

**2022-2023**  
**AUTOMATED STAFF**  
**INFORMATION DATABASE MANUAL**

NEW DISTRICT ADDED (#80)

## STAFF ADDITIONAL COMPENSATION - REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database 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<br>Number | Social<br>Security<br>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 database, the district must correct the District Number and resubmit the record for processing.

## STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database 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<br>Number | Social<br>Security<br>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 database, the district must correct the District Number and resubmit the record for processing.

## STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or 71-75~~ or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database 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<br>Number | Social<br>Security<br>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 database, the district must correct the District Number and resubmit the record for processing.

## 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 -**

Note: An error message will be printed on the validation aggregate report (F70658) for schools that do not meet the aggregate validation edit above.

### EXAMPLE

School 0351 is an active school for district number ~~80~~90 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 or 80 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

## FISCAL YEAR BENEFITS - REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database 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 database, the district must correct the District Number and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES – REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or 71-75~~ or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database 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<br>Number | Social<br>Security<br>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 database, the district must correct the District Number and resubmit the record for processing.



## STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or 71-75~~ or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because it is not in the acceptable range.

| District<br>Number | Social<br>Security<br>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 database, the district must correct the District Number and resubmit the record for processing.

## STAFF MULTIDISTRICT EMPLOYEE - REJECT RULES

6. **Multidistrict Employee, District Number must be numeric and in the range 01-68, 71-75, 80 or 99. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the database 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 database, the district must correct the Multidistrict Employee, District Number and resubmit the record for processing.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database 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<br>Number | Professional<br>Development,<br>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 database, the district must correct the District Number and resubmit the record for processing.

## STAFF PROFESSIONAL DEVELOPMENT - REJECT RULES

14. District Number, Where Professional Development Completed must be numeric in the range 01-68, 71-75, 80 or 99. -record rejected-

### EXAMPLE

The first record listed below would be loaded to the database 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<br>Professional<br>Development<br>Completed | Social<br>Security<br>Number |
|---|------------------------------|
| 03  | 123456789                    |
| * 78  | 123456782                    |
| * 00  | 123456781                    |

### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Where Professional Development Completed and resubmit the records for processing.

## STAFF PAYROLL INFORMATION - REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or 71-75~~ or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database 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<br>Number | Social<br>Security<br>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 database, the district must correct the District Number and resubmit the record for processing.

## STAFF BENEFITS - REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database 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<br>Number | Social<br>Security<br>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 database, the district must correct the District Number and resubmit the record for processing.

## STAFF EXPERIENCE - REJECT RULES

1. District Number must be numeric in the range 01-68, ~~or 71-75~~ or 80 and must be correct for the district submitting the data. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database 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 database, the district must correct the District Number and resubmit the record for processing.

**FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS  
2022-23 AUTOMATED STAFF INFORMATION SYSTEM  
APPENDIX B: DISTRICT NAME TABLE**

| <b>District Number</b> | <b>District Name</b> | <b>Change</b> | <b>Date of Change</b> |
|------------------------|----------------------|---------------|-----------------------|
| 01                     | Alachua              |               |                       |
| 02                     | Baker                |               |                       |
| 03                     | Bay                  |               |                       |
| 04                     | Bradford             |               |                       |
| 05                     | Brevard              |               |                       |
| 06                     | Broward              |               |                       |
| 07                     | Calhoun              |               |                       |
| 08                     | Charlotte            |               |                       |
| 09                     | Citrus               |               |                       |
| 10                     | Clay                 |               |                       |
| 11                     | Collier              |               |                       |
| 12                     | Columbia             |               |                       |
| 13                     | Miami-Dade           |               |                       |
| 14                     | DeSoto               |               |                       |
| 15                     | Dixie                |               |                       |
| 16                     | Duval                |               |                       |
| 17                     | Escambia             |               |                       |
| 18                     | Flagler              |               |                       |
| 19                     | Franklin             |               |                       |
| 20                     | Gadsden              |               |                       |
| 21                     | Gilchrist            |               |                       |
| 22                     | Glades               |               |                       |
| 23                     | Gulf                 |               |                       |
| 24                     | Hamilton             |               |                       |
| 25                     | Hardee               |               |                       |
| 26                     | Hendry               |               |                       |
| 27                     | Hernando             |               |                       |
| 28                     | Highlands            |               |                       |
| 29                     | Hillsborough         |               |                       |
| 30                     | Holmes               |               |                       |
| 31                     | Indian River         |               |                       |
| 32                     | Jackson              |               |                       |
| 33                     | Jefferson            |               |                       |
| 34                     | Lafayette            |               |                       |
| 35                     | Lake                 |               |                       |
| 36                     | Lee                  |               |                       |
| 37                     | Leon                 |               |                       |
| 38                     | Levy                 |               |                       |
| 39                     | Liberty              |               |                       |
| 40                     | Madison              |               |                       |
| 41                     | Manatee              |               |                       |
| 42                     | Marion               |               |                       |
| 43                     | Martin               |               |                       |
| 44                     | Monroe               |               |                       |
| 45                     | Nassau               |               |                       |
| 46                     | Okaloosa             |               |                       |



| District Number | District Name  | Change | Date of Change |
|-----------------|--|--------|----------------|
| 47              | Okeechobee   |        |                |
| 48              | Orange   |        |                |
| 49              | Osceola  |        |                |
| 50              | Palm Beach   |        |                |
| 51              | Pasco  |        |                |
| 52              | Pinellas   |        |                |
| 53              | Polk   |        |                |
| 54              | Putnam   |        |                |
| 55              | St. Johns  |        |                |
| 56              | St. Lucie  |        |                |
| 57              | Santa Rosa   |        |                |
| 58              | Sarasota   |        |                |
| 59              | Seminole   |        |                |
| 60              | Sumter   |        |                |
| 61              | Suwannee   |        |                |
| 62              | Taylor   |        |                |
| 63              | Union  |        |                |
| 64              | Volusia  |        |                |
| 65              | Wakulla  |        |                |
| 66              | Walton   |        |                |
| 67              | Washington   |        |                |
| 68              | Florida School for Deaf/Blind                                    |        |                |
| 71              | Florida Virtual School   |        |                |
| 72              | FAU - Lab School   |        |                |
| 73              | FSU - Lab School   |        |                |
| 74              | FAMU - Lab School  |        |                |
| 75              | UF - Lab School  |        |                |
| 80              | IDEA Public Schools  | Added  | 7/18/2022      |
| 69              | Washington Special (valid prior to 2017-18)                      |        |                |
| 70              | Eckerd Challenge Program (valid prior to 1994-95)                |        |                |
| 76              | Department of Corrections  |        |                |
| 77              | Community Colleges   |        |                |
| 78              | Florida Connections Academy (valid from 2004-05 through 2008-09) |        |                |
| 79              | Florida Virtual Academy (valid from 2004-05 through 2008-09)     |        |                |
| 88              | Division of Public Schools (Academic Scholar Records)            |        |                |
| 99              | Other than a Florida Public School                               |        |                |