N
* 03	123456780	2	****	N	Z
* 03	123456781	2	****	Y	Y

\*\*\*\* valid fiscal year for data being reported

### 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 Reading Endorsement, Competency 4 or Reading Endorsement, Competency 4 (Adopted 2011) codes so that the correct relationship exists and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➡ **1M. Mentor/Supervising Educator code must be Y, N or Z. If Survey Period Code is 5, Mentor/Supervising Educator code must be Z. This edit does not apply to Survey 8. -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 code for Mentor/Supervising Educator is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Mentor/ Supervising Educator
03	123456789	2	****	N
* 03	123456780	2	****	P

\*\*\*\* = 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 Mentor/Supervising Educator code and resubmit the record for processing.

## **STAFF DEMOGRAPHIC INFORMATION - REJECT RULES**

**1N. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**10. Personnel Evaluation code must be C-H or Z. If Survey Period Code = 2, then Personnel Evaluation code must be Z. If Survey Period Code = 5, and 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. This edit does not apply to Survey 8. -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	3	****	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 DEMOGRAPHIC INFORMATION - REJECT RULES

**1P.** If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080, then the Personnel Evaluation code must be Z. This edit does not apply to Survey 8. -record rejected-

### EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Personnel Evaluation code is not valid for the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation	Employee Type
* 03	123456788	5	****	52080	D	TF
* 03	123456789	3	****	51080	E	TF
03	123456791	5	****	59080	Z	TF

\*\*\*\* = 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 Personnel Evaluation code or Job Code and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1Q.** If Survey Period Code = 5 and 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, Primary is not 73026 (Registrar), then the Personnel Evaluation, Instructional Leadership 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 Leadership Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Leadership Component must be zero. This edit does not apply to Survey 8. -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 Leadership 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 Leadership
03	123456788	5	****	73002	40
* 03	123456789	5	****	73019	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 Leadership Component value and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**1R.** If Survey Period Code = 5 and 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. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Practice Component must be zero. This edit does not apply to Survey 8. -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 DEMOGRAPHIC INFORMATION - REJECT RULES

**1S.** If Survey Period Code = 5 and 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. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Professional and Job Responsibilities Component must be zero. This edit does not apply to Survey 8. -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 DEMOGRAPHIC INFORMATION - REJECT RULES

**1T. If Survey Period Code = 5 and 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. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Student Learning Growth Component must be zero. This edit does not apply to Survey 8. -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 DEMOGRAPHIC INFORMATION - REJECT RULES

**1U.** If Survey Period Code = 5 and 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. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Measures of Student Learning Growth must be Z. This edit does not apply to Survey 8. -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 DEMOGRAPHIC INFORMATION - REJECT RULES

1V. If Survey Period Code = 5 and 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 DEMOGRAPHIC INFORMATION - REJECT RULES

**1W. If Survey Period Code = 5 and 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 Resp	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 DEMOGRAPHIC INFORMATION - REJECT RULES

20. If Survey Period Code is 2 or 3, then Separation Date must be zeros. [This edit does not apply to Survey 8.] -record rejected-

### EXAMPLE

The record listed below would be rejected because the Separation Date is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Date must be all zeros.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Separation Date
* 03	123456780	2	****	0291	0000445566	1219****

\*\*\*\* = 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 record to show all zeros in the Separation Date field. Resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

21. If Survey Period Code is 2 or 3, then Separation Reason code must be Z. [This edit does not apply to Survey 8]. –record rejected-

### EXAMPLE

The record listed below would be rejected because the Separation Reason is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Reason must be Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Separation Date	Separation Reason
* 03	123456789	2	****	0081	0000112233	12192002	A

\*\*\*\* = 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 change the Separation Reason code to Z and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**22. Reading Endorsement, Competency 1 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 1 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 1 codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**23. Each Staff Demographic Information record must be unique based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -first record accepted, all other duplicate records rejected-**

### EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejections. The third record listed below would be rejected because the key items (District Number, Social Security Number, Survey Period Code and Fiscal Year) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Job Code, Primary
03	123456789	5	****	0081	0000112233	53002
03	123456780	2	****	0291	0000445566	00000
* 03	123456789	5	****	0081	0000778899	51081

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would take no action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A".

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**24. Employee Type code must be RF, RP, TF, TP, or ST. This edit does not apply to Survey 8. -record rejected-**

### EXAMPLE

The two records below would be rejected either because the Employee Type code is left blank or because the code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employee Type
* 03	123456789	5	****	0491	53007	RT
* 03	123456780	5	****	0481	51004	

\*\*\*\* = 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 Employee Type codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**25. For the Employee Name, Legal; the First Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-**

### EXAMPLE

The two records below would be rejected because no valid First Names were submitted.

District Number	Social Security Number	School Number, Primary/Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name
* 03	123456789	0081	0000112233	Jones	
* 03	123456780	0291	0000445566	Smith-Jones	////////////////

### 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 records by including valid First Names and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**26. For the Employee Name, Legal; Middle/Maiden Name or Initial may be blank but may not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. - 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 listed below would be rejected because no valid Employee Name, Legal; Middle/Maiden Name or Initial was submitted.

District Number	Social Security Number	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name	Employee Name, Legal: Middle/Maiden Name or Initial
03	123456788	0000112234	Smith	Susan	
* 03	123456789	0000112233	Jones	Mary	(nondisplayable character)
* 03	123456780	0000445566	Smith-Jones	Rashanda	@ @ @ @ @ @ @

### 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 records by including a valid Middle/Maiden Name or Initial and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**27. The Degree/Credential Earned code must be C, A, B, M, S, D, or Z. This edit does not apply to Survey 8. -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 listed below would be rejected because Degree/Credential Earned is either invalid or it was left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Degree/Credential Earned
03	123456789	2	****	0081	M
* 03	123456790	2	****	0081	P
* 03	123456791	2	****	0081	

\*\*\*\* = 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 Degree/Credential Earned by reporting a valid code and resubmit the records for processing.



## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**28. If Survey Period Code is 2 or 3, then Days Absent, Personal Leave must be 000. If Survey Period Code is 5, then Days Absent, Personal Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-**

### EXAMPLE

The first record 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 number of Days Absent, Personal Leave is greater than 180.

District Number	Social Security Number	Days Absent, Personal Leave
16	123456789	002
* 16	123456780	205

### 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 Days Absent, Personal Leave so that it is in the range 000 to 180 and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**29. If Survey Period Code is 2 or 3, then Days Absent, Sick Leave must be 000. If Survey Period Code is 5, then Days Absent, Sick Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8 -record rejected-**

### EXAMPLE

The first record 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 number of Days Absent, Sick Leave is greater than 180.

District Number	Social Security Number	Days Absent, Sick Leave
16	123456789	002
* 16	123456780	195

### 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 Days Absent, Sick Leave so that it is in the range 000 to 180 and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2A. If Survey Period Code is 2 or 3, then Days Absent, Temporary Duty Elsewhere must be 000. If Survey Period Code is 5, then Days Absent, Temporary Duty Elsewhere must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-**

### EXAMPLE

The first record 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 number of Days Absent, Temporary Duty Elsewhere is greater than 180.

District Number	Social Security Number	Days Absent, Temporary Duty Elsewhere
16	123456789	002
* 16	123456780	210

### 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 Days Absent, Temporary Duty Elsewhere so that it is in the range 000 to 180 and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2B. If Survey Period Code is 2 or 3, then Days Absent, Other must be 000. If Survey Period Code is 5, then Days Absent, Other must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-**

### EXAMPLE

The first record 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 number of Days Absent, Other is blank.

District Number	Social Security Number	Days Absent, Other
16	123456789	002
* 16	123456780	

### 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 Days Absent, Other so that it is in the range 000 to 180 and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2C. If Survey Period Code is 2 or 3, then Days Present must be 000. If Survey Period Code is 5, then Days Present must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. - record rejected-**

### EXAMPLE

The first record 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 number of Days Present is greater than 180.

District Number	Social Security Number	Days Present
16	123456789	002
* 16	123456780	210

### 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 Days Present so that it is in the range 000 to 180 and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2D. The number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be in the range zero through 180 or all of these must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-**

### EXAMPLE

The first two records below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to 181.

District Number	Social Security Number	Days Present	Days Absent, Personal Leave	Days Absent, Sick Leave	Days Absent, Temporary Duty Elsewhere	Days Absent, Other
16	123456789	169	003	006	002	000
16	123456788	000	000	000	000	000
* 16	123456780	170	005	004	002	000

### 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 record so that the number of days present plus days absent added together are in the range zero to 180 and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2E. If Separation Date falls within the Fiscal Year being reported, then Separation Reason code must not be Z. This edit does not apply to Survey 8. –record rejected–**

### EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because a Separation Date within the Fiscal Year being reported has a Separation Reason code of Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date	Separation Reason
03	0123456789	5	****	0701****	A
* 03	0123456780	5	****	0701****	Z

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Reason code by changing it to a valid non-Z code or change the Separation Date to zeros if the employee has not separated from the school district or a valid date prior to the Fiscal Year being reported and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2F. If Separation Reason code is not Z, then Separation Date must be greater than zero. This edit does not apply to Survey 8. –record rejected-**

### EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because it has a Separation Reason code but no Separation Date.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date	Separation Reason
03	0123456789	5	****	0701****	A
* 03	0123456788	5	****	00000000	A

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Date to be a valid date greater than zero or change the Separation Reason to Z if the employee has not separated from the school district and resubmit the record for processing.



## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2G. If any of the eleven Reading Endorsement, Competency codes = Z, then all the codes for Reading Endorsement, Competency must be Z. This edit does not apply to Survey 8. -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 below would be rejected because the code for Reading Endorsement, Competency 1 is Z and the code for another Reading Endorsement, Competency - Competency 4 (Adopted 2011) - is not Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	Z	Z
* 03	123456780	2	****	Z	Y
* 03	123456781	2	****	Z	C

\*\*\*\* = Valid fiscal year for data being reported

### 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 Reading Endorsement, Competency 1 or 4 (Adopted 2011) codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are Z and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2H. Highly Qualified Paraprofessional code must be A, B, C, D, or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Highly Qualified Paraprofessional are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Highly Qualified Paraprofessional
03	123456789	2	****	C
* 03	123456780	2	****	T
* 03	123456781	2	****	P

### 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 Highly Qualified Paraprofessional code and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2I. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. This edit does not apply to Survey 8. -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 below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Highly Qualified Paraprofessional
03	123456789	2	****	51112	C
* 03	123456780	2	****	51111	Z

### 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 relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➡ **2J. If Survey Period is 2, 3 or 5 and the Highly Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59. -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 below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Highly Qualified Paraprofessional
03	123456789	2	****	51112	C
* 03	123456780	2	****	76024	A

### 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 relationship between the Highly Qualified Paraprofessional and the Job Code and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➡ **2K. If Survey Period is 2, 3 or 5, then the Highly Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). -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 below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Highly Qualified Paraprofessional
03	123456789	2	****	51084	Z
* 03	123456780	2	****	52008	B

### 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 relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2L. Reading Endorsement, Competency 2 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 2 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 2
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 2 codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2M. Reading Endorsement, Competency 3 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 3 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 3
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 3 codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2N. Reading Endorsement, Competency 4 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 4 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 4
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 4 codes and resubmit the records for processing.



## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**20. If any of the eleven Reading Endorsement, Competency codes = P, then all the codes for Reading Endorsement, Competency must be P. This edit does not apply to Survey 8. -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 below would be rejected because the code for Reading Endorsement, Competency 1 is P and the code for another Reading Endorsement, Competency - Competency 4 (Adopted 2011) - is not P.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	P	P
* 03	123456780	2	****	P	Y
* 03	123456781	2	****	P	C

\*\*\*\* = Valid fiscal year for data being reported

### 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 Reading Endorsement, Competency 1 or 4 (Adopted 2011) codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are P and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2P. Reading Endorsement, Competency 5 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 5 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 5
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 5 codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2Q. Reading Endorsement, Competency 6 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -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 below would be rejected because the codes for Reading Endorsement, Competency 6 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 6
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

### 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 Reading Endorsement, Competency 6 codes and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2R. If any of the eleven Reading Endorsement, Competency codes = C, then all the codes for Reading Endorsement, Competency must be C. This edit does not apply to Survey 8. -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 below would be rejected because the code for Reading Endorsement, Competency 1 is C and the code for another Reading Endorsement, Competency - Competency 4 (Adopted 2011) - is not C.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement Competency 4 (Adopted 2011)
03	123456789	2	****	C	C
* 03	123456780	2	****	C	Y
* 03	123456781	2	****	C	R

\*\*\*\* = Valid fiscal year for data being reported

### 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 Reading Endorsement, Competency 1 or 4 (Adopted 2011) codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are C and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2S. If any of the eleven Reading Endorsement, Competency codes = R, then all the codes for Reading Endorsement, Competency must be R. This edit does not apply to Survey 8. -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 below would be rejected because the code for Reading Endorsement, Competency 1 is R and the code for another Reading Endorsement, Competency - Competency 4 (Adopted 2011) - is not R.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 4 (Adopted 2011)
031234567892		****	R	R	
* 031234567802		****	R	Y	
* 031234567812		****	R	C	

\*\*\*\* = Valid fiscal year for data being reported

### 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 Reading Endorsement, Competency 1 or 4 (Adopted 2011) codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are R and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➡ 2T. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks.  
-record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The last three records would be rejected because the Staff Number Identifier, Local contains a symbol (@) and none are left-justified.

District Number	Staff Number Identifier, Local
01	ABC123DEF9
*01	3001 28K
*01	2121@xyz
*01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2U. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2V. If Separation Reason code is A-P, then Employee type must be RF or RP. This edit does not apply to Survey 8. -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 Separation Reason code is A-O but the Employee Type is TF.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Employee Type	Separation Date	Separation Reason
03	123456788	5	****	0081	RF	0701****	L
* 03	123456789	5	****	0081	TF	0701****	S

\*\*\*\* = 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 relationship between the Separation Reason and the Employee Type and resubmit the record for processing.



## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2W.** If the employee's Job Code, Primary places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey – EEO-5, then the Degree/Credential Earned code must be Z. This edit does not apply to Survey Period 8. –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 listed below would be rejected because the Job Code, Primary falls on lines 44-54 of the Public Schools Staff Survey – EEO-5 and the Degree/Credential Earned is not Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Degree/Credential Earned
03	123456789	2	****	51101	Z
* 03	123456790	2	****	65022	M
* 03	123456791	2	****	75094	B

\*\*\*\* = 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 Degree/Credential Earned code or the Job Code, Primary and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2X. If Survey Period Code is 2 or 3, then School Principal certification Program code must be Z. If Survey Period Code is 5, then School Principal Certification Program must be A, B, C, D or Z. This edit does not apply to Survey 8. –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 below would be rejected because the codes for School Principal Certification Program are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Principal Certification Program
03	123456789	5	****	C
* 03	123456780	5	****	P
* 03	123456781	5	****	E

\*\*\*\* = 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 School Principal Certification Program and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2Y. If the School Principal Certification Program is A-D, then the employee's Job Code must place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey – EEO-5. This edit does not apply to Survey 8. –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 School Principal Certification Program code for the Job Code, Primary is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Principal Certification Program	Job Code, Primary
03	123456789	5	****	C	51058
* 03	123456780	5	****	B	51082
03	123456790	5	****	A	73017

\*\*\*\* = 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 School Principal Certification Program code or Job Code, Primary and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

**2Z. If any of the eleven Reading Endorsement, Competency codes = G, then all the codes for Reading Endorsement, Competency must be G. This edit does not apply to Survey 8. -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 below would be rejected because the code for Reading Endorsement, Competency 1 is G and the code for another Reading Endorsement, Competency - Competency 4 (Adopted 2011) - is not G.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	G	G
* 03	123456780	2	****	Z	Y
* 03	123456781	2	****	Z	C

\*\*\*\* = Valid fiscal year for data being reported

### 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 Reading Endorsement, Competency 1 or 4 (Adopted 2011) codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are G and resubmit the records for processing.

## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

**30. If Survey Period Code is 2 or 3, each Staff Demographic Information record must have a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If Survey Period Code is 5, each Staff Demographic Information record must have a matching Staff Fiscal Year Salaries, or Staff Fiscal Year Benefits format based on District Number, Social Security number, Survey Period Code, and Fiscal Year. This edit does not apply to Survey 8. -state validation 3-**

### EXAMPLE

The first Staff Demographic Information record listed below would not pass this edit because there is not a matching Staff Payroll Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. The second Staff Demographic Information record would pass this edit.

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year
* 03	123456789	2	****
03	454567858	2	****

#### *Staff Payroll Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	454567858	2	****

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Demographic Information record is valid, then submit a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

31. If Survey Period is 5, and the sum of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other is between 100 and 180 inclusive, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must be greater than \$18,000. The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. –state validation 3-

### EXAMPLE

The second employee below would not pass this edit because the sum of Days Present and all Days Absent elements is between 100 and 180 and the Fiscal Year Salary is less than \$18,000.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Days Present	Days Absent Personal Leave	Days Absent Sick Leave	Days Absent Temp Duty Elsewhere	Days Absent Other
03	123456781	5	****	174	3	2	0	1
* 03	123456792	5	****	136	8	30	0	0

#### *Staff Fiscal Year Salaries record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary
03	123456781	5	****	003568900
03	123456792	5	****	000558500

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

**32. If Survey Period is 2 or 3, Job Code, Primary on the Staff Demographic Information record must match at least one Job Code, Primary on the matching Staff Payroll Information records. This edit does not apply to Survey 8. -state validation 3-**

### EXAMPLE

The Staff Demographic Information record below would not pass this edit because the Job Code, Primary does not match the Job Code, Primary on the matching Staff Payroll Information record.

#### *Staff Demographic Information Record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
* 03	123456789	2	****	54001

#### *Staff Payroll Information Record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456789	2	****	51071

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must correct the Job Code, Primary on the Staff Demographic Information record or the Staff Payroll Information record so that they are the same and reflect the actual job the employee held.

## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

**33. If the Title I School-Wide code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

### EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Title I School-Wide code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

#### *Staff Fiscal Year Salaries record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Title I School-Wide
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Title I School-Wide code so that the proper relationship exists between these codes.



## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

34. If the Job Code on any of the matching Staff Fiscal Year Salaries records is 51111, 51112 or 51113 and the Title I Targeted Assistance code is C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

### EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Highly Qualified Paraprofessional code is not A, B, C or D.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51113	B
*03	123456780	5	****	51058	Z

#### *Staff Fiscal Year Salaries records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Title I Targeted Assistance
03	123456780	5	****	51058	Z000
03	123456780	5	****	51111	C100

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

35. If the Migrant Regular School Year code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

### EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Regular School Year code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

#### *Staff Fiscal Year Salaries record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Migrant Regular School Year
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Migrant Regular School Year code so that the proper relationship exists between these codes.

## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

36. If the Migrant Summer code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

### EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Summer code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

#### *Staff Fiscal Year Salaries record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Migrant Summer
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Migrant Summer code so that the proper relationship exists between these codes.

## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

38. For Survey Period Code 2 or 3, if the employee's Job Code, Primary on the Staff Demographic Information format places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080) and the Employee Type is RF or TF, then the employee must have at least one Staff Experience record with an Experience Type of C, at least one record with an Experience Type of D and at least one record with an Experience Type of F . The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. –state validation 3-

### EXAMPLE

The second employee below would not pass this edit because there is no Staff Experience record with an Experience Type code of C reported.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	51051
* 03	123456792	2	****	51028

#### *Staff Experience records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456781	2	****	C	01
03	123456781	2	****	D	05
03	123456781	2	****	F	05
* 03	123456792	2	****	D	06
* 03	123456792	2	****	F	09

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must review the staff member's experience and submit an additional Staff Experience record with an Experience Type code of C for this employee.

## STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

39. If Survey Period Code is 3 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 is on or after July 1 of the current fiscal year, then the Personnel Evaluation code must be C-H. -state validation-

### EXAMPLE

The first 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 is after July 1 of the current fiscal year. The second record would pass the edit because the Personnel Evaluation code is appropriate for the instructional, regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Employee Type	Employment Date, Original Position	Personnel Evaluation
*03	123456789	3	****	51071	RF	****0822	Z
03	444332222	3	****	52003	RF	****0725	D

\*\*\*\* = 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.

## **STAFF DEMOGRAPHIC INFORMATION – AGGREGATE VALIDATION RULES**

**40. For each active school on the Master School Identification (MSID) file for the district, the number of Staff Demographic Information records must be greater than zero. This edit does not apply to Survey 8. –aggregate validation edit-**

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

### **EXAMPLE**

School 0351 is an active school for district number 80 on the MSID file. There are no demographic records for this school on the Staff Database table.

An aggregate edit error message is generated for school 0351 on the validation report indicating that the school failed this aggregate validation edit.

### **DISTRICT RESPONSIBILITY**

The district must submit Staff Demographic Information records (in addition to other required Staff Reporting formats) for this school.

## STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

**50. If District Number is not 71-75 and Charter School Status is not C or R (located on the Master School Identification File) and if the employee's Job Code places the employee on lines 1-8, inclusive, of the Public Schools Staff Survey - EEO-5, then School Number/Primary Home must be 9001. This edit does not apply to Survey 8. -exception report-**

### EXAMPLE

The first two records below would cause a message to be generated because the Job Code, Primary places the employee on EEO Line Numbers 1-8 and the School Number/Primary Home is not 9001. The third record listed below would pass the edit.

District Number	Social Security Number	School Number, Primary/ Home	Job Code, Primary
* 03	123456789	0081	75005
* 03	123456780	0291	61222
72	125896540	0341	62009

### DISTRICT RESPONSIBILITY

The district should verify the Job Code and the School Number/Primary Home and if in error correct the record

## STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

51. If Separation Date is not zero then it must be greater than or equal to Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-

### EXAMPLE

The second record below would cause an error message to be generated because the Separation Date is prior to the Employment Date, Current Position.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Separation Date	Employment Date, Current Position
03	123456789	5	****	0081	00000000	08212000
* 03	123456780	5	****	0291	0813****	0821****

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district should verify the Separation Date; Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position and correct if in error.



## STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

**52. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Current Position must be greater than or equal to Employment Date, Continuous Employment and Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-**

### EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Current Position code is not greater than the Employment Date, Continuous Employment code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Continuous Employment	Employment Date, Current Position	Separation Date
03	123456789	5	****	08211997	08211997	0602****
* 03	123456780	5	****	08211999	08211997	00000000

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Current Position; Employment Date, Continuous Employment and Employment Date, Original Position and correct if in error.

## STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

**53. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Continuous Employment must be greater than or equal to the Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-**

### EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Continuous Employment is prior to the Employment Date, Original Position.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position	Employment Date, Continuous Employment	Separation Date
03	123456789	5	****	08191992	08211994	06022003
* 03	123456780	5	****	08211997	08211993	00000000

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Continuous Employment and the Employment Date, Original Position and correct if in error.

## STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

54. For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of D (Florida Retirement System). For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of D. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 8. - exception report-

### EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is no matching Staff Benefits record with a Selected Benefits, Type code of D. The second Staff Demographic Information record would pass this edit.

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456789	2	****	RF
03	454567858	2	****	RF

#### *Staff Benefits record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	B
03	123456789	2	****	K
03	454567858	2	****	D

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits records and update one of the records if there is an error or submit an additional Staff Benefits record with a Selected Benefits, Type code of D.

## STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

**55. If Survey Period is 5, the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be greater than zero for regular full-time (RF) and temporary full-time (TF) employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5) unless they are all 999. This edit does not apply to Survey 8. –exception report-**

### EXAMPLE

The first two records below would pass this edit. The third record would not pass this edit because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to zero for a regular full-time teacher.

Dist. Num.	Svy. Per. Code	Social Security Number	Days Present	Days Absent, Personal Leave	Days Absent, Sick Leave	Days Absent, Temporary Duty Elsewhere	Days Absent, Other	Job Code	Employee Type
16	5	123456789	000	000	000	000	000	78030	RF
16	5	123456788	170	004	004	002	000	51055	TF
* 16	5	123456780	000	000	000	000	000	51055	RF

### DISTRICT RESPONSIBILITY

The district should review the data in the third record to verify that this regular full-time teacher did not have days present or absent during the regular 180 day school year. If there is an error in the data on this record, the district should submit an update to the record.

## STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

56. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), vocational technical teachers (53001-53014), adult education teachers (54001) and ROTC teachers (51047, 51048) the Degree Earned code must not be Z. This edit does not apply to Survey 8. –exception report-

### EXAMPLE

The first and third records listed below would pass this edit. The second record listed below would cause an error message to be generated because Degree Earned is Z and the job code is on lines 21-43 of the EEO-5.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Degree Earned
36	123456781	2	****	51051	M
*36	223456782	2	****	51032	Z
36	123906783	2	****	52004	D

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district should verify the Degree Earned code and if in error correct the record.

## STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

 **57. Birth Date must be in the range beginning with 01011938 and ending with 12311999. This edit does not apply to Survey 8. –exception report-**

### EXAMPLE

The first record listed below would pass this edit. The second and third records would cause an error message to be generated because Birth Date is not within the specified range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
04	012352847	2	****	04131960
* 04	025123478	2	****	02031998
* 04	025123482	2	****	02031927

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

## STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

59. For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of A or K. For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of A or K. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 8. -exception report-

### EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is not a matching Staff Benefits record with a Selected Benefits, Type code of A or K. The second Staff Demographic Information record would pass this edit.

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456789	2	****	RF
03	454567858	2	****	RF

#### *Staff Benefits record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	D
03	454567858	2	****	A

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits record and update the record that is in error or submit an additional Staff Benefits record with a Selected Benefits, Type of A or K.

## STAFF EXPERIENCE - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

### 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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### 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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.



## **STAFF EXPERIENCE - REJECT RULES**

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### **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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

## STAFF EXPERIENCE - REJECT RULES

5. **Experience Type code must be A, C, D, F, M, N, P, or S. -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 below would be rejected because of an incorrect code for Experience Type.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
* 03	123456780	2	****	B	06

\*\*\*\* = 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 Experience Type code to be a valid code and resubmit the record for processing.

## STAFF EXPERIENCE - REJECT RULES

6. Experience Length must be numeric and be greater than or equal to zero and less than or equal to 75. -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 below would be rejected because the Experience Length value was left blank. The third record would be rejected because Experience Length is not within the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
* 03	123456780	2	****	D	
* 03	123456781	2	****	M	99

\*\*\*\* = 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 Experience Length and resubmit the records for processing.

## **STAFF EXPERIENCE - REJECT RULES**

**7. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

### **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 Transaction Code and resubmit the record for processing.

## STAFF EXPERIENCE - REJECT RULES

8. Each Staff Experience record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Experience Type code. -first record accepted, all other duplicate records 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 last record would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Experience Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
03	123456780	2	****	D	06
* 03	123456789	2	****	C	03

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

## STAFF EXPERIENCE - REJECT RULES

- ➡ 9. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121@xyz
*01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## STAFF EXPERIENCE - REJECT RULES

**10. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## **STAFF EXPERIENCE - REJECT RULES**

**11. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.



## STAFF EXPERIENCE - STATE VALIDATION RULES

**20. Each Staff Experience record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-**

### EXAMPLE

The Staff Experience record below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

#### *Staff Experience record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
* 03	123456781	2	****	C	02

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Experience record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

## STAFF EXPERIENCE - STATE VALIDATION RULES

21. The Experience Length for Experience Type code of F must be greater than or equal to the Experience Length for Experience Type code of D. -state validation 3-

### EXAMPLE

#### *Staff Experience record*

The second Staff Experience record below would not pass this edit because the correct relationship does not exist between Experience Types and Experience Length for the same employee.

#### Record #1

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	D	02

#### Record #2

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
* 03	123456789	2	****	F	01

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify the Experience Type and Experience Length for both records to determine which is valid, then resubmit the corrected record for processing.

## STAFF EXPERIENCE - STATE VALIDATION RULES

**22. Experience Length must not be greater than the number computed when subtracting 20 from the calculated age (using Birth Date from the Staff Demographic Information record). -state validation 3-**

**[Edit assumption: Staff member began employment in these positions no earlier than age 20.]**

### EXAMPLE

#### *Staff Experience record*

The second Staff Experience record below would not pass this edit because Experience Length is greater than the calculated age value (based on the employee's Birth Date).

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	P	20
* 03	123456780	2	****	F	15

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
03	123456789	2	****	05061961
03	123456780	2	****	04131977

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify the Experience Length on the Staff Experience record and the Birth Date on the Staff Demographic Information record to determine which is valid, then resubmit the corrected record for processing.

## STAFF EXPERIENCE - STATE VALIDATION RULES

23. The sum of the values for Experience Types F, S, P and N must not be greater than the number computed when subtracting 20 from the calculated age (using Birth Date from the Staff Demographic Information record). -state validation 3-

[Edit assumption: Staff member began employment in these positions no earlier than age 20.]

### EXAMPLE

#### *Staff Experience record*

The Staff Experience records below would not pass this edit because the sum of the values for the combined Experience Types for the employee is greater than the calculated value (based on the employee's Birth Date).

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
* 03	123456780	2	****	F	7
* 03	123456780	2	****	S	9
* 03	123456780	2	****	N	2

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
03	123456780	2	****	04131977

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify the values of each Experience Type on the Staff Experience record and the Birth Date on the Staff Demographic Information record to determine which are valid, then resubmit the corrected record(s) for processing.

## STAFF EXPERIENCE – EXCEPTION REPORTS

### 50. Experience Length must not be greater than 40. -exception report-

#### EXAMPLE

The second Staff Experience record below would not pass this edit because the Experience Length is greater than 40.

District Number	Social Survey		Period Code	Fiscal Year	Experience Type	Experience Length
	Security Number					
03	123456738		2	****	C	02
*03	123456786		2	****	F	48
03	123456790		2	****	D	15

\*\*\*\* = Valid fiscal year for data submission.

#### DISTRICT RESPONSIBILITY

The district should verify the Experience Length and if in error correct the record.

## FISCAL YEAR BENEFITS - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

### 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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### 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 Social Security Numbers by making them numeric, greater than zero, and left-justified. Resubmit the records for processing.

## **FISCAL YEAR BENEFITS - REJECT RULES**

- 3. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

The Survey Period Code specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period Code on the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### **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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

## FISCAL YEAR BENEFITS - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

### EXAMPLE

School Number, Primary/Home 0661 is submitted for district number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

### 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 School Number, Primary/Home and resubmit the record for processing.

6. **Job Code must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the data base because the Job Codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code
* 03	123456789	5	****	0481	00000
* 03	123456780	5	****	0481	51000

\*\*\*\* = 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 Job Code by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.



## FISCAL YEAR BENEFITS - REJECT RULES

7. The first occurrence of Selected Benefits, Type must be A, B, C, D, E, F, G, K, L, M, or N; any subsequent occurrences may be Z. However, each Selected Benefits, Type must otherwise be unique. -record rejected-

### EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records below would be rejected because the code for Selected Benefits, Type is incorrect.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	5	****	B
03	123456781	5	****	F
* 03	123456780	5	****	w
* 03	123456788	5	****	O

\*\*\*\* = 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 Selected Benefits, Type and resubmit the records for processing.

## FISCAL YEAR BENEFITS - REJECT RULES

8. The first occurrence of Selected Benefits, Value must be numeric and greater than zero, any subsequent occurrences must be numeric and greater than or equal to zero. -record rejected-

### EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value has been left blank. The fourth record would be rejected because the Selected Benefits, Value is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
03	123456789	5	****	B	00012500
03	123456780	5	****	C	00300000
* 03	123456790	5	****	A	
* 03	123456791	5	****	D	ZZZZZZZZ

\*\*\*\* = 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 Selected Benefits, Value and resubmit the records for processing.

## **FISCAL YEAR BENEFITS - REJECT RULES**

**9. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

### **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 Transaction Code and resubmit the records for processing.

## FISCAL YEAR BENEFITS - REJECT RULES

**10. Each Staff Fiscal Year Benefits record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code. -first record accepted, all other duplicate records rejected-**

### EXAMPLE

The first and second 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 because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
03	123456789	5	****	52001
03	123456780	5	****	61234
* 03	123456789	5	****	52001

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected record for processing.

## FISCAL YEAR BENEFITS - REJECT RULES

11. For each Selected Benefits, Type code that is not Z, the Selected Benefits, Value must be greater than zero. -record rejected-

### EXAMPLE

The first and second records below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value for Selected Benefits, Type "D" is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
04	123456789	5	****	B	00012500
04	123456780	5	****	Z	00000000
* 04	123456780	5	****	D	00000000

\*\*\*\* = 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 Selected Benefits, Value and resubmit the record for processing.

## FISCAL YEAR BENEFITS - REJECT RULES

➡ 12. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121@xyz
*01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## FISCAL YEAR BENEFITS - REJECT RULES

**13. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## **FISCAL YEAR BENEFITS - REJECT RULES**

**14. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.



## FISCAL YEAR BENEFITS - EXCEPTION REPORTS

**22. Each Fiscal Year Benefits record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

### EXAMPLE

The Staff Fiscal Year Benefits records listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

#### *Staff Fiscal Year Benefits record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
* 03	123456781	5	****	B	00012500

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Benefits record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

## FISCAL YEAR BENEFITS - EXCEPTION REPORTS

**40. Each Fiscal Year Benefits record must have a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year unless the Separation Date on the Staff Demographic Information record is prior to the reported Fiscal Year and not equal to zero. -exception report-**

### EXAMPLE

The Staff Fiscal Year Benefits record listed below would not pass this edit because there is no matching Fiscal Year Salaries record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

#### *Fiscal Year Salaries records*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

#### *Staff Fiscal Year Benefits record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
* 03	123456781	5	****	B	00012500

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date
03	123456781	5	****	00000000

\*\*\*\* = Valid fiscal year for data submission.

## **FISCAL YEAR BENEFITS - EXCEPTION REPORTS**

### **DISTRICT RESPONSIBILITY**

The district must verify that the Staff Fiscal Year Benefits record is valid and that the employee had no salary for this fiscal year. If the employee did earn salary during the fiscal year, the district must submit a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

## FISCAL YEAR BENEFITS - EXCEPTION REPORTS

41. If Employee Type is RF and if the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Type/Value) cannot exceed fifty percent of the employee's Fiscal Year Salary. If Employee Type is RF and if the employee's Job Code places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Type/Value) cannot exceed seventy-five percent of the employee's Fiscal Year Salary. The Fiscal Year Benefits, Fiscal Year Salaries and Staff Demographic Information records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -exception report-

### EXAMPLE

The Staff Fiscal Year Benefits record listed below with an asterisk would not pass this edit because the total staff benefits for the employee is greater than fifty percent of the employee's Fiscal Year Salary and the Employee Type is RF.

#### *Staff Fiscal Year Benefits records*

District Number	Social Security Number	Survey Code Period	Fiscal Year	Selected Benefits, Type/Value
61	123456789	5	****	A00254600D01525000Z0000000
* 61	123456780	5	****	A00753900D01050000Z0000000

\*\*\*\* = Valid fiscal year for data submission.

#### *Staff Fiscal Year Salaries record*

District Number	Social Security Number	Survey Code Period	Fiscal Year	Fiscal Year Salary
61	123456789	5	****	007500000
61	123456780	5	****	003500000

#### *Staff Demographic Information records*

District Number	Social Security Number	Fiscal Year	Survey Period Code	Employee Type
61	123456789	5	****	RF
61	123456780	5	****	RF

## **FISCAL YEAR BENEFITS - EXCEPTION REPORTS**

### **DISTRICT RESPONSIBILITY**

The district must review the information on the Staff Fiscal Year Salaries record and the Staff Fiscal Year Benefits record to determine whether an error exists in the data or this represents an exception to the general relationship described in the edit. If the data are incorrect the district must update the record to reflect the correct relationship in the edit.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

### 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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### 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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

## **STAFF FISCAL YEAR SALARIES - REJECT RULES**

- 3. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

The Survey Period Code specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period Code on the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. - record rejected-**

### **EXAMPLE**

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### **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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

### EXAMPLE

School Number, Primary/Home 0661 is submitted for district number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record will be rejected.

### 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 School Number, Primary/Home and resubmit the record for processing.

6. **Job Code must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the data base because the Job Codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code
* 03	123456789	5	****	0481	00000
* 03	123456780	5	****	0481	51000

\*\*\*\* = 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 Job Code by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.



## STAFF FISCAL YEAR SALARIES - REJECT RULES

**7. Fiscal Year Salary must be numeric, greater than or equal to 000000000 and less than or equal to 032500000. -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 listed below would be rejected because the Fiscal Year Salary is greater than 032500000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code	Fiscal Year Salary
03	123456789	5	****	0481	72000	006700000
* 03	123456780	5	****	0481	72000	520000000

\*\*\*\* = 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 Fiscal Year Salary to be less than 032500000 and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, O, R, S, M, N, P, Q, T, U or zero. -record rejected-

### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Job Code Fund Source of "Z" is not a valid code. The second record would be rejected because only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	****	0481	51073	006700000	Z050C0500000
* 03	123456780	5	****	0481	51004	005200000	G100

\*\*\*\* = 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 Job Code Fund Source and resubmit the records for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

9. Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-

### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Z's rather than zeros are placed in the percentage positions. The second record would be rejected because only the first Job Code Fund Source percentage is included and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	****	0481	53007	006700000	G050C050OZZZ
* 03	123456780	5	****	0481	51004	005200000	G100

\*\*\*\* = 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 Job Code Fund Source percentages and resubmit the records for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**10. At least one of the three Job Code Fund Source codes must be nonzero, unless the Fiscal Year Salary is 000000000. -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 each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	51004	006700000	G10000000000
* 03	123456789	5	****	53007	005200000	000000000000

\*\*\*\* = 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 Fund Source so that it has a valid nonzero code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**11. Any one Job Code Fund Source code can appear only once on a Staff Fiscal Year Salaries record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -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 Job Code Fund Source of "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	0481	51004	006700000	G10000000000
* 03	123456789	5	****	0481	53007	005200000	G050G0500000

\*\*\*\* = 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 Fund Source so there is no repetition within that record and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**12. The three Job Code Fund Source percentages on a Fiscal Year Salaries record must add up to 100 percent. However, if the Fiscal Year Salary is zero, the three Job Code Fund Source percentages may add to 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 Job Code Fund Source percentages add up to 90 instead of to 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	51004	006700000	G10000000000
* 03	123456789	5	****	51073	005200000	G050B0400000

\*\*\*\* = 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 Fund Source percentages so that they add up to 100 and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

- 13. Additional Compensation Type code must be A, B, E - K, N - W, Y, Z, 1-3 or zero.  
-record rejected-**

### EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Additional Compensation Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Additional Compensation Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	D0025000

\*\*\*\* = 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 Additional Compensation Type and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**14. Additional Compensation Value must be numeric, greater than or equal to 0000000 and less than or equal to 9999900. -record rejected-**

### EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Additional Compensation Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Additional Compensation Value is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	B

\*\*\*\* = 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 Additional Compensation Value and resubmit the record for processing.



## **STAFF FISCAL YEAR SALARIES - REJECT RULES**

**15. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

### **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 Transaction Code and resubmit the record with the correct Transaction Code for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**16. Each Staff Fiscal Year Salary record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code. -first record accepted, all other duplicate records rejected-**

### EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
03	123456789	5	****	53007
03	123456780	5	****	51004
* 03	123456789	5	****	53007

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**17. If Additional Compensation Type equals zero, then Additional Compensation Value should equal zero, and if Additional Compensation Type is not zero, Additional Compensation Value should be greater than zero. -record rejected-**

### EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Additional Compensation Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Additional Compensation Value is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type/Value
03	123456789	5	****	00000000
* 03	123456780	5	****	B0000000

\*\*\*\* = 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 Additional Compensation Value and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**18. If Fiscal Year Salary is 000000000, then at least one Additional Compensation Value must be greater than zero. -record rejected-**

### EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Additional Compensation Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Fiscal Year Salary is equal to zero and there is no Additional Compensation Value greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary	Additional Compensation Type/Value
03	123456789	5	****	002700000	00000000
* 03	123456780	5	****	000000000	00000000

\*\*\*\* = 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 Additional Compensation Type/Value or the Fiscal Year Salary and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

### 19. Employment Status Code must be A, L, P or T. -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 Employment Status Code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Status Code
03	123456789	5	****	A
* 03	123456780	5	****	C

\*\*\*\* = 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 Employment Status Code and resubmit the record.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

### 20. Migrant Summer code must be A – 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 listed below would be rejected because the Migrant Summer code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Summer
03	123456789	5	****	B025
* 03	123456780	5	****	R100

\*\*\*\* = 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 Migrant Summer code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

### 21. Migrant Regular School Year code must be A – 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 listed below would be rejected because the Migrant Regular School Year code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Regular School Year
03	123456789	5	****	E050
* 03	123456780	5	****	R100

\*\*\*\* = 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 Migrant Regular School Year code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

22. Title I School-Wide code must be A, B, C, D, E, F, 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 listed below would be rejected because the Title I School-Wide code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I School- Wide
03	123456789	5	****	B025
* 03	123456780	5	****	K100

\*\*\*\* = 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 Title I School-Wide code and resubmit the record for processing.



## STAFF FISCAL YEAR SALARIES - REJECT RULES

### 23. Title I Targeted Assistance code must be A, B, C, D, E, F 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 listed below would be rejected because the Title I Targeted Assistance code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I Targeted Assistance
03	123456789	5	****	B050
* 03	123456780	5	****	K100

\*\*\*\* = 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 Title I Targeted Assistance code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**24. Migrant Summer FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Summer code is Z, then FTE percentage must be 000. -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 listed below would be rejected because the FTE percentage for the Migrant Summer code is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Summer
03	123456789	5	****	B050
* 03	123456780	5	****	E000
03	123456792	5	****	Z000

\*\*\*\* = 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 FTE percentage for the Migrant Summer code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**25. Migrant Regular School Year FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Regular School Year code is Z, then FTE percentage must be 000. -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 listed below would be rejected because the FTE percentage for the Migrant Regular School Year code is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Regular School Year
03	123456789	5	****	E050
* 03	123456780	5	****	A000
03	123456792	5	****	Z000

\*\*\*\* = 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 FTE percentage for the Migrant Regular School Year code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**26. Title I School-Wide FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I School-Wide code is Z, then FTE percentage must be 000. -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 listed below would be rejected because the FTE percentage for the Title I School-Wide code is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I School- Wide
03	123456789	5	****	B025
* 03	123456780	5	****	E125
03	123456792	5	****	Z000

\*\*\*\* = 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 FTE percentage for the Title I School-Wide code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**27. Title I Targeted Assistance FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I Targeted Assistance code is Z, then FTE percentage must be 000. -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 listed below would be rejected because the FTE percentage for the Title I Targeted Assistance code is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I Targeted Assistance
03	123456789	5	****	B050
* 03	123456780	5	****	A125
03	123456792	5	****	Z000

\*\*\*\* = 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 FTE percentage for the Title I Targeted Assistance code and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

➡ 28. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks.  
-record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121@xyz
*01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

**29. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## **STAFF FISCAL YEAR SALARIES - REJECT RULES**

**41. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.



## STAFF FISCAL YEAR SALARIES - STATE VALIDATION RULES

**52. Each Fiscal Year Salaries record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

### EXAMPLE

The Staff Fiscal Year Salaries record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code, and Fiscal Year.

*Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

*Staff Fiscal Year Salaries record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type/Value
* 03	123456781	5	****	B00012500

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Salaries record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Code, and Fiscal Year.

## STAFF FISCAL YEAR SALARIES - STATE VALIDATION RULES

**53. If the Title I Targeted Assistance code is not Z, then at least one active school in the employee's district must have a Targeted-Assistance Program according to the Master School Identification file (identified by code T under Title I Status). -state validation 3-**

### EXAMPLE

The Staff Fiscal Year Salaries record listed below would not pass this edit because the employing district does not have a school designated with a Title I Targeted-Assistance Program on the Master School Identification File.

#### *Staff Fiscal Year Salaries record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number	Title I Targeted Assistance
* 03	123456781	5	****	0021	C050
03	123456766	5	****	0021	Z000

\*\*\*\* = Valid fiscal year for data submission.

#### Master School Identification File

District Number	District Name	School Number	School Name	Year	Title I Status
03	Bay	0011	ABC Elem	****	Z
03	Bay	0021	CNBC Sch	****	S
03	Bay	0031	CBS Elem	****	Z
03	Bay	0041	CBAS Sch	****	Z

\*\*\*\* = Valid year for data submission.

### DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Master School Identification file to determine where the error is occurring then update the record to reflect the correct relationship in the edit.

## STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

**80. If District Number and Employee Name, Legal (Last Name, First Name) are on the file of Progress Monitoring and Reporting Network (PMRN) for Reading Coaches, then the Job Code should be 64021, 64022 or 64023 for one of the Staff Fiscal Year Salaries records for the employee. –exception report-**

### EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the employee is listed on the PMRN for Reading Coaches but the Job Code is not 64021, 64022 or 64023.

#### *Staff Fiscal Year Salaries record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
61	123456789	5	****	64021
*61	123456780	5	****	51027

#### *Progress Monitoring and Reporting Network (PMRN)*

District Number	Name	Job Title	School Name
61	John Smith	Reading Coach	ABC Elementary
61	Jane Doe	Reading Coach	XYZ Middle

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Employee Name, Legal (Last Name, First Name)
61	123456789	5	****	64021	Smith, John
61	123456780	5	****	51027	Doe, Jane

### DISTRICT RESPONSIBILITY

The district should review the data in the second record and verify the Job Code. If there is an error the district should submit an update to the record.

## STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

81. If the Job Code is 64021, 64022 or 64023, then one of the Job Code Fund Source codes should be R or S. –exception report-

### EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because it is listed on the PMRN for Reading Coaches and the Job Code is 64021 and none of the Job Code Fund Source codes is R or S.

*Staff Fiscal Year Salaries records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job, Code	Job Code Fund Source
61	123456789	5	****	64023	S050G0500000
*61	123456780	5	****	64021	G10000000000

### DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Job Code and Job Code Fund Source. If there is an error in the data the district should submit an update to the record.

## STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

82. If Employee Type on the Staff Demographic Information record is RF, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must not be less than \$4,000. The Staff Fiscal Year Salaries and Staff Demographic Information records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. – exception report-

### EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the Fiscal Year Salary is less than \$4,000 and the Employee Type on the Staff Demographic Information record is RF.

#### *Staff Fiscal Year Salaries records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary
61	123456789	5	****	000750000
*61	123456780	5	****	000350000

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
61	123456789	5	****	RF
61	123456780	5	****	RF

### DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Fiscal Year Salary and Employee Type. If there is an error in the data the district should submit an update to the record.

## STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 because it is not in the acceptable range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

### 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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### 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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

## **STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES**

- 3. Survey Period Code must be 2 and must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "3" and the records are coded as Survey Period Code "2." All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period Code in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### **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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

## STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

### 5. Multidistrict Employee, Assignment Identifier must be X or Y. -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 below would be rejected because of an incorrect Multidistrict Employee, Assignment Identifier.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Z	06

\*\*\*\* = 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 Multidistrict Employee, Assignment Identifier and resubmit the record for processing.



## STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

6. **Multidistrict Employee, District Number must be numeric and in the range 01 –69, 71-75 or 99. -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 below would be rejected because the Multidistrict Employee, District Number is not in the valid range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Y	70

\*\*\*\* = 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 Multidistrict Employee, District Number and resubmit the record for processing.

## **STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES**

**7. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

### **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 Transaction Code and resubmit the record for processing.

## STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

8. Each Staff Multidistrict Employee record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number. -first record accepted, all other duplicate records 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 below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, District Number
03	123456789	2	****	02
03	123456780	2	****	25
* 03	123456789	2	****	02

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

## STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

➡ 9. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121@xyz
* 01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

10. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## **STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES**

**11. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.

## STAFF MULTIDISTRICT EMPLOYEE - STATE VALIDATION RULES

20. Each Multidistrict Employee record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

### EXAMPLE

The Staff Multidistrict Employee record below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home
03	123456789	2	****	0481
03	123456780	2	****	0481

#### *Staff Multidistrict Employee record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
* 03	123456781	2	****	X	02

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must determine whether the Staff Multidistrict Employee record is valid. If it is valid the district must submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

## STAFF MULTIDISTRICT EMPLOYEE - STATE VALIDATION RULES

**21. Multidistrict Employee, Assignment Identifier must be identical on all of an employee's Multidistrict Employee records. -state validation 3-**

### EXAMPLE

The records listed below would not pass this edit because the Multidistrict Employee, Assignment Identifier is not identical for all of the employee records submitted.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
* 03	123456789	2	****	X	02
* 03	123456789	2	****	Y	25
* 03	123456789	2	****	Y	06

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

Correct the Multidistrict Employee, Assignment Identifier so that they are all the same.



## STAFF PAYROLL INFORMATION - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 because the District Number submitted is not in the acceptable range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

### 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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### 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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

## **STAFF PAYROLL INFORMATION - REJECT RULES**

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3." All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period Code either on the records coming in or in the JCL and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### **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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

### EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

### 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 School Number, Primary/Home and resubmit the record.

6. **Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. -record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the data base because the Job Code, Primary codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
* 03	123456789	2	****	0481	00000	100
* 03	123456780	2	****	0481	51000	100

\*\*\*\* = 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 Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

7. Job Code FTE must be numeric, greater than or equal to zero, and less than or equal to 100. If Job Code FTE is not equal to zero, then it must be greater than 004.  
-record rejected-

### EXAMPLE

The three records listed below would not be loaded to the data base. The first record would be rejected because the Job Code FTE is not numeric. The second record would be rejected because the Job Code FTE is blank. The third record would be rejected because the Job Code FTE is greater than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE
* 03	123456789	2	****	0481	53007	ZZZ
* 03	123456780	2	****	0481	51004	
* 03	123456781	2	****	0481	51005	101

\*\*\*\* = 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 Job Code FTE and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

8. Each of the three Job Code Fund Source codes must be one of the following: B, C, E, G, O, R, S, M, N, P, Q, T, U or zero. -record rejected-

### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Job Code Fund Source of "Z" is not a valid code. The second record would be rejected because only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	0481	51073	100	Z050C0500000
* 03	123456780	2	****	0481	51004	100	G100

\*\*\*\* = 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 Job Code Fund Source and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

9. Each of the three Job Code Fund Source percentages must be numeric and greater than or equal to zero. -record rejected-

### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Z's rather than zeros are placed in the percentage positions. The second record would be rejected because only the first Job Code Fund Source percentage is included and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	0481	53007	100	G050CO50OZZZ
* 03	123456780	2	****	0481	51004	100	G100

\*\*\*\* = 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 Job Code Fund Source percentages and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**14. If Job Code, Primary is not 71001 or 72000, then Duty Days must be numeric, greater than or equal to zero, and not more than 265. -record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Duty Days is greater than 265. The second record would be rejected because Duty Days is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Duty Days
* 03	123456789	2	****	0481	53007	367
* 03	123456780	2	****	0481	51004	ZZZ

\*\*\*\* = 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 Duty Days and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**15. Employment Length must be numeric, greater than or equal to zero and less than or equal to 12.0. Since this value must be rounded to the nearest half month, all values must end in either zero or five. -record rejected-**

### EXAMPLE

The three records listed below would not be loaded to the data. The first record would be rejected because the Employment Length is not rounded to zero or five. The second record would be rejected because the Employment Length is not numeric. The third record would be rejected because the Employment Length is greater than twelve.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Employment Length
* 03	123456789	2	****	0481	53007	103
* 03	123456780	2	****	0481	51004	ZZZ
* 03	123456781	2	****	0481	51001	125

\*\*\*\* = 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 Employment Length and resubmit the records for processing.



## STAFF PAYROLL INFORMATION - REJECT RULES

### 16. Employment Status Code must be A or P. -record rejected-

#### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Employment Status Code is blank. The second record would be rejected because the Employment Status Code is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Employment Status Code
* 03	123456781	2	****	0481	51059	
* 03	123456780	2	****	0481	51059	T

\*\*\*\* = 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 Employment Status Codes and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

### 17. Employee Type code must be RF, RP, TF, TP, or ST. -record rejected-

#### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Employee Type is blank. The second record would be rejected because the Employee Type is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Employee Type
* 03	123456789	2	****	0481	78030	
* 03	123456780	2	****	0481	79027	RT

\*\*\*\* = 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 Employee Type and resubmit the records for processing.

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 Employee Type and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

18. If Job Code, Primary = 71001, then School Number, Primary/Home must be 9001.  
-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 School Number, Primary/Home is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	School Number, Primary/Home	Fiscal Year	Job Code, Primary
03	123456789	2	9001	****	71001
* 03	123456780	2	0101	****	71001

\*\*\*\* = 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 School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

### 19. Salary Schedule Pay Type must be 0-9, A or B. -record rejected-

#### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Salary Schedule Pay Type is blank. The second record would be rejected because the Salary Schedule Pay Type is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Salary Schedule Pay Type
* 03	123456789	2	****	0481	53007	
* 03	123456780	2	****	0481	51004	D

\*\*\*\* = 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 Salary Schedule Pay Type and resubmit the records for processing.

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 Salary Schedule Pay Lane and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**1A. 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, excluding Job Codes 73026 (Registrar), 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers) and the Salary Adjustment/Type code is A, then a subsequent Salary Adjustment/Type code cannot be B; or if the Salary Adjustment/Type code is B, then a subsequent Salary Adjustment/Type code cannot be A . -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 a Salary Adjustment/Type code of A and B is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Adjustment
03	123456789	2	****	51033	B0217500D0050000Z0000000
* 03	123456780	2	****	73002	A0136000B0115000Z0000000

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

## STAFF PAYROLL INFORMATION - REJECT RULES

### 20. Salary Schedule Step must be numeric, from 00 through 99. -record rejected-

#### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Salary Schedule Step is blank. The second record would be rejected because the Salary Schedule Step is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Salary Schedule Step
* 03	123456789	2	****	0481	53007	
* 03	123456780	2	****	0481	51004	ZZ

\*\*\*\* = 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 Salary Schedule Step and resubmit the records for processing.

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 Salary Schedule Step and resubmit the records for processing.

## **STAFF PAYROLL INFORMATION - REJECT RULES**

**21. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

### **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 Transaction Code and resubmit the records for processing with the correct Transaction Code.

## STAFF PAYROLL INFORMATION - REJECT RULES

**22. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the first 25 characters of Address, Mailing must not all be blank. -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 first 25 characters of Address, Mailing contains all blanks.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing (characters 1-25)	Job Code, Primary
03	123456789	2	****	2200 Sunshine Road	51058
* 03	123456780	2	****		51058

\*\*\*\* = 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 Address, Mailing so that the first 25 characters contain the employee's street number and name, P.O. box, or apartment number, etc. and resubmit the record for processing.



## STAFF PAYROLL INFORMATION - REJECT RULES

**23. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the city in Address, Mailing must not be all blanks. -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 city contains all blanks.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing City	Job Code, Primary
13	123456789	2	****	Miami	51058
* 13	123456780	2	****		51058

\*\*\*\* = 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 Address, Mailing to contain the employee's city and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

24. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code in Address, Mailing must be one of those listed in Appendix H: State Codes in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code must either be blank or it must be a valid state code as listed in Appendix H: State Codes. -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 state code is not a valid code from the State Code listing.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing State	Job Code, Primary
03	123456789	2	****	FL	51058
* 03	123456780	2	****	FF	51058
03	123456790	2	****		73091

\*\*\*\* = 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 Address, Mailing to contain a valid state code and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

25. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then each character of zip code in Address, Mailing must be numerical and the first five characters taken together must contain a number greater than zero. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the zip code must either be blank or must follow the above edit rule. -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 zip code contains all zeroes.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing Zip Code	Job Code, Primary
03	123456789	2	****	324010000	51058
* 03	123456780	2	****	000000000	51058
03	123456790	2	****		73091

\*\*\*\* = 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 Address, Mailing to contain a valid zip code and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**27. Salary, Annual must be numeric, greater than 000000000 and less than or equal to 032500000, unless Employee Type = TP or ST then Salary, Annual may be zero. -record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the Salary, Annual is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Salary, Annual
03	123456789	2	****	0481	73005	005250000
*03	123456780	2	****	0481	51033	000000000
03	123456789	2	****	0481	52013	000250000

\*\*\*\* = 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 Salary, Annual and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

- ➡ 28. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks.  
-record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121@xyz
*01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## STAFF PAYROLL INFORMATION - REJECT RULES

**29. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## STAFF PAYROLL INFORMATION - REJECT RULES

**30. At least one of the three Job Code Fund Source codes must be nonzero. -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 each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Job Code Fund Source
03	123456780	2	****	51004	G10000000000
* 03	123456789	2	****	53007	000000000000

\*\*\*\* = 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 Fund Source so that there is a valid nonzero job code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**31. Any one Job Code Fund Source code can appear only once on a Staff Payroll record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -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 Job Code Fund Source of "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Job Code Fund Source
03	123456780	2	****	0481	51004	G10000000000
* 03	123456789	2	****	0481	53007	GO50GO50000

\*\*\*\* = 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 Fund Source so there is no repetition within that record and resubmit the record for processing.



## STAFF PAYROLL INFORMATION - REJECT RULES

**32. The three Job Code Fund Source percentages on a Staff Payroll record must add up to 100 percent. -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 Job Code Fund Source percentages add up to 90 instead of to 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Job Code Fund Source
03	123456780	2	****	51004	G10000000000
* 03	123456789	2	****	51073	G050B0400000

\*\*\*\* = 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 Fund Source percentages so that they add up to 100 and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**33. Salary, Annual may be zero for temporary part-time or student employees only. - record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the Salary, Annual is zero and the employee is not a temporary part-time or student employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Employee Primary Type	Salary, Annual
03	123456789	2	****	0481	79034 TP	000000000
*03	123456780	2	****	0481	55080 TF	000000000
03	123456789	2	****	0481	51079 ST	000000000

\*\*\*\* = 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 relationship between the Salary, Annual and the Employee Type and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**34. The Salary Adjustment/Type code must be A, B, C, D, E, F, or Z. Each Salary Adjustment/Type code must be unique, unless the code is 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 listed below would be rejected because the Salary Adjustment/Type code of C is reported twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Adjustment/Type
03	123456789	2	****	73005	B0217500Z0000000Z0000000
* 03	123456780	2	****	51033	C0036000C0050000Z0000000

\*\*\*\* = 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 Salary Adjustment/Type code and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**35. Salary Adjustment/Type value must be numeric and greater than zero if Salary Adjustment/Type code is A, B, C, D, E or F. If Salary Adjustment/Type code is Z, then Salary Adjustment/Type value 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 Salary Adjustment/Type value is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Adjustment/Type
03	123456789	2	****	73005	B0217500Z0000000Z0000000
* 03	123456780	2	****	51033	C

\*\*\*\* = 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 Salary Adjustment/Type value and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**37. Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Code, Primary codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -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 Job Code FTE is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Job Code FTE	Employee Type
03	123456782	2	****	9001	61094	000	ST
03	123456789	2	****	0481	51080	000	TF
03	123456780	2	****	0481	51004	000	TP
* 03	123456781	2	****	0481	53007	000	RF

\*\*\*\* = 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 FTE and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**38. Duty Days may be zero or greater than zero for temporary or student employees and substitute teachers (Job Code, Primary codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -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 because Duty Days is zero for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type	Duty Days
03	123456789	2	****	0481	51080	000	TF	090
03	123456780	2	****	0481	51004	000	TP	000
* 03	123456781	2	****	0481	53007	100	RF	000

\*\*\*\* = 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 Duty Days to be the standard number of working days for a regular full-time employee and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**39. Employment Length may be zero for temporary employees, student employees, and substitute teachers (Job Code, Primary equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -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 listed below would be rejected because Employment Length is zero for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type	Employment Length
03	123456782	2	****	9001	61094	000	ST	000
03	123456789	2	****	0481	51080	000	TF	090
03	123456780	2	****	0481	51004	000	TP	000
* 03	123456781	2	****	0481	53007	100	RF	000

\*\*\*\* = 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 Employment Length to be the standard number of months for a regular full-time employee and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

42. If Salary Schedule Pay Type equals 1-7, 9, or A, then Salary Schedule Step must be 00-97. If Salary Schedule Pay Type equals 8, then Salary Schedule Step must be 98. If Salary Schedule Pay Type equals B, then Salary Schedule Step must be 00-97 or 99. If Salary Schedule Pay Type equals 0, then Salary Schedule Step must be 99. -record rejected-

### EXAMPLE

The two records list below would not be loaded to the data base. The first record would be rejected because a Salary Schedule Step of 99 is not valid for an employee with a Salary Schedule Pay Type of 3. The second record would be rejected because a Salary Schedule Step of 07 is not valid for an employee with a Salary Schedule Pay Type of 0.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Salary Schedule Pay Type	Salary Schedule Step
* 03	123456780	2	****	0481	51004	100	3	99
* 03	123456781	2	****	0481	65091	100	0	07

\*\*\*\* = 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 relationship between the Salary Schedule Pay Type and Salary Schedule Step and resubmit the records for processing.



## STAFF PAYROLL INFORMATION - REJECT RULES

**43. Each Staff Payroll record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code. -first record accepted, all others 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 below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type
03	123456789	2	****	0481	51080	100	RF
03	123456780	2	****	0481	51004	100	RF
* 03	123456789	2	****	0481	51080	050	RF

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

## STAFF PAYROLL INFORMATION - REJECT RULES

**44. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the Salary, Annual must not be greater than \$135,000. -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 below would be rejected because the Salary, Annual is greater than \$135,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary, Annual	Duty Days
03	123456780	2	****	51004	008350000	199
* 03	123456781	2	****	52018	014550000	260
* 03	123456782	2	****	63012	013850000	251

\*\*\*\* = 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 Salary, Annual and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**46. If Salary Adjustment/Type code is A or B, then the employee's Job Code must place the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding Job Codes 73026 (Registrar), 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers). -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 Salary Adjustment/Type code is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Adjustment
03	123456789	2	****	51033	B0217500Z0000000Z0000000
* 03	123456780	2	****	73096	B0136000Z0000000Z0000000

\*\*\*\* = 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 database, the district must correct the Salary Adjustment/Type code or the Job Code, Primary and resubmit the record for processing.

## **STAFF PAYROLL INFORMATION - REJECT RULES**

**47. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

48. **Contract Status code must be AC, CC, MY, PC, PS, SS, or ZZ. -record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Contract Status is blank. The second record would be rejected because the Contract Status is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code Primary	Contract Status
* 03	123456789	2	****	0481	53007	
* 03	123456780	2	****	0481	51004	AS

\*\*\*\* = 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 Contract Status and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

**49. Contract Status code must be AC, CC, MY, PC, PS, or SS for employees whose Salary Schedule Pay Type is 1-7, 9, A or B, unless the employee's Job Code places the employee on lines 09-20, inclusive, of the Public Schools Staff Survey – EEO-5, then Contract Status code must be ZZ. All others must be ZZ. -record rejected-**

### EXAMPLE

The two records listed below would not be loaded to the data base. The first and second records would be rejected because the Contract Status code for each is incorrect.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Primary	Contract Status	Salary Schedule Pay Type
* 03	123456789	2	****	0481	51051	ZZ	4
* 03	123456780	2	****	0481	64005	AC	0

\*\*\*\* = 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 Contract Status and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

**50. Each Staff Payroll record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

### EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary
* 03	123456781	2	****	0481	53007

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

**51. No Staff Payroll record may have a matching Staff Additional Job Assignment record where the employee's Job Code, Primary is the same as the employee's Job Code, Additional. -state validation 3-**

### EXAMPLE

The Staff Payroll record listed below would not pass this edit because the Job Code, Primary is the same as the Job Code, Additional on the Staff Additional Job Assignment record.

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	53007

#### *Staff Additional Job Assignment record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
* 03	123456781	2	****	53007

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid and correct the Job Code, Additional on the Staff Additional Job Assignment record so that it is not identical to the Job Code, Primary.



## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

**52. If Job Code FTE equals zero on all Payroll records for an employee, then there must not be an Additional Job Assignment record for that employee. -state validation 3-**

### EXAMPLE

The Staff Additional Job Assignment record listed below would not pass this edit because it has a reported Job Code FTE of "050" with a Staff Payroll record reporting a Job Code FTE of "000" for the same employee.

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
03	123456781	2	****	0481	51080	000

#### *Staff Additional Job Assignment record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number	Job Code, Additional	Job Code FTE
* 03	123456781	2	****	0481	53007	050

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must determine whether the Staff Additional Job Assignment record is valid and correct the Job Code, FTE on the appropriate record or change the Job Code, Primary and Job Code, Additional to accurately reflect the jobs the employee holds.

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

**53. For each employee, at least one Staff Payroll record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Fiscal Year, Survey Period Code and Employee Type. -state validation-**

### EXAMPLE

The first Staff Payroll record listed below would cause an error message to be generated because there is no matching Staff Demographic Information record based on the key items of District Number, Fiscal Year, Survey Period Code, Social Security Number and Employee Type. The second and third records would pass the edit because there is a matching Staff Demographic record for this employee.

#### *Staff Payroll records*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456781	2	****	RF
03	444332222	2	****	RF
03	444332222	2	****	TP

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
03	123456789	2	****	TF
03	444332222	2	****	RF

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number and Employee Type or change the Employee Type on one of the records so that a match exists.

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

(THIS EDIT IS NEW FOR 2014/15)

➡ 55. If Salary Schedule Pay Type equals 9, then Employment Date, Original Position on the Staff Demographic Information format must be on or after 07012011. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. -state validation 3-

### EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated because the Employment Date, Original Position on the Staff Demographic Information record is not on or after July 1, 2011 (07012011).

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position
03	123456789	2	****	03251999
03	123456780	2	****	08012011

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Schedule Pay Type
* 03	123456789	2	****	53007	9

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify if the Staff Payroll record is valid or if the Staff Demographic record is valid, then make the appropriate correction.

## STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

(THIS EDIT IS NEW FOR 2014/15)

➡ 56. If Salary Schedule Pay Type equals A, then Employment Date, Original Position on the Staff Demographic Information format must be prior to 07012011. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. -state validation 3-

### EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated because the Employment Date, Original Position on the Staff Demographic Information record is not prior to July 1, 2011 (07012011).

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position
03	123456789	2	****	03251999
03	123456780	2	****	08012011

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Salary Schedule Pay Type
* 03	123456780	2	****	53007	A

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify if the Staff Payroll record is valid or if the Staff Demographic record is valid, then make the appropriate correction.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

60. If Survey Period is 2 or 3 and the employee's Job Code places the employee on lines 8-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), then the Payroll record should have a matching Experience format based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -exception report-

### EXAMPLE

The first record below would pass the edit because the employee has a matching Staff Experience record. The second record below would cause a message to be generated because this employee, who has a Job Code, Primary placing the employee on the Public Schools Staff Survey EEO-5 line 24, does not have a matching Staff Experience record (based on District Number, Social Security Number, Survey Period Code and Fiscal Year).

#### *Staff Payroll Record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
13	123456789	2	****	51058
* 13	123456780	2	****	51058

#### *Staff Experience Record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
13	123456789	2	****	F	04

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district should verify the Job Code, Primary and correct it if in error or submit a matching Staff Experience record.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

61. If Employment Status Code is A; and Employee Type is RF or TF; and Salary Schedule Pay Type is greater than zero, A, or B; and Salary Schedule Step is 00-98; then the Salary, Annual must not be less than \$18,000. -exception report-

### EXAMPLE

The first and second records listed below would cause a message to be generated because the Salary, Annual is less than \$18,000.

Employment Status Code	Employee Type	Salary Schedule Pay Type	Salary Schedule Step	Salary, Annual
A	RF	1	00	000725000
A	TF	3	20	000680000
A	RF	6	05	006250000

### DISTRICT RESPONSIBILITY

The district should verify the Salary, Annual and if in error correct the records.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

62. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), then the Employment Length must be greater than 04.0, unless Employee Type = TP or ST. -exception report-

### EXAMPLE

The first record listed below would cause a message to be generated because the employee has a job code that falls within lines 21-43 of the EEO-5 survey but the reported Employment Length is less than four. The second record would not cause an error message because the job code is for a substitute teacher.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Employment Length
* 03	123456789	2	****	0481	53007	025
03	123456780	2	****	0481	51080	020

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district should verify the Employment Length and if in error correct the record.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

63. If District Number and Employee Name, Legal (Last Name, First Name) are on the file of Progress Monitoring and Reporting Network (PMRN) for Reading Coaches then Job Code, Primary or Job Code, Additional (on the Staff Additional Job Assignment format) on at least one of their records should be 64021, 64022 or 64023. –exception report-

### EXAMPLE

The second Staff Payroll Information record listed below would not pass this edit because neither the Job Code, Primary nor the Job Code, Additional is 64021, 64022 or 64023 and the employee's name is listed on the PMRN for Reading Coaches in the district. The first Staff Payroll Information record would pass this edit because the matching Staff Additional Job Assignment record has a job code of 64021.

#### *Staff Payroll Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	51043
*03	123456785	2	****	51027

#### *Staff Additional Job Assignment record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
03	123456781	2	****	64021
03	123456785	2	****	51085

\*\*\*\* = Valid fiscal year for data submission.



## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

### *Progress Monitoring and Reporting Network (PMRN)*

District Number	Name	Job Title	School Name
03	John Smith	Reading Coach	ABC Elementary
03	Jane Doe	Reading Coach	XYZ Middle

### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Employee Name, Legal (Last Name, First Name)
03	123456781	2	****	51043	Smith, John
03	123456785	2	****	51027	Doe, Jane

## DISTRICT RESPONSIBILITY

The district must review the records to determine whether Jane Doe holds the job of Reading Coach. If Jane Doe is a Reading Coach then the district must submit a correction to the Job Code, Primary or Job Code, Additional. If Jane Doe is not a Reading Coach then no revisions to the staff data base records are necessary.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

**64. If Job Code, Primary is 64021, 64022 or 64023, then one of the Job Code Fund Source codes should be R or S. –exception report-**

### EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the employee has a Job Code, Primary of 64021 and none of the Job Code Fund Source codes is R or S.

*Staff Payroll Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Job Code Fund Source
61	123456789	2	****	64023	S050G0500000
*61	123456780	2	****	64021	G10000000000

### DISTRICT RESPONSIBILITY

The district should review the data in the second record to verify the entries for Job Code, Primary and Job Code Fund Source. If there is an error in the data the district should submit an update to the record.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

**65. If Employee Type is RF, then Salary, Annual must not be less than \$4,000. – exception report-**

### EXAMPLE

The second and third records listed below would cause a message to be generated because the Salary, Annual is less than \$4,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type	Salary, Annual	Duty Days
03	123456780	2	****	RF	002500000	247
* 03	123456781	2	****	RF	000050000	260
* 03	123456782	2	****	RF	000350000	180

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district should verify the information for Employee Type and Salary, Annual and if in error correct the records.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

66. If Employee Type is RF and if the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed fifty percent of the Salary, Annual for the employee. If Employee Type is RF and if the employee's Job Code places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed seventy-five percent of the Salary, Annual for the employee. The Staff Benefits and Staff Payroll records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -exception report-

### EXAMPLE

The second Staff Payroll record listed below would cause a message to be generated because the total staff benefits for this employee is greater than fifty percent of the employee's Salary, Annual. The first Staff Payroll record listed below would pass this edit.

#### *Staff Payroll record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type	Job Code Primary	Salary, Annual	Duty Days
03	123456789	2	****	RF	63105	004500000	244
* 03	123456782	2	****	RF	51028	008450000	260

\*\*\*\* = Valid fiscal year for data submission.

## STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

### *Staff Benefits record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	K	1200	00012500
03	123456789	2	****	D	1200	00020250
03	123456782	2	****	A	1200	00165000
03	123456782	2	****	B	1000	00087000
03	123456782	2	****	D	2400	00063000

\*\*\*\* = Valid fiscal year for data submission.

### **DISTRICT RESPONSIBILITY**

The district must review the Staff Payroll record information and the benefits information on all Staff Benefits records for the employee and if in error correct the appropriate record.

## **STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES**

- 1. District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 District Number is not in the appropriate range.

District Number	Professional Development, Component Number
03	5008045
03	6201069
* 00	5105136

### **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 District Number and resubmit the record for processing.

- 2. School Number, Primary/Home must exist on the Master School Identification File as a valid active in the district of submission. -record rejected-**

### **EXAMPLE**

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

### **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 School Number, Primary/Home and resubmit the record for processing.

## **STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES**

- 3. Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### **EXAMPLE**

Social Security Numbers of 000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### **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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period code "3." All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period Code on the records being submitted and resubmit the records for processing.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

5. **Fiscal Year must be correct for the submission specified by the district.**  
**-record rejected-**

### EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### 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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

- ➡ 6. **Professional Development, Learning Method must be A, B, C, D, F, G, H, I, J or K.**  
**-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 codes for Professional Development, Learning Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Learning Method
03	123456789	5	****	C
* 03	123456780	5	****	S
* 03	123456781	5	****	M

\*\*\*\* = 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 Professional Development, Learning Method and resubmit the records for processing.



## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

- ➡ 7. Professional Development, Evaluation Method, Staff must be A, B, C, D, E, F or G. –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 below would be rejected because the codes for Professional Development, Evaluation Method, Staff are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Evaluation Method, Staff
03	123456789	5	****	C
* 03	123456780	5	****	P
* 03	123456781	5	****	M

\*\*\*\* = 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 Professional Development, Evaluation Method, Staff and resubmit the records for processing.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

**8. Professional Development, Participation Hours must be numeric, greater than zero (000) and less than or equal to 120. -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 below would be rejected because the Professional Development, Participation Hours contains a blank. The third record would be rejected because Professional Development, Participation Hours is not in the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number	Professional Development, Participation Hours
03	123456789	5	****	5008045	020
* 03	123456780	5	****	6201069	15
* 03	123456781	5	****	6201069	180

\*\*\*\* = 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 Professional Development, Participation Hours and resubmit the records for processing.

## **STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES**

**9. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.

## **STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES**

**10. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

### **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 Transaction Code and resubmit the record for processing with the correct Transaction Code.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

**11. Each Professional Development record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year and Professional Development, Component Number. -first record accepted, all other duplicate records rejected-**

### EXAMPLE

The first and second 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 because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year and Professional Development, Component Number) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
03	123456789	5	****	5008045
03	123456780	5	****	6201069
* 03	123456789	5	****	5008045

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

12. Position one of the Professional Development, Component Number must be 1-9. Positions two, three and four must be 000, 002-017, 100-106, 200-211, 300-308, 400-424, 500-520, 600-602, 700-705 or 800-805. Positions five, six and seven must be 001-999. -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 below would be rejected because positions two, three and four of the Professional Development, Component Number are invalid. The third record would be rejected because positions five, six and seven of the Professional Development, Component Number are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
03	123456789	5	****	5008045
* 03	123456780	5	****	6241011
* 03	123456781	5	****	5017000

\*\*\*\* = 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 Professional Development, Component Number and resubmit the records for processing.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

- ➡ 13. Professional Development, Implementation Method must be M, N, O, P, Q, R, S or T. –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 below would be rejected because the codes for Professional Development, Implementation Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Implementation Method
03	123456789	5	****	N
* 03	123456780	5	****	G
* 03	123456781	5	****	B

\*\*\*\* = 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 Professional Development, Implementation Method and resubmit the records for processing.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

**14. District Number, Where Professional Development Completed must be numeric in the range 01-69, 71-75 or 99. -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, they are not in the acceptable range.

District Number, Where Professional Development Completed	Social Security Number
03	123456789
* 78	123456782
* 00	123456781

### 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 District Number, Where Professional Development Completed and resubmit the records for processing.



## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

- ➡ 15. Professional Development Credits, Primary Purpose must be A, B, C, D, E, F, G or H. –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 below would be rejected because the codes for Professional Development Credits, Primary Purpose are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development Credits, Primary Purpose
03	123456789	5	****	C
* 03	123456780	5	****	P
* 03	123456781	5	****	M

\*\*\*\* = 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 Professional Development Credits, Primary Purpose and resubmit the records for processing.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

- ➡ 16. Professional Development, Evaluation Method, Student must be A, B, C, D, F, G 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 and third records below would be rejected because the codes for Professional Development, Evaluation Method, Student are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Evaluation Method, Student
03	123456789	5	****	C
* 03	123456780	5	****	S
* 03	123456781	5	****	M

\*\*\*\* = 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 Professional Development, Evaluation Method, Student and resubmit the records for processing.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

➡ 17. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121@xyz
*01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

**18. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## PROFESSIONAL DEVELOPMENT - STATE VALIDATION RULES

**30. Each Professional Development record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-**

### EXAMPLE

The Professional Development record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

#### *Professional Development record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
* 03	123456790	5	****	5008021

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Professional Development record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

## STAFF ADDITIONAL COMPENSATION - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -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 District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

### 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 District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

### EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

### 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 Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

## **STAFF ADDITIONAL COMPENSATION - REJECT RULES**

- 3. Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-**

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

### **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 Survey Period Code either on the JCL or the records being submitted and resubmit the records for processing.

- 4. Fiscal Year must be correct for the submission specified by the district. -record rejected-**

### **EXAMPLE**

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

### **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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

## STAFF ADDITIONAL COMPENSATION - REJECT RULES

5. Additional Compensation Type code must be A, B, E - K, N – W, Y, Z, or 1-3.  
-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 listed below would be rejected because the Additional Compensation Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type	Additional Compensation Value
03	123456789	2	****	B	0045000
* 03	123456780	2	****	L	0025000

\*\*\*\* = 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 Additional Compensation Type and resubmit the record for processing.



## STAFF ADDITIONAL COMPENSATION - REJECT RULES

### 6. Additional Compensation Value must be numeric. -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 listed below would be rejected because the Additional Compensation Value is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type	Additional Compensation Value
03	123456789	2	****	B	0045000
* 03	123456780	2	****	B	Z000000

\*\*\*\* = 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 Additional Compensation Value to be greater than zero and resubmit the record for processing.

## **STAFF ADDITIONAL COMPENSATION - REJECT RULES**

**7. The Transaction Code must be A, C, or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified, then the record must exist on the data base. -record rejected-**

### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

### **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 Transaction Code and resubmit the record for processing.

## STAFF ADDITIONAL COMPENSATION - REJECT RULES

8. Each Staff Additional Compensation record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Additional Compensation Type code. -first record accepted, all others duplicate records rejected-

### EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Additional Compensation Type code) duplicate the key items in the first record


District Number	Social Security Number	Survey Period Code	Fiscal Year	Additional Compensation Type
03	123456789	2	****	C
03	123456780	2	****	B
* 03	123456789	2	****	C

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of C rather than A.

## STAFF ADDITIONAL COMPENSATION - REJECT RULES

 9. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
* 01	2121@xyz
*01	123456

### 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 Staff Number Identifier, Local and resubmit the records.

## STAFF ADDITIONAL COMPENSATION - REJECT RULES

**10. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

### 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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

## **STAFF ADDITIONAL COMPENSATION - REJECT RULES**

**11. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL000000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-**

### **EXAMPLE**

Florida Education Identifier:

- FL000000000000

### **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 Florida Education Identifier and resubmit the record for processing.

## STAFF ADDITIONAL COMPENSATION - STATE VALIDATION RULES

**50. Each Staff Additional Compensation record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-**

### EXAMPLE

The Staff Additional Compensation record below would not pass this edit because it has no matching Staff Demographic Information record (based on District Number, Social Security Number, Survey Period Code, and Fiscal Year).

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	2	****
03	123456780	2	****

Staff Additional Compensation record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Additional Compensation Type	Additional Compensation Value
* 03	123456781	2	****	0481	B	0045000

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must verify that the Staff Additional Compensation record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

## STAFF ADDITIONAL COMPENSATION - STATE VALIDATION RULES

**51. If the Additional Compensation Type code is Y, then the Salary Schedule Pay Type on the Staff Payroll Information record must be 0, 9, A, or B. The match should be done using District Number, Social Security Number, Survey Period Code and Fiscal Year -state validation 3-**

### EXAMPLE

The Staff Additional Compensation record below would not pass this edit because the correct relationship does not exist between the Additional Compensation Type code and the Salary Schedule Pay Type code (based on District Number, Social Security Number, Survey Period Code, and Fiscal Year).

Staff Payroll Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Schedule Pay Type
03	123456789	2	****	2
03	123456780	2	****	7

Staff Additional Compensation record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Additional Compensation Type	Additional Compensation Value
* 03	123456780	2	****	0481	Y	0150000

\*\*\*\* = Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must determine which record is in error, the Additional Compensation Type or the Staff Payroll Information, and then correct it so that the proper relationship exists between these two formats.