

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2012-13

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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

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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



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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 |
|------|--------------------|
|------|--------------------|

|  |                                  |
|--|----------------------------------|
|  | 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

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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.

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

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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                                                                                                                         |
| 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: No

Local Accountability: Yes

FASTER:

Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

None

**Surveys Required:**

None

**Appendixes:**

None

**Description of Changes:**

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.

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

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Data Element Number: **202960**

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 |

**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:**

Teacher Exit Interview DB9 58x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None



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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:**



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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



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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



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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:**





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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



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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:**

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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 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

Staff Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

**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:**

None

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



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:**



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

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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.

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

|          |                                     |
|----------|-------------------------------------|
| 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

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.

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

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



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

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 or spouse of an employee who is exempt from the Florida Public Records Law (Section 119, Florida Statutes).

| Code | Definition/Example                                                                  |
|------|-------------------------------------------------------------------------------------|
| Y    | Employee or spouse 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:**

None

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

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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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 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

Staff Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes



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Survey 5      Yes

Survey 8      Yes

**Appendixes:**

None

**Description of Changes:**

None

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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

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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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**

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:**

Teacher Exit Interview DB9 58x

**Surveys Required:**

Survey 5 Yes



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**Appendixes:**

None

**Description of Changes:**

None

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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

Survey 5 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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AUTOMATED STUDENT DATA ELEMENTS

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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

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



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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

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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**

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:**

None

Data Element Number: **214710**

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:**

|                     |                                                                                                                   |
|---------------------|-------------------------------------------------------------------------------------------------------------------|
| 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: **214905**

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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|                     |                                                                                                                   |
|---------------------|-------------------------------------------------------------------------------------------------------------------|
| 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**

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:**

None



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Data Element Number: **215238**

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

A seven-digit code which identifies each component from the district Master Professional Development Plan.

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:**

None

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 instructional delivery of the professional development component knowledge.

| Code | Definition/Example                                                                                                                                    |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Workshop                                                                                                                                              |
| B    | Electronic, Interactive                                                                                                                               |
| C    | Electronic, Non-Interactive                                                                                                                           |
| D    | Learning Community/Lesson Study Group                                                                                                                 |
| F    | Independent Inquiry (Includes, for example, Action Research)                                                                                          |
| G    | Structured Coaching/Mentoring (May include one-on-one or small group instruction by a coach/mentor with a teacher with specific learning objectives.) |

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:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

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 professional development.

| Code | Definition/Example                            |
|------|-----------------------------------------------|
| A    | Changes in classroom practices                |
| B    | Changes in instructional leadership practices |
| C    | Changes in student services practices         |
| D    | Other changes in practices                    |
| Z    | Did not evaluate staff outcomes               |

**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:**

None

**Description of Changes:**

None

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.

| Code | Definition/Example                                      |
|------|---------------------------------------------------------|
| A    | Results of district-developed/standardized student test |
| B    | Results of school/teacher-constructed student test      |
| C    | Portfolios of student work                              |
| D    | Observation of student performance                      |
| F    | Other performance assessment                            |
| G    | Did not evaluate student outcomes                       |

**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:**

None

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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 implementation of the professional development component knowledge acquisition.

| Code | Definition/Example                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|
| M    | Structured Coaching/Mentoring (may include direct observation, conferencing, oral reflection and/or lesson demonstration)                    |
| N    | Independent Learning/Action Research related to training (should include evidence of implementation)                                         |
| O    | Collaborative Planning related to training, includes Learning Community                                                                      |
| P    | Participant Product related to training (may include lesson plans, written reflection, audio/videotape, case study, samples of student work) |
| Q    | Lesson Study group participation                                                                                                             |
| R    | Electronic - interactive                                                                                                                     |
| S    | Electronic - non-interactive                                                                                                                 |

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:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

Data Element Number: **215258**

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

The number of hours of participation in each professional development component.

| 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:**

None

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Data Element Number: **215263**

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

A one-character code to describe the primary purpose (50 percent or more) of the professional development.

| Code  | Definition/Example                                                  |
|-------|---------------------------------------------------------------------|
| A*    | Add-on Endorsement                                                  |
| B     | Alternative Certification                                           |
| C     | Florida Educators Certificate Renewal                               |
| D     | Other Professional Certificate/License Renewal                      |
| E**   | Professional Skill Building                                         |
| F***  | W. Cecil Golden Professional Development Program for School Leaders |
| G**** | Approved District Leadership Development Program                    |

\*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. Certified personnel may be included only if none of the categories above is appropriate.

\*\*\*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

**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:**

Survey 5 Yes

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**Appendixes.**

None

**Description of Changes:**

None



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



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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DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2012-13

---

**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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Year: 2012-13

---

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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Year: 2012-13

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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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Year: 2012-13

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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 Lane**

The pay lane on the district instructional 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 and does not meet definition in code 8 |
| 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 - JROTC instructors, instructional personnel or school administrators hired on or after July 1, 2011 as per s. 1012.22(1)(c)3.       |

**Length:** 1

**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:**

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|                       |                                                                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 9/23/2011 Codes       | 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 Req | 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 Req | Deleted Survey 5 as a required survey period. This data element is located on a Staff format that is only reported in Survey Periods 2 and 3. |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

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Data Element Number: **217385**

Data Element Name: **Salary Supplement Type**

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

| Code | Definition/Example                                                                                                                                                                       |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc.                                                                                   |
| B    | Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.                                                      |
| C    | Merit Pay - awarded by the local school district                                                                                                                                         |
| E    | Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training.                                                            |
| F    | Extended Day - supplements 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    | Florida Excellent Teaching Program Bonus - 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    | Performance Pay Incentive.                                                                                                                                                               |
| K    | Advanced Placement Instruction bonus 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    | International Baccalaureate instruction bonus 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    | Advance International Certificate of Education bonus as defined in s. 1011.62(1)(m), F.S.                                                                                                |
| X    | Merit Awards Program performance pay.                                                                                                                                                    |
| Y    | Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3.                                                                                                              |

Length: 1

Data Type: Alphabetic

Year Implemented: 8788

State Standard: No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

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Migrant Tracking:

**Required Grades:**

**Programs Required:**

**Formats Required:**

Staff Salary Supplements DB9 32x

**Surveys Required:**

Survey 2      Yes

Survey 3      Yes

**Appendixes:**

None

**Description of Changes:**

|                 |                                                                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------|
| 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.   |

Data Element Number: **217415**

Data Element Name: **Salary Supplement Type/Value**

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

Report the Salary Supplement Type in positions 1, 9, 17, etc. followed by the corresponding Salary Supplement Value in the next seven positions. Use the following codes for Salary 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 salary supplement                                                                                                                                                                    |
| A    | Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc.                                                                                  |
| B    | Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.                                                     |
| C    | Merit Pay - awarded by the local school district.                                                                                                                                       |
| E    | Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training.                                                           |
| F    | Extended Day - supplements 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    | Florida Excellent Teaching Program Bonus - 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    | Performance Pay Incentive.                                                                                                                                                              |
| K    | Advanced Placement Instruction bonus 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    | International Baccalaureate instruction bonus 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    | Advance International Certificate of Education bonus as defined in s. 1011.62(1)(m), F.S.                                                                                               |
| X    | Merit Awards Program performance pay.                                                                                                                                                   |
| Y    | Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3.                                                                                                             |

Length: 88

Data Type: Alphanumeric

Year Implemented: 0708  
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Year Implemented: 9/30

**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:**

|                 |                                                                                                                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.<br>Added new code Y to align with SB 736.                                                                     |

Data Element Number: **217445**

Data Element Name: **Salary Supplement Value**

The monetary value of the annual salary supplement.

| 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 Salary Supplements DB9 32x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

None

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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.

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

|  |                                  |
|--|----------------------------------|
|  | 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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Year: 2012-13

---

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

Year: 2012-13

---

**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



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

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                                                 |
| 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:

Migrant Tracking:

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**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:**

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| 11/10/2011 Notes | Updated "Note" for Code N to reflect revised statutory reference. |
|------------------|-------------------------------------------------------------------|

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 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

Staff Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

**Surveys Required:**

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**Survey Requirements:**

|          |     |
|----------|-----|
| 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: **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.

Note: This element is optional. If the district reports this identifier on a data format submitted to the Automated Staff Data Base, this identifier will be included on designated print reports, available from the system, in place of the Social Security Number or data 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 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

Staff Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

**Surveys Required:**



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|          |          |
|----------|----------|
| Survey 2 | Optional |
| Survey 3 | Optional |
| Survey 5 | Optional |
| Survey 8 | Optional |

**Appendixes:**

None

**Description of Changes:**

None

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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 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

Staff Salary Supplements DB9 32x

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Teacher Exit Interview DB9 58x

**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: **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 Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

None

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**Description of Changes.**

|                      |                                                                                                                                                                                                                                          |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 Req | 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**

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 |
|------|--------------------|
|------|--------------------|

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

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

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

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:**

Teacher Exit Interview DB9 58x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

None

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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 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

Staff Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

**Surveys Required:**

Survey 2 Yes

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Survey 3      Yes

Survey 5      Yes

Survey 8      Yes

**Appendixes:**

None

**Description of Changes:**

None

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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**

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:

Teacher Exit Interview DB9 58x

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**Surveys Required:**

Survey 5      Yes

**Appendixes:**

None

**Description of Changes:**

|                |                                                                                                                                                                                                                                                   |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6/1/2011 Codes | Deleted codes I (retirement), J (end of temporary assignment), and N (spousal relocation).<br>Reworded definition of code O from “child rearing” to “raising a family.”<br>Revised definition of code Z by removing “not a voluntary separation.” |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

|                   |                                                                          |
|-------------------|--------------------------------------------------------------------------|
| 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 Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

|                   |                                                                                |
|-------------------|--------------------------------------------------------------------------------|
| 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 Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

7/1/2012 Codes Revised code 'H' to delete reference to charter school employees' exemption.

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|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| 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.                                                                    |

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 Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

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 Revision Description: □ Updated "Notes" to include school administrators or instructional staff members who were not evaluated.

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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 Fiscal Year Salaries DB9 43x

**Surveys Required:**

Survey 5 Yes

**Appendixes:**

None

**Description of Changes:**

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.

6/1/2011 New element



Data Element Number: **221811**

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

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

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

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

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

Notes: A Mentor/Supervising Teacher is an individual who provides expertise to less experienced individuals. This includes instructional personnel who supervise or direct either teacher preparation students during field experiences or student internships, or to less experienced instructional personnel within a school.

**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:**

None

**Description of Changes:**

|          |             |
|----------|-------------|
| 7/1/2012 | New Element |
|----------|-------------|



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

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None

**Description of Changes:**

|          |             |
|----------|-------------|
| 7/1/2012 | New Element |
|----------|-------------|

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

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None

**Description of Changes:**

|          |             |
|----------|-------------|
| 7/1/2012 | New Element |
|----------|-------------|

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

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None

**Description of Changes:**

|          |             |
|----------|-------------|
| 7/1/2012 | New Element |
|----------|-------------|

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

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None

**Description of Changes:**

|          |             |
|----------|-------------|
| 7/1/2012 | New Element |
|----------|-------------|



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

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None

**Description of Changes:**

|          |             |
|----------|-------------|
| 7/1/2012 | New Element |
|----------|-------------|

