

**DOE INFORMATION DATA BASE
REQUIREMENTS:**

**VOLUME II - AUTOMATED STAFF INFORMATION
SYSTEM**

**STATE OF FLORIDA
DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**
Effective July 1, 2011

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PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components and links all levels of the state education system.

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

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

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

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated staff information system. Further information or questions concerning this document should be addressed to Education Information Services, Florida Department of Education, 852 Turlington Building, Tallahassee, Florida 32399-0400 or askeias@fldoe.org.

A. AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

AUTOMATED STAFF INFORMATION SYSTEM REQUIREMENTS

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

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

HISTORY

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

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

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

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

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

Current state reporting functions are defined in subsection 4.

AUTOMATED STATE REPORTING FUNCTIONS

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

AUTOMATED STAFF REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	2011-2012 SURVEY PERIOD							
		JUL 1	AUG 8	SEP 6	OCT 2	FEB 3	JUN 4	AUG 5	
Staff Demographic Information	DB9 27x		S		A	A		A	
Staff Multidistrict Employee	DB9 29x				S				
Staff Payroll Information	DB9 30x				A	A			
Staff Additional Job Assignments	DB9 31x				S	S			
Staff Salary Supplements	DB9 32x				S	S			
Staff Benefits	DB9 33x				A	A			
Staff Experience	DB9 28x				S	S			
Professional Development	DB9 36x							S	
Fiscal Year Benefits	DB9 44x							A	
Fiscal Year Salaries	DB9 43x							A	
Teacher Exit Interview	DB9 58x							S	

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

**B AUTOMATED STAFF INFORMATION SYSTEM
DATA ELEMENTS**

INTRODUCTION

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

DEFINITION:

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

LENGTH AND DATA TYPE:

Length and data type define the technical field characteristics to be maintained in the automated system for each data element.

STATE RECORD FORMATS REQUIRING THIS DATA ELEMENT:

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

COMPATIBILITY REQUIREMENT:

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

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

Compatible elements:

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

INTRODUCTION (Continued)

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

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

State Standard elements:

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

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

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

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

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

INTRODUCTION (Continued)

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

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

USE TYPES:

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

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

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

STATE REPORTING FORMATS REQUIRING THIS DATA ELEMENT:

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

DATA ELEMENT NUMBER:

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

REPORTED IN SURVEY PERIODS:

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

INTRODUCTION (Continued)

YEAR:

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

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

APPENDIXES

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

DESCRIPTION OF CHANGES

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

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

Implementation Date: Fiscal Year 2011-2012 July 1, 2011
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Data Element Name/Topic

2011-2012 Change

-A-	
Additional Withholding Tax	
* Addresses Mailing	
Residence	
-B-	
* * Birth Date	
-C-	
Contract Status	X
Country of Citizenship	
-D-	
* Date Left Teaching	
* Days Absent Other	
* Days Absent Personal leave	
* Days Absent Sick Leave	
* Days Absent Temporary Duty Elsewhere	
* Days Absent Days Present	
* Degree/Credential Earned (Renamed)	
* District Number	
* District Number, Where Professional Development Completed	
* Duty Days	
-E-	
* Employee Name, Legal	
* Employee Type	
* Employment Date Continuous Employment	
* Employment Date Current Position	
* Employment Date Original Position	
* Employment Length	
* Employment Status Code	
Ethnicity	
* Exempt From Public Records Law, Employee	
* Experience Length	
* Experience Type	
-F-	
* Fiscal Year	
* Fiscal Year Salary	
Florida Educators Certificate Expiration Year	

* - Required for State Reporting

X - Revised Effective 7/11

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Data Element Name/Topic

2011-2012 Change

Data Element Name/Topic	2011-2012 Change
-F- (Continued)	
* Florida Educators Certificate Number	
Florida Educators Certificate Subject Coverage	
Florida Educators Certificate Type	
* Future Employment Plans	
-G-	
* Gender	
-H-	
* Highly Qualified Paraprofessional	
-J-	
* Job Code Additional	
* Job Code FTE	
* Job Code Fund Source	
* Job Code Primary	
M-	
* Migrant Regular School	
* Migrant Summer	
* Multidistrict Employee Assignment Identifier	
* Multidistrict Employee District Number	
-N-	
Number of Exemptions	
-P-	
* Pay Class	
* Pay Frequency	X
* Pay Rate	X
* Pay Type	
* Personnel Evaluation	X
* Personnel Evaluation, Instructional Leadership Component (New Element)	X
* Personnel Evaluation, Instructional Practice Component (New Element)	X
* Personnel Evaluation, Measures of Student Learning Growth (New Element)	X
* Personnel Evaluation, Professional and Job Responsibilities Component (New Element)	X
* Personnel Evaluation, Student Learning Growth (New Element)	
* Professional Development Component Number	
* Professional Development Delivery Method	
* Professional Development Evaluation Method	
* Professional Development Evaluation Method	
* Professional Development Follow-up Method	
* Professional Development Participation Hours	
* Professional Development Primary Purpose	

* - Required for State Reporting

X - Revised Effective 7/11

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Data Element Name/Topic

2011-2012 Change

	-R-	
	Race: American Indian or Alaska	
	Race: Asian	
	Race: Black or African American	
	Race: Native Hawaiian or Other Pacific Islander	
	Race: White	
*	Racial/Ethnic Category	
*	Reading Endorsement,Competency 1	X
*	Reading Endorsement,Competency 2	X
*	Reading Endorsement,Competency 3	X
*	Reading Endorsement,Competency 4	X
*	Reading Endorsement,Competency 5	X
*	Reading Endorsement,Competency 6	X
	-S-	
*	Salary Schedule Pay Lane	X
*	Salary Schedule Step	
*	Salary Supplement Type	X
*	Salary Supplement Type/Value	X
*	Salary Supplement Value	
	School Number Other	
*	School Number Primary/Home	
*	School Principal Certification Program (New Element)	
*	Selected Benefits Frequency	
*	Selected Benefits Type	
*	Selected Benefits Type/Value	
*	Selected Benefits Value	
*	Separation Date	
*	Separation From Teaching	X
*	Separation Reason	
*	Social Security Number	
*	Staff Number Identifier, Local	
*	Survey Period Code	
	-T-	
*	Teaching Experience	
*	Title I:School-Wide	
*	Title I:Targeted Assistance	
*	Transaction Code	
	-V-	
	Veteran Status	
	Voluntary Separation	X

* - Required for State Reporting
X - Revised Effective 7/11

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Data Element Name/Topic

2011-2012 Change

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Florida Educators Certificate Subject Codes	
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Selected Benefits Definitions	
APPENDIX J	
Equal Employment Opportunity (EEO) Line Numbers	

* - Required for State Reporting
 X - Revised Effective 7/11

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
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AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

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

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
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Year: 2011-12

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

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

Appendix H: State Codes

Data Element Number: **200640**

Data Element Name: **Address, Mailing**

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
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Year: 2011-12

Data Element Number: **201905**

Data Element Name: **Birth Date**

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

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

Length: 8

Data Type: Numeric

Year Implemented: 9293

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

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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Year: 2011-12

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

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: **202715**

Data Element Name: **Contract Status**

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
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Year: 2011-12

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

Formats Required:

None

Surveys Required:

None

Appendixes:

Appendix C: Country Codes

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
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Year: 2011-12

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.

Code	Definition/Example
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

Formats Required:

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
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Year: 2011-12

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203070**

Data Element Name: **Days Absent, Other**

Description of Changes:

None

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
AUTOMATED STAFF INFORMATION SYSTEM
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Year: 2011-12

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203080**

Data Element Name: **Days Absent, Personal Leave**

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
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Year: 2011-12

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203090**

Data Element Name: **Days Absent, Sick Leave**

Description of Changes:

None

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DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
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Year: 2011-12

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203100**

Data Element Name: **Days Absent, Temporary Duty Elsewhere**

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **203140**

Data Element Name: **Days Present**

Description of Changes:

None

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

Year: 2011-12

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: Alphanumeric
Year Implemented: 8889
State Standard: Yes
Use Types:
State Reporting: Yes
Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Data Element Number: **203170**

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

Surveys Required:

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

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

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

Survey 5 Yes

Survey 8 Yes

Data Element Number: **203490**

Data Element Name: **District Number**

Appendixes:

Appendix B: District Name Table

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix B: District Name Table

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Appendixes:

None

Data Element Number: **203905**

Data Element Name: **Employee Name, Legal**

Description of Changes:

None

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

Year: 2011-12

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

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

Data Element Number: **204000**

Data Element Name: **Employee Type**

Description of Changes:

None

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

Year: 2011-12

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.

Code **Definition/Example**

MMDDYYYY Example: 08221975 = August 22, 1975

Length: 8

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

Data Element Number: **204190**

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

Each date on which continuous employment began for a current primary job code. For reporting purposes, if the employee has more than one primary job, report the date for the primary job the employee has held the longest period of time.

Code **Definition/Example**

MMDDYYYY Example: 08151982 = August 15, 1982

Length: 8

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

Data Element Number: **204285**

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

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

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

Length: 8

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

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

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

Year: 2011-12

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

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

Appendixes:

None

Data Element Number: **204605**

Data Element Name: **Ethnicity**

Description of Changes:

None

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

Year: 2011-12

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

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

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

Year: 2011-12

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

Formats Required:

Staff Experience DB9 28x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Experience DB9 28x

Surveys Required:

Survey 2	Yes
Survey 3	Yes

Appendixes:

None

Data Element Number: **204760**

Data Element Name: **Experience Type**

Description of Changes:

None

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

Year: 2011-12

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

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 Salary Supplements DB9 32x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Appendixes:

None

Data Element Number: **205080**

Data Element Name: **Fiscal Year**

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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.

Regular

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **206020**

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

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Data Element Number: **206040**

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

Description of Changes:

None

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

Year: 2011-12

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: Alphanumeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 5 Yes

Data Element Number: **206515**

Data Element Name: **Future Employment Plans**

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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: Alphanumeric

Year Implemented: 9192

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Demographic Information DB9 27x

Surveys Required:

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

Data Element Number: **207395**

Data Element Name: **Highly Qualified Paraprofessional**

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

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

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

Year: 2011-12

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

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

Data Element Number: **208950**

Data Element Name: **Job Code FTE**

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

Year: 2011-12

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

Formats Required:

Staff Additional Job Assignments DB9 31x

Staff Fiscal Year Salaries DB9 43x

Staff Payroll Information DB9 30x

Data Element Number: **209070**

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

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

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

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

Year: 2011-12

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

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

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

Year: 2011-12

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

Data Element Number: 211930

Data Element Name: Migrant Regular School Year

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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:
 State Reporting: Yes

Data Element Number: **212010**

Data Element Name: **Migrant Summer**

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Multidistrict Employee DB9 29x

Surveys Required:

Survey 2

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Multidistrict Employee DB9 29x

Surveys Required:

Survey 2 Yes

Appendixes:

Appendix B: District Name Table

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Data Element Number: **214710**

Data Element Name: **Pay Frequency**

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.

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

Year: 2011-12

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

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2

Survey 3

Appendixes:

None

Data Element Number: **214905**

Data Element Name: **Pay Rate**

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.

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

Year: 2011-12

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: Alphanumeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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.
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: Alphanumeric
Year Implemented: 0708
State Standard: No
Use Types:
State Reporting: Yes
Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x
Staff Payroll Information DB9 30x

Surveys Required:

Survey 3 Yes
Survey 5 Yes

Appendixes:

None

Data Element Number: **220150**

Data Element Name: **Personnel Evaluation**

Description of Changes:

- | | |
|-----------------------|--|
| 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 Requ | 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. |

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

Year: 2011-12

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
-------------	---------------------------

None	None
------	------

Notes: Employees who are not school administrators should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 New element.

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

Year: 2011-12

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
-------------	---------------------------

None	None
------	------

Notes: Employees who are not instructional staff should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 New element.

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

Year: 2011-12

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
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

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Data Element Number: **221808**

Data Element Name: **Personnel Evaluation, Measures of Student Learning Growth**

Description of Changes:

6/1/2011

New element.

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

Year: 2011-12

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**

None None

Notes: Employees who are not school administrators or instructional staff members should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 New element.

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

Year: 2011-12

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
-------------	---------------------------

None	None
------	------

Notes: Employees who are not school administrators or instructional staff members should be coded 00.

Length: 2

Data Type: Numeric

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 New element

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix D: Professional Development Component Number

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **215248**

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

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

None

Data Element Number: **215253**

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

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

Data Element Number: **215243**

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

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

Survey 5 Yes

Data Element Number: **215263**

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

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

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

Appendixes:

None

Data Element Number: **216245**

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

Description of Changes:

None

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

Year: 2011-12

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: Alphanumeric

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216297**

Data Element Name: **Race: Asian**

Description of Changes:

None

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

Year: 2011-12

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: Alphanumeric

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

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: **216347**

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

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

Year: 2011-12

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

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

Appendixes:

None

Data Element Number: **216397**

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

Description of Changes:

None

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

Year: 2011-12

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: Alphanumeric

Year Implemented: 0809

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

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: **216447**

Data Element Name: **Race: White**

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

Year: 2011-12

Data Element Number: **216565** **Year Deleted: 1011**

Data Element Name: **Racial/Ethnic Category**

The racial/ethnic group to which the staff member belongs or with which the staff member identifies.

Code	Definition/Example
A	Asian/Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
B	Black, Non-Hispanic: Persons having origins in any of the Black racial groups of Africa.
H	Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race.
I	American Indian/Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
W	White, Non-Hispanic: Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Racial/Ethnic designators do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person would be counted in more than one racial/ethnic group.

Length: 1

Data Type: Alphanumeric

Year Implemented: 8788

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability:

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 6 Optional

Appendixes:

None

Data Element Number: 216565 **Year Deleted: 1011**

Data Element Name: **Racial/Ethnic Category**

Description of Changes:

7/1/2010 Year Inactive Element deleted for fiscal year 2010-11

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

Year: 2011-12

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.

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216915**

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

Description of Changes:

6/1/2011 Codes Added new code "G" for Next Generation CAR-PD option.

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

Year: 2011-12

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.

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: Alphanumeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216916**

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

Description of Changes:

6/1/2011 Codes Added new code "G" for Next Generation CAR-PD option.

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

Year: 2011-12

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.

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216917**

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

Description of Changes:

6/1/2011 Codes Added new code "G" for Next Generation CAR-PD option.

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

Year: 2011-12

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.

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: Alphanumeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216918**

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

Description of Changes:

6/1/2011 Codes Added new code "G" for Next Generation CAR-PD option.

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

Year: 2011-12

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.

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216919**

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

Description of Changes:

6/1/2011 Codes Added new code "G" for Next Generation CAR-PD option.

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

Year: 2011-12

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.

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: Alphanumeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Data Element Number: **216920**

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

Description of Changes:

6/1/2011 Codes Added new code "G" for Next Generation CAR-PD option.

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

Year: 2011-12

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.
1	Bachelor's
2	Bachelor's Plus
3	Master's
4	Master's Plus
5	Beyond Master's Plus
6	Specialist
7	Doctorate
8	Flat Rate Example: JROTC instructors or instructional personnel 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

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Data Element Number: **217265**

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

Description of Changes:

6/1/2011 Codes

Revised definition of code 8 to include staff hired after July 1, 2011.

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

Year: 2011-12

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

Code **Definition/Example**

Not applicable for this element.

Length: 2

Data Type: Numeric

Year Implemented: 8990

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Payroll Information DB9 30x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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 as defined in s. 1012.225, F.S.
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

Data Element Number: **217385**

Data Element Name: **Salary Supplement Type**

Formats Required:

Staff Salary Supplements DB9 32x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

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.

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

Year: 2011-12

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)(o), 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)(m), 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)(n), F.S.
X	Merit Awards Program performance pay as defined in s. 1012.225, F.S.
Y	Advanced Degree (in area of certification) as defined in s. 1012.22(1)(c)3.

Length: 88

Data Type: Alphanumeric

Year Implemented: 9798

Data Element Number: 217415

Data Element Name: Salary Supplement Type/Value

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

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.

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

Year: 2011-12

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

Formats Required:

Staff Salary Supplements DB9 32x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

Data Element Number: **217565**

Data Element Name: **School Number, Primary/Home**

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

Code **Definition/Example**

Not applicable for this element.

Length: 4

Data Type: Numeric

Year Implemented: 8788

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

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

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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: Alphanumeric

Year Implemented: 0809

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

Data Element Number: **217638**

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

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

Year: 2011-12

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
Examples:	
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

Formats Required:

Staff Benefits DB9 33x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Benefits DB9 33x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

Appendix I: Selected Benefits Definitions

Data Element Number: **217745**

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

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Data Element Number: **217775**

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

Staff Fiscal Year Benefits DB9 44x

Surveys Required:

Survey 5 Yes

Appendixes:

Appendix I: Selected Benefits Definitions

Description of Changes:

None

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

Year: 2011-12

Data Element Number: **217805**

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

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

Code	Definition/Example
	00000000 = 0 (substitutes)
	00012500 = \$125.00

Length: 8

Data Type: Numeric

Year Implemented: 9495

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Benefits DB9 33x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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**

00000000 = Not applicable. Include temporary employees here.

(MMDDYYYY) 06021988 = June 2, 1988

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

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2 Default

Survey 3 Default

Survey 5 Yes

Survey 8 Optional

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

Data Element Number: **217895** **Year Deleted: 1112**

Data Element Name: **Separation from Teaching**

The reason the regular full-time classroom teacher is leaving the teaching position.

Code **Definition/Example**

INVOLUNTARY

B	Probationary [pursuant to 1012.33(1)(b) or (3)(a)4, F.S.]
C	Performance [pursuant to 1012.33(3)(a)4(e)(f), F.S.]; includes unsatisfactory job performance as well as reasons such as failure to obtain adequate certification or certification expiration.
D	Reduction in Force [pursuant to 1012.33(5), F.S.]
G	Not reappointed to position; contract expiration

OTHER

E Other; includes job abandonment and death.

VOLUNTARY

A	Resignation; including retirement
F	Promotion/Transfer to a non-teaching position in the district

Length: 1

Data Type: Alphanumeric

Year Implemented: 0607

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Data Element Number: 217895 **Year Deleted: 1112**

Data Element Name: **Separation from Teaching**

Description of Changes:

6/1/2011 Year Inactive This element was deleted in 2011-12.

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

Year: 2011-12

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 instructional staff, supervisors, and principals dismissed during the 97 day probationary period pursuant to s. 1012.33(1)(b) or (3)(a)4, 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

Formats Required:

Data Element Number: **217925**

Data Element Name: **Separation Reason**

Staff Demographic Information DB9 27x

Surveys Required:

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

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

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 Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Data Element Number: **218045**

Data Element Name: **Social Security Number**

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

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 Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 2 Optional

Survey 3 Optional

Survey 5 Optional

Survey 8 Optional

Data Element Number: **218075**

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

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

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 Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Data Element Number: **220125**

Data Element Name: **Survey Period Code**

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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
-------------	---------------------------

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

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

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

Formats Required:

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Data Element Number: **220195**

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

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Staff Fiscal Year Salaries DB9 43x

Surveys Required:

Survey 5 Yes

Data Element Number: **220205**

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

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

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 Salary Supplements DB9 32x

Teacher Exit Interview DB9 58x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 8 Yes

Data Element Number: **220225**

Data Element Name: **Transaction Code**

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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: Alphanumeric

Year Implemented: 9091

State Standard: No

Use Types:

State Reporting: No

Local Accountability: Yes

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

None

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

Year: 2011-12

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

Formats Required:

Teacher Exit Interview DB9 58x

Data Element Number: **221805**

Data Element Name: **Voluntary Separation**

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).
Reworded definition of code O from "child rearing" to "raising a family."
Revised definition of code Z by removing "not a voluntary separation."

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

Implementation Date:
Fiscal Year 1992-93
July 1, 1992

APPENDIX A

FLORIDA EDUCATORS CERTIFICATE SUBJECT CODES

Appendix A: Deleted

The file containing the codes is at NWRDC.

File Description: Subject Code Name File

Dataset Name: DPS.DISTRICT.K9.F61707.Yxxxx

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

Implementation Date: Fiscal Year 1990-91 July 1, 1990

APPENDIX B

DISTRICT NAME TABLE

<u>District Number</u>	<u>District Name</u>	<u>District Number</u>	<u>District Name</u>
01	Alachua	42	Marion
02	Baker	43	Martin
03	Bay	44	Monroe
04	Bradford	45	Nassau
05	Brevard	46	Okaloosa
06	Broward	47	Okeechobee
07	Calhoun	48	Orange
08	Charlotte	49	Osceola
09	Citrus	50	Palm Beach
10	Clay	51	Pasco
11	Collier	52	Pinellas
12	Columbia	53	Polk
13	Dade	54	Putnam
14	DeSoto	55	St. Johns
15	Dixie	56	St. Lucie
16	Duval	57	Santa Rosa
17	Escambia	58	Sarasota
18	Flagler	59	Seminole
19	Franklin	60	Sumter
20	Gadsden	61	Suwannee
21	Gilchrist	62	Taylor
22	Glades	63	Union
23	Gulf	64	Volusia
24	Hamilton	65	Wakulla
25	Hardee	66	Walton
26	Hendry	67	Washington
27	Hernando	68	School for Deaf/Blind
28	Highlands	69	Dozier/Okeechobee
29	Hillsborough	71	Florida Virtual School
30	Holmes	72	FAU - Lab School
31	Indian River	73	FSU -Charter Lab School
32	Jackson	74	FAMU - Lab School
33	Jefferson	75	UF - Lab School
34	Lafayette	76	Department of Correctional
35	Lake	78	Florida Connections Academy
36	Lee	79	Florida Virtual Academy
37	Leon	99	Other than Florida Public
38	Levy		School
39	Liberty		
40	Madison		
41	Manatee		

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

Implementation Date: Fiscal Year 1995-96 July 1, 1995
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**APPENDIX C
COUNTRY CODES**

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
AF	Afghanistan	CV	Cape Verde
AB	Albania	CJ	Cayman Islands
AG	Algeria	CP	Central African Republic
AN	Andorra	CD	Chad
AO	Angola	CI	Chile
AV	Anguilla	CH	China
AY	Antarctica	KI	Christmas Island
AC	Antigua and Barbuda	CN	Clipperton Island
AX	Antilles	KG	Cocos Islands (Keeling)
AE	Argentina	CL	Colombia
AD	Armenia	CQ	Comoros
AA	Aruba	CF	Congo
AS	Australia	CR	Coral Sea Island
AU	Austria	CS	Costa Rica
AJ	Azerbaijan	DF	Croatia
AI	Azores Islands, Portugal	CU	Cuba
BF	Bahamas	DH	Curacao Island
BA	Bahrain	CY	Cyprus
BS	Baltic States	CX	Czechoslovakia
BG	Bangladesh	DT	Czech Republic
BB	Barbados	DK	Democratic Kampuchea
BI	Bassas Da India	DA	Denmark
BE	Belgium	DJ	Djibouti
BZ	Belize	DO	Dominica
BN	Benin	DR	Dominican Republic
BD	Bermuda	EJ	East Timor
BH	Bhutan	EC	Ecuador
BL	Bolivia	EG	Egypt
BJ	Bonaire Island	ES	El Salvador
BP	Bosnia and Herzegovina	EN	England
BC	Botswana	EA	Equatorial Africa
BV	Bouvet Island	EQ	Equatorial Guinea
BR	Brazil	ER	Eritrea
BT	British Virgin Islands	EE	Estonia
BW	British West Indies	ET	Ethiopia
BQ	Brunei Darussalam	EU	Europa Island
BU	Bulgaria	FA	Falkland Islands (Malvinas)
BX	Burkina Faso, West Africa	FO	Faroe Islands
BM	Burma	FJ	Fiji
BY	Burundi	FI	Finland
JB	Byelorussia SSR	FR	France
CB	Cambodia	FM	France, Metropolitan
CM	Cameroon	FN	French Guiana
CC	Canada	FP	French Polynesia

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**APPENDIX C (Continued)
COUNTRY CODES (Continued)**

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
FS	French Southern and Antarctic Islands	KA	Kazakhstan
JC	French Southern Territories	KE	Kenya
FW	French West Africa	KB	Kiribati
GB	Gabon	KN	Korea, Peoples Republic of (North)
GM	Gambia	KR	Korea, Republic of (South)
GZ	Gaza Strip	KU	Kuwait
GD	Georgia	KC	Kyrgyzstan
GE	Germany	LO	Lao, Peoples Democratic Republic of
GH	Ghana	LP	Lapland
GI	Gibraltar	LV	Latvia
GO	Glorioso Islands	LE	Lebanon
GR	Greece	LT	Lesotho
GL	Greenland	LI	Liberia
GJ	Grenada	LY	Libya
GP	Guadeloupe	LB	Libyan Arab Jamahiriya
GT	Guatemala	LS	Liechtenstein
GF	Guernsey	LH	Lithuania
FG	Guiana	LU	Luxembourg
GV	Guinea	MC	Macau
GS	Guinea-Bissau	MF	Madagascar
GY	Guyana	IM	Madeira Islands
HA	Haiti	MK	Malawi
HM	Heard and McDonald Islands (Australia)	MY	Malaysia
HO	Honduras	MV	Maldives
HK	Hong Kong	ML	Mali
HU	Hungary	XA	Malta
IC	Iceland	MB	Martinique
II	India	MR	Mauritania
IX	Indian Ocean Territory (British)	MP	Mauritius
IO	Indonesia	YT	Mayotte
IR	Iran	NB	Melanesia
IZ	Iraq	MX	Mexico
EI	Ireland	OE	Moldova, Republic of
IS	Israel	MJ	Monaco
IT	Italy	MG	Mongolia
IV	Ivory Coast	MH	Montserrat
JM	Jamaica	OJ	Moorea
JN	Jan Meyan	MW	Morocco
JA	Japan	MZ	Mozambique
JO	Jordan	OP	Myanmar
JD	Juan De Nova Island	NK	Namibia
		NR	Nauru
		NP	Nepal

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**APPENDIX C (Continued)
COUNTRY CODES (Continued)**

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NL	Netherlands	SL	Sierra Leone
NA	Netherlands Antilles	SK	Sikkim
NN	Neutral Zone	SN	Singapore
NW	New Caledonia	QH	Slovakia
NT	New Hibrides	JE	Slovenia
NZ	New Zealand	SI	Solomon Islands
NU	Nicaragua	SO	Somalia
NG	Niger	JF	South Georgia and the South Sandwich Islands
NI	Nigeria	SF	South Africa
QE	Niue	UR	Soviet Union
NF	Norfolk Island	SP	Spain
NX	North Africa	SS	Spanish Sahara
QI	North Ireland	SR	Spratley Islands
NO	Norway	CE	Sri Lanka, Ceylon
OC	Oceania	SB	St. Barthelemy
MU	Oman	SH	St. Helena (Ascension Island)
PI	Pacific Islands	SV	St. Kitts-Nevis
PK	Pakistan	SJ	St. Lucia
PS	Palestine	ST	St. LVC Vincentucia
PN	Panama	JS	St. Pierre and Miquelon
NQ	Papua New Guinea (Previously New Guinea)	JH	St. Vincent and Grenadines
PD	Paracel Islands	SU	Sudan
PX	Paraguay	SX	Suriname
PG	Persian Gulf States	JK	Svalbard
PE	Peru	WZ	Swaziland
RP	Philippines	SW	Sweden
PC	Pitcairn Islands	SZ	Switzerland
PL	Poland	SY	Syria
PY	Polynesia	JJ	Syrian Arab Republic
PO	Portugal	TA	Tahaiti
QA	Qatar	TB	Taiwan, Province of China
RE	Reunion	TZ	Tanzania, United Republic of
RH	Rhodesia	TJ	Tajikistan
RO	Romania	TH	Thailand
RU	Russian Federation	TO	Togo
RW	Rwanda	TL	Tokelau
QD	Samoa	XT	Tonga
SM	San Marino	TD	Trinidad and Tobago
SQ	Sao Tome and Principe	TR	Tromelin Island
SA	Saudi Arabia	TQ	Trust Territory of Pacific
LD	Scotland	TS	Tunisia
SG	Senegal	TU	Turkey
SE	Seychelles Islands	TE	Turkmen (S.S.R.)

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**APPENDIX C (Continued)
COUNTRY CODES (Continued)**

<u>CODE</u>	<u>COUNTRY</u>	<u>CODE</u>	<u>COUNTRY</u>
TK	Turks and Caicos Islands	VE	Venezuela
TY	Tuvalu	VM	Vietnam
UG	Uganda	WL	Wales
UA	Ukraine (Formerly, Ukrainian Soviet Socialist Republic)	WC	Wallis and Futuna Islands
UB	Union of Soviet Socialist Republic	WN	West Indies
TC	United Arab Emirates	WB	Western Sahara
UK	United Kingdom (Great Britain)	WS	Western Samoa
US	United States	YS	Yemen, Peoples Democratic Republic of
UV	Upper Volta	YE	Yemen, Arab Republic
UY	Uruguay	YO	Yugoslavia
UD	Uzbekistan	CG	Zaire
TV	Vatican City	ZA	Zambia
VN	Vanuatu	ZB	Zimbabwe

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APPENDIX D

PROFESSIONAL DEVELOPMENT COMPONENT NUMBER

The component number is a unique seven-digit number assigned by the district to each individual component and should remain the same during the life of the component. It is composed of the following codes:

POSITION 1: FUNCTION - A one-digit code which identifies the function which is the principal focus of the component (s 1012.98(4)(b)3., F.S.)

- 1 Subject Content
- 2 Instructional Methodology
- 3 Technology
- 4 Assessment and Data Analysis
- 5 Classroom Management
- 6 School Safety/Safe Learning Environment
- 7 Management/Leadership/Planning
- 8 General Support

POSITIONS 2-4: FOCUS AREA - A three-digit code which identifies the principal subject area upon which the component focuses.

INSTRUCTION: Components which focus on activities which deal directly with the teaching of pupils or with pupil-teacher interaction.

BASIC PROGRAMS: Basic programs include those instructional programs in grades PK-12 which are not part of the district or agency program in Exceptional Student Education, English Language Learners, Career and Technical Education or Adult/Community Education.

- 000 Art
- 002 Career Education
- 003 Computer Science/Technology Education
- 004 World Languages
- 005 Health/Nutrition
- 006 Humanities
- 007 Integrated Curriculum
- 008 Language Arts
- 009 Mathematics
- 010 Music
- 011 Physical Education
- 012 Prekindergarten
- 013 Reading
- 014 Safety/Driver Education
- 015 Science
- 016 Social Studies
- 017 Writing

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APPENDIX D (Continued)

PROFESSIONAL DEVELOPMENT COMPONENT NUMBER (Continued)

EXCEPTIONAL STUDENT EDUCATION PROGRAMS: Exceptional student Education programs include programs for students with disabilities and students identified as gifted. Component activities are designed to increase the competencies of the participants in generating improved learning environments and improved student outcomes for exceptional students.

- 100 Instructional Strategies
- 101 Classroom Management
- 102 Assessment
- 103 Procedural/Legal Requirements
- 104 Working With Aides, Volunteers, Mentors
- 105 Curriculum

CAREER AND TECHNICAL EDUCATION PROGRAMS: Career and Technical education programs are those instruction programs which are provided in order to enable persons to develop an occupational proficiency or to expose them to the world of work.

- 200 Agribusiness and Natural Resource Education
- 201 Business Technology Education
- 202 Diversified Education
- 203 Family and Consumer Sciences
- 204 Health Science Education
- 205 Industrial Education
- 206 Marketing Education
- 207 Middle School Exploratory Career and Technical Education Wheel
- 208 Public Service Occupations Education
- 209 Technology Education
- 210 Career and Technical Education Instructional Support Services
- 211 Career and Technical Education, Unclassified

ADULT/COMMUNITY EDUCATION PROGRAMS: Adult education programs include adult basic and high school programs for adult students, which provide instruction in the basic skills of reading, writing or arithmetic in grades 1-8 or which provide instruction at the high school level or which prepare the student to take the GED Tests. Adult education programs also include community service, noncredit courses of an educational nature.

- 300 Adult Basic Education (ABE)
- 301 Adult Education, Unclassified
- 302 Adult English for Speakers of Other Languages (ESOL)
- 303 Adult General Education for Adults with Disabilities
- 304 Citizenship
- 305 General Education – Promotion (Adult High School)
- 306 General Education Development (GED) Preparatory
- 307 Career and Technical Education Preparatory Instruction
- 308 Workspace Readiness Skills

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APPENDIX D (Continued)

PROFESSIONAL DEVELOPMENT COMPONENT NUMBER (Continued)

STUDENT AND INSTRUCTIONAL SUPPORT PROCESSES: Components which do not focus on any one basic program, but increase the competencies of the participants in generating improved learning environments. They include instructional support services (media, volunteers, multicultural education, organizational supports), student support services (social, counseling, psychological and health), and intervention and prevention programs.

- 400 Academic Interventions
- 401 Assessment/Student Appraisal
- 402 Attendance
- 403 Behavioral Interventions (e.g., crisis, abuse, social skills)
- 404 Classroom Management and Organization/Learning Environments
- 405 Dropout Retrieval
- 406 Human Relations/Communication Skills
- 407 Instructional Media Services
- 408 Instructional Strategies
- 409 Instructional Support Services, Unclassified
- 410 Laws, Rules, Policies, Procedures
- 411 Learning Styles, Student Differences
- 412 Multicultural Education
- 413 Parent involvement, Parent Support
- 414 Physical and Mental Health Issues
- 415 Problem-Solving Teams
- 416 Professional Standards and Ethics
- 417 Program Administration, Evaluation, Accountability
- 418 Scholarships, Financial Aid, Education Transitions
- 419 Section 504/Americans with Disabilities Act
- 420 Service Coordination, Collaboration, Integration
- 421 Student Motivation
- 422 Students Records
- 423 Supplemental Academic Instruction
- 424 Working With Volunteers, Aides and Mentors

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APPENDIX D (Continued)

PROFESSIONAL DEVELOPMENT COMPONENT NUMBER (Continued)

GENERAL SUPPORT: Components which focus on activities or services connected with establishing policy and the management of the school system or of individual schools or with the provision of facilities and services to staff. Central services include the activities of planning, research, evaluation, statistical analysis and data processing.

- 500 Board of Education
- 501 Central Services – Planning/Program Evaluation/Continuous Improvement
- 502 District-Level Management
- 503 Diversity/Ethics
- 504 Fiscal Services
- 505 Food Services
- 506 General Support Services, Unclassified
- 507 Leadership Skills/Communication/Critical Thinking
- 508 Management Information Services
- 509 Office/Clerical Services
- 510 Plant Operation and Maintenance
- 511 Safety/Security
- 512 School Improvement
- 513 School-Level Management
- 514 Service on Advisory or Instructional Materials Councils
- 515 Transportation Services

COMMUNITY SERVICES: Components which focus on activities which do not relate directly to the education of pupils in the school system but pertain to services provided to the community such as recreation and day care programs, civic activities or library services.

- 600 Community Services, Unclassified
- 601 Lay Advisory Councils
- 602 Parent Education

ENGLISH LANGUAGE LEARNERS: Professional development activities related to the teaching and learning of English Language Learners (ELL).

- 700 Instructional strategies for ELL students
- 701 Understanding and implementation of assessment of ELL students
- 702 Understanding and implementation of English language proficiency (ELP) standards and academic content standards for ELL students
- 703 Alignment of the curriculum in language instruction educational programs to ELP standards
- 704 Subject matter knowledge for teachers
- 705 Other

POSITIONS 5-7: SEQUENTIAL NUMBER - A three-digit code which assigns a sequential number (001-999) to each component with the same function and focus area.

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APPENDIX E

JOB CODE ASSIGNMENTS

The job codes have been structured around the function categories 5100 to 9100 found in the Financial and Program Cost Accounting and Reporting Manual (Red Book) so that jobs found in a particular function will have codes beginning with the two digits which correspond to that function area. For example, teachers in basic education have job codes beginning with 51 and food service workers have job codes beginning with 76.

In addition, the job codes have been organized to form the following 11 categories of employees:

Categories of Employees

- I. Executive Administrators
- II. General Administrators
- III. School Administrators
- IV. Professional Staff
- V. Instructional Staff
- VI. Other Managers
- VII. Technicians
- VIII. Paraprofessionals and Administrative Support Workers
- IX. Skilled Crafts Workers
- X. Service Workers
- XI. Other - School Board Members

The first three categories (Executive Administrators, General Administrators and School Administrators) comprise the Administrative Staff. The Instructional Staff includes category V. (Instructional Staff) plus those in categories IV. (Professional Staff) and VI. (Other Managers) whose duties are instructional. Categories VII. through X. and noninstructional personnel in Categories IV. and VI. make up the Support Staff. Definitions and guidelines for the use and assignment of job codes and categories follow.

A basic premise that should be followed throughout the assignment of job codes is that an employee should be coded according to the job functions required rather than according to the job title or pay schedule for that job. No employee eligible for membership in a bargaining unit should be assigned a job code in Categories I., II. or III.

APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

Definitions and Guidelines for Use of Job Codes and Categories

I. Executive Administrators

Included here are persons with district-level administrative or policy-making duties who have broad authority for management policies and general school district operations. They often report directly to the superintendent and supervise other administrative employees. These staff members perform jobs which require leadership, discretion and independent judgment.

Included here are the superintendent and deputy, associate, assistant and area superintendents.

Executive administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

II. General Administrators

These persons have general administrative duties within a department, subdivision or special area. They have a management and policy-making duties and often direct the work of other employees. Their duties may include recommending hiring, firing, advancements, etc.; evaluating employees; setting and adjusting work schedules; supervising work; handling employee complaints; and interviewing, selecting and training employees.

Included here are executive and general directors, directors, assistant directors, supervisors, coordinators and administrators on special assignment.

General administrators in the district should be assigned job codes based on the established hierarchy. That is, the administrator who is higher in the district hierarchy should be placed higher when assigning DOE job codes, regardless of the title that person actually holds in the district. If this category of employee does not exist in a particular district, that district should assign DOE job codes in another category, as appropriate.

III. School Administrators

These administrators include the following:

Principals - Staff members performing the assigned activities as the administrative head of a school to whom has been delegated responsibility for the coordination and direction of the activities of the school.

Assistant Principals - Staff members assisting the administrative head of the school.

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

Curriculum Coordinators and Deans - Staff members under the direction of the administrative head of the school who have responsibility for such things as disciplining students, assisting teachers with classroom management problems, providing information and guidance to other staff members to provide the curriculum of the school and similar duties.

IV. Professional Staff

These staff members perform activities of leadership, guidance and expertise in a field of specialization which requires knowledge of an advanced type. The work generally requires the consistent exercise of discretion and judgment in its performance.

Included here are specialists, managers, administrative assistants, architects, attorneys, accountants, computer programmers and teachers on special assignment.

V. Instructional Staff

Instructional staff include the following:

Classroom teachers - Staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career and technical education and adult education. Substitute teachers are included here.

Pupil Personnel Services - Staff members responsible for advising students with regard to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments; providing placement services; performing educational evaluations; and similar functions. Included here are guidance counselors, social workers, occupational/placement specialists and school psychologists.

Librarians/Media Specialists - Staff members responsible for organizing and managing school libraries. These employees are responsible for preparing, caring for and making available to instructional programs the equipment, materials, scripts and other aids which assist teaching and learning through special appeal to the senses of sight and hearing, e.g., audio-visual services, etc.

Other Instructional Staff - Staff members who are part of the instructional staff but are not classified in one of the above categories. Included here are primary specialists, learning resource specialists, instructional trainers and similar positions.

Coaches: Reading/Math - Staff members responsible for providing professional development to teachers to generate improvement in reading/math instruction and reading/math achievement. These employees model effective instructional strategies; facilitate study groups; train teachers in data analysis; coach and mentor colleagues and, in general, provide daily support to classroom teachers. These employees are not teachers or resource teachers; they only work with students when modeling appropriate strategies for teachers or when conducting diagnostic assessments.

VI. Other Managers

These staff members perform some managerial and supervisory functions while usually also performing general operations functions, clerical work or routine tasks. They may direct employees' work, plan the work schedule, control the flow and distribution of work or materials, train employees, handle complaints, authorize payments and appraise productivity and efficiency of employees.

Included here are managers such as word processing center managers, mail room managers and lunch room managers; foremen and lead workers.

APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

VII. Technicians

Individuals whose occupations require a combination of knowledge and manual skill which can be obtained through about two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Included here are such staff members as computer programmers and operators, film inspectors, projectionists, graphic artists, draftsmen, engineering aides, licensed practical nurses, dietitians, photographers, radio operators, technical illustrators and technicians (medical, dental, electronic, physical science).

VIII. Paraprofessionals and Administrative Support Workers

Included here are the following:

Administrative Support Workers - Individuals whose job requires skills and training in clerical-type work including activities such as preparing, transcribing, systematizing or preserving written communications and reports or operating equipment such as bookkeeping machines, word processors and tabulating machines. Include secretaries, clerks, bookkeepers, messengers and office machine operators.

Paraprofessionals - Individuals who provide instructional support services only when working under the direct supervision of a teacher. Included here are classroom aides in regular instruction, exceptional education aides, career and technical education aides, adult education aides, library aides, physical education and playground aides and other school-level aides and paraprofessionals. Non-instructional paraprofessional roles may include personal care services, clerical duties, parental involvement activities, non-instructional computer assistance, food service, non-instructional media center/library supervision, playground/cafeteria supervision, and translators. [Title I Paraprofessionals include all paraprofessionals who 1) work in a targeted assistance program and are paid with Title I funds or 2) in a Title I school wide program.]

IX. Skilled Crafts Workers

Individuals who perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Include mechanics, repairmen, electricians, heavy equipment operators, stationery engineers, skilled machining occupations, carpenters, compositors and typesetters.

X. Service Workers

Staff members performing a service for which there are no formal qualifications. Included here are those responsible for cleaning the buildings, school plants or supporting facilities; maintenance and operation of such equipment as heating and ventilation systems; preserving the security of school property; and keeping the school plant safe for occupancy and use.

Include garage laborers, car washers and greasers, gardeners and groundskeepers.

XI. Other - School Board Members

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

Job Classifications With Unique Last Digits

Each job has been given a unique title, abbreviated title and job code number. Certain job classifications have been given unique last digits within most, but not all, of the function categories. These are listed below.

- I. Executive Administrators
 - 00 Superintendent
 - 01 Deputy Superintendent
 - 02 Associate Superintendent
 - 03 Assistant/Area Superintendent

- II. General Administrators
 - 04 Executive/General Director
 - 05 Director
 - 06 Assistant Director
 - 07 Supervisor
 - 08 Coordinator
 - 09 Administrator on Special Assignment

- IV. Professional Staff
 - 10 Specialist/Manager
 - 11 Administrative Assistant
 - 12. Teacher on Special Assignment

- VI. Other Managers
 - 13 Manager
 - 14. Foreman
 - 15. Lead Worker

- VIII. Paraprofessionals and Administrative Support Workers
 - 90 Executive Secretary
 - 91 Secretary
 - 92 Clerk Typist
 - 93 Clerk
 - 94 Office Aide
 - 95 Receptionist
 - 96 Data Entry Operator
 - 97 Bookkeeper
 - 98 Messenger/Deliveryman
 - 99 Other Clerical Staff

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

51 Basic Instruction

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, DR PREV-E	51001	Teacher, Dropout Prevention, Elementary
TEACHER, DR PREV-M/J	51002	Teacher, Dropout Prevention, Middle/Junior
TEACHER, DR PREV-SH	51003	Teacher, Dropout Prevention, Senior High
TEACHER, ART-E	51004	Teacher, Art, Elementary
TEACHER, ART M/J	51005	Teacher, Art, Middle/Junior
TEACHER, ART-SH	51006	Teacher, Art, Senior High
TEACHER, COMPU ED-E	51007	Teacher, Computer Education, Elementary
TEACHER, COMPU ED-M/J	51008	Teacher, Computer Education, Middle/Junior
TEACHER, COMPU ED-SH	51009	Teacher, Computer Education, Senior High
TEACHER, DANCE-M/J	51010	Teacher, Dance, Middle/Junior High
TEACHER, DANCE-SH	51011	Teacher, Dance, Senior High
TEACHER, DRAMA-M/J	51012	Teacher, Drama, Middle/Junior
TEACHER, DRAMA-SH	51013	Teacher, Drama, Senior High
TEACHER, EXPER ED-SH	51014	Teacher, Experiential Education, Senior High
TEACHER, FOR LAN-E	51015	Teacher, World Language, Elementary
TEACHER, FOR LAN-M/J	51016	Teacher, World Language, Middle/Junior
TEACHER, FOR LAN-SH	51017	Teacher, World Language, Senior High
TEACHER, HEALTH-E	51018	Teacher, Health, Elementary
TEACHER, HEALTH-M/J	51019	Teacher, Health, Middle/Junior
TEACHER, HEALTH-SH	51020	Teacher, Health, Senior high
TEACHER, HUM-M/J	51021	Teacher, Humanities, Middle/Junior High
TEACHER, HUM-SH	51022	Teacher, Humanities, Senior High
TEACHER, ISS-E	51023	Teacher, In-School Suspension, Elementary
TEACHER, ISS-M/J	51024	Teacher, In-School Suspension, Middle/Junior
TEACHER, ISS-SH	51025	Teacher, In-School Suspension, Senior High
TEACHER, LANG AR-E	51026	Teacher, Language Arts, Elementary
TEACHER, LANG AR-M/J	51027	Teacher, Language Arts, Middle/Junior
TEACHER, LANG AR-SH	51028	Teacher, Language Arts, Senior High
TEACHER, LIB/MED-M/J	51029	Teacher, Library/Media, Middle/Junior
TEACHER, LIB/MED-SH	51030	Teacher, Library/Media, Senior High
TEACHER, MATH-E	51031	Teacher, Mathematics, Elementary
TEACHER, MATH-M/J	51032	Teacher, Mathematics, Middle/Junior
TEACHER, MATH-SH	51033	Teacher, Mathematics, Senior High
TEACHER, MUSIC-E	51034	Teacher, Music, Elementary
TEACHER, MUSIC-M/J	51035	Teacher, Music, Middle/Junior
TEACHER, MUSIC-SH	51036	Teacher, Music, Senior High
TEACHER, PEER CN-M/J	51037	Teacher, Peer Counseling, Middle/Junior
TEACHER, PEER CN-SH	51038	Teacher, Peer Counseling, Senior High
TEACHER, PE-E	51039	Teacher, Physical Education, Elementary
TEACHER, PE-M/J	51040	Teacher, Physical Education, Middle/Junior
TEACHER, PE-SH	51041	Teacher, Physical Education, Senior High
TEACHER, READ, SH	51042	Teacher, Reading, Senior High
TEACHER, REM/CE-E	51043	Teacher, Remedial/Comp Ed, Elementary

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

51 Basic Instruction

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, REM/CE-M/J	51044	Teacher, Remedial/Comp Ed, Middle/Junior
TEACHER, REM/CE-SH	51045	Teacher, Remedial/Comp Ed, Senior High
TEACHER, RSRCH/CRIT THNK-SH	51046	Teacher, Research/Critical Thinking, Senior High
TEACHER, ROTC/MIL TRNG-M/J	51047	Teacher, ROTC/Military Training, Middle/Junior
TEACHER, ROTC/MIL TRNG-SH	51048	Teacher, ROTC/Military Training, Senior High
TEACHER, DR ED-SH	51049	Teacher, Safety/Driver Education, Senior High
TEACHER, SCIENCE-E	51050	Teacher, Science, Elementary
TEACHER, SCIENCE-M/J	51051	Teacher, Science, Middle/Junior
TEACHER, SCIENCE-SH	51052	Teacher, Science, Senior High
TEACHER, LEAD DEV, SH	51053	Teacher, Leadership Skills Development, Senior High
TEACHER, KG	51054	Teacher, Self Contained, Kindergarten
TEACHER, FIRST	51055	Teacher, Self Contained, First Grade
TEACHER, SECOND	51056	Teacher, Self Contained, Second Grade
TEACHER, THIRD	51057	Teacher, Self Contained, Third Grade
TEACHER, FOURTH	51058	Teacher, Self Contained, Fourth Grade
TEACHER, FIFTH	51059	Teacher, Self Contained, Fifth Grade
TEACHER, SIXTH	51060	Teacher, Self Contained, Sixth Grade
TEACHER, SOC ST-E	51061	Teacher, Social Studies, Elementary
TEACHER, SOC ST-M/J	51062	Teacher, Social Studies, Middle/Junior
TEACHER, SOC ST-SH	51063	Teacher, Social Studies, Senior High
TEACHER, ST HALL-E	51064	Teacher, Study Hall, Elementary
TEACHER, ST HALL-M/J	51065	Teacher, Study Hall, Middle/Junior
TEACHER, ST HALL-SH	51066	Teacher, Study Hall, Senior High
TEACHER, UNGRADED-E	51067	Teacher, Ungraded Elementary
TEACHER, COMBIN-E	51068	Teacher, Combination, Elementary Grades
TEACHER, M/J	51069	Teacher, Middle/Junior High Classroom
TEACHER, SH	51070	Teacher, Senior High Classroom
TEACHER, OTHER	51071	Teacher, Other Classroom
TEACHER, CTE BASIC	51072	Teacher, Career and Technical Education Basic
TEACHER, TTL I-E	51073	Teacher, Title I, Elementary
TEACHER, TTL I-M/J	51074	Teacher, Title I, Middle/Junior
TEACHER, RSRCH/CRIT THNK-M/J	51075	Teacher, Research/Critical Thinking, Middle/Junior
INT RESOURCE TEACHER	51076	Intermediate Resource Teacher
BILINGUAL SPECIALIST	51077	Bilingual Specialist
LAB ASSISTANT	51078	Lab Assistant
TUTOR	51079	Tutor
SUB TEACH, BASIC	51080	Substitute Teacher, Basic Program
ATHLETIC COACH	51081	Athletic Coach

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

51 Basic Instruction

Abbreviated Title	Job Code Number	Job Code Title
INTERPRETER, BASIC	51082	Interpreter, Basic Instruction
TEACHER, EXPLOR, M/J	51083	Teacher, Exploratory and Experiential Education, Middle/Junior High
TEACHER, READ - E	51084	Teacher, Reading, Elementary
TEACHER, READ - M/J	51085	Teacher, Reading, Middle/Junior High
TSA, BASIC	51090	Teacher on Special Assignment, Basic Instruction
PARAPROFESSIONAL, KG	51101	Paraprofessional, Kindergarten
PARAPROFESSIONAL, FIRST	51102	Paraprofessional, First Grade
PARAPROFESSIONAL, SECOND	51103	Paraprofessional, Second Grade
PARAPROFESSIONAL, THIRD	51104	Paraprofessional, Third Grade
PARAPROFESSIONAL, FOURTH	51105	Paraprofessional, Fourth Grade
PARAPROFESSIONAL, FIFTH	51106	Paraprofessional, Fifth Grade
PARAPROFESSIONAL, SIXTH	51107	Paraprofessional, Sixth Grade
PARAPROFESSIONAL, ELEM	51108	Paraprofessional, Elementary
PARAPROFESSIONAL, M/J	51109	Paraprofessional, Middle/Junior High
PARAPROFESSIONAL, SH	51110	Paraprofessional, Senior High
PARAPROFESSIONAL, TTL I-E	51111	Paraprofessional, Title I, Elementary
PARAPROFESSIONAL, TTL I-M/J	51112	Paraprofessional, Title I, Middle/Junior High
PARAPROFESSIONAL, TTL I-SH	51113	Paraprofessional, Title I, Senior High
PARAPROFESSIONAL, OTH BA	51114	Paraprofessional, Other Basic Program
SUB PARAPROFESSIONAL	51115	Substitute Paraprofessional

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**52 Exceptional Student
Education**

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, ID	52001	Teacher, Intellectual Disabilities
TEACHER, OI	52003	Teacher, Orthopedically Impaired
TEACHER, DHH	52004	Teacher, Deaf or Hard of Hearing
TEACHER, VI	52005	Teacher, Visually Impaired
TEACHER, EBD	52006	Teacher, Emotional/Behavioral Disabilities
TEACHER, SLD	52007	Teacher, Specific Learning Disabled
TEACHER, GIFTED	52008	Teacher, Gifted
TEACHER, H/H	52009	Teacher, Hospital/Homebound
TEACHER, ASD	52010	Teacher, Autism Spectrum Disorder
TEACHER, DSI	52013	Teacher, Dual-Sensory Impaired
TEACHER, VE	52014	Teacher, Varying Exceptionalities
TEACHER, PK HDC	52015	Teacher, Prekindergarten Handicapped
PHYSICAL THERAPIST	52016	Physical Therapist
OCC THERAPIST	52017	Occupational Therapist
SP/LANG PATH	52018	Speech and Language Pathologist
O/M SPECIALIST	52019	Orientation & Mobility Specialist
MUSIC THERAPIST	52020	Music Therapist
REC THERAPIST	52021	Recreation Therapist
JOB COACH	52022	Job Coach, Exceptional Student Education
TUTOR COMP/ATTEND	52027	Tutor Companion/Attendant
INTERPRETER, EX ED	52028	Interpreter, Exceptional Student Education
ART SPEC	52029	Art Specialist
PT ASST	52030	Physical Therapist Assistant, Licensed
OT ASST	52031	Occupational Therapy Assistant, Licensed
SP THERAPY AIDE	52032	Speech Therapy Aide
TEACHER, ADAPTIVE PE	52033	Teacher, Adaptive Physical Education
TEACHER, TBI	52034	Teacher, Traumatic Brain Injury
PARAPROFESSIONAL, EX ST ED	52050	Paraprofessional, Exceptional Student Education
BUS AIDE, EX ST ED	52051	Bus Aide, Exceptional Student Education
SELF-CARE AIDE, EX ST ED	52052	Self-Care Aide, Exceptional Student Education
SUB TEACH, EX ST ED	52080	Substitute Teacher, Exceptional Student Education
TSA, EX ST ED	52090	Teacher on Special Assignment, Exceptional Student Education

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued) 53 Career and Technical Education

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, AGRI/NRE	53001	Teacher, Agribusiness/Natural Resources Education
TEACHER, BUSINESS ED	53002	Teacher, Business Technology Education
TEACHER, DIVERS ED	53003	Teacher, Diversified Education
TEACHER, HEALTH ED	53004	Teacher, Health Science Education
TEACHER, FAM/CONS	53005	Teacher, Family and Consumer Sciences
TEACHER, TECH ED	53006	Teacher, Technology Education
TEACHER, IND ED	53007	Teacher, Industrial Education
TEACHER, MARKETING	53008	Teacher, Marketing Education
TEACHER, PUB SER	53009	Teacher, Public Service Education
TEACHER, CTE OR/EXP	53010	Teacher, Career and Technical Education Orientation/ Exploration
TEACHER, CTE-ISS	53011	Teacher, Career and Technical Education Instructional Support Services
TEACHER, SAIL	53012	Teacher, System for Applied Individualized Learning (SAIL)
WORK-STUDY COOR	53013	Work-Study Coordinator
TEACHER, OTH CTE	53014	Teacher, Other Career and Technical Education
PARAPROFESSIONAL, CTE	53050	Paraprofessional, Career and Technical Education
SUB TEACHER, CTE	53080	Substitute Teacher, Career and Technical Education
TSA, CTE	53090	Teacher on Special Assignment, Career and Technical Education

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APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued)

54 Adult Education

Abbreviated Title	Job Code Number	Job Code Title
TEACHER, ADULT ED	54001	Teacher, Adult Education
PARAPROFESSIONAL, ADULT ED	54050	Paraprofessional, Adult Education
SUB TEACH ADULT ED	54080	Substitute Teacher, Adult Education
TSA, ADULT ED	54090	Teacher on Special Assignment, Adult Education

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APPENDIX E (Continued)
JOB CODE ASSIGNMENTS (Continued) 55 Prekindergarten

Abbreviated Title	Job Code	
	Number	Job Code Title
PARAPROFESSIONAL, PK	55051	Paraprofessional, Prekindergarten
TEACHER, PK	55052	Teacher, Self Contained, Prekindergarten
SUB TEACH, PK	55080	Substitute Teacher, Prekindergarten

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

59 Other Education

Abbreviated Title	Job Code	
	Number	Job Code Title
TEACHER, OTHER INS	59001	Teacher, Other Instruction
PARAPROFESSIONAL, OTH INS	59050	Paraprofessional, Other Instruction
SUB TEACH, OTH INS	59080	Substitute Teacher, Other Instruction
TSA, OTH INS	59090	Teacher on Special Assignment, Other Instruction

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

61 Pupil Personnel Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, PPS	61001	Deputy Superintendent, Pupil Personnel Services
ASSOC SUPER, PPS	61002	Associate Superintendent, Pupil Personnel Services
ASST SUPER, PPS	61003	Assistant/Area Superintendent, Pupil Personnel Services
EXEC DIR, PPS	61004	Executive/General Director, Pupil Personnel Services
DIR, PPS	61005	Director, Pupil Personnel Services
ASST DIR, PPS	61006	Assistant Director, Pupil Personnel Services
SUPP, PPS	61007	Supervisor, Pupil Personnel Services
COOR, PPS	61008	Coordinator, Pupil Personnel Services
ADMIN SA, PPS	61009	Administrator on Special Assignment, Pupil Personnel Services
SPEC, PPS	61010	Specialist/Manager, Pupil Personnel Services
ADMIN ASST, PPS	61011	Administrative Assistant, Pupil Personnel Services
TSA, PPS	61012	Teacher on Special Assignment, Pupil Personnel Services
STUDENT SER WORKER	61020	Student Services Worker
SCH RES OFFICER	61021	School Resource Officer
PARENT ED SPEC	61022	Parent Education Specialist
RECRUITER, MIG ED	61023	Recruiter, Migrant Education
DROPOUT PV SPEC	61024	Dropout Prevention Specialist
CHILD FIND SPEC	61025	Child Find Specialist
DIAGNOSTIC SPEC	61026	Diagnostic Specialist
RESIDENT SUP	61040	Residential Supervisor
ASST RESIDENT SUP	61041	Assistant Residential Supervisor
RESIDENT INSTRUC	61042	Residential Instructor
ASST RESIDENT INST	61043	Assistant Residential Instructor
EXEC SEC, PPS	61090	Executive Secretary, Pupil Personnel Services
SEC, PPS	61091	Secretary, Pupil Personnel Services
CLERK TYP, PPS	61092	Clerk Typist, Pupil Personnel Services
CLERK, PPS	61093	Clerk, Pupil Personnel Services
OFF AIDE, PPS	61094	Office Aide, Pupil Personnel Services
RECEP, PPS	61095	Receptionist, Pupil Personnel Services
DATA ENTRY OP, PPS	61096	Data Entry Operator, Pupil Personnel Services
BOOKKEEPER, PPS	61097	Bookkeeper, Pupil Personnel Services
MESSENGER, PPS	61098	Messenger/Deliveryman, Pupil Personnel Services
OTH CLER, PPS	61099	Other Clerical Staff, Pupil Personnel Services

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Attendance/Social Work

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, ATT/SW	61101	Deputy Superintendent, Attendance/Social Work
ASSOC SUPER, ATT/SW	61102	Associate Superintendent, Attendance/Social Work
ASST SUPER, ATT/SW	61103	Assistant/Area Superintendent, Attendance/Social Work
EXEC DIR, ATT/SOC WK	61104	Executive/General Director, Attendance/Social Work
DIR, ATT/SOC WK	61105	Director, Attendance/Social Work
ASST DIR, ATT/SOC WK	61106	Assistant Director, Attendance/Social Work
SUP, ATT/SOC WK	61107	Supervisor, Attendance/Social Work
COOR, ATT/SOC WK	61108	Coordinator, Attendance/Social Work
ADMIN SA ATT/SW	61109	Administrator on Special Assignment, Attendance/Social Work
SPEC, ATT/SW	61110	Specialist/Manager, Attendance/Social Work
ADMIN ASST, ATT/SW	61111	Administrative Assistant, Attendance/Social Work
TSA, ATT/SW	61112	Teacher on Special Assignment, Attendance/Social Work
DIR, ATTENDANCE	61119	Director, Attendance
DIR, SOCIAL WORK	61120	Director, Social Work
SUP, ATTENDANCE	61121	Supervisor, Attendance
SUP, SOCIAL WORK	61122	Supervisor, Social Work
COOR, ATTENDANCE	61123	Coordinator, Attendance
COOR, SOCIAL WORK	61124	Coordinator, Social Work
ATTENDANCE ASST	61130	Attendance Assistant/Truancy Officer
SCH SOC WK	61131	School Social Worker
EXEC SEC, ATT/SOC WK	61190	Executive Secretary, Attendance/Social Work
SEC, ATT/SOC WK	61191	Secretary, Attendance/Social Work
CLERK TYP, ATT/SOC WK	61192	Clerk Typist, Attendance/Social Work
CLERK, ATT/SOC WK	61193	Clerk, Attendance/Social Work
OFF AIDE, ATT/SOC WK	61194	Office Aide, Attendance/Social Work
RECEP, ATT/SOC WK	61195	Receptionist, Attendance/Social Work
DATA EN OP, ATT/SW	61196	Data Entry Operator, Attendance/Social Work
BOOKKEEPER, ATT/SW	61197	Bookkeeper, Attendance/Social Work
MESSENGER, ATT/SW	61198	Messenger/Deliveryman, Attendance/Social Work
OTH CLER, ATT/SW	61199	Other Clerical Staff, Attendance/Social Work

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Guidance Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, GUIDANCE	61201	Deputy Superintendent, Guidance Services
ASSOC SUPER, GUID	61202	Associate Superintendent, Guidance Services
ASST SUPER, GUID	61203	Assistant/Area Superintendent, Guidance Services
EXEC DIR, GUIDANCE	61204	Executive/General Director, Guidance Services
DIR, GUIDANCE	61205	Director, Guidance Services
ASST DIR, GUIDANCE	61206	Assistant Director, Guidance Services
SUP, GUIDANCE	61207	Supervisor, Guidance Services
COOR, GUIDANCE	61208	Coordinator, Guidance Services
ADMIN SA, GUIDANCE	61209	Administrator on Special Assignment, Guidance Services
SPEC, GUIDANCE	61210	Specialist/Manager, Guidance Services
ADMIN ASST, GUIDANCE	61211	Administrative Assistant, Guidance Services
TSA, GUIDANCE	61212	Teacher on Special Assignment, Guidance Services
DIR, CAREER ED	61219	Director, Career Education
SUP, CAREER ED	61220	Supervisor, Career Education
COOR, CAREER ED	61221	Coordinator, Career Education
DIR, ELEM GUIDANCE	61222	Director, Elementary Guidance
SUP, ELEM GUIDANCE	61223	Supervisor, Elementary Guidance
COOR, ELEM GUIDANCE	61224	Coordinator, Elementary Guidance
DIR, SECON GUIDANCE	61225	Director, Secondary Guidance
SUP, SECON GUIDANCE	61226	Supervisor, Secondary Guidance
COOR, SECON GUIDANCE	61227	Coordinator, Secondary Guidance
DIR, OCC/PL SER	61228	Director, Occupational and Placement Services
SUP, OCC/PL SER	61229	Supervisor, Occupational and Placement Services
COOR, OCC/PL SER	61230	Coordinator, Occupational and Placement Services
COUNSELOR-E	61231	Counselor, Elementary School
COUNSELOR-M/J	61232	Counselor, Middle/Junior High
COUNSELOR-SH	61233	Counselor, Senior High School
COUNSELOR-ADULT/CTE	61234	Counselor, Adult/Career and Technical Education School
COUNSELOR-EX ED	61235	Counselor, Exceptional Education School
COUNSELOR-OTH SCH	61236	Counselor, Other Type School
COUNSELOR-CAREER ED	61237	Counselor, Career Education
CAREER SPEC	61238	Career Specialist
JOB DEV COUNSELOR	61239	Job Development Counselor
EXEC SEC, GUIDANCE	61290	Executive Secretary, Guidance Services
SEC, GUIDANCE	61291	Secretary, Guidance Services
CLERK TYP, GUIDANCE	61292	Clerk Typist, Guidance Services
CLERK, GUIDANCE	61293	Clerk, Guidance Services
OFF AIDE, GUIDANCE	61294	Office Aide, Guidance Services
RECEP, GUIDANCE	61295	Receptionist, Guidance Services
DATA ENT OP, GUID	61296	Data Entry Operator, Guidance Services
BOOKKEEPER, GUIDANCE	61297	Bookkeeper, Guidance Services
MESSENGER, GUIDANCE	61298	Messenger/Deliveryman, Guidance Services
OTH CLER, GUIDANCE	61299	Other Clerical Staff, Guidance Services

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JOB ASSIGNMENT CODES (Continued)

61 Health Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, HEALTH	61301	Deputy Superintendent, Health Services
ASSOC SUPER, HEALTH	61302	Associate Superintendent, Health Services
ASST SUPER, HEALTH	61303	Assistant/Area Superintendent, Health Services
EXEC DIR, HEALTH SER	61304	Executive/General Director, Health Services
DIR, HEALTH SER	61305	Director, Health Services
ASST DIR, HEALTH SER	61306	Assistant Director, Health Services
SUP, HEALTH SER	61307	Supervisor, Health Services
COOR, HEALTH SER	61308	Coordinator, Health Services
ADMIN SA, HEALTH	61309	Administrator on Special Assignment, Health Services
SPEC, HEALTH	61310	Specialist/Manager, Health Services
ADMIN ASST, HEALTH	61311	Administrative Assistant, Health Services
TSA, HEALTH	61312	Teacher on Special Assignment, Health Services
NURSE, RN	61320	Nurse, Registered (RN)
NURSE, LPN	61321	Nurse, Licensed Practical (LPN)
DOCTOR	61322	Doctor
DENTIST	61323	Dentist
DENTAL ASST/ORAL HYG	61324	Dental Assistant/Oral Hygienist
NURSE ASST	61325	Nurse's Assistant
NUTRITION SPEC	61326	Nutritional Specialist
SUBSTANCE ABUSE COOR	61327	Substance Abuse Coordinator
COMMUNITY HEALTH ADV	61328	Community Health Advocate
PHARMACY AIDE	61329	Pharmacy Aide
CLINIC ATTENDANT	61330	Clinic Attendant/Health Aide
HEALTH SER TRAINER	61331	Health Services Trainer
AUDIOLOGIST	61332	Audiologist
EXEC SEC, HEALTH SER	61390	Executive Secretary, Health Services
SEC, HEALTH SER	61391	Secretary, Health Services
CLERK TYP, HEALTH SER	61392	Clerk Typist, Health Services
CLERK, HEALTH SER	61393	Clerk, Health Services
OFF AIDE, HEALTH SER	61394	Office Aide, Health Services
RECEP, HEALTH SER	61395	Receptionist, Health Services
DATA ENT OP, HEALTH	61396	Data Entry Operator, Health Services
BOOKKEEPER, HEALTH	61397	Bookkeeper, Health Services
MESSENGER, HEALTH	61398	Messenger/Deliveryman, Health Services
OTH CLER, HEALTH	61399	Other Clerical Staff, Health Services

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

61 Psychological Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, PSYCH	61401	Deputy Superintendent, Psychological Services
ASSOC SUPER, PSYCH	61402	Associate Superintendent, Psychological Services
ASST SUPER, PSYCH	61403	Assistant/Area Superintendent, Psychological Services
EXEC DIR, PSYCH SER	61404	Executive/General Director, Psychological services
DIR, PSYCH SER	61405	Director, Psychological Services
ASST DIR, PSYCH SER	61406	Assistant Director, Psychological Services
SUP, PSYCH SER	61407	Supervisor, Psychological Services
COOR, PSYCH SER	61408	Coordinator, Psychological Services
ADMIN SA, PSYCH	61409	Administrator on Special Assignment, Psychological Services
SPEC, PSYCH	61410	Specialist/Manager, Psychological Services
ADMIN ASST, PSYCH	61411	Administrative Assistant, Psychological Services
TSA, PSYCH	61412	Teacher on Special Assignment, Psychological Services
SCHOOL PSYCHOLOGIST	61420	School Psychologist
PSYCHOMETRIST	61421	Psychometrist
EXEC SEC, PSYCH SER	61490	Executive Secretary, Psychological Services
SEC, PSYCH SER	61491	Secretary, Psychological Services
CLERK TYP, PSYCH SER	61492	Clerk Typist, Psychological Services
CLERK, PSYCH SER	61493	Clerk, Psychological Services
OFF AIDE, PSYCH SER	61494	Office Aide, Psychological Services
RECEP, PSYCH SER	61495	Receptionist, Psychological Services
DATA ENT OP, PSYCH	61496	Data Entry Operator, Psychological Services
BOOKKEEPER, PSYCH	61497	Bookkeeper, Psychological Services
MESSENGER, PSYCH	61498	Messenger/Deliveryman, Psychological Services
OTH CLER, PSYCH	61499	Other Clerical Staff, Psychological Services

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62 Instructional Media

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, MEDIA	62001	Deputy Superintendent, Instructional Media
ASSOC SUPER, MEDIA	62002	Associate Superintendent, Instructional Media
ASST SUPER, MEDIA	62003	Assistant/Area Superintendent, Instructional Media
EXEC DIR, MEDIA	62004	Executive/General Director, Instructional Media
DIR, MEDIA	62005	Director, Instructional Media
ASST DIR, MEDIA	62006	Assistant Director, Instructional Media
SUP, MEDIA	62007	Supervisor, Instructional Media
COOR, MEDIA	62008	Coordinator, Instructional Media
ADMIN SA, MEDIA	62009	Administrator on Special Assignment, Instructional Media Services
SPEC, MEDIA	62010	Specialist/Manager, Instructional Media Services
ADMIN ASST, MEDIA	62011	Administrative Assistant, Instructional Media Services
TSA, MEDIA	62012	Teacher on Special Assignment, Instructional Media Services
MANAGER, MEDIA	62013	Manager, Instructional Media Services
FOREMAN, MEDIA	62014	Foreman, Instructional Media Services
LEAD WK, MEDIA	62015	Lead Worker, Instructional Media Services
DIR, TEXTBOOKS	62016	Director, Textbooks
COOR, TEXTBOOKS	62017	Coordinator, Textbooks
SUP, TEXTBOOKS	62018	Supervisor, Textbooks
DIR, LIB/MEDIA	62019	Director, Library/Media Services
COOR, LIB/MEDIA	62020	Coordinator, Library/Media Services
SUP, LIB/MEDIA	62021	Supervisor, Library/Media Services
INS TV PROG SPEC	62022	Instructional Television Program Specialist
LIB/MED SPEC-E	62030	School Librarian/Media Specialist, Elementary School
LIB/MED SPEC-M/J	62031	School Librarian/Media Specialist, Middle/Junior High
LIB/MED SPEC-SH	62032	School Librarian/Media Specialist, Senior High
LIB/MED SPEC-CTE/AD	62033	School Librarian/Media Specialist, Career and Technical Education/Adult School
LIB/MED SPEC-OTHER	62034	School Librarian/Media Specialist, Other Type School
LIB/MED SPEC-DIST	62035	Librarian/Media Specialist, District Office
LIB/MEDIA AIDE	62040	Library/Media Aide

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62 Instructional Media

Abbreviated Title	Job Code Number	Job Code Title
LIB TECH ASST	62077	Library Technical Assistant
FILM TECH	62078	Film Technician
INST EQUIP REPAIR MAN	62079	Instructional Equipment Repair Manager
AV TECHNICIAN	62080	Audio Visual Technician
ELECTRONICS, MEDIA	62081	Electronics Technician, Instructional Media
MEDIA TECHNICIAN	62082	Media Technician
SOFTWARE TECH	62083	Software Support Technician
OTHER MEDIA STAFF	62084	Other Instructional Media Staff
EXEC SEC, MEDIA	62090	Executive Secretary, Instructional Media Services
SEC, MEDIA	62091	Secretary, Instructional Media Services
CLERK TYP, MEDIA	62092	Clerk Typist, Instructional Media Services
CLERK, MEDIA	62093	Clerk, Instructional Media Services
OFF AIDE, MEDIA	62094	Office Aide, Instructional Media Services
RECEP, MEDIA	62095	Receptionist, Instructional Media Services
DATA ENT OP, MEDIA	62096	Data Entry Operator, Instructional Media Services
BOOKKEEPER, MEDIA	62097	Bookkeeper, Instructional Media Services
MESSENGER, MEDIA	62098	Messenger/Deliveryman, Instructional Media Services
OTH CLER, MEDIA	62099	Other Clerical Staff, Instructional Media Services

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JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INS/CUR	63001	Deputy Superintendent, Instruction/Curriculum
ASSOC SUPER, INS/CUR	63002	Associate Superintendent, Instruction/Curriculum
ASST SUPER, INS/CUR	63003	Assistant/Area Superintendent, Instruction/Curriculum
EXEC DIR, INS/CUR	63004	Executive/General Director, Instruction/Curriculum
DIR, INS/CUR	63005	Director, Instruction/Curriculum
ASST DIR, INS/CUR	63006	Assistant Director, Instruction/Curriculum
SUP, INS/CUR	63007	Supervisor, Instruction/Curriculum
COOR, INS/CUR	63008	Coordinator, Instruction/Curriculum
ADMIN SA, INS/CUR	63009	Administrator on Special Assignment, Instruction/Curriculum
SPEC, INS/CUR	63010	Specialist/Manager, Instruction/Curriculum
ADMIN ASST, INS/CUR	63011	Administrative Assistant, Instruction/Curriculum
TSA, INS/CUR	63012	Teacher on Special Assignment, Instruction/Curriculum
DIR, EL ED	63016	Director, Elementary Education
DIR, MIDDLE/JR	63017	Director, Middle/Junior High Education
DIR/SEC ED	63018	Director, Secondary Education
DIR, CTE	63019	Director, Career and Technical Education
DIR, EX ST ED	63020	Director, Exceptional Student Education
DIR/ADULT ED	63021	Director, Adult Education
DIR, TTL I PROG	63022	Director, Title I Programs
DIR, FED PROG	63023	Director, Federal Programs
SUP/COOR, DANCE	63024	Supervisor/Coordinator, Dance
SUP/COOR, DRAMA	63025	Supervisor/Coordinator, Drama
SUP/COOR, FOR LANG	63026	Supervisor/Coordinator, World Language
SUP/COOR, HEALTH	63027	Supervisor/Coordinator, Health
SUP/COOR, LANG ARTS	63028	Supervisor/Coordinator, Language Arts
SUP/COOR, LIB/MEDIA	63029	Supervisor/Coordinator, Library/Media
SUP/COOR, MATH	63030	Supervisor/Coordinator, Mathematics
SUP/COOR, MUSIC	63031	Supervisor/Coordinator, Music
SUP/COOR, PE	63032	Supervisor/Coordinator, Physical Education
SUP/COOR, COMP ED	63033	Supervisor/Coordinator, Remedial/Compensatory Education
SUP/COOR, ROTC	63034	Supervisor/Coordinator, ROTC
SUP/COOR, DRIVER ED	63035	Supervisor/Coordinator, Safety/Driver Education
SUP/COOR, SCIENCE	63036	Supervisor/Coordinator, Science

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
SUP/COOR, SOC ST	63037	Supervisor/Coordinator, Social Studies
SUP/COOR, ADULT ED	63038	Supervisor/Coordinator, Adult Education
SUP/COOR, OTHER	63039	Supervisor/Coordinator, Other Educational Services
SUP/COOR, EX ED	63040	Supervisor/Coordinator, Exceptional Education
SUP/COOR, ID	63041	Supervisor/Coordinator, Intellectual Disabilities
SUP/COOR, PI	63043	Supervisor/Coordinator, Physically Impaired
SUP/COOR, PT/OT	63044	Supervisor/Coordinator, Physical and Occupational Therapy
SUP/COOR, SP/LANG	63045	Supervisor/Coordinator, Speech & Language Impaired
SUP/COOR, DHH	63046	Supervisor/Coordinator, Deaf or Hard of Hearing
SUP/COOR, VI	63047	Supervisor/Coordinator, Visually Impaired
SUP/COOR, SLD	63048	Supervisor/Coordinator, Specific Learning Disabled
SUP/COOR, GIFTED	63049	Supervisor/Coordinator, Gifted
SUP/COOR, H/H	63050	Supervisor/Coordinator, Hospital/Homebound
SUP/COOR, ASD	63051	Supervisor/Coordinator, Autism Spectrum Disorder
SUP/COOR, DSI	63052	Supervisor/Coordinator, Dual-Sensory Impaired
SUP/COOR, VE	63055	Supervisor/Coordinator, Varying Exceptionalities
SUP/COOR, PK HDC	63056	Supervisor/Coordinator, Prekindergarten Handicapped
SUP/COOR, OTHER ESE	63057	Supervisor/Coordinator, Other ESE Programs
SUP/COOR, STAFFING	63058	Supervisor/Coordinator, Staffing & Admissions
SUP/COOR, CTE	63059	Supervisor/Coordinator, Career and Technical Education
SUP/COOR, AGR/NRE	63060	Supervisor/Coordinator, Agribusiness Natural Resources Education
SUP/COOR, BUSINESS ED	63061	Supervisor/Coordinator, Business Technology Education
SUP/COOR, DIVERS ED	63062	Supervisor/Coordinator, Diversified Education
SUP/COOR, HEALTH ED	63063	Supervisor/Coordinator, Health Science Education
SUP/COOR, FAM/CONS	63064	Supervisor/Coordinator, Family and Consumer Science
SUP/COOR, TECH ED	63065	Supervisor/Coordinator, Technology Education

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JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
SUP/COOR, IND ED	63066	Supervisor/Coordinator, Industrial Education
SUP/COOR, MARKETING	63067	Supervisor/Coordinator, Marketing Education
SUP/COOR, PUB SER	63068	Supervisor/Coordinator, Public Service Education
SUP/COOR, CTE OR/EXP	63069	Supervisor/Coordinator, Career and Technical Education Orientation/Exploration
SUP/COOR, OTH CTE	63070	Supervisor/Coordinator, Other Career and Technical Education Programs
SUP/COOR, CTE-ISS	63071	Supervisor/Coordinator, Career and Technical Education Instructional Support Services Support Services
SUP/COOR, MIGRANT ED	63072	Supervisor/Coordinator, Migrant Education
SUP/COOR, TTL I	63073	Supervisor/Coordinator, Title I
SUP/COOR, VOLUNTEER	63074	Supervisor/Coordinator, Volunteer Program
SUP/COOR, PREP	63075	Supervisor/Coordinator, PREP
SUP/COOR, EARLY CH	63076	Supervisor/Coordinator, Early Childhood Education
PROJECT COOR	63077	Project Coordinator
ASST PROJECT COOR	63078	Assistant Project Coordinator
SUP/COOR, ART	63079	Supervisor/Coordinator, Art
SUP/COOR, COMPU ED	63080	Supervisor/Coordinator, Computer Education
SUP/COOR, EBD	63081	Supervisor/Coordinator, Emotional/Behavioral Disabilities
SUP/COOR, DROPOUT PV	63082	Supervisor/Coordinator, Dropout Prevention
COOR, COMM ED	63083	Coordinator, Community Education
SUP/COOR, EL ED	63084	Supervisor/Coordinator, Elementary Education
SUP/COOR, MIDDLE/JR	63085	Supervisor/Coordinator, Middle/Junior High Education
SUP/COOR, SEC ED	63086	Supervisor/Coordinator, Secondary Education
SUP/COOR, BILINGUAL	63087	Supervisor/Coordinator, Bilingual Education
EXEC SEC, INS/CUR	63090	Executive Secretary, Instruction/Curriculum Development Services
SEC, INS/CUR	63091	Secretary, Instruction/Curriculum Development Services
CLERK TYP, INS/CUR	63092	Clerk Typist, Instruction/Curriculum Development Services
CLERK, INS/CUR	63093	Clerk, Instruction/Curriculum
OFF AIDE, INS/CUR	63094	Office Aide, Instruction/Curriculum Development Services
RECEP, INS/CUR	63095	Receptionist, Instruction/Curriculum Development Services
DATA ENT OP, INS/CUR	63096	Data Entry Operator, Instruction/Curriculum

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**63 Instructional/Curriculum
Development Services**

Abbreviated Title	Job Code Number	Job Code Title
BOOKKEEPER, INS/CUR	63097	Bookkeeper, Instruction/Curriculum
MESSENGER, INS/CUR	63098	Messenger/Deliveryman, Instruction/Curriculum
OTH CLER, INS/CUR	63099	Other Clerical Staff, Instruction/Curriculum
PRIMARY SPECIALIST	63100	Primary Specialist
PROGRAM SPEC	63101	Program Specialist
STAFFING SPEC	63102	Staffing Specialist
LEARN RES SPEC	63103	Learning Resource Specialist
TECHNOLOGY SPEC	63104	Technology Specialist
BEHAVIOR SPEC	63105	Behavior Specialist
DIR, COMM ED	63106	Director, Community Education
SUP/COOR, HEAD START	63107	Supervisor/Coordinator, Head Start

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

**64 Instructional Staff
Training Services**

Abbreviated Title	Job Code	
	Number	Job Code Title
DEP SUPER, ST TRNG	64001	Deputy Superintendent, Instructional Staff Training Services
ASSOC SUPER, ST TRNG	64002	Associate Superintendent, Instructional Staff Training Services
ASST SUPER, ST TRNG	64003	Assistant/Area Superintendent, Instructional Staff Training Services
EXEC DIR, ST TRNG	64004	Executive/General Director, Instructional Staff Training Services
DIR, ST TRNG	64005	Director, Instructional Staff Training Services
ASST DIR, ST TRNG	64006	Assistant Director, Instructional Staff Training Services
SUP, ST TRNG	64007	Supervisor, Instructional Staff Training Services
COOR, ST TRNG	64008	Coordinator, Instructional Staff Training Services
ADMIN SA, ST TRNG	64009	Administrator on Special Assignment, Instructional Staff Training Services
SPEC, ST TRNG	64010	Specialist/Manager, Instructional Staff Training Services
ADMIN ASST, ST TRNG	64011	Administrative Assistant, Instructional Staff Training Services
TSA, ST TRNG	64012	Teacher on Special Assignment, Instructional Staff Training Services
DIR, TEC	64016	Director, Teacher Education Center
SUP/COOR, TEC	64017	Supervisor/Coordinator, Teacher Education Center
DIR, PROF ORIEN PROG	64018	Director, Professional Orientation Program
SUP/COOR, PROF ORIEN PROG	64019	Supervisor/Coordinator, Professional Orientation Program
TRAINER, INS	64020	Trainer, Instructional
RDG COACH - E	64021	Reading Coach, Elementary
RDG COACH - M/J	64022	Reading Coach, Middle/Junior
RDG COACH - SH	64023	Reading Coach, Senior High
MATH COACH - E	64024	Math Coach, Elementary
MATH COACH - M/J	64025	Math Coach, Middle/Junior
MATH COACH - SH	64026	Math Coach, Senior High
EXEC SEC, ST TRNG	64090	Executive Secretary, Instructional Staff Training Services
SEC, ST TRNG	64091	Secretary, Instructional Staff Training Services
CLERK TYP, ST TRNG	64092	Clerk Typist, Instructional Staff Training Services
CLERK, ST TRNG	64093	Clerk, Instructional Staff Training Services
OFF AIDE, ST TRNG	64094	Office Aide, Instructional Staff Training Services
RECEP, ST TRNG	64095	Receptionist, Instructional Staff Training Services
DATA ENT OP, ST TRNG	64096	Data Entry Operator, Instructional Staff Training Services
BOOKKEEPER, ST TRNG	64097	Bookkeeper, Instructional Staff Training Services
MESSENGER, ST TRNG	64098	Messenger/Deliveryman, Instructional Staff Training Services
OTH CLER, ST TRNG	64099	Other Clerical Staff, Instructional Staff Training Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**65 Instruction Related
Technology**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, IT	65001	Deputy Superintendent, Instructional Technology
ASSOC SUPER, IT	65002	Associate Superintendent, Instructional Technology
ASST SUPER, IT	65003	Assistant/Area Superintendent, Instructional Technology
EXEC DIR, IT	65004	Executive/General Director, Instructional Technology
DIR, IT	65005	Director, Instructional Technology
ASST DIR, IT	65006	Assistant Director, Instructional Technology
SUP, IT	65007	Supervisor, Instructional Technology
COOR, IT	65008	Coordinator, Instructional Technology
ADMIN SA, IT	65009	Administrator on Special Assignment, Instructional Technology
SPEC, IT	65010	Specialist/Manager, Instructional Technology
ADMIN ASST, IT	65011	Administrative Assistant, Instructional Technology
TSA, IT	65012	Teacher on Special Assignment, Instructional Technology
COMP SYS ANALYST, IT	65020	Computer Systems Analyst, Instructional Technology
COMP SYS USER ED, IT	65021	Computer Systems User Educator, Instructional Technology
COMP PROG, IT	65022	Computer Programmer, Instructional Technology
COMP OP, IT	65023	Computer Operator, Instructional Technology
DATA ENTRY SUP, IT	65024	Data Entry Supervisor, Instructional Technology
LEAD COMP OP, IT	65025	Lead Computer Operator, Instructional Technology
MICROFILM CLERK, IT	65026	Microfilm Clerk, Instructional Technology
COMP NET SPEC, IT	65027	Computer Network Specialist, Instructional Technology
PROG ANALYST, IT	65028	Programmer Analyst, Instructional Technology
SR PROG ANALYST, IT	65029	Senior Programmer Analyst, Instructional Technology
PROJECT MAN, IT	65030	Project Manager, Instructional Technology
ASST COMP PROG, IT	65031	Assistant Computer Programmer, Instructional Technology
TELECOMM SPEC, IT	65032	Telecommunications Specialist, Instructional Technology
TECH, IT	65033	Technician, Instructional Technology
INFO SPEC, IT	65034	Information Specialist, Instructional Technology
SYS SUPPORT SPEC, IT	65035	Systems Support Specialist, Instructional Technology
EXEC SEC, IT	65090	Executive Secretary, Instructional Technology
SEC, IT	65091	Secretary, Instructional Technology
CLERK TYP, IT	65092	Clerk Typist, Instructional Technology
CLERK, IT	65093	Clerk, Instructional Technology
OFF AIDE, IT	65094	Office Aide, Instructional Technology
RECEP, IT	65095	Receptionist, Instructional Technology
DATA ENTRY OP, IT	65096	Data Entry Operator, Instructional Technology
BOOKKEEPER, IT	65097	Bookkeeper, Instructional Technology
MESSENGER, IT	65098	Messenger/Deliveryman, Instructional Technology
OTH CLER, IT	65099	Other Clerical Staff, Instructional Technology

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

71 School Board

Abbreviated Title	Job Code Number	Job Code Title
BOARD MEMBER	71001	Board Member
BOARD COUNSEL	71002	Board General Counsel
OTH BOARD ATTORNEY	71003	Other Board Attorney
BOARD AUDITOR	71004	Board Auditor
OTH BOARD EMP	71005	Other Board Employee (Assigned to Board)
ADMIN ASST, BOARD	71011	Administrative Assistant, School Board
LEGAL SEC, SCH BOARD	71089	Legal Secretary, School Board
EXEC SEC, SCH BOARD	71090	Executive Secretary, School Board
SEC, SCH BOARD	71091	Secretary, Board Members (s)
CLERK TYP, SCH BOARD	71092	Clerk Typist, Board Member(s)
CLERK, SCH BOARD	71093	Clerk, School Board
OFF AIDE, SCH BOARD	71094	Office Aide, Board Member (s)
RECEP, SCHOOL BOARD	71095	Receptionist, Board Member(s)
DATA ENT OP, SCH BD	71096	Data Entry Operator, School Board
BOOKKEEPER, SCH BD	71097	Bookkeeper, School Board
MESSENGER, SCH BD	71098	Messenger/Deliveryman, School Board
OTH CLER, SCH BD	71099	Other Clerical Staff, School Board

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

72 General Administration

Abbreviated Title	Job Code Number	Job Code Title
SUPERINTENDENT	72000	District Superintendent
DEP SUPER, ADMIN	72001	Deputy Superintendent, Administration
ASSOC SUPER, ADMIN	72002	Associate Superintendent, Administration
ASST SUPER, ADMIN	72003	Assistant/Area Superintendent, Administration
EXEC DIR, ADMIN	72004	Executive/General Director, Administration
DIR, ADMIN	72005	Director, Administration
ASST DIR, ADMIN	72006	Assistant Director, Administration
SUP, ADMIN	72007	Supervisor, Administration
COOR, ADMIN	72008	Coordinator, Administration
ADMIN SA, ADMIN	72009	Administrator on Special Assignment, Administration
SPEC, ADMIN	72010	Specialist/Manager, Administration
ADMIN ASST, ADMIN	72011	Administrative Assistant, Administration
TSA, ADMIN	72012	Teacher on Special Assignment, Administration
STAFF ATTORNEY	72020	Staff Attorney
ADMIN INTERN	72022	Administrative Intern
NEGOTIATOR	72023	Negotiator
FTE ADMIN	72024	FTE Administrator
EXEC SEC, ADMIN	72090	Executive Secretary, Administration
SEC, ADMIN	72091	Secretary, Administration
CLERK TYP, ADMIN	72092	Clerk Typist, Administration
CLERK, ADMIN	72093	Clerk, Administration
OFF AIDE, ADMIN	72094	Office Aide, Administration
RECEP, ADMIN	72095	Receptionist, Administration
DATA ENT OP, ADMIN	72096	Data Entry Operator, Administration
BOOKKEEPER, ADMIN	72097	Bookkeeper, Administration
MESSENGER, ADMIN	72098	Messenger/Deliveryman, Administration
OTH CLER, ADMIN	72099	Other Clerical Staff, Administration

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JOB ASSIGNMENT CODES (Continued) 73 School Administration

Abbreviated Title	Job Code Number	Job Code Title
PRINCIPAL-E	73001	Principal, Elementary School
PRINCIPAL-M/J	73002	Principal, Middle/Junior High
PRINCIPAL-SH	73003	Principal, Senior High
PRINCIPAL-OTHER	73004	Principal, Other Elementary Secondary School
PRINCIPAL-EX ED	73005	Principal, Exceptional Student School
PRINCIPAL-ADULT	73006	Principal, Adult School
DIR, CTE CTR	73007	Director, Career and Technical Education Center
ASST PRIN-E	73008	Assistant Principal, Elementary
ASST PRIN-M/J	73009	Assistant Principal, Middle/Junior High
ASST PRIN-SH	73010	Assistant Principal, Senior High
ASST PRIN-OTHER	73011	Assistant Principal, Other Elementary Secondary School
ASST PRIN-EX ED	73012	Assistant Principal, Exceptional Student School
ASST PRIN-ADULT	73013	Assistant Principal, Adult School
ASST DIR, CTE CTR	73014	Assistant Director, Career and Technical Education Center
CURR COOR-E	73015	Curriculum Coordinator/Assistant Principal for Curriculum, Elementary
CURR COOR-M/J	73016	Curriculum Coordinator/Assistant Principal for Curriculum, Middle/Junior High
CURR COOR-SH	73017	Curriculum Coordinator/Assistant Principal for Curriculum, Senior High
CURR COOR-OTHER	73018	Curriculum Coordinator/Assistant Principal for Curriculum, Other Type School
DEAN-E	73019	Dean/Assistant Principal for Student Affairs, Elementary
DEAN-M/J	73020	Dean/Assistant Principal for Student Affairs, Middle/Junior High
DEAN-SH	73021	Dean/Assistant Principal for Student Affairs, Senior High
DEAN-OTHER	73022	Dean/Assistant Principal for Student Affairs, Other Type School
ACTIVITIES DIR	73023	Activities Director
ATHLETIC DIR	73024	Athletic Director
BUSINESS DIR	73025	Business Director
REGISTRAR	73026	Registrar
ATTENDANCE CLERK	73027	Attendance Clerk
ADMIN ASST, SCH	73028	Administrative Assistant, School
LABORER, SCH	73029	Laborer, School
TEACHER, APP TR I	73030	Teacher, Apprentice Trainer I
TEACHER, APP TR II	73031	Teacher, Apprentice Trainer II
TEACHER, ATH TR	73032	Teacher, Athletic Trainer
ATHLETIC TR	73033	Athletic Trainer
EXEC SEC, SCH	73090	Executive Secretary, School
SEC, SCH	73091	Secretary, School

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

73 School Administration

Abbreviated Title	Job Code Number	Job Code Title
CLERK TYPIST, SCH	73092	Clerk Typist, School
CLERK, SCH	73093	Clerk, School
OFF AIDE, SCH	73094	Office Aide, School
RECEP, SCH	73095	Receptionist, School
DATA ENTRY OP, SCH	73096	Data Entry Operator, School
BOOKKEEPER, SCH	73097	Bookkeeper, School
MESSENGER, SCH	73098	Messenger/Deliveryman, School
OTH CLER, SCH	73099	Other Clerical Staff, School
INTERN PRIN-E	73101	Intern Principal, Elementary School
INTERN PRIN-M/J	73102	Intern Principal, Middle/Junior High
INTERN PRIN-SH	73103	Intern Principal, Senior High
INTERN PRIN-OTHER	73104	Intern Principal, Other Elementary Secondary School
INTERN PRIN-EX ED	73105	Intern Principal, Exceptional Student School
INTERN PRIN-ADULT	73106	Intern Principal, Adult School
INTERN DIR, CTE CTR	73107	Intern Director, Career and Technical Education Center
INTERN AP-E	73108	Intern Assistant Principal, Elementary School
INTERN AP-M/J	73109	Intern Assistant Principal, Middle/Junior High
INTERN AP-SH	73110	Intern Assistant Principal, Senior High
INTERN AP-OTHER	73111	Intern Assistant Principal, Other Elementary Secondary School
INTERN AP-EX ED	73112	Intern Assistant Principal, Exceptional Student School
INTERN AP-ADULT	73113	Intern Assistant Principal, Adult School
INTERN AD, CTE CTR	73114	Intern Assistant Director, Career and Technical Education Center
INTERIM PRIN-E	73201	Interim Principal, Elementary School
INTERIM PRIN-M/J	73202	Interim Principal, Middle/Junior High
INTERIM PRIN-SH	73203	Interim Principal, Senior High
INTERIM PRIN-OTHER	73204	Interim Principal, Other Elementary Secondary School
INTERIM PRIN-EX ED	73205	Interim Principal, Exceptional Student School
INTERIM PRIN-ADULT	73206	Interim Principal, Adult School
INTERIM DIR, CTE CTR	73207	Interim Director, Career and Technical Education Center
INTERIM AP-E	73208	Interim Assistant Principal, Elementary School
INTERIM AP-M/J	73209	Interim Assistant Principal, Middle/Junior High
INTERIM AP-SH	73210	Interim Assistant Principal, Senior High
INTERIM AP-OTHER	73211	Interim Assistant Principal, Other Elementary Secondary School
INTERIM AP-EX ED	73212	Interim Assistant Principal, Exceptional Student School
INTERIM AP-ADULT	73213	Interim Assistant Principal, Adult School
INTERIM AD, CTE CTR	73214	Interim Assistant Director, Career and Technical Education Center

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JOB ASSIGNMENT CODES (Continued)

**74 Facilities Acquisition
and Construction**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FACIL	74001	Deputy Superintendent, Facilities/Construction
ASSOC SUPER, FACIL	74002	Associate Superintendent, Facilities/Construction
ASST SUPER, FACIL	74003	Assistant/Area Superintendent, Facilities/Construction
EXEC DIR, FACIL	74004	Executive/General Director, Facilities/Construction
DIR/FACIL	74005	Director, Facilities/Construction
ASST DIR, FACIL	74006	Assistant Director, Facilities/Construction
SUP, FACIL	74007	Supervisor, Facilities/Construction
COOR, FACIL	74008	Coordinator, Facilities/Construction
ADMIN SA, FACIL	74009	Administrator on Special Assignment, Facilities/Construction
SPEC, FACIL	74010	Specialist, Facilities/Construction
ADMIN ASST, FACIL	74011	Administrative Assistant, Facilities/Construction
TSA, FACIL	74012	Teacher on Special Assignment, Facilities/Construction
MANAGER, FACIL	74013	Manager, Facilities/Construction
FOREMAN, FACIL	74014	Foreman, Facilities/Construction
LEAD WK, FACIL	74015	Lead Worker, Facilities/Construction
DIR, FACIL PL	74016	Director, Facilities Planning
SUP, FACIL PL	74017	Supervisor, Facilities Planning
COOR, FACIL PL	74018	Coordinator, Facilities Planning
FACILITIES PLANNER	74020	Facilities Planner
CHIEF ARCHITECT	74021	Chief Architect
OTHER ARCHITECT	74022	Other District Architect
BLDG INSPECTOR	74023	Building Inspector
PROJECT MAN, FACIL	74024	Project Manager, Facilities/Construction
MECH ENGINEER	74025	Mechanical Engineer
CIVIL ENGINEER	74026	Civil Engineer
ELEC ENGINEER	74027	Electrical Engineer
DRAFTSMAN	74028	Draftsman
STAT ENGINEER	74029	Stationary Engineer
MATERIALS SPEC, FACIL	74030	Materials Specialist, Facilities/Construction
ACCOUNTANT, FACIL	74031	Accountant, Facilities/Construction
LABORER, FACIL	74032	Laborer, Facilities/Construction
OTH FACIL ST	74033	Other Facilities Staff

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74 Facilities Acquisition
and Construction

Abbreviated Title	Job Code Number	Job Code Title
EXEC SEC, FACIL	74090	Executive Secretary, Facilities/Construction
SEC, FACIL	74091	Secretary, Facilities/Construction
CLERK TYP, FACIL	74092	Clerk Typist, Facilities/Construction
CLERK, FACIL	74093	Clerk, Facilities/Construction
OFF AIDE, FACIL	74094	Office Aide, Facilities/Construction
RECEP, FACIL	74095	Receptionist, Facilities/Construction
DATA ENT OP, FACIL	74096	Data Entry Operator, Facilities/Construction
BOOKKEEPER, FACIL	74097	Bookkeeper, Facilities/Construction
MESSENGER, FACIL	74098	Messenger/Deliveryman, Facilities/Construction
OTH CLER, FACIL	74099	Other Clerical Staff, Facilities/Construction

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APPENDIX E (Continued)

JOB ASSIGNMENT CODES (Continued)

75 Fiscal Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FISCAL	75001	Deputy Superintendent, Business & Finance
ASSOC SUPER, FISCAL	75002	Associate Superintendent, Business & Finance
ASST SUPER, FISCAL	75003	Assistant/Area Superintendent, Business & Finance
EXEC DIR, FISCAL	75004	Executive/General Director, Business & Finance
DIR, FISCAL	75005	Director, Business & Finance
ASST DIR, FISCAL	75006	Assistant Director, Business & Finance
SUP, FISCAL	75007	Supervisor, Business & Finance
COOR, FISCAL	75008	Coordinator, Business & Finance
ADMIN SA, FISCAL	75009	Administrator on Special Assignment, Business & Finance
SPEC, FISCAL	75010	Specialist/Manager, Fiscal Services
ADMIN ASST, FISCAL	75011	Administrative Assistant, Fiscal Services
TSA, FISCAL	75012	Teacher on Special Assignment, Fiscal Services
MANAGER FISCAL	75013	Manager, Fiscal Services
DIR, BUDGET	75016	Director, Budgeting
DIR, ACCOUNTING	75017	Director, Accounting
SUP/COOR, BUDGET	75018	Supervisor/Coordinator, Budgeting
SUP/COOR, INT AUDIT	75019	Supervisor/Coordinator, Internal Auditing
SUP/COOR, ACCOUNTING	75020	Supervisor/Coordinator, Accounting
SUP/COOR, PAYROLL	75021	Supervisor/Coordinator, Payroll
SUP/COOR, INVEST	75022	Supervisor/Coordinator, Investments
FINANCE OFFICER	75023	Finance Officer/Comptroller
ASST FINANCE OFFICER	75024	Assistant Finance Officer/Comptroller
BUDGET ANALYST	75030	Fiscal/Budget Analyst
ACCOUNTANT	75031	Accountant
ACCOUNT CLERK	75032	Account Clerk/Payroll Clerk
INT AUDITOR	75033	Internal Accounts Auditor
OTH FISCAL EMP	75034	Other Fiscal Personnel
EXEC SEC, FISCAL	75090	Executive Secretary, Business & Finance
SEC, FISCAL	75091	Secretary, Business & Finance
CLERK TYP, FISCAL	75092	Clerk Typist, Business & Finance
CLERK, FISCAL	75093	Clerk, Fiscal Services
OFF AIDE, FISCAL	75094	Office Aide, Business & Finance
RECEP, FISCAL	75095	Receptionist, Business & Finance
DATA ENT OP, FISCAL	75096	Data Entry Operator, Fiscal Services
BOOKKEEPER, FISCAL	75097	Bookkeeper, Fiscal Services
MESSENGER, FISCAL	75098	Messenger/Deliveryman, Fiscal Services
OTH CLER, FISCAL	75099	Other Clerical Staff, Fiscal Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

76 Food Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, FOOD SER	76001	Deputy Superintendent, Food Services
ASSOC SUPER, FOOD SER	76002	Associate Superintendent, Food Services
ASST SUPER, FOOD SER	76003	Assistant/Area Superintendent, Food Services
EXEC DIR, FOOD SER	76004	Executive/General Director, Food Services
DIR, FOOD SER	76005	Director, Food Services
ASST DIR, FOOD SER	76006	Assistant Director, Food Services
SUP, FOOD SER	76007	Supervisor, Food Services
COOR, FOOD SER	76008	Coordinator, Food Services
ADMIN SA, FOOD SER	76009	Administrator on Special Assignment, Food Services
SPEC, FOOD SER	76010	Specialist/Manager, Food Services
ADMIN ASST, FOOD SER	76011	Administrative Assistant, Food Services
TSA, FOOD SER	76012	Teacher on Special Assignment, Food Services
MANAGER, FOOD SER	76013	Manager, Food Services
ASST FOOD SER MANAGER	76016	Assistant Food Service Manager
BAKER	76020	Baker
COOK	76021	Cook
SALAD MAKER	76022	Salad Maker
FOOD SER WORKER	76023	School Food Service Worker/Assistant
LUNCH ROOM AIDE	76024	Lunch Room Aide
CASHIER, FOOD SER	76025	Cashier, Food Services
STORES CLERK, FOOD SER	76027	Stores Clerk/Buyer, Food Services
FOOD SER DRIVER	76028	Food Service Driver
OTH FOOD SER EMP	76029	Other Food Service Personnel
SUB FOOD SER WK	76030	Substitute Food Service Worker
EXEC SEC, FOOD SER	76090	Executive Secretary, Food Services
SEC, FOOD SER	76091	Secretary, Food Services
CLERK TYP, FOOD SER	76092	Clerk Typist, Food Services
CLERK, FOOD SER	76093	Clerk, Food Services
OFF AIDE, FOOD SER	76094	Office Aide, Food Services
RECEP, FOOD SER	76095	Receptionist, Food Services
DATA ENT OP, FOOD SER	76096	Data Entry Operator, Food Services
BOOKKEEPER, FOOD SER	76097	Bookkeeper, Food Services
MESSENGER, FOOD SER	76098	Messenger/Deliveryman, Food Services
OTH CLER, FOOD SER	76099	Other Clerical Staff, Food Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Central Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, CEN SER	77001	Deputy Superintendent, Central Services
ASSOC SUPER, CEN SER	77002	Associate Superintendent, Central Services
ASST SUPER, CEN SER	77003	Assistant/Area Superintendent, Central Services
EXEC DIR, CEN SER	77004	Executive/General Director, Central Services
DIR, CEN SER	77005	Director, Central Services
ASST DIR, CEN SER	77006	Assistant Director, Central Services
SUP, CEN SER	77007	Supervisor, Central Services
COOR, CEN SER	77008	Coordinator, Central Services
ADMIN SA, CEN SER	77009	Administrator on Special Assignment, Central Services
SPEC, CEN SER	77010	Specialist/Manager, Central Services
ADMIN ASST, CEN SER	77011	Administrative Assistant, Central Services
TSA, CEN SER	77012	Teacher on Special Assignment, Central Services
MANAGER, CEN SER	77013	Manager, Central Services
EXEC SEC, CEN SER	77090	Executive Secretary, Central Services
SEC, CEN SER	77091	Secretary, Central Services
CLERK TYP, CEN SER	77092	Clerk Typist, Central Services
CLERK, CEN SER	77093	Clerk, Central Services
OFF AIDE, CEN SER	77094	Office Aide, Central Services
RECEP, CEN SER	77095	Receptionist, Central Services
DATA ENT OP, CEN SER	77096	Data Entry Operator, Central Services
BOOKKEEPER, CEN SER	77097	Bookkeeper, Central Services
MESSENGER, CEN SER	77098	Messenger/Deliveryman, Central Services
OTH CLER, CEN SER	77099	Other Clerical Staff, Central Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**77 Planning, Research
Development and
Evaluation Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, P/R/E	77101	Deputy Superintendent, Planning, Research & Evaluation
ASSOC SUPER, P/R/E	77102	Associate Superintendent, Planning, Research & Evaluation
ASST SUPER, P/R/E	77103	Assistant/Area Superintendent, Planning, Research & Evaluation
EXEC DIR, P/R/E	77104	Executive/General Director, Planning, Research & Evaluation
DIR, P/R/E	77105	Director, Planning, Research & Evaluation
ASST DIR, P/R/E	77106	Assistant Director, Planning, Research & Evaluation
SUP, P/R/E	77107	Supervisor, Planning Research & Evaluation
COOR, P/R/E	77108	Coordinator, Planning, Research & Evaluation
ADMIN SA, P/R/E	77109	Administrator on Special Assignment, Planning, Research & Evaluation
SPEC, P/R/E	77110	Specialist/Manager, Planning, Research & Evaluation
ADMIN ASST, P/R/E	77111	Administrative Assistant, Planning, Research & Evaluation
TSA, P/R/E	77112	Teacher on Special Assignment, Planning, Research & Evaluation
DIR, RES/EVAL	77117	Director, Research & Evaluation
SUP, RES/EVAL	77118	Supervisor, Research & Evaluation
COOR, RES/EVAL	77119	Coordinator, Research & Evaluation
DIR, PLAN	77120	Director, Planning
SUP, PLAN	77121	Supervisor, Planning
COOR, PLAN	77122	Coordinator, Planning
PLANNING SPEC	77130	Planning Specialist
EVAL SPEC	77131	Testing/Evaluation/Assessment Specialist
ED DIAG	77132	Educational Diagnostician
OTH DIAG	77133	Other Diagnosticians
TESTING ASST	77134	Testing Assistant
EXEC SEC, P/R/E	77190	Executive Secretary, Planning, Research & Evaluation
SEC, P/R/E	77191	Secretary, Planning, Research & Evaluation
CLERK TYP, P/R/E	77192	Clerk Typist, Planning, Research & Evaluation
CLERK, P/R/E	77193	Clerk, Planning, Research & Evaluation
OFF AIDE, P/R/E	77194	Office Aide, Planning, Research & Evaluation
RECEP, P/R/E	77195	Receptionist, Planning, Research & Evaluation
DATA ENT OP, P/R/E	77196	Data Entry Operator, Planning, Research & Evaluation
BOOKKEEPER, P/R/E	77197	Bookkeeper, Planning, Research & Evaluation
MESSENGER, P/R/E	77198	Messenger/Deliveryman, Planning, Research & Evaluation
OTH CLER, P/R/E	77199	Other Clerical Staff, Planning Research & Evaluation

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Information Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INFO	77201	Deputy Superintendent, Information Services
ASSOC SUPER, INFO	77202	Associate Superintendent, Information Services
ASST SUPER, INFO	77203	Assistant/Area Superintendent, Information Services
EXEC DIR, INFO SER	77204	Executive/General Director, Information Services
DIR, INFO SER	77205	Director, Information Services
ASST DIR, INFO SER	77206	Assistant Director, Information Services
SUP, INFO SER	77207	Supervisor, Information Services
COOR, INFO SER	77208	Coordinator, Information Services
ADMIN SA, INFO	77209	Administrator on Special Assignment, Information Services
SPEC, INFO	77210	Specialist/Manager, Information Services
ADMIN ASST, INFO	77211	Administrative Assistant, Information Services
TSA, INFO	77212	Teacher on Special Assignment, Information Services
MANAGER, INFO	77213	Manager, Information Services
PUB REL INFO SPEC	77220	Public Relations information Specialist
WP MANAGER	77221	Word Processing Center Manager
WP OPERATOR	77222	Word Processing Operator
GRAPHICS ARTIST	77223	Graphics Artist
PHOTOGRAPHER	77224	Photographer
DATA ANALYST	77225	Data Analyst
RESEARCH ASSOC	77226	Research Associate
RECORDS/FORMS ANAL	77227	Records/Forms Analyst
EXEC SEC, INFO SER	77290	Executive Secretary, Information Services
SEC, INFO SER	77291	Secretary, Information Services
CLERK TYP, INFO SER	77292	Clerk Typist, Information Services
CLERK, INFO	77293	Clerk, Information Services
OFF AIDE, INFO SER	77294	Office Aide, Information Services
RECEP, INFO SER	77295	Receptionist, Information Services
DATA ENT OP, INFO	77296	Data Entry Operator, Information Services
BOOKKEEPER, INFO	77297	Bookkeeper, Information Services
MESSENGER, INFO	77298	Messenger/Deliveryman, Information Services
OTH CLER, INFO	77299	Other Clerical Staff, Information Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Staff Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, STAFF	77301	Deputy Superintendent, Staff Services
ASSOC SUPER, STAFF	77302	Associate Superintendent, Staff Services
ASST SUPER, STAFF	77303	Assistant/Area Superintendent, Staff Services
EXEC DIR, STAFF	77304	Executive/General Director, Staff Services
DIR, STAFF	77305	Director, Staff Services
ASST DIR, STAFF	77306	Assistant Director, Staff Services
SUP, STAFF	77307	Supervisor, Staff Services
COOR, STAFF	77308	Coordinator, Staff Services
ADMIN SA, STAFF	77309	Administrator on Special Assignment, Staff Services
SPEC, STAFF	77310	Specialist/Manager, Staff Services
ADMIN ASST, STAFF	77311	Administrative Assistant, Staff Services
TSA, STAFF	77312	Teacher on Special Assignment, Staff Services
DIR, RISK MAN	77316	Director, Risk Management
SUP, RISK MAN	77317	Supervisor, Risk Management
COOR, RISK MAN	77318	Coordinator, Risk Management
DIR, EMP REL	77319	Director, Employee Relations
SUP, EMP REL	77320	Supervisor, Employee Relations
COOR, EMP REL	77321	Coordinator, Employee Relations
DIR, PERS	77322	Director, Personnel
SUP, PERS	77323	Supervisor, Personnel
COOR, PERS	77324	Coordinator, Personnel
ASST CERT	77325	Assistant for Certification
ASST RET	77326	Assistant for Retirement
CLAIMS REP	77327	Claims Representative
TRAINER, NONINST	77328	Trainer, Noninstructional
SR PERS ANALYST	77329	Senior Personnel Analyst
PERS SPEC	77330	Personnel Specialist
AFF ACTION SPEC	77331	Affirmative Action/Title IX Specialist
INSURANCE SPEC	77332	Insurance Specialist
EQUITY OFF	77333	Equity Officer
SALARY ADMIN	77334	Salary Administrator
RECRUITER	77335	Recruiter
HUMAN REL SPEC	77336	Human Relations Specialist
CERT SPEC	77337	Certification Specialist
SUP, HRMD TRNG	77338	Supervisor, Human Resource Management Development Training

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Staff Services

Abbreviated Title	Job Code Number	Job Code Title
EXEC SEC, STAFF SER	77390	Executive Secretary, Staff Services
SEC, STAFF SER	77391	Secretary, Staff Services
CLERK TYP, STAFF SER	77392	Clerk Typist, Staff Services
CLERK, STAFF	77393	Clerk, Staff Services
OFF AIDE, STAFF SER	77394	Office Aide, Staff Services
RECEP, STAFF SER	77395	Receptionist, Staff Services
DATA ENT OP, STAFF	77396	Data Entry Operator, Staff Services
BOOKKEEPER, STAFF	77397	Bookkeeper, Staff Services
MESSENGER, STAFF	77398	Messenger/Deliveryman, Staff Services
OTH CLER, STAFF	77399	Other Clerical Staff, Staff Services

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APPENDIX E (*Continued*)
JOB CODE ASSIGNMENTS (*Continued*)

77 Statistical Services

Abbreviated Title	Job Code Number	Job Code Title
STATISTICIAN	77420	Statistician
STAT AIDE	77421	Statistical Aide/Clerk

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Internal Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, INT SER	77601	Deputy Superintendent, Internal Services
ASSOC SUPER, INT SER	77602	Associate Superintendent, Internal Services
ASST SUPER, INT SER	77603	Assistant/Area Superintendent, Internal Services
EXEC DIR, INT SER	77604	Executive/General Director, Internal Services
DIR, INT SER	77605	Director, Internal Services
ASST DIR, INT SER	77606	Assistant Director, Internal Services
SUP, INT SER	77607	Supervisor, Internal Services
COOR, INT SER	77608	Coordinator, Internal Services
ADMIN SA, INT SER	77609	Administrator on Special Assignment, Internal Service
SPEC, INT SER	77610	Specialist/Manager, Internal Services
ADMIN ASST, INT SER	77611	Administrative Assistant, Internal Services
TSA, INT SER	77612	Teacher on Special Assignment, Internal Services
MANAGER, INT SER	77613	Manager, Internal Services
FOREMAN, INT SER	77614	Foreman, Internal Services
LEAD WK, INT SER	77615	Lead Worker, Internal Services
DIR, PROP REC	77616	Director, Property Records
SUP, PROP REC	77617	Supervisor, Property Records
COOR, PROP REC	77618	Coordinator, Property Records
DIR, WAREHOUSING	77619	Director, Warehousing
SUP, WAREHOUSING	77620	Supervisor, Warehousing
COOR, WAREHOUSING	77621	Coordinator, Warehousing
DIR, PURCHASING	77622	Director, Purchasing
SUP, PURCHASING	77623	Supervisor, Purchasing
COOR, PURCHASING	77624	Coordinator, Purchasing
PROP CONTROL SPEC	77625	Property Control Specialist
STOREROOM MANAGER	77626	Storeroom Manager
WAREHOUSEMAN	77627	Storekeeper/Warehouseman
SHIP/REC CLERK	77628	Shipping/Receiving Clerk
TEXTBOOK SPEC, WHSE	77629	Textbook Specialist, Warehouse
DUP EQUIP OP	77630	Duplicating/Reproduction Equipment Operator
PRINTER	77631	Printer/Print Manager
PRODUCTION SPEC	77632	Production Specialist
CAMERAMAN	77633	Camerman (Print Shop)
OFFSET PRESSMAN	77634	Offset Pressman
BINDERY TECH	77635	Bindery Technician
MICROGRAPHICS TECH	77636	Micrographics Technician
PURCHASING AGENT	77637	Purchasing Agent/Buyer
SUPPLIES SPEC	77638	Supplies Specialist
WAREHOUSE MANAGER	77639	Warehouse Manager
FOREMAN, PRINT SHOP	77640	Foreman, Print Shop

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

77 Internal Services

Abbreviated Title	Job Code Number	Job Code Title
RECORDS SPEC	77641	Records Specialist/Technician
GRAPHICS SPEC	77642	Graphics Production Specialist
MATERIALS SPEC, INT	77643	Materials Control/Testing Specialist, Internal Services
MAILROOM SUP	77644	Mail Room Supervisor
COURIER	77645	Mail Delivery Clerk/Courier
EXEC SEC, INT SER	77690	Executive Secretary, Internal Services
SEC, INT SER	77691	Secretary, Internal Services
CLERK TYP, INT SER	77692	Clerk Typist, Internal Services
CLERK, INT SER	77693	Clerk, Internal Services
OFF AIDE, INT SER	77694	Office Aide, Internal Services
RECEP, INT SER	77695	Receptionist, Internal Services
DATA ENT OP, INT SER	77696	Data Entry Operator, Internal Services
BOOKKEEPER, INT SER	77697	Bookkeeper, Internal Services
MESSENGER, INT SER	77698	Messenger/Deliveryman, Internal Services
OTH CLER, INT SER	77699	Other Clerical Staff, Internal Services

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

78 Pupil Transportation Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, TRANS	78001	Deputy Superintendent, Transportation
ASSOC SUPER, TRANS	78002	Associate Superintendent, Transportation
ASST SUPER, TRANS	78003	Assistant/Area Superintendent, Transportation
EXEC DIR, TRANS	78004	Executive/General Director, Transportation
DIR, TRANS	78005	Director, Transportation
ASST DIR, TRANS	78006	Assistant Director, Transportation
SUP, TRANS	78007	Supervisor, Transportation
COOR, TRANS	78008	Coordinator, Transportation
ADMIN SA, TRANS	78009	Administrator on Special Assignment, Transportation
SPEC, TRANS	78010	Specialist/Manager, Transportation
ADMIN ASST, TRANS	78011	Administrative Assistant, Transportation
TSA, TRANS	78012	Teacher on Special Assignment, Transportation
MANAGER, TRANS	78013	Manager, Transportation
FOREMAN, TRANS	78014	Foreman, Transportation
LEAD WK, TRANS	78015	Lead Worker, Transportation
ROUTE COOR	78020	Route Coordinator/Manager
OTH ROUTING EMP	78021	Other Routing Personnel/Assistants
SUP/COOR, EX ED TRANS	78022	Supervisor/Coordinator of Exceptional Education Transportation
SUP/COOR, VEH SER	78023	Supervisor/Coordinator, Vehicle Service
MECHANIC	78024	Mechanic
MECHANIC HELPER	78025	Mechanic's Helper
PAINT & BODY EMP	78026	Paint & Body Personnel
PARTS EMP	78027	Parts Personnel
GAS ATTEND	78028	Gas Attendant/Tire Personnel
DISPATCHER, TRANS	78029	Dispatcher, Transportation
BUS DRIVER	78030	Bus Driver
SUB BUS DRIVER	78031	Relief Driver/Substitute
BUS AIDE	78032	Bus Aide/Bus Attendant
BUS DRIVER TRAINER	78033	Bus Driver Trainer/Safety Specialist
OTH TRANS EMP	78034	Other Transportation Personnel
SHOP SUPER	78035	Shop Supervisor
EXEC SEC, TRANS	78090	Executive Secretary, Transportation
SEC, TRANS	78091	Secretary, Transportation
CLERK TYP, TRANS	78092	Clerk Typist, Transportation
CLERK, TRANS	78093	Clerk, Transportation
OFF AIDE, TRANS	78094	Office Aide, Transportation
RECEP, TRANS	78095	Receptionist, Transportation
DATA ENT OP, TRANS	78096	Data Entry Operator, Transportation
BOOKKEEPER, TRANS	78097	Bookkeeper, Transportation
MESSENGER, TRANS	78098	Messenger/Deliveryman, Transportation
OTH CLER, TRANS	78099	Other Clerical Staff, Transportation

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

79 Operation of Plant

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, OP	79001	Deputy Superintendent, Operations
ASSOC SUPER, OP	79002	Associate Superintendent, Operations
ASST SUPER, OP	79003	Assistant/Area Superintendent, Operations
EXEC DIR, OP	79004	Executive/General Director, Operations
DIR, OP	79005	Director, Operations
ASST DIR, OP	79006	Assistant Director, Operations
SUP, OP	79007	Supervisor, Operations
COOR, OP	79008	Coordinator, Operations
ADMIN SA, OP	79009	Administrator on Special Assignment, Operations
SPEC, OP	79010	Specialist/Manager, Operations
ADMIN ASST, OP	79011	Administrative Assistant, Operations
TSA, OP	79012	Teacher on Special Assignment, Operations
MANAGER, OP	79013	Manager, Operations
FOREMAN, OP	79014	Foreman, Operations
LEAD WK, OP	79015	Lead Worker, Operations
UTILITIES MANAGER	79016	Utilities Manager
SUP, SECURITY	79017	Supervisor of Security
ENERGY MANAGER	79018	Energy Manager
INVESTIGATOR	79020	Special Investigator
SAFETY OFF	79021	Safety and Security Officer
SAFETY INSPECTOR	79022	Loss Prevention/Fire & Safety Inspector
SECURITY GUARD	79023	Security Guard/Night Watchman
CROSSING GUARD, SCH	79024	Crossing Guard, School
HEAD CUSTODIAN	79025	Head Custodian/Maintenance Unit Manager
CUSTODIAN	79026	Custodian
MAID	79027	Maid
PEST CONTROL WK	79028	Insect/Pest Control Worker
GARDENER	79029	Landscape Gardener/Worker
COMM TECH	79032	Communications Technician
DISPATCHER, OP	79033	Dispatcher, Operations
SUB CUSTODIAN	79034	Substitute Custodian
LABORER, OP	79035	Laborer, Operations
GROUNDS MAIN TECH	79036	Grounds Maintenance Technician/Tree Surgeon
ENVIRONMENTAL ENG	79037	Environmental Engineer
EXEC SEC, OP	79090	Executive Secretary, Operations
SEC, OP	79091	Secretary, Operations

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

79 Operation of Plant

Abbreviated Title	Job Code Number	Job Code Title
CLERK TYP, OP	79092	Clerk Typist, Operations
CLERK, OP	79093	Clerk, Operations
OFF AIDE, OP	79094	Office Aide, Operations
RECEP, OP	79095	Receptionist, Operations
DATA ENT OP, OP	79096	Data Entry Operator, Operations
BOOKKEEPER, OP	79097	Bookkeeper, Operations
MESSENGER, OP	79098	Messenger/Deliveryman, Operations
OTH CLER, OP	79099	Other Clerical Staff, Operations

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

81 Maintenance of Plant

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, MAIN	81001	Deputy Superintendent, Maintenance
ASSOS SUPER, MAIN	81002	Associate Superintendent, Maintenance
ASST SUPER, MAIN	81003	Assistant/Area Superintendent, Maintenance
EXEC DIR, MAIN	81004	Executive/General Director, Maintenance
DIR, MAIN	81005	Director, Maintenance
ASST DIR, MAIN	81006	Assistant Director, Maintenance
SUP, MAIN	81007	Supervisor, Maintenance
COOR, MAIN	81008	Coordinator, Maintenance
ADMIN SA, MAIN	81009	Administrator on Special Assignment, Maintenance
SPEC, MAIN	81010	Specialist/Manager, Maintenance
ADMIN ASST, MAIN	81011	Administrative Assistant, Maintenance
TSA, MAIN	81012	Teacher on Special Assignment, Maintenance
MANAGER, MAIN	81013	Manager, Maintenance
FOREMAN, MAIN	81014	Foreman, Maintenance
LEAD WK, MAIN	81015	Lead Worker, Maintenance
EQUIP OP	81020	Equipment Operator
TRUCK DRIVER	81021	Truck Driver
WASTE PLANT OP	81022	Wastewater Plant Operator
AC MECHANIC	81024	Air Conditioning and Refrigeration Mechanic
BOILER MECHANIC	81025	Boiler Mechanic
ELECTRICIAN	81026	Electrician
PLUMBER	81027	Plumber
WELDER	81028	Welder
CARPENTER	81029	Carpenter
MASON	81030	Mason
CARPET REPAIRMAN	81031	Carpet & Tile Repairman
GLAZIER	81032	Glazier (Window Repairman)
PAINTER	81033	Painter
ROOFER	81034	Roofer
SHEET METAL WK	81035	Sheet Metal Worker
REFINISHER	81036	Refinisher
EQUIP MECHANIC	81037	Equipment Mechanic
SMALL ENGINE MECH	81038	Small Engine Mechanic
HVY EQUIP MECH	81039	Heavy Equipment Mechanic
APPL REPAIRMAN	81040	Appliance Repairman
LOCKSMITH	81041	Locksmith
OFF MACH REPAIRMAN	81042	Office Machine Repairman
MAIN WK	81043	Maintenance Worker/Trades worker
CABINET MAKER	81044	Millshop Worker/Cabinet Maker
ELECTRONICS, MAIN	81045	Electronics Technician, Maintenance
MECHANICS, OTHER	81046	Other Mechanics
VENETIAN BL REPAIRS	81047	Venetian Blind Repairman
FURNITURE REPAIR	81048	Furniture Repairman
PLASTERER	81049	Plasterer

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

81 Maintenance of Plant

Abbreviated Title	Job Code Number	Job Code Title
OTH MAIN PERS	81050	Other Maintenance Personnel
EXEC SEC, MAIN	81090	Executive Secretary, Maintenance
SEC, MAIN	81091	Secretary, Maintenance
CLERK TYP, MAIN	81092	Clerk Typist, Maintenance
CLERK, MAIN	81093	Clerk, Maintenance
OFF AIDE, MAIN	81094	Office Aide, Maintenance
RECEP, MAIN	81095	Receptionist, Maintenance
DATA ENT OP, MAIN	81096	Data Entry Operator, Maintenance
BOOKKEEPER, MAIN	81097	Bookkeeper, Maintenance
MESSENGER, MAIN	81098	Messenger/Deliveryman, Maintenance
OTH CLER, MAIN	81099	Other Clerical Staff, Maintenance

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

**82 Administrative
Technology Services**

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, AT	82001	Deputy Superintendent, Administrative Technology
ASSOC SUPER, AT	82002	Associate Superintendent, Administrative Technology
ASST SUPER, AT	82003	Assistant/Area Superintendent, Administrative Technology
EXEC DIR, AT	82004	Executive/General Director, Administrative Technology
DIR, AT	82005	Director, Administrative Technology
ASST DIR, AT	82006	Assistant Director, Administrative Technology
SUP, AT	82007	Supervisor, Administrative Technology
COOR, AT	82008	Coordinator, Administrative Technology
ADMIN SA, AT	82009	Administrator on Special Assignment, Administrative Technology
SPEC, AT	82010	Specialist/Manager, Administrative Technology
ADMIN ASST, AT	82011	Administrative Assistant, Administrative Technology
TSA, AT	82012	Teacher on Special Assignment, Administrative Technology
COMP SYS ANALYST, AT	82020	Computer Systems Analyst, Administrative Technology
COMP SYS USER ED, AT	82021	Computer Systems User Educator, Administrative Technology
COMP PROG, AT	82022	Computer Programmer, Administrative Technology
COMP OP, AT	82023	Computer Operator, Administrative Technology
DATA ENTRY SUP, AT	82024	Data Entry Supervisor, Administrative Technology
LEAD COMP OP, AT	82025	Lead Computer Operator, Administrative Technology
MICROFILM CLERK, AT	82026	Microfilm Clerk, Administrative Technology
COMP NET SPEC, AT	82027	Computer Network Specialist, Administrative Technology
PROG ANALYST, AT	82028	Programmer Analyst, Administrative Technology
SR PROG ANALYST, AT	82029	Senior Programmer Analyst, Administrative Technology
PROJECT MAN, AT	82030	Project Manager, Administrative Technology
ASST COMP PROG, AT	82031	Assistant Computer Programmer, Administrative Technology
TELECOMM SPEC, AT	82032	Telecommunications Specialist, Administrative Technology
TECH, AT	82033	Technician, Administrative Technology
INFO SPEC, AT	82034	Information Specialist, Administrative Technology
SYS SUPPORT SPEC, AT	82035	Systems Support Specialist, Administrative Technology
EXEC SEC, AT	82090	Executive Secretary, Administrative Technology
SEC, AT	82091	Secretary, Administrative Technology
CLERK TYP, AT	82092	Clerk Typist, Administrative Technology
CLERK, AT	82093	Clerk, Administrative Technology
OFF AIDE, AT	82094	Office Aide, Administrative Technology
RECEP, AT	82095	Receptionist, Administrative Technology
DATA ENTRY OP, AT	82096	Data Entry Operator, Administrative Technology
BOOKKEEPER, AT	82097	Bookkeeper, Administrative Technology
MESSANGER, AT	82098	Messenger/Deliveryman, Administrative Technology
OTH CLER, AT	82099	Other Clerical Staff, Administrative Technology

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APPENDIX E (Continued)

JOB CODE ASSIGNMENTS (Continued)

91 Community Services

Abbreviated Title	Job Code Number	Job Code Title
DEP SUPER, COMM	91001	Deputy Superintendent, Community Services
ASSOC SUPER, COMM	91002	Associate Superintendent, Community Services
ASST SUPER, COMM	91003	Assistant/Area Superintendent, Community Services
EXEC DIR, COMM	91004	Executive/General Director, Community Services
DIR, COMM	91005	Director, Community Services
ASST DIR, COMM	91006	Assistant Director, Community Services
SUP, COMM	91007	Supervisor, Community Services
COOR, COMM	91008	Coordinator, Community Services
ADMIN SA, COMM	91009	Administrator on Special Assignment, Community Services
SPEC, COMM	91010	Specialist/Manager, Community Services
ADMIN ASST, COMM	91011	Administrative Assistant, Community Services
TSA, COMM	91012	Teacher on Special Assignment, Community Services
REC SPEC	91030	Recreation Specialist
ACTIVITIES LEADER	91031	Activities Leader
PARENT SPEC, COMM	91032	Parent Specialist, Community Services
AIDE, COMM	91033	Aide, Community Services
OTH COMM PERS	91034	Other Community Services Personnel
EXEC SEC, COMM	91090	Executive Secretary, Community Services
SEC, COMM	91091	Secretary, Community Services
CLERK TYP, COMM	91092	Clerk Typist, Community Services
CLERK, COMM	91093	Clerk, Community Services
OFF AIDE, COMM	91094	Office Aide, Community Services
RECEP, COMM	91095	Receptionist, Community Services
DATA ENT OP, COMM	91096	Data Entry Operator, Community Services
BOOKKEEPER, COMM	91097	Bookkeeper, Community Services
MESSENGER, COMM	91098	Messenger/Deliveryman, Community Services
OTH CLER, COMM	91099	Other Clerical Staff, Community Services

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**APPENDIX H
STATE CODES**

<u>STATE</u>	<u>CODE</u>	<u>STATE</u>	<u>CODE</u>
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

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APPENDIX I

SELECTED BENEFITS DEFINITIONS

<u>CODE</u>	<u>BENEFITS</u>	<u>DEFINITION</u>
A	Health and Hospitalization	Employer contribution towards medical benefits provided through major medical insurance and/or health maintenance organizations.
B	Life Insurance	Employer contribution towards term or whole life and/or accidental death benefits.
C	Social Security	Employer contribution required under the Federal Insurance Contributions Act for retirement, survivors and disability tax (insurance tax for Old Age Survivors and Disability Insurance - OASDI).
D	Florida Retirement System	A defined benefit plan, qualified under Section 401(a) of the Internal Revenue Code and established by Chapter 121, Florida Statutes, and administrated under Chapter 22B of the Florida Administrative Code. Include the Florida Teachers' Retirement System personnel here.
E	Commercial or Mutual Insurance Annuity Plan	Tax shelter annuities reported on Internal Revenue Service Code 403(B).
F	Unemployment Compensation	Insurance to partially compensate for a specific period of time that employees' are involuntarily terminated.
G	Workers' Compensation	Insurance protecting employees and their dependents against financial loss resulting from death, disability or injury that occurs during the course of employment.
K	Cafeteria Plan	A flexible benefit plan generally that complies with the requirements of Internal Revenue Code Section 125 and offers a choice of two or more qualified benefits or a choice between cash and one or more qualified benefits. A qualified benefit is a nontaxable benefit that is included in a cafeteria plan (i.e., group term life, accident and health insurance, dependent care assistance and cash-or-deferred arrangements.)

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APPENDIX I

SELECTED BENEFITS DEFINITIONS

<u>CODE</u>	<u>BENEFITS</u>	<u>DEFINITION</u>
L	Other	Those benefits not included in codes A – G, K, M and N.
M	Medicare	Employer contributions required under Federal Insurance Contributions Act for a system of federal reimbursement for medical care to certain eligible elderly and disabled individuals.
N	Cafeteria Plan - Administrative Costs	Fees paid to a third party administrator for a Cafeteria Plan.

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EQUAL EMPLOYMENT OPPORTUNITY (EEO) LINE NUMBERS

<u>No.</u>	<u>Activity Assignment</u>	<u>No.</u>	<u>Activity Assignment</u>
01	Superintendent	28	Secondary Classroom Teachers, 7-8
02	Deputy, Assistant, Associate, Area Superintendent – Instructional	29	Secondary Classroom Teachers, 9-12
03	Director, Supervisor, Coordinator - Instructional	30	Other Secondary Teachers
04	Official, Administrator, Manager - Instructional (Total, lines 01-03)	31	Secondary Classroom Teachers (Total, lines 28-30)
		32	Exceptional Student Education Teachers
		33	Other Teachers
05	Deputy, Assistant, Associate, Area Superintendent – Noninstructional	34	Guidance Counselors, Elementary
06	Director, Supervisor, Coordinator - Noninstructional	35	Guidance Counselors, Middle/Junior
07	Official, Administrator, Manager - Noninstructional (Total, lines 05-06)	36	Guidance Counselors, Senior High
		37	Guidance Counselors, Other Type School
		38	Career Specialist
		39	Guidance (Total, lines 34-38)
08	Consultants, Supervisors of Instruction	40	Social Worker
09	Principal, Elementary	41	School Psychologist
10	Principal, Middle/Junior	42	Librarian/Audio-Visual
11	Principal, Senior High	43	Other Professional Staff – Nonadministrative/Instructional
12	Principal, Other Type School	44	Other Professional Staff – Nonadministrative/Noninstructional
13	Principals (Total, lines 09-12)		
14	Assistant Principal, Elementary	45	Paraprofessionals, K-3
15	Assistant Principal, Middle/Junior	46	Paraprofessionals, 4-12
16	Assistant Principal, Senior High	47	Exceptional Student Ed Paraprofessionals
17	Assistant Principal, Other Type School	48	Other Aides
18	Assistant Principals (Total, lines 14-17)	49	Paraprofessionals/Aides (Total, lines 45-48)
19	Deans, Curriculum Coordinators, Registrars	50	Technicians
20	Community Education Coordinators	51	Administrative Support Workers
		52	Service Workers
21	Prekindergarten Teachers	53	Skilled Crafts
22	Kindergarten Teachers	54	Laborers, Unskilled
23	Elementary Classroom Teachers, 1-3		
24	Elementary Classroom Teachers, 4-6	55	Full-Time Employees (Total, lines 01-54)
25	Primary Education Specialists		
26	Other Elementary Teachers		
27	Elementary Teachers (Total, lines 21-26)		
			Staff EEO Categories
		01-20	Administrative Staff
		21-43	Instructional Staff [21-33 for Teachers ONLY]
		44-54	Support Staff

A file containing the job codes and EEO line numbers is at NWRDC.

File Description: Job Code File
 Dataset Name: DPS.DISTRICT.GU.F62056.Yxxxx
 Record Format: DPS.DISTRICT.FORMAT.Yxxxx

An Excel version of the crosswalk for job codes and EEO line numbers is available from the Department.

2011-12 STAFF EDITS

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Staff Professional Development	DB9 36x
Staff Salary Supplements	DB9 32x
Teacher Exit Interview	DB9 58x

RECORDS PROCESSING ON THE DOE STAFF INFORMATION DATA BASE

Records received from school districts are subjected to different categories of edits upon their receipt. These edits result in two kinds of detailed reports:

1. Initial Edit Reports,
2. State Validation/Exception Reports.

Initial Edit Reports

Initial Edit Reports contain the result of the first edits applied to the individual records received. The Initial Edit Reports include only the REJECT RULES as detailed in the following pages. Districts have access to these edit programs and are expected to apply the edits to their records prior to submission to the DOE for processing.

An example of this category of edit is the checking for valid codes for district number. A district number of 82 will not pass this category of edit and will result in omission of the record from the data base.

State Validation/Exception Reports

A second type of edit report is the State Validation/Exception Report. During the State Records Processing Cycle (generally, two weeks after the data are due), State Validation/Exception Edit Rules are applied to the records. In each case where an error condition is detected, State Validation/Exception edits list the records in error on the initial load of the file. Batch updates to the file, however, do not reject records based on the State Validation/Exception rules nor are they listed again.

An example of the State Validation/Exception Edit is each Staff Payroll Information record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

Edit Specifications

The edit specifications which follow are organized by reporting format and are subdivided into the categories discussed above: Reject Rules, State Validation Rules and Exception Reports. This document goes through each of the edits that are applied to records submitted for processing, defines and gives examples of what causes each error, and discusses actions districts may need to take to resolve additional problems created as a result of the initial error.

IN THE EXAMPLES, NOT ALL PARTS OF THE RECORD ARE SHOWN. DUE TO SPACE LIMITATIONS, ONLY THE AFFECTED PARTS OF THE RECORD ARE GIVEN. When reference is made to the "data base," it should be assumed that the reference is to the DOE Information Data Base files maintained at Northwest Regional Data Center.

Error Resolution

The process of error resolution on the DOE Information Data Base may require intervention by districts in several different ways. Although the net effect of the intervention is to correct the error in the specific record, several other factors may need to be taken into consideration when the district "corrects" the error. The single error may have created other situations which also need resolution.

During the edit process, the Transaction Codes for initial submission, updating of records, or deleting records from the data base will be as they always have been. That is, the Transaction Code of A will indicate an add to the data base, the Transaction Code of C will indicate a change to the data base while the Transaction Code of D will indicate a deletion from the data base. However, the Error File generated by the edits will have records with Transaction Codes created by the State which reflect the action taken on the record. See the table below which explains the Error File Transaction Codes generated by the State.

Sending Transaction Code	Return Transaction Code on Initial and Batch	Explanation
A	A	Added record
	X	Not added, duplicate record
C	C	Changed record
D	D	Deleted record

In updating the errors using the batch update method, if a key field needs to be changed, the record in error must be deleted and re-submitted as an add to the data base. Key fields are listed on the front of each record format.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

- 1. District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period either on the JCL or the records being submitted and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Job Code, Additional by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Job Code FTE and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the "Z" in the first record to be a valid code. In the second record, place zeros in the second and third Job Code Fund Source code positions if they are not needed to indicate additional Job Code Fund Source codes. Resubmit both records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must, correct the Job Code Fund Source percentages by supplying the numeric percentage rather than "Z's" in the first record, and by reporting all three Job Code Fund Source percentages (using zeros if appropriate) in the second record. Resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

11. Highly Qualified Paraprofessional code must be A, B, C, D, or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Highly Qualified Paraprofessional are invalid.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Highly Qualified Paraprofessional code and resubmit the records for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

12. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

13. If the Highly Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59 -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationship between the Highly Qualified Paraprofessional and the Job Code and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

14. **Highly Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

**30. At least one of the three Job Code Fund Source codes must be nonzero.
-record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because each of the three Job Code Fund Source codes is zero.

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the record so that a valid nonzero Job Code Fund Source code is reported in at least one of the three Job Code Fund Source code positions. Resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because the Job Code Fund Source "G" appears twice.

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must change the "G" Job Code Fund Source to another valid Job Code Fund Source or combine the percentages attributed to that Job Code Fund Source into the first four positions so that the Job Code Fund Source is not repeated within that record. Resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

32. The three Job Code Fund Source percentages on a Staff Additional Job Assignment record must add up to 100 percent. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record below would be rejected because the Job Code Fund Source percentages add up to 90 rather than to 100 percent.

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code Fund Source percentages so that they add up to 100 percent for that record and resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code, Additional) duplicate the key items in the first record.

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

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

DISTRICT RESPONSIBILITY

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

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

34. Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Code, Additional codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record below would be rejected because the Job Code FTE has zero FTE for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Additional	Job Code FTE	Employee Type
03	123456782	2	****	9001	61094	000	ST
03	123456789	2	****	0481	51080	000	TF
03	123456780	2	****	0481	51004	000	TP
* 03	123456781	2	****	0481	53007	000	RF

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code FTE to be greater than zero for the regular full-time employee who is not a substitute teacher. Resubmit the record for processing.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

35. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Demographic Information records

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

Staff Additional Job Assignment record

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

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

DISTRICT RESPONSIBILITY

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

STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Payroll records

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

Staff Additional Job Assignment record

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

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

DISTRICT RESPONSIBILITY

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

STAFF ADDITIONAL JOB ASSIGNMENTS - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Additional Job Assignment record

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

Staff Payroll record

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

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

DISTRICT RESPONSIBILITY

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

STAFF ADDITIONAL JOB ASSIGNMENTS – EXCEPTION REPORTS

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

EXAMPLE

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

Staff Additional Job Assignments record

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

DISTRICT RESPONSIBILITY

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

STAFF BENEFITS - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero, and left-justified. Resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code either on the JCL or the records being submitted and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Selected Benefits, Type and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Selected Benefits, Frequency codes and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Selected Benefits, Value and resubmit the records for processing.

STAFF BENEFITS - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF BENEFITS - REJECT RULES

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

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Selected Benefits, Type code) duplicate the key items in the first record.

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

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

DISTRICT RESPONSIBILITY

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

STAFF BENEFITS - REJECT RULES

10. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF BENEFITS - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF BENEFITS - REJECT RULES

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

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Selected Benefits, Type code is A and the benefit amount obtained by multiplying Selected Benefits, Value by Selected Benefits, Frequency is greater than \$25,000.

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

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

DISTRICT RESPONSIBILITY

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

STAFF BENEFITS - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Demographic Information records

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

Staff Benefits records

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

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

DISTRICT RESPONSIBILITY

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

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- 1. District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Florida Educators Certificate Numbers to be valid numbers and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the records by providing valid Last Names and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the records by including a valid Appendage and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Birth Dates to be valid dates and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the records by including valid Gender codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Employment Date, Current Position and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Employment Date, Continuous Employment and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Employment Date, Original Position and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Separation Date is a future date. The third record would be rejected because Separation Date is not a valid calendar date.

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Separation Date and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

16. Separation Reason code must be A-O or Z. This edit does not apply to Survey 8.
-record rejected-

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Separation Reason and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transaction Code and resubmit the record for processing.

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

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Exempt from Public Records Law, Employee codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the School Number, Primary/Home is not valid for the Job Code, Primary.

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1B. Ethnicity code must be Y or N. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

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

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Ethnicity code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the code for Race: Native Hawaiian or Other Pacific Islander is not a valid code.

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

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the code for Race: Native Hawaiian or Other Pacific Islander and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1D. There must be a Y code for at least one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander and Race: White). This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because none of the Race data elements have a code of Y.

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

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must enter a Y code for one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander, or Race: White) and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

20. If Survey Period Code is 2 or 3, then Separation Date must be zeros. [This edit does not apply to Survey 8.] -record rejected-

EXAMPLE

The record listed below would be rejected because the Separation Date is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Date must be all zeros.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Separation Date
* 03	123456780	2	****	0291	0000445566	1219****

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record to show all zeros in the Separation Date field. Resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

21. If Survey Period Code is 2 or 3, then Separation Reason code must be Z. [This edit does not apply to Survey 8]. -record rejected-

EXAMPLE

The record listed below would be rejected because the Separation Reason is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Reason must be Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Separation Date	Separation Reason
* 03	123456789	2	****	0081	0000112233	12192002	A

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must change the Separation Reason code to Z and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- ➔ 22. Reading Endorsement, Competency 1 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 1 are invalid.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 1 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

23. Each Staff Demographic Information record must be unique based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejections. The third record listed below would be rejected because the key items (District Number, Social Security Number, Survey Period Code and Fiscal Year) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Florida Educators Certificate Number	Job Code, Primary
03	123456789	5	****	0081	0000112233	53002
03	123456780	2	****	0291	0000445566	00000
* 03	123456789	5	****	0081	0000778899	51081

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

DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would take no action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A".

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

24. Employee Type code must be RF, RP, TF, TP, or ST. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The two records below would be rejected either because the Employee Type code is left blank or because the code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employee Type
* 03	123456789	5	****	0491	53007	RT
* 03	123456780	5	****	0481	51004	

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Employee Type codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

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

EXAMPLE

The two records below would be rejected because no valid First Names were submitted.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the records by including valid First Names and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

26. For the Employee Name, Legal; Middle/Maiden Name or Initial may be blank but may not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because no valid Employee Name, Legal; Middle/Maiden Name or Initial was submitted.

District Number	Social Security Number	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name	Employee Name, Legal: Middle/Maiden Name or Initial
03	123456788	0000112234	Smith	Susan	
* 03	123456789	0000112233	Jones	Mary	(nondisplayable character)
* 03	123456780	0000445566	Smith-Jones	Rashanda	@ @ @ @ @ @ @

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the records by including a valid Middle/Maiden Name or Initial and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

27. The Degree/Credential Earned code must be C, A, B, M, S, D, or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because Degree/Credential Earned is either invalid or it was left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Degree/Credential Earned
03	123456789	2	****	0081	M
* 03	123456790	2	****	0081	P
* 03	123456791	2	****	0081	

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Degree/Credential Earned by reporting a valid code and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

28. If Survey Period Code is 2 or 3, then Days Absent, Personal Leave must be 000. If Survey Period Code is 5, then Days Absent, Personal Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Personal Leave is greater than 180.

District Number	Social Security Number	Days Absent, Personal Leave
16	123456789	002
* 16	123456780	205

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Days Absent, Personal Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

29. If Survey Period Code is 2 or 3, then Days Absent, Sick Leave must be 000. If Survey Period Code is 5, then Days Absent, Sick Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8 -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Sick Leave is greater than 180.

District Number	Social Security Number	Days Absent, Sick Leave
16	123456789	002
* 16	123456780	195

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Days Absent, Sick Leave so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2A. If Survey Period Code is 2 or 3, then Days Absent, Temporary Duty Elsewhere must be 000. If Survey Period Code is 5, then Days Absent, Temporary Duty Elsewhere must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Temporary Duty Elsewhere is greater than 180.

District Number	Social Security Number	Days Absent, Temporary Duty Elsewhere
16	123456789	002
* 16	123456780	210

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Days Absent, Temporary Duty Elsewhere so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2B. If Survey Period Code is 2 or 3, then Days Absent, Other must be 000. If Survey Period Code is 5, then Days Absent, Other must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Other is blank.

District Number	Social Security Number	Days Absent, Other
16	123456789	002
* 16	123456780	

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Days Absent, Other so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2C. If Survey Period Code is 2 or 3, then Days Present must be 000. If Survey Period Code is 5, then Days Present must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Present is greater than 180.

District Number	Social Security Number	Days Present
16	123456789	002
* 16	123456780	210

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Days Present so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2D. The number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be in the range zero through 180 or all of these must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first two records below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to 181.

District Number	Social Security Number	Days Present	Days Absent, Personal Leave	Days Absent, Sick Leave	Days Absent, Temporary Duty Elsewhere	Days Absent, Other
16	123456789	169	003	006	002	000
16	123456788	000	000	000	000	000
* 16	123456780	170	005	004	002	000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the number of days present plus days absent added together are in the range zero to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2E. If Separation Date falls within the Fiscal Year being reported, then Separation Reason code must not be Z. This edit does not apply to Survey 8. –record rejected-

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because a Separation Date within the Fiscal Year being reported has a Separation Reason code of Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date	Separation Reason
03	0123456789	5	****	0701****	A
* 03	0123456780	5	****	0701****	Z

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Reason code by changing it to a valid non-Z code or change the Separation Date to zeros if the employee has not separated from the school district or a valid date prior to the Fiscal Year being reported and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2F. If Separation Reason code is not Z, then Separation Date must be greater than zero. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because it has a Separation Reason code but no Separation Date.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date	Separation Reason
03	0123456789	5	****	0701****	A
* 03	0123456788	5	****	00000000	A

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Date to be a valid date greater than zero or change the Separation Reason to Z if the employee has not separated from the school district and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2G. If any of the six Reading Endorsement, Competency codes = Z, then all the codes for Reading Endorsement, Competency must be Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 is Z and the code for another Reading Endorsement, Competency (Competency 4) is not Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 4
03	123456789	2	****	Z	Z
* 03	123456780	2	****	Z	Y
* 03	123456781	2	****	Z	C

**** valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are Z and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2H. Highly Qualified Paraprofessional code must be A, B, C, D, or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Highly Qualified Paraprofessional are invalid.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Highly Qualified Paraprofessional code and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2I. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2J. If Survey Period is 2 or 3 and the Highly Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationship between the Highly Qualified Paraprofessional and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2K. If Survey Period is 2 or 3, then the Highly Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➔ **2L. Reading Endorsement, Competency 2 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 2 are invalid.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 2 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➔ **2M. Reading Endorsement, Competency 3 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 3 are invalid.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 3 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➔ **2N. Reading Endorsement, Competency 4 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 4 are invalid.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 4 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

20. If any of the six Reading Endorsement, Competency codes = P, then all the codes for Reading Endorsement, Competency must be P. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 is P and the code for another Reading Endorsement, Competency (Competency 4) is not P.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 4
03	123456789	2	****	P	P
* 03	123456780	2	****	P	Y
* 03	123456781	2	****	P	C

**** valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are P and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➔ **2P. Reading Endorsement, Competency 5 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 5 are invalid.

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 5 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

➔ **2Q. Reading Endorsement, Competency 6 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 6 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 6
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 6 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2R. If any of the six Reading Endorsement, Competency codes = C, then all the codes for Reading Endorsement, Competency must be C. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 is C and the code for another Reading Endorsement, Competency (Competency 4) is not C.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement Competency 4
03	123456789	2	****	C	C
* 03	123456780	2	****	C	Y
* 03	123456781	2	****	C	R

**** valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are C and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2S. If any of the six Reading Endorsement, Competency codes = R, then all the codes for Reading Endorsement, Competency must be R. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 is R and the code for another Reading Endorsement, Competency (Competency 4) is not R.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 4
03	123456789	2	****	R	R
* 03	123456780	2	****	R	Y
* 03	123456781	2	****	R	C

**** valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are R and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2T. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2U. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2V. If Separation Reason code is A-O, then Employee type must be RF or RP. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Separation Reason code is A-O but the Employee Type is TF.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Employee Type	Separation Date	Separation Reason
03	123456788	5	****	0081	RF	0701****	L
* 03	123456789	5	****	0081	TF	0701****	S

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Separation Reason and the Employee Type and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2W. If the employee's Job Code, Primary places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey – EEO-5, then the Degree/Credential Earned code must be Z. This edit does not apply to Survey Period 8. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because the Job Code, Primary falls on lines 44-54 of the Public Schools Staff Survey – EEO-5 and the Degree/Credential Earned is not Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Degree/Credential Earned
03	123456789	2	****	51101	Z
* 03	123456790	2	****	65022	M
* 03	123456791	2	****	75094	B

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Degree/Credential Earned code or the Job Code, Primary and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2X. If Survey Period Code is 2 or 3, then School Principal certification Program code must be Z. If Survey Period Code is 5, then School Principal Certification Program must be A, B, C, D or Z. This edit does not apply to Survey 8. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for School Principal Certification Program are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Principal Certification Program
03	123456789	5	****	C
* 03	123456780	5	****	P
* 03	123456781	5	****	E

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Principal Certification Program and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2Y. If the School Principal Certification Program is A-D, then the employee's Job Code must place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey – EEO-5. This edit does not apply to Survey 8. –record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the School Principal Certification Program code for the Job Code, Primary is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Principal Certification Program	Job Code, Primary
03	123456789	5	****	C	51058
* 03	123456780	5	****	B	51082
03	123456790	5	****	A	73017

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Principal Certification Program code or Job Code, Primary and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- ➔ **2Z.** If any of the six Reading Endorsement, Competency codes = G, then all the codes for Reading Endorsement, Competency must be G. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 is G and the code for another Reading Endorsement, Competency (Competency 4) is not G.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1	Reading Endorsement, Competency 4
03	123456789	2	****	G	G
* 03	123456780	2	****	G	Y
* 03	123456781	2	****	G	C

**** valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are G and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

30. If Survey Period Code is 2 or 3, each Staff Demographic Information record must have a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If Survey Period Code is 5, each Staff Demographic Information record must have a matching Staff Fiscal Year Salaries, or Staff Fiscal Year Benefits format based on District Number, Social Security number, Survey Period Code, and Fiscal Year. This edit does not apply to Survey 8. -state validation 3-

EXAMPLE

The first Staff Demographic Information record listed below would not pass this edit because there is not a matching Staff Payroll Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year
* 03	123456789	2	****
03	454567858	2	****

Staff Payroll Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	454567858	2	****

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

DISTRICT RESPONSIBILITY

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

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

31. If Survey Period is 5 and Employment Status Code is A or P, and the sum of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other is between 100 and 180 inclusive, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must be greater than \$18,000. The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. –state validation 3-

EXAMPLE

The second employee below would not pass this edit because the sum of Days Present and all Days Absent elements is between 100 and 180 and the Fiscal Year Salary is less than \$18,000.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Days Present	Days Absent Personal Leave	Days Absent Sick Leave	Days Absent Temp Duty Elsewhere	Days Absent Other
03	123456781	5	****	174	3	2	0	1
* 03	123456792	5	****	136	8	30	0	0

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary	Employment Status Code
03	123456781	5	****	003568900	A
03	123456792	5	****	000558500	P

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

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

32. If Survey Period is 2 or 3, Job Code, Primary on the Staff Demographic Information record must match at least one Job Code, Primary on the matching Staff Payroll Information records. This edit does not apply to Survey 8. -state validation 3-

EXAMPLE

The Staff Demographic Information record below would not pass this edit because the Job Code, Primary does not match the Job Code, Primary on the matching Staff Payroll Information record.

Staff Demographic Information Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
* 03	123456789	2	****	54001

Staff Payroll Information Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456789	2	****	51071

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

DISTRICT RESPONSIBILITY

The district must correct the Job Code, Primary on the Staff Demographic Information record or the Staff Payroll Information record so that they are the same and reflect the actual job the employee held.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

33. If the Title I School-Wide code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Title I School-Wide code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Title I School-Wide
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Title I School-Wide code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

34. If the Job Code on any of the matching Staff Fiscal Year Salaries records is 51111, 51112 or 51113 and the Title I Targeted Assistance code is C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51113	B
*03	123456780	5	****	51058	Z

Staff Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Title I Targeted Assistance
03	123456780	5	****	51058	Z000
03	123456780	5	****	51111	C100

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

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

35. If the Migrant Regular School Year code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Regular School Year code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Migrant Regular School Year
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Migrant Regular School Year code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

36. If the Migrant Summer code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Summer code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Highly Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Migrant Summer
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Migrant Summer code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

38. For Survey Period Code 2 or 3, if the employee’s Job Code, Primary on the Staff Demographic Information format places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080) and the Employee Type is RF or TF, then the employee must have at least one Staff Experience record with an Experience Type of C, at least one record with an Experience Type of D and at least one record with an Experience Type of F . The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. –state validation 3-

EXAMPLE

The second employee below would not pass this edit because there is no Staff Experience record with an Experience Type code of C reported.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	51051
* 03	123456792	2	****	51028

Staff Experience records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456781	2	****	C	01
03	123456781	2	****	D	05
03	123456781	2	****	F	05
* 03	123456792	2	****	D	06
* 03	123456792	2	****	F	09

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

DISTRICT RESPONSIBILITY

The district must review the staff member’s experience and submit an additional Staff Experience record with an Experience Type code of C for this employee.

STAFF DEMOGRAPHIC INFORMATION – AGGREGATE VALIDATION RULES

40. For each active school on the Master School Identification (MSID) file for the district, the number of Staff Demographic Information records must be greater than zero. This edit does not apply to Survey 8. –aggregate validation edit-

Note: An error message will be printed on the validation report for schools that do not meet the aggregate validation edit above.

EXAMPLE

School 0351 is an active school for district number 80 on the MSID file. There are no demographic records for this school on the Staff Database table.

An aggregate edit error message is generated for school 0351 on the validation report indicating that the school failed this aggregate validation edit.

DISTRICT RESPONSIBILITY

The district must submit Staff Demographic Information records (in addition to other required Staff Reporting formats) for this school.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

50. If District Number is not 71-75 and Charter School Status is not C or R (located on the Master School Identification File) and if the employee's Job Code places the employee on lines 1-8, inclusive, of the Public Schools Staff Survey - EEO-5, then School Number/Primary Home must be 9001. This edit does not apply to Survey 8. - exception report-

EXAMPLE

The first two records below would cause a message to be generated because the Job Code, Primary places the employee on EEO Line Numbers 1-8 and the School Number/Primary Home is not 9001. The third record listed below would pass the edit.

District Number	Social Security Number	School Number, Primary/Home	Job Code, Primary
* 03	123456789	0081	75005
* 03	123456780	0291	61222
72	125896540	0341	62009

DISTRICT RESPONSIBILITY

The district should verify the Job Code and the School Number/Primary Home and if in error correct the record

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

51. If Separation Date is not zero then it must be greater than or equal to Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Separation Date is prior to the Employment Date, Current Position.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Separation Date	Employment Date, Current Position
03	123456789	5	****	0081	00000000	08212000
* 03	123456780	5	****	0291	0813****	0821****

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

DISTRICT RESPONSIBILITY

The district should verify the Separation Date; Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

52. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Current Position must be greater than or equal to Employment Date, Continuous Employment and Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Current Position code is not greater than the Employment Date, Continuous Employment code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Continuous Employment	Employment Date, Current Position	Separation Date
03	123456789	5	****	08211997	08211997	0602****
* 03	123456780	5	****	08211999	08211997	00000000

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Current Position; Employment Date, Continuous Employment and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

53. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Continuous Employment must be greater than or equal to the Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Continuous Employment is prior to the Employment Date, Original Position.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position	Employment Date, Continuous Employment	Separation Date
03	123456789	5	****	08191992	08211994	06022003
* 03	123456780	5	****	08211997	08211993	00000000

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Continuous Employment and the Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

54. For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of D (Florida Retirement System). For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of D. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 6. -exception report-

EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is no matching Staff Benefits record with a Selected Benefits, Type code of D. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456789	2	****	RF
03	454567858	2	****	RF

Staff Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	B
03	123456789	2	****	K
03	454567858	2	****	D

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

DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits records and update one of the records if there is an error or submit an additional Staff Benefits record with a Selected Benefits, Type code of D.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

55. If Survey Period is 5, the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be greater than zero for regular full-time (RF) and temporary full-time (TF) employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5) unless they are all 999. This edit does not apply to Survey 8. –exception report-

EXAMPLE

The first two records below would pass this edit. The third record would not pass this edit because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to zero for a regular full-time teacher.

Dist. Num.	Svy. Per. Code	Social Security Number	Days Present	Days Absent, Personal Leave	Days Absent, Sick Leave	Days Absent, Temporary Duty Elsewhere	Days Absent, Other	Job Code	Employee Type
16	5	123456789	000	000	000	000	000	78030	RF
16	5	123456788	170	004	004	002	000	51055	TF
* 16	5	123456780	000	000	000	000	000	51055	RF

DISTRICT RESPONSIBILITY

The district should review the data in the third record to verify that this regular full-time teacher did not have days present or absent during the regular 180 day school year. If there is an error in the data on this record, the district should submit an update to the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

56. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), vocational technical teachers (53001-53014), adult education teachers (54001) and ROTC teachers (51047, 51048) the Degree Earned code must not be Z. This edit does not apply to Survey 8. –exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record listed below would cause an error message to be generated because Degree Earned is Z and the job code is on lines 21-43 of the EEO-5.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Degree Earned
36	123456781	2	****	51051	M
*36	223456782	2	****	51032	Z
36	123906783	2	****	52004	D

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

DISTRICT RESPONSIBILITY

The district should verify the Degree Earned code and if in error correct the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

57. Birth Date must be in the range beginning with 01011932 and ending with 12311995. This edit does not apply to Survey 8. –exception report-

EXAMPLE

The first record listed below would pass this edit. The second and third records would cause an error message to be generated because Birth Date is not within the specified range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
04	012352847	2	****	04131960
* 04	025123478	2	****	02031996
* 04	025123482	2	****	02031927

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

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

59. For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of A or K. For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of A or K. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 6. -exception report-

EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is not a matching Staff Benefits record with a Selected Benefits, Type code of A or K. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456789	2	****	RF
03	454567858	2	****	RF

Staff Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	D
03	454567858	2	****	A

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

DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits record and update the record that is in error or submit an additional Staff Benefits record with a Selected Benefits, Type of A or K.

STAFF EXPERIENCE - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF EXPERIENCE - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF EXPERIENCE - REJECT RULES

5. Experience Type code must be A, C, D, F, M, N, P, or S. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because of an incorrect code for Experience Type.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
* 03	123456780	2	****	B	06

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Experience Type code to be a valid code and resubmit the record for processing.

STAFF EXPERIENCE - REJECT RULES

6. Experience Length must be numeric and be greater than or equal to zero and less than or equal to 75. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Experience Length value was left blank. The third record would be rejected because Experience Length is not within the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
* 03	123456780	2	****	D	
* 03	123456781	2	****	M	99

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Experience Length and resubmit the records for processing.

STAFF EXPERIENCE - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF EXPERIENCE - REJECT RULES

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

EXAMPLE

The first and second record listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Experience Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
03	123456780	2	****	D	06
* 03	123456789	2	****	C	03

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

STAFF EXPERIENCE - REJECT RULES

9. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF EXPERIENCE - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF EXPERIENCE - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Demographic Information records

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

Staff Experience record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
* 03	123456781	2	****	C	02

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

DISTRICT RESPONSIBILITY

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

STAFF EXPERIENCE - STATE VALIDATION RULES

21. The Experience Length for Experience Type code of F must be greater than or equal to the Experience Length for Experience Type code of D. -state validation 3-

EXAMPLE

Staff Experience record

The second Staff Experience record below would not pass this edit because the correct relationship does not exist between Experience Types and Experience Length for the same employee.

Record #1

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	D	02

Record #2

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
* 03	123456789	2	****	F	01

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

DISTRICT RESPONSIBILITY

The district must verify the Experience Type and Experience Length for both records to determine which is valid, then resubmit the corrected record for processing.

STAFF EXPERIENCE - STATE VALIDATION RULES

22. Experience Length must not be greater than the number computed when subtracting 20 from the calculated age (using Birth Date from the Staff Demographic Information record). -state validation 3-

[Edit assumption: Staff member began employment in these positions no earlier than age 20.]

EXAMPLE

Staff Experience record

The second Staff Experience record below would not pass this edit because Experience Length is greater than the calculated age value (based on the employee's Birth Date).

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	P	20
* 03	123456780	2	****	F	15

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
03	123456789	2	****	05061961
03	123456780	2	****	04131977

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

DISTRICT RESPONSIBILITY

The district must verify the Experience Length on the Staff Experience record and the Birth Date on the Staff Demographic Information record to determine which is valid, then resubmit the corrected record for processing.

STAFF EXPERIENCE - STATE VALIDATION RULES

23. The sum of the values for Experience Types F, S, P and N must not be greater than the number computed when subtracting 20 from the calculated age (using Birth Date from the Staff Demographic Information record). -state validation 3-

[Edit assumption: Staff member began employment in these positions no earlier than age 20.]

EXAMPLE

Staff Experience record

The Staff Experience records below would not pass this edit because the sum of the values for the combined Experience Types for the employee is greater than the calculated value (based on the employee's Birth Date).

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
* 03	123456780	2	****	F	7
* 03	123456780	2	****	S	9
* 03	123456780	2	****	N	2

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
03	123456780	2	****	04131977

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

DISTRICT RESPONSIBILITY

The district must verify the values of each Experience Type on the Staff Experience record and the Birth Date on the Staff Demographic Information record to determine which are valid, then resubmit the corrected record(s) for processing.

STAFF EXPERIENCE – EXCEPTION REPORTS

50. Experience Length must not be greater than 40. -exception report-

EXAMPLE

The second Staff Experience record below would not pass this edit because the Experience Length is greater than 40.

District Number	Social Survey Security Number	Period Code	Fiscal Year	Experience Type	Experience Length
03	123456738	2	****	C	02
*03	123456786	2	****	F	48
03	123456790	2	****	D	15

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

DISTRICT RESPONSIBILITY

The district should verify the Experience Length and if in error correct the record.

FISCAL YEAR BENEFITS - REJECT RULES

- 1. District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero, and left-justified. Resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

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

EXAMPLE

The Survey Period Code specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code on the records being submitted and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

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

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code
* 03	123456789	5	****	0481	00000
* 03	123456780	5	****	0481	51000

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Job Code by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

7. The first occurrence of Selected Benefits, Type must be A, B, C, D, E, F, G, K, L, M, or N; any subsequent occurrences may be Z. However, each Selected Benefits, Type must otherwise be unique. -record rejected-

EXAMPLE

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

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	5	****	B
03	123456781	5	****	F
* 03	123456780	5	****	w
* 03	123456788	5	****	O

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Selected Benefits, Type and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

8. The first occurrence of Selected Benefits, Value must be numeric and greater than zero, any subsequent occurrences must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

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

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
03	123456789	5	****	B	00012500
03	123456780	5	****	C	00300000
* 03	123456790	5	****	A	
* 03	123456791	5	****	D	ZZZZZZZZ

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Selected Benefits, Value and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

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

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records for processing.

FISCAL YEAR BENEFITS - REJECT RULES

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

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Job Code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
03	123456789	5	****	52001
03	123456780	5	****	61234
* 03	123456789	5	****	52001

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected record for processing.

FISCAL YEAR BENEFITS - REJECT RULES

11. For each Selected Benefits, Type code that is not Z, the Selected Benefits, Value must be greater than zero. -record rejected-

EXAMPLE

The first and second records below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the Selected Benefits, Value for Selected Benefits, Type "D" is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
04	123456789	5	****	B	00012500
04	123456780	5	****	Z	00000000
* 04	123456780	5	****	D	00000000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Selected Benefits, Value and resubmit the record for processing.

FISCAL YEAR BENEFITS - REJECT RULES

12. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

FISCAL YEAR BENEFITS - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

FISCAL YEAR BENEFITS – STATE VALIDATIONS RULES

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

EXAMPLE

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

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Staff Fiscal Year Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
* 03	123456781	5	****	B	00012500

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

DISTRICT RESPONSIBILITY

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

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

40. Each Fiscal Year Benefits record must have a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year unless the Separation Date on the Staff Demographic Information record is prior to the reported Fiscal Year and not equal to zero. -exception report-

EXAMPLE

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

Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Staff Fiscal Year Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Value
* 03	123456781	5	****	B	00012500

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date
03	123456781	5	****	00000000

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

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

DISTRICT RESPONSIBILITY

The district must verify that the Staff Fiscal Year Benefits record is valid and that the employee had no salary for this fiscal year. If the employee did earn salary during the fiscal year, the district must submit a matching Fiscal Year Salaries record based on District Number, Social Security Number, Survey Period Code, and Fiscal Year.

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

41. If Employee Type is RF and if the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Type/Value) cannot exceed fifty percent of the employee's Fiscal Year Salary. If Employee Type is RF and if the employee's Job Code places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Type/Value) cannot exceed seventy-five percent of the employee's Fiscal Year Salary. The Fiscal Year Benefits, Fiscal Year Salaries and Staff Demographic Information records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -exception report-

EXAMPLE

The Staff Fiscal Year Benefits record listed below with an asterisk would not pass this edit because the total staff benefits for the employee is greater than fifty percent of the employee's Fiscal Year Salary and the Employee Type is RF.

Staff Fiscal Year Benefits records

District Number	Social Security Number	Survey Code Period	Fiscal Year	Selected Benefits, Type/Value
61	123456789	5	****	A00254600D01525000Z0000000
* 61	123456780	5	****	A00753900D01050000Z0000000

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

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Code Period	Fiscal Year	Fiscal Year Salary
61	123456789	5	****	007500000
61	123456780	5	****	003500000

Staff Demographic Information records

District Number	Social Security Number	Fiscal Year	Survey Period Code	Employee Type
61	123456789	5	****	RF
61	123456780	5	****	RF

FISCAL YEAR BENEFITS - EXCEPTION REPORTS

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Staff Fiscal Year Benefits record to determine whether an error exists in the data or this represents an exception to the general relationship described in the edit. If the data are incorrect the district must update the record to reflect the correct relationship in the edit.

STAFF FISCAL YEAR SALARIES - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

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

EXAMPLE

The Survey Period Code specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code on the records being submitted and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

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

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code
* 03	123456789	5	****	0481	00000
* 03	123456780	5	****	0481	51000

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Job Code by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

7. Fiscal Year Salary must be numeric, greater than or equal to 000000000 and less than or equal to 030000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Fiscal Year Salary is greater than 030000000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary
03	123456789	5	****	0481	72000	006700000
* 03	123456780	5	****	0481	72000	520000000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Fiscal Year Salary to be less than 030000000 and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

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

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Job Code Fund Source of "Z" is not a valid code. The second record would be rejected because only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	****	0481	51073	006700000	Z050C0500000
* 03	123456780	5	****	0481	51004	005200000	G100

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Job Code Fund Source and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

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

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Z's rather than zeros are placed in the percentage positions. The second record would be rejected because only the first Job Code Fund Source percentage is included and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary	Job Code Fund Source
* 03	123456789	5	****	0481	53007	006700000	G050C050OZZZ
* 03	123456780	5	****	0481	51004	005200000	G100

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Job Code Fund Source percentages and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

10. At least one of the three Job Code Fund Source codes must be nonzero, unless the Fiscal Year Salary is 00000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	51004	006700000	G1000000000
* 03	123456789	5	****	53007	005200000	00000000000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code Fund Source so that it has a valid nonzero code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

11. Any one Job Code Fund Source code can appear only once on a Staff Fiscal Year Salaries record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source of "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	0481	51004	006700000	G10000000000
* 03	123456789	5	****	0481	53007	005200000	G050G0500000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code Fund Source so there is no repetition within that record and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

12. The three Job Code Fund Source percentages on a Fiscal Year Salaries record must add up to 100 percent. However, if the Fiscal Year Salary is zero, the three Job Code Fund Source percentages may add to zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source percentages add up to 90 instead of to 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary	Job Code Fund Source
03	123456780	5	****	51004	006700000	G10000000000
* 03	123456789	5	****	51073	005200000	G050B0400000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code Fund Source percentages so that they add up to 100 and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

-  13. Salary Supplement Type code must be A - C, E - K, N - Y or zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	D0025000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Salary Supplement Type and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

14. Salary Supplement Value must be numeric, greater than or equal to 0000000 and less than or equal to 9999900. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
03	123456789	5	****	B0045000
* 03	123456780	5	****	B

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Salary Supplement Value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

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

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code will be rejected.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transaction Code and resubmit the record with the correct Transaction Code for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

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

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year and Job Code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
03	123456789	5	****	53007
03	123456780	5	****	51004
* 03	123456789	5	****	53007

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

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

17. If Salary Supplement Type equals zero, then Salary Supplement Value should equal zero, and if Salary Supplement Type is not zero, Salary Supplement Value should be greater than zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
03	123456789	5	****	00000000
* 03	123456780	5	****	B0000000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Salary Supplement Value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

18. If Fiscal Year Salary is 000000000, then at least one Salary Supplement Value must be greater than zero. -record rejected-

EXAMPLE

In the two examples below, 49 zeroes are implied following the listed data in Salary Supplement Type/Value. The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Fiscal Year Salary is equal to zero and there is no Salary Supplement Value greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary	Salary Supplement Type/Value
03	123456789	5	****	002700000	00000000
* 03	123456780	5	****	000000000	00000000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Salary Supplement Type/Value or the Fiscal Year Salary and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

19. Employment Status Code must be A, L, P or T. -record rejected-

EXAMPLE

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

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Status Code
03	123456789	5	****	A
* 03	123456780	5	****	C

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Employment Status Code and resubmit the record.

STAFF FISCAL YEAR SALARIES - REJECT RULES

20. Migrant Summer code must be A – H, or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Migrant Summer code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Summer
03	123456789	5	****	B025
* 03	123456780	5	****	R100

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Migrant Summer code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

21. Migrant Regular School Year code must be A – H, or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Migrant Regular School Year code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Regular School Year
03	123456789	5	****	E050
* 03	123456780	5	****	R100

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Migrant Regular School Year code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

22. Title I School-Wide code must be A, B, C, D, E, F, or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Title I School-Wide code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I School-Wide
03	123456789	5	****	B025
* 03	123456780	5	****	K100

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Title I School-Wide code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

23. Title I Targeted Assistance code must be A, B, C, D, E, F or Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Title I Targeted Assistance code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I Targeted Assistance
03	123456789	5	****	B050
* 03	123456780	5	****	K100

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Title I Targeted Assistance code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

24. Migrant Summer FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Summer code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Migrant Summer code is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Summer
03	123456789	5	****	B050
* 03	123456780	5	****	E000
03	123456792	5	****	Z000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE percentage for the Migrant Summer code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

25. Migrant Regular School Year FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Migrant Regular School Year code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Migrant Regular School Year code is not greater than zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Migrant Regular School Year
03	123456789	5	****	E050
* 03	123456780	5	****	A000
03	123456792	5	****	Z000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE percentage for the Migrant Regular School Year code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

26. Title I School-Wide FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I School-Wide code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Title I School-Wide code is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I School-Wide
03	123456789	5	****	B025
* 03	123456780	5	****	E125
03	123456792	5	****	Z000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE percentage for the Title I School-Wide code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

27. Title I Targeted Assistance FTE percentage must be numeric and greater than zero but less than or equal to 100, unless the Title I Targeted Assistance code is Z, then FTE percentage must be 000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record listed below would be rejected because the FTE percentage for the Title I Targeted Assistance code is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Title I Targeted Assistance
03	123456789	5	****	B050
* 03	123456780	5	****	A125
03	123456792	5	****	Z000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE percentage for the Title I Targeted Assistance code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

28. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF FISCAL YEAR SALARIES - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF FISCAL YEAR SALARIES - REJECT RULES

 30. Personnel Evaluation code must be C-G or Z. -record rejected-

EXAMPLE

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

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Personnel Evaluation
03	123456788	5	****	0081	 D
* 03	123456789	5	****	0081	R

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

 31. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar) then the Personnel Evaluation code must be C-G. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Personnel Evaluation code for the Job Code is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation
03	123456788	5	****	51051	D
* 03	123456789	5	****	51062	Z
03	123456791	5	****	61332	Z

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code or the Job Code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- ➔ 32.** If the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), then the Personnel Evaluation, Instructional Leadership Component must be numeric, greater than or equal to 01 and less than or equal to 60. For all other employees, the Personnel Evaluation, Instructional Leadership Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Leadership Component value is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Instructional Leadership
03	123456788	5	****	73002	40
* 03	123456789	5	****	73019	80

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Leadership Component value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

33. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey, then the Fiscal Year Salary must not be greater than \$120,000. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Fiscal Year Salary is greater than \$120,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary
03	123456788	5	****	51051	008016988
* 03	123456789	5	****	51062	012186050
03	123456791	5	****	63012	005236459

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Fiscal Year Salary and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

34. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080, then the Personnel Evaluation code must be Z. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Personnel Evaluation code is not valid for the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation	Employee Type
* 03	123456788	5	****	52080	D	RF
* 03	123456789	5	****	51080	E	TF
03	123456791	5	****	59080	Z	RF

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Personnel Evaluation code or Job Code and resubmit the records for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

➔ 35. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the Personnel Evaluation, Instructional Practice Component must be numeric, greater than or equal to 01 and less than or equal to 60. For all other employees the Personnel Evaluation, Instructional Practice Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Practice Component value is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Instructional Practice
03	123456788	5	****	51026	40
* 03	123456789	5	****	61232	80

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Instructional Practice Component value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- ➔ 36. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), then the Personnel Evaluation, Professional and Job Responsibilities Component must be numeric, greater than or equal to zero and less than or equal to 59. For all other employees the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Professional and Job Responsibilities Component value is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Prof or Job Responsibilities
03	123456788	5	****	73002	25
* 03	123456789	5	****	51114	40

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Professional or Job Responsibilities Component value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

➔ 37. If the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), then the Personnel Evaluation, Student Learning Growth Component must be numeric, greater than or equal to 40 and less than or equal to 99. For all other employees the Personnel Evaluation, Student Learning Growth Component must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Student Learning Growth Component value is not valid for the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Stud Learning Growth
03	123456788	5	****	73002	60
* 03	123456789	5	****	51114	40

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code or the Personnel Evaluation, Student Learning Growth Component value and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- ➔ 38. Personnel Evaluation, Measures of Student Learning Growth code must be A-G or Z. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Measures of Student Learning Growth code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Personnel Evaluation, Measures of Student Learning Growth
03	123456788	5	****	0081	B
* 03	123456789	5	****	0081	L

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation, Measures of Student Learning Growth code and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES



39. If the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), then the total of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 90 instead of 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	-----Personnel Evaluation-----		
					Instruc- tional Leadership	Professional & Job Resp	Student Learning Growth
03	123456789	5	****	73002	45	15	40
* 03	123456780	5	****	73019	40	10	40

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the value for Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component or the Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - REJECT RULES

- ➔ 40. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component must be 100. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Learning Growth Component is 110 instead of 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	-----Personnel Evaluation,-----		
					Instruc- tional Practice	Professional & Job Responsibilities	Student Learning Growth
03	123456789	5	****	51028	45	15	40
* 03	123456780	5	****	61232	40	20	50

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the value for Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component or Personnel Evaluation, Student Learning Growth Component so that they add up to 100 and resubmit the record for processing.

STAFF FISCAL YEAR SALARIES - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type/Value
* 03	123456781	5	****	B00012500

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

DISTRICT RESPONSIBILITY

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

STAFF FISCAL YEAR SALARIES - STATE VALIDATION RULES

53. If the Title I Targeted Assistance code is not Z, then at least one active school in the employee's district must have a Targeted-Assistance Program according to the Master School Identification file (identified by code T under Title I Status). -state validation 3-

EXAMPLE

The Staff Fiscal Year Salaries record listed below would not pass this edit because the employing district does not have a school designated with a Title I Targeted-Assistance Program on the Master School Identification File.

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number	Title I Targeted Assistance
* 03	123456781	5	****	0021	C050
03	123456766	5	****	0021	Z000

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

Master School Identification File

District Number	District Name	School Number	School Name	Year	Title I Status
03	Bay	0011	ABC Elem	****	Z
03	Bay	0021	CNBC Sch	****	S
03	Bay	0031	CBS Elem	****	Z
03	Bay	0041	CBAS Sch	****	Z

**** = Valid year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries record and the Master School Identification file to determine where the error is occurring then update the record to reflect the correct relationship in the edit.

STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

80. If District Number and Employee Name, Legal (Last Name, First Name) are on the file of Progress Monitoring and Reporting Network (PMRN) for Reading Coaches, then the Job Code should be 64021, 64022 or 64023 for one of the Staff Fiscal Year Salaries records for the employee. –exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the employee is listed on the PMRN for Reading Coaches but the Job Code is not 64021, 64022 or 64023.

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
61	123456789	5	****	64021
*61	123456780	5	****	51027

Progress Monitoring and Reporting Network (PMRN)

District Number	Name	Job Title	School Name
61	John Smith	Reading Coach	ABC Elementary
61	Jane Doe	Reading Coach	XYZ Middle

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Employee Name, Legal (Last Name, First Name)
61	123456789	5	****	64021	Smith, John
61	123456780	5	****	51027	Doe, Jane

DISTRICT RESPONSIBILITY

The district should review the data in the second record and verify the Job Code. If there is an error the district should submit an update to the record.

STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

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

EXAMPLE

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

Staff Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job, Code	Job Code Fund Source
61	123456789	5	****	64023	S050G0500000
*61	123456780	5	****	64021	G10000000000

DISTRICT RESPONSIBILITY

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

STAFF FISCAL YEAR SALARIES – EXCEPTION REPORTS

82. If Employee Type on the Staff Demographic Information record is RF, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must not be less than \$4,000. The Staff Fiscal Year Salaries and Staff Demographic Information records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. – exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an error message to be generated because the Fiscal Year Salary is less than \$4,000 and the Employee Type on the Staff Demographic Information record is RF.

Staff Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary
61	123456789	5	****	000750000
*61	123456780	5	****	000350000

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
61	123456789	5	****	RF
61	123456780	5	****	RF

DISTRICT RESPONSIBILITY

The district should review the data for the second record to verify the entries for Fiscal Year Salary and Employee Type. If there is an error in the data the district should submit an update to the record.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it is not in the acceptable range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code in the JCL and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

5. **Multidistrict Employee, Assignment Identifier must be X or Y. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because of an incorrect Multidistrict Employee, Assignment Identifier.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Z	06

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Multidistrict Employee, Assignment Identifier and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

6. **Multidistrict Employee, District Number must be numeric and in the range 01 –69, 71-75 or 99. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Multidistrict Employee, District Number is not in the valid range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Y	70

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Multidistrict Employee, District Number and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

8. Each Staff Multidistrict Employee record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second record listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; and Multidistrict Employee, District Number) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, District Number
03	123456789	2	****	02
03	123456780	2	****	25
* 03	123456789	2	****	02

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

9. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF MULTIDISTRICT EMPLOYEE - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Demographic Information records

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

Staff Multidistrict Employee record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
* 03	123456781	2	****	X	02

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

DISTRICT RESPONSIBILITY

The district must determine whether the Staff Multidistrict Employee record is valid. If it is valid the district must submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

STAFF MULTIDISTRICT EMPLOYEE - STATE VALIDATION RULES

21. **Multidistrict Employee, Assignment Identifier must be identical on all of an employee's Multidistrict Employee records. -state validation 3-**

EXAMPLE

The records listed below would not pass this edit because the Multidistrict Employee, Assignment Identifier is not identical for all of the employee records submitted.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
* 03	123456789	2	****	X	02
* 03	123456789	2	****	Y	25
* 03	123456789	2	****	Y	06

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

DISTRICT RESPONSIBILITY

Correct the Multidistrict Employee, Assignment Identifier so that they are all the same.

STAFF PAYROLL INFORMATION _ REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number submitted is not in the acceptable range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code either on the records coming in or in the JCL and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Primary/Home and resubmit the record.

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

EXAMPLE

The two records listed below would not be loaded to the data base because the Job Code, Primary codes reported are not on the Job Code Assignments table.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
* 03	123456789	2	****	0481	00000	100
* 03	123456780	2	****	0481	51000	100

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

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

EXAMPLE

The three records listed below would not be loaded to the data base. The first record would be rejected because the Job Code FTE is not numeric. The second record would be rejected because the Job Code FTE is blank. The third record would be rejected because the Job Code FTE is greater than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
* 03	123456789	2	****	0481	53007	ZZZ
* 03	123456780	2	****	0481	51004	
* 03	123456781	2	****	0481	51005	101

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Job Code FTE and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

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

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Job Code Fund Source of "Z" is not a valid code. The second record would be rejected because only the first of the three Job Code Fund Source codes is supplied and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	0481	51073	100	Z050C0500000
* 03	123456780	2	****	0481	51004	100	G100

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Job Code Fund Source and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

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

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Z's rather than zeros are placed in the percentage positions. The second record would be rejected because only the first Job Code Fund Source percentage is included and the last two are left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Job Code Fund Source
* 03	123456789	2	****	0481	53007	100	G050CO50OZZZ
* 03	123456780	2	****	0481	51004	100	G100

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Job Code Fund Source percentages and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

10. Pay Type code must be H, S, or D. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Type is invalid. The second record would be rejected because the Pay Type code was left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate
* 03	123456789	2	****	0481	78030	Z	00000850
* 03	123456780	2	****	0481	79027		00000450

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Pay Type and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

11. Pay Rate must be numeric and greater than zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Rate was left blank. The second record would be rejected because the Pay Rate is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate
* 03	123456789	2	****	0481	78030	H	
* 03	123456780	2	****	0481	79023	H	ZZZZZZZZ

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Pay Rate and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

12. Pay Frequency must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Frequency was left blank. The second record would be rejected because the Pay Frequency is Z filled.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Pay Frequency
* 03	123456789	2	****	0481	53007	S	00217500	
* 03	123456780	2	****	0481	51004	S	00217500	ZZZZ

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Pay Frequency and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

13. Pay Class code must be A, I, E, or O. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Pay Class is blank. The second record would be rejected because the Pay Class is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Pay Class
* 03	123456789	2	****	0481	53007	S	00217500	
* 03	123456780	2	****	0481	51004	S	00217500	U

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Pay Class and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

14. If Job Code, Primary is not 71001 or 72000, then Duty Days must be numeric, greater than or equal to zero, and not more than 265. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because Duty Days is greater than 265. The second record would be rejected because Duty Days is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Duty Days
* 03	123456789	2	****	0481	53007	S	00217500	367
* 03	123456780	2	****	0481	51004	S	00217500	ZZZ

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Duty Days and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

15. Employment Length must be numeric, greater than or equal to zero and less than or equal to 12.0. Since this value must be rounded to the nearest half month, all values must end in either zero or five. -record rejected-

EXAMPLE

The three records listed below would not be loaded to the data. The first record would be rejected because the Employment Length is not rounded to zero or five. The second record would be rejected because the Employment Length is not numeric. The third record would be rejected because the Employment Length is greater than twelve.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Employment Length
* 03	123456789	2	****	0481	53007	S	00217500	103
* 03	123456780	2	****	0481	51004	S	00217500	ZZZ
* 03	123456781	2	****	0481	51001	S	00217500	125

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Employment Length and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

16. Employment Status Code must be A or P. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Employment Status Code is blank. The second record would be rejected because the Employment Status Code is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Pay Type	Pay Rate	Employment Status Code
* 03	123456781	2	****	0481	51059	S	00227500	
* 03	123456780	2	****	0481	51059	S	00217500	T

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Employment Status Codes and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

17. Employee Type code must be RF, RP, TF, TP, or ST. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Employee Type is blank. The second record would be rejected because the Employee Type is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Employee Type
* 03	123456789	2	****	0481	78030	H	00000850	
* 03	123456780	2	****	0481	79027	H	00000450	RT

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Employee Type and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

18. If Job Code, Primary = 71001, then School Number, Primary/Home must be 9001.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the School Number, Primary/Home is not valid for the Job Code, Primary.

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

19. Salary Schedule Pay Lane must be 0-8. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Salary Schedule Pay Lane is blank. The second record would be rejected because the Salary Schedule Pay Lane is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Salary Schedule Pay Lane
* 03	123456789	2	****	0481	53007	S	00217500	
* 03	123456780	2	****	0481	51004	S	00217500	9

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Salary Schedule Pay Lane and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

20. Salary Schedule Step must be numeric, from 00 through 99. -record rejected-

EXAMPLE

The two records listed below would not be loaded to the data base. The first record would be rejected because the Salary Schedule Step is blank. The second record would be rejected because the Salary Schedule Step is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Salary Schedule Step
* 03	123456789	2	****	0481	53007	S	00217500	
* 03	123456780	2	****	0481	51004	S	00217500	ZZ

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Salary Schedule Step and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Transaction Code and resubmit the records for processing with the correct Transaction Code.

STAFF PAYROLL INFORMATION _ REJECT RULES

22. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the first 25 characters of Address, Mailing must not all be blank. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the first 25 characters of Address, Mailing contains all blanks.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing (characters 1-25)	Job Code, Primary
03	123456789	2	****	2200 Sunshine Road	51058
* 03	123456780	2	****		51058

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Address, Mailing so that the first 25 characters contain the employee's street number and name, P.O. box, or apartment number, etc. and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

23. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the city in Address, Mailing must not be all blanks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the city contains all blanks.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing City	Job Code, Primary
13	123456789	2	****	Miami	51058
* 13	123456780	2	****		51058

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Address, Mailing to contain the employee's city and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

24. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code in Address, Mailing must be one of those listed in Appendix H: State Codes in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the state code must either be blank or it must be a valid state code as listed in Appendix H: State Codes. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the state code is not a valid code from the State Code listing.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing State	Job Code, Primary
03	123456789	2	****	FL	51058
* 03	123456780	2	****	FF	51058
03	123456790	2	****		73091

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Address, Mailing to contain a valid state code and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

25. If the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then each character of zip code in Address, Mailing must be numerical and the first five characters taken together must contain a number greater than zero. If the employee's Job Code does not place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the zip code must either be blank or must follow the above edit rule. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the zip code contains all zeroes.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Address, Mailing Zip Code	Job Code, Primary
03	123456789	2	****	324010000	51058
* 03	123456780	2	****	000000000	51058
03	123456790	2	****		73091

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Address, Mailing to contain a valid zip code and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

➔ 26. Personnel Evaluation code must be C-G or Z. -record rejected-

EXAMPLE

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

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Personnel Evaluation
03	123456788	3	←****	0081	D ←
* 03	123456789	3	←****	0081	R

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

- ➔ 27. If the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, Employee Type is RF, RP or TF, and Employment Date, Current Position is between 20110701 and 20111001, then the Personnel Evaluation code must be C-G. -record rejected-

EXAMPLE

- ➔ The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the correct relationship does not exist between the Personnel Evaluation code for the Job Code, Primary and the Employment Date, Current Position.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Personnel Evaluation	Employment Date, Current Position
03	123456788	3	****	51051	D	20110731
*03	123456789	3	****	51062	Z	20110801
03	123456791	3	****	61232	Z	20110925

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

DISTRICT RESPONSIBILITY

- ➔ If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code, the Job Code, Primary or the Employment Date, Current Position and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

28. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF PAYROLL INFORMATION _ REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF PAYROLL INFORMATION _ REJECT RULES

30. At least one of the three Job Code Fund Source codes must be nonzero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because each of the three Job Code Fund Source codes is zero.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Pay Type	Pay Rate	Job Code Fund Source
03	123456780	2	****	51004	S	00217500	G10000000000
* 03	123456789	2	****	53007	S	00217500	000000000000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code Fund Source so that there is a valid nonzero job code in at least one of the three Job Code Fund Source positions and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

31. Any one Job Code Fund Source code can appear only once on a Staff Payroll record. For purposes of this edit, zero (used where there are fewer than three fund sources) is NOT treated as a Job Code Fund Source code. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source of "G" appears twice.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate	Job Code Fund Source
03	123456780	2	****	0481	51004	S	00217500	G1000000000
* 03	123456789	2	****	0481	53007	S	00217500	GO50GO50000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code Fund Source so there is no repetition within that record and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

32. The three Job Code Fund Source percentages on a Staff Payroll record must add up to 100 percent. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Job Code Fund Source percentages add up to 90 instead of to 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Pay Type	Pay Rate	Job Code Fund Source
03	123456780	2	****	51004	S	00217500	G10000000000
* 03	123456789	2	****	51073	S	00217500	G050B0400000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code Fund Source percentages so that they add up to 100 and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

**36. Pay Frequency may be zero for temporary part-time or student employees only.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Pay Frequency is zero and the employee is not a temporary part-time or student employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Employee Type	Pay Frequency
03	123456780	2	****	0481	51004	S	TP	0000
* 03	123456789	2	****	0481	78030	H	TF	0000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Pay Frequency and Employee Type and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

37. Job Code FTE may be equal to or greater than zero for temporary part-time employees, student employees and substitute teachers (Job Code, Primary codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Job Code FTE is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type
03	123456782	2	****	9001	61094	000	ST
03	123456789	2	****	0481	51080	000	TF
03	123456780	2	****	0481	51004	000	TP
* 03	123456781	2	****	0481	53007	000	RF

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Job Code FTE and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

38. Duty Days may be zero or greater than zero for temporary or student employees and substitute teachers (Job Code, Primary codes equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Duty Days is zero for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type	Duty Days
03	123456789	2	****	0481	51080	000	TF	090
03	123456780	2	****	0481	51004	000	TP	000
* 03	123456781	2	****	0481	53007	100	RF	000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Duty Days to be the standard number of working days for a regular full-time employee and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

39. Employment Length may be zero for temporary employees, student employees, and substitute teachers (Job Code, Primary equal to 51080, 52080, 53080, 54080, 55080 or 59080), but must be greater than zero for all other employees. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record listed below would be rejected because Employment Length is zero for a regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type	Employment Length
03	123456782	2	****	9001	61094	000	ST	000
03	123456789	2	****	0481	51080	000	TF	090
03	123456780	2	****	0481	51004	000	TP	000
* 03	123456781	2	****	0481	53007	100	RF	000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Employment Length to be the standard number of months for a regular full-time employee and resubmit the record for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

40. The calculated annual salary (based on the formulas below) must not be greater than \$300,000. -record rejected-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second, third and fourth records below would be rejected because the calculated annual salary is greater than \$300,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Pay Type	Pay Rate	Pay Frequency	Duty Days
03	123456780	2	****	51004	S	00712500	1200	199
* 03	123456789	2	****	53007	S	01175000	2600	244
* 03	123456781	2	****	63049	H	00015800	0800	253
* 03	123456782	2	****	72000	D	00092500	0500	365

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Pay Frequency, Pay Rate, Duty Days or Pay Type, as appropriate, and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

41. Salary Schedule Pay Lane code must be 1-8 for instructional employees (Pay Class equals I), and zero for all other employee classes. -record rejected-

EXAMPLE

The three records listed below would not be loaded to the data base. The first and second records would be rejected because the Salary Schedule Pay Lane is "0" for an instructional employee. The third record would be rejected because the Salary Schedule Pay Lane is "1" for a noninstructional employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Pay Class	Salary Schedule Pay Lane
* 03	123456789	2	****	0481	51080	000	I	0
* 03	123456780	2	****	0481	51004	100	I	0
* 03	123456781	2	****	0481	77591	100	O	1

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationship between the Salary Schedule Pay Lane and Pay Class and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

42. Salary Schedule Step must be 00-97 for instructional employees not paid on a flat rate (Salary Schedule Pay Lane code equals 1-7), 98 for flat rate employees (Salary Schedule Pay Lane code equals 8), and 99 for employees not paid on the regular instructional personnel salary schedule (Salary Schedule Pay Lane code equals 0).
-record rejected-

EXAMPLE

The three records list below would not be loaded to the data base. The first record would be rejected because a Salary Schedule Step of 99 is not valid for an employee paid on a flat rate schedule. The second record would be rejected because a Salary Schedule Step of 99 is not valid for an employee who is not paid on a flat rate schedule. The third record would be rejected because a Salary Schedule Step of 07 is not valid for an employee not paid on the regular instructional personnel salary schedule.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Pay Class	Salary Schedule Pay Lane	Salary Schedule Step
* 03	123456789	2	****	0481	51080	000	I	8	99
* 03	123456780	2	****	0481	51004	100	I	3	99
* 03	123456781	2	****	0481	77591	100	O	0	07

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the relationship between the Salary Schedule Pay Lane and Salary Schedule Step and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

43. Each Staff Payroll record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code. -first record accepted, all others rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record below would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year; Job Code, Primary and Employee Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE	Employee Type
03	123456789	2	****	0481	51080	100	RF
03	123456780	2	****	0481	51004	100	RF
* 03	123456789	2	****	0481	51080	050	RF

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

DISTRICT RESPONSIBILITY

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

STAFF PAYROLL INFORMATION _ REJECT RULES

44. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the calculated annual salary (based on the formulas below) must not be greater than \$120,000. -record rejected-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the calculated annual salary is greater than \$120,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Pay Type	Pay Rate	Pay Frequency	Duty Days
03	123456780	2	****	51004	S	00364409	2200	199
* 03	123456781	2	****	52018	H	00005800	0800	260
* 03	123456782	2	****	63012	D	00048550	0500	251

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Pay Frequency, Pay Rate, Duty Days or Pay Type, as appropriate, and resubmit the records for processing.

STAFF PAYROLL INFORMATION _ REJECT RULES

- ➔ 45. If the employee's Job Code, Primary is 51080, 52080, 53080, 54080, 55080 or 59080, then the Personnel Evaluation code must be Z. -record rejected-

EXAMPLE

- ➔ The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Personnel Evaluation code is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Personnel Evaluation	Employee Type
03	123456788	3	****	53080	Z	RF
*03	123456789	3	****	51080	D	TF
03	123456791	3	****	59080	Z	RP

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

DISTRICT RESPONSIBILITY

- ➔ If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Personnel Evaluation code or Job Code, Primary and resubmit the record for processing.

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

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

****ALLOWABLE for Batch/update****

EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information record

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

Staff Payroll record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Pay Type	Pay Rate
* 03	123456781	2	****	0481	53007	S	00217500

DISTRICT RESPONSIBILITY

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

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Payroll record

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

Staff Additional Job Assignment record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
* 03	123456781	2	****	53007

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

DISTRICT RESPONSIBILITY

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

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

52. If Job Code FTE equals zero on all Payroll records for an employee, then there must not be an Additional Job Assignment record for that employee. -state validation 3-

EXAMPLE

The Staff Additional Job Assignment record listed below would not pass this edit because it has a reported Job Code FTE of "050" with a Staff Payroll record reporting a Job Code FTE of "000" for the same employee.

Staff Payroll record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
03	123456781	2	****	0481	51080	000

Staff Additional Job Assignment record

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

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

DISTRICT RESPONSIBILITY

The district must determine whether the Staff Additional Job Assignment record is valid and correct the Job Code, FTE on the appropriate record or change the Job Code, Primary and Job Code, Additional to accurately reflect the jobs the employee holds.

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

 **53. For each employee, at least one Staff Payroll record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Fiscal Year, Survey Period Code and Employee Type. -state validation-**

EXAMPLE

The first Staff Payroll record listed below would cause an error message to be generated because there is no matching Staff Demographic Information record based on the key items of District Number, Fiscal Year, Survey Period Code, Social Security Number and Employee Type. The second and third records would pass the edit because there is a matching Staff Demographic record for this employee.

Staff Payroll records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456781	2	****	RF
03	444332222	2	****	RF
03	444332222	2	****	TP

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
03	123456789	2	****	TF
03	444332222	2	****	RF

DISTRICT RESPONSIBILITY

The district must verify that the Staff Payroll record is valid, then submit a Staff Demographic Information record based on District Number, Social Security Number and Employee Type or change the Employee Type on one of the records so that a match exists.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

60. If Survey Period is 2 or 3 and the employee’s Job Code places the employee on lines 8-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), then the Payroll record should have a matching Experience format based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -exception report-

EXAMPLE

The first record below would pass the edit because the employee has a matching Staff Experience record. The second record below would cause a message to be generated because this employee, who has a Job Code, Primary placing the employee on the Public Schools Staff Survey EEO-5 line 24, does not have a matching Staff Experience record (based on District Number, Social Security Number, Survey Period Code and Fiscal Year).

Staff Payroll Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
13	123456789	2	****	51058
* 13	123456780	2	****	51058

Staff Experience Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
13	123456789	2	****	F	04

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

DISTRICT RESPONSIBILITY

The district should verify the Job Code, Primary and correct it if in error or submit a matching Staff Experience record.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

61. If Employment Status Code is A; and Pay Class is I; and Employee Type is RF or TF; and Salary Schedule Pay Lane is greater than zero; and Salary Schedule Step is 00-98; then the calculated annual salary (based on the formulas below) must not be less than \$18,000. -exception report-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The first and second records listed below would cause a message to be generated because the calculated annual salary is less than \$18,000.

Pay Type	Employment Status Code	Pay Class	Employee Type	Salary Schedule Pay Lane	Salary Schedule Step	Pay Frequency	Pay Rate
* S	A	I	RF	1	00	1200	00072500
* S	A	I	TF	3	20	2600	00068000
S	A	I	RF	6	05	1200	00625000

DISTRICT RESPONSIBILITY

The district should verify the Pay Type and the information provided for Pay Frequency, Pay Rate and Duty Days and if in error correct the records.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

62. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), then the Employment Length must be greater than 04.0. -exception report-

EXAMPLE

The first record listed below would cause a message to be generated because the employee has a job code that falls within lines 21-43 of the EEO-5 survey but the reported Employment Length is less than four. The second record would not cause an error message because the job code is for a substitute teacher.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Employment Length
* 03	123456789	2	****	0481	53007	025
03	123456780	2	****	0481	51080	020

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Length and if in error correct the record.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

63. If District Number and Employee Name, Legal (Last Name, First Name) are on the file of Progress Monitoring and Reporting Network (PMRN) for Reading Coaches then Job Code, Primary or Job Code, Additional (on the Staff Additional Job Assignment format) on at least one of their records should be 64021, 64022 or 64023. –exception report-

EXAMPLE

The second Staff Payroll Information record listed below would not pass this edit because neither the Job Code, Primary nor the Job Code, Additional is 64021, 64022 or 64023 and the employee’s name is listed on the PMRN for Reading Coaches in the district. The first Staff Payroll Information record would pass this edit because the matching Staff Additional Job Assignment record has a job code of 64022.

Staff Payroll Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	51043
*03	123456785	2	****	51027

Staff Additional Job Assignment record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional
03	123456781	2	****	64021
03	123456785	2	****	51085

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

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

Progress Monitoring and Reporting Network (PMRN)

District Number	Name	Job Title	School Name
03	John Smith	Reading Coach	ABC Elementary
03	Jane Doe	Reading Coach	XYZ Middle

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Employee Name, Legal (Last Name, First Name)
03	123456781	2	****	51043	Smith, John
03	123456785	2	****	51027	Doe, Jane

DISTRICT RESPONSIBILITY

The district must review the records to determine whether Jane Doe holds the job of Reading Coach. If Jane Doe is a Reading Coach then the district must submit a correction to the Job Code, Primary or Job Code, Additional. If Jane Doe is not a Reading Coach then no revisions to the staff data base records are necessary.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

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

EXAMPLE

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

Staff Payroll Information record

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

DISTRICT RESPONSIBILITY

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

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

65. If Employee Type is RF, then the calculated annual salary (based on the formulas below) must not be less than \$4,000. –exception report-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The second and third records listed below would cause a message to be generated because the calculated annual salary is less than \$4,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type	Pay Type	Pay Rate	Pay Frequency	Duty Days
03	123456780	2	****	RF	S	00034953	1200	247
* 03	123456781	2	****	RF	H	00001225	0100	260
* 03	123456782	2	****	RF	D	00001800	0100	180

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

DISTRICT RESPONSIBILITY

The district should verify the information for Employee Type, Pay Type, Pay Frequency, Pay Rate and Duty Days and if in error correct the records.

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

66. If Employee Type is RF and if the employee’s Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed fifty percent of the calculated annual salary (based on the formulas below) for the employee. If Employee Type is RF and if the employee’s Job Code places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed seventy-five percent of the calculated annual salary (based on the formulas below) for the employee. The Staff Benefits and Staff Payroll records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -exception report-

Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

EXAMPLE

The second Staff Payroll record listed below would cause a message to be generated because the total staff benefits for this employee is greater than fifty percent of the employee’s calculated annual salary. The first Staff Payroll record listed below would pass this edit.

Staff Payroll record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type	Job Code Primary	Pay Type	Pay Rate	Pay Frequency	Duty Days
03	123456789	2	****	RF	63105	S	00175000	2600	244
* 03	123456782	2	****	RF	51028	D	00032500	0500	260

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

STAFF PAYROLL INFORMATION - EXCEPTION REPORTS

Staff Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type	Selected Benefits, Frequency	Selected Benefits, Value
03	123456789	2	****	K	1200	00012500
03	123456789	2	****	D	1200	00020250
03	123456782	2	****	A	1200	00165000
03	123456782	2	****	B	1000	00087000
03	123456782	2	****	D	2400	00063000

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

DISTRICT RESPONSIBILITY

The district must review the Staff Payroll record information and the benefits information on all Staff Benefits records for the employee and if in error correct the appropriate record.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Professional Development, Component Number
03	5008045
03	6201069
* 00	5105136

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Primary/Home and resubmit the record for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

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

EXAMPLE

Social Security Numbers of 000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

- 4. Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period code "3." All updates, adds, or deletes that have this inconsistency are rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code on the records being submitted and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

**6. Professional Development, Learning Method must be A, B, C, D, F or G.
-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the codes for Professional Development, Learning Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Learning Method
03	123456789	5	****	C
* 03	123456780	5	****	S
* 03	123456781	5	****	M

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Professional Development, Learning Method and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

7. Professional Development, Evaluation Method, Staff must be A, B, C, D or Z.
Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Evaluation Method, Staff are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Evaluation Method, Staff
03	123456789	5	****	C
* 03	123456780	5	****	G
* 03	123456781	5	****	M

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Professional Development, Evaluation Method, Staff and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

8. Professional Development, Participation Hours must be numeric, greater than zero (000) and less than or equal to 120. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Professional Development, Participation Hours contains a blank. The third record would be rejected because Professional Development, Participation Hours is not in the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number	Professional Development, Participation Hours
03	123456789	5	****	5008045	020
* 03	123456780	5	****	6201069	15
* 03	123456781	5	****	6201069	180

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Professional Development, Participation Hours and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transaction Code and resubmit the record for processing with the correct Transaction Code.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

11. Each Professional Development record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year and Professional Development, Component Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year and Professional Development, Component Number) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
03	123456789	5	****	5008045
03	123456780	5	****	6201069
* 03	123456789	5	****	5008045

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

DISTRICT RESPONSIBILITY

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

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

12. Position one of the Professional Development, Component Number must be 1-8. Positions two, three and four must be 000, 002-017, 100-105, 200-211, 300-308, 400-424, 500-515, 600-602 or 700-705. Positions five, six and seven must be 001-999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because positions two, three and four of the Professional Development, Component Number are invalid. The third record would be rejected because positions five, six and seven of the Professional Development, Component Number are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
03	123456789	5	****	5008045
* 03	123456780	5	****	6241011
* 03	123456781	5	****	5017000

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Professional Development, Component Number and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

13. Professional Development, Implementation Method must be M, N, O, P, Q, R or S. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Implementation Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Implementation Method
03	123456789	5	****	N
* 03	123456780	5	****	T
* 03	123456781	5	****	B

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Professional Development, Implementation Method and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

14. District Number, Where Professional Development Completed must be numeric in the range 01-69, 71-75 or 99. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because, they are not in the acceptable range.

District Number, Where Professional Development Completed	Social Security Number
03	123456789
* 71	123456782
* 00	123456781

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the District Number, Where Professional Development Completed and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

15. Professional Development, Primary Purpose must be A, B, C, D, E, F or G.
-record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Primary Purpose are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Primary Purpose
03	123456789	5	****	C
* 03	123456780	5	****	P
* 03	123456781	5	****	M

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Professional Development, Primary Purpose and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

16. Professional Development, Evaluation Method, Student must be A, B, C, D, F or G. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Evaluation Method, Student are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Evaluation Method, Student
03	123456789	5	****	C
* 03	123456780	5	****	S
* 03	123456781	5	****	M

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Professional Development, Evaluation Method, Student and resubmit the records for processing.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

17. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

PROFESSIONAL DEVELOPMENT - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Professional Development record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
* 03	123456790	5	****	5008021

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

DISTRICT RESPONSIBILITY

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

STAFF SALARY SUPPLEMENTS - REJECT RULES

1. **District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code either on the JCL or the records being submitted and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES



5. Salary Supplement Type code must be A - C, E - K, or N - Y. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Type code is not an acceptable code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type	Salary Supplement Value
03	123456789	2	****	B	0045000
* 03	123456780	2	****	L	0025000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Salary Supplement Type and resubmit the record for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

6. Salary Supplement Value must be numeric. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Salary Supplement Value is not numeric.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type	Salary Supplement Value
03	123456789	2	****	B	0045000
* 03	123456780	2	****	B	Z000000

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Salary Supplement Value to be greater than zero and resubmit the record for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transaction Code and resubmit the record for processing.

STAFF SALARY SUPPLEMENTS - REJECT RULES

8. Each Staff Salary Supplements record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Salary Supplement Type code. -first record accepted, all others duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record below would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Salary Supplement Type code) duplicate the key items in the first record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Supplement Type
03	123456789	2	****	C
03	123456780	2	****	B
* 03	123456789	2	****	C

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of C rather than A.

STAFF SALARY SUPPLEMENTS - REJECT RULES

9. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

STAFF SALARY SUPPLEMENTS - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF SALARY SUPPLEMENTS - STATE VALIDATION RULES

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

EXAMPLE

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

Staff Demographic Information records

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

Staff Salary Supplement record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Salary Supplement Type	Salary Supplement Value
* 03	123456781	2	****	0481	B	0045000

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

DISTRICT RESPONSIBILITY

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

STAFF SALARY SUPPLEMENTS - STATE VALIDATION RULES

- ➔ **51. If the Salary Supplement Type code is Y, then the Salary Schedule Pay Lane on the Staff Payroll Information record must be 8. The match should be done using District Number, Social Security Number, Survey Period Code and Fiscal Year -state validation 3-**

EXAMPLE

The Staff Salary Supplement record below would not pass this edit because the correct relationship does not exist between the Salary Supplement Type code and the Salary Schedule Pay Lane code (based on District Number, Social Security Number, Survey Period Code, and Fiscal Year).

Staff Payroll Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Salary Schedule Pay Lane
03	123456789	2	****	2
03	123456780	2	****	7

Staff Salary Supplement record

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Salary Supplement Type	Salary Supplement Value
* 03	123456780	2	****	0481	Y	0150000

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

DISTRICT RESPONSIBILITY

The district must determine which record is in error, the Salary Supplement Type or the Staff Payroll Information, and then correct it so that the proper relationship exists between these two formats.

TEACHER EXIT INTERVIEW – REJECT RULES

- 1. District Number must be numeric in the range 01-69 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number and resubmit the record for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

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

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code “5” and the records are coded as Survey Period code “3.” All updates, adds, or deletes that have this inconsistency are rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Survey Period Code on the records being submitted and resubmit the records for processing.

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

5. **Date Left Teaching must be numeric and a valid date which is prior to the current date. -record rejected-**

EXAMPLE

The two records below would be rejected because of an invalid Date Left Teaching. The first is invalid because it is in the future; the second because it is all zeros.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Date Left Teaching
* 45	123456789	5	****	08212099
* 45	123456780	5	****	00000000

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct Date Left Teaching and resubmit the records for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

6. Teaching Experience must be numeric, greater than or equal to zero and less than or equal to 75. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Teaching Experience value was left blank. The third record would be rejected because the Teaching Experience number is not within the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Teaching Experience
14	123456789	5	****	02
* 14	123456780	5	****	
* 14	123456781	5	****	99

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Teaching Experience value and resubmit the records for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

Deleted edit 7 for fiscal year 2011-12.

- ➔ 7. Deleted 6/1/11. ~~Separation from Teaching code must be A, B, C, D, E, F or G. record rejected-~~

EXAMPLE

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Separation from Teaching code is invalid.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation from Teaching
04	123456788	5	****	G
* 04	123456789	5	****	S

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

DISTRICT RESPONSIBILITY

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Separation from Teaching code and resubmit the record for processing.~~

TEACHER EXIT INTERVIEW – REJECT RULES

➔ 8. Voluntary Separation code must be A-H, K-M, O-S or Z. -record rejected-

Note: Up to five codes may be selected. If less than five codes are selected Z-fill the remaining fields.

EXAMPLE

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

District Number	Social Security Number	Survey Period Code	Fiscal Year	Voluntary Separation
11	123456788	5	****	KMZZZ
* 11	123456789	5	****	UZZZZ

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Voluntary Separation codes and resubmit the record for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

Deleted edit 9 for fiscal year 2011-12.

- ➔ **9. Deleted 6/1/11. If Separation from Teaching code is B, C, D, E or G, then the Voluntary Separation code must be Z/Z-filled. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the correct relationship does not exist between the Separation from Teaching code and Voluntary Separation code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation from Teaching	Voluntary Separation
13	123456788	5	****	B	ZZZZZ
* 13	123456789	5	****	G	HZZZZ

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the code for Separation from Teaching or Voluntary Separation and resubmit the record for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

Deleted edit 10 for fiscal year 2011-12.

- ➔ 10. Deleted 6/1/11. ~~If Voluntary Separation code is A-S, then the Separation from Teaching code must be A or F. -record rejected-~~

EXAMPLE

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the correct relationship does not exist between the Voluntary Separation and Separation from Teaching codes.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation from Teaching	Voluntary Separation
65	123456788	5	****	A	JZZZZ
* 65	123456789	5	****	C	HZZZZ

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

DISTRICT RESPONSIBILITY

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the code for Voluntary Separation or Separation from Teaching and resubmit the record for processing.~~

TEACHER EXIT INTERVIEW – REJECT RULES

11. Future Employment Plans code must be A, B, C, D, E, F, G, H, I, Y or Z. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the code for Future Employment Plans is invalid.

District Number	Security Number	Social Period Code	Survey Fiscal Year	Future Employment Plans
* 54	123456788	5	****	R
54	123456789	5	****	E

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Future Employment Plans code and resubmit the record for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Transaction Code and resubmit the record for processing.

TEACHER EXIT INTERVIEW – REJECT RULES

13. Each Teacher Exit Interview record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Date Left Teaching. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Date Left Teaching) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Date Left Teaching
36	123456789	5	****	06302007
36	123456780	5	****	06302007
* 36	123456789	5	****	06302007

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

TEACHER EXIT INTERVIEW – REJECT RULES

14. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local and resubmit the record.

TEACHER EXIT INTERVIEW – REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

TEACHER EXIT INTERVIEW – REJECT RULES

Deleted edit 16 for fiscal year 2011-12.

- ➔ 16. Deleted 6/1/11. ~~If Separation from Teaching code is A or F, then Voluntary Separation code must not be all Zs (ZZZZZ). --record rejected-~~

EXAMPLE

~~The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the correct relationship does not exist between the Separation from Teaching and Voluntary Separation codes.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation from Teaching	Voluntary Separation
65	123456788	5	****	A	JZZZZ
* 65	123456789	5	****	F	ZZZZZ

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

DISTRICT RESPONSIBILITY

~~If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the code for Separation from Teaching or Voluntary Separation and resubmit the record for processing.~~

TEACHER EXIT INTERVIEW – STATE VALIDATION RULES

40. Each Teacher Exit Interview record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

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

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home
50	123456789	5	****	0481
50	123456780	5	****	0481

Teacher Exit Interview record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation from Teaching
* 50	123456781	5	****	B

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

DISTRICT RESPONSIBILITY

The district must determine whether the Teacher Exit Interview record is valid. If it is valid the district must submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If it is not valid the district should submit a record with a transaction code of D to delete the record.

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

Security and Retention of Public School Automated Staff Records

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

Data Security

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

Records Retention

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