

**Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Educational Data Systems**

**Comprehensive Management Information System
Automated Staff Reporting Format**

1998-99 Staff Demographic Information

1. Submit this record during reporting periods 2 and 3 for all staff employed either on a full or part time basis during the payroll period that includes the FEFP survey week for reporting students. Submit this record during reporting period 5 for any staff member employed at any time during the fiscal year being reported.
2. SCHOOL NUMBER, PRIMARY/HOME: For staff members who operate out of the county office, the school number to be used in this field is 9001. Staff members assigned to schools must be reported at that school using the official state school number for that school. Itinerant staff should be reported either at the school that is considered their home location or at the district office.
3. SOCIAL SECURITY NUMBER: The social security number must be reported for all staff members employed. Districts must be certain to report the correct social security number for the staff member being reported. The number should be left-justified with a trailing blank.
4. FLORIDA EDUCATORS CERTIFICATE NUMBER: The certificate number must be reported for all certificate personnel within the district. In addition to all instructional personnel, those administrative personnel who possess certificates should have their numbers reported. Do not report district assigned certificate numbers for on-call substitute teachers, non-degreed vocational or non-degreed adult employees.
5. SEPARATION DATE/REASON: Report these elements on reporting period 5 only. These elements apply only to employees who have separated from employment with the district entirely. If an employee, who held more than one job with the district, separates from one but not all jobs, that employee should not be reported as separated from the school system. Report separation data for instructional and administrative employees only.

(CONTINUED ON NEXT PAGE)

1998-99 Staff Demographic Information (Continued)

6. JOB CODE, PRIMARY: Submit this element in reporting periods 2, 3, and 5. Report the primary job code for the job the employee held during the regular school year in survey 5. This may be different than the job code reported on the summer salary format.

See Appendix E, (JOB CODE ASSIGNMENTS), in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System for Job Codes.

7. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, and 4. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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1998-99 STAFF DEMOGRAPHIC INFORMATION

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: February 1998 Effective Date: July 1998 Format No.: 6356 Record Type: 1 of 1 Activity No.: DB9 27B
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Item Number	From-To	Size	Field Char.	Field Description								
1	1-2	2	N/R	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 <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u> , Appendix B for acceptable codes.								
2	3-12	10	A/N/L	Social Security Number								
				The number assigned to an individual by the Social Security Administration (left justified).								
3	13-13	1	N	Survey Period Code								
				A code representing one of the state reporting periods. <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>October</td> </tr> <tr> <td>3</td> <td>February</td> </tr> <tr> <td>5</td> <td>End of Year</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	2	October	3	February	5	End of Year
<u>Code</u>	<u>Definition</u>											
2	October											
3	February											
5	End of Year											
4	14-17	4	N	Fiscal Year								
				The state fiscal year running from July 1 through June 30 for which the reported data are applicable. Example: 8788 Fiscal year July 1, 1987 through June 30, 1988								

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Item Number	From-To	Size	Field Char.	Field Description										
5	18-21	4	N/R	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.										
6	22-31	10	N/R	Florida Educators Certificate Number The 10 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: <table style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>0000000000</td> <td>Employee has no assigned certificate number.</td> </tr> <tr> <td>0000000001-0000899999</td> <td>The regular number assigned by the Certification Section of the Department of Education.</td> </tr> <tr> <td>0000999999</td> <td>A number assigned to a community college or university instructor for reporting purposes.</td> </tr> <tr> <td>9999999999</td> <td>A number assigned to a teacher in a nonpublic school or facility providing special education programs through contractual arrangements in accordance with Rule 6A-6.0361, FAC.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	0000000000	Employee has no assigned certificate number.	0000000001-0000899999	The regular number assigned by the Certification Section of the Department of Education.	0000999999	A number assigned to a community college or university instructor for reporting purposes.	9999999999	A number assigned to a teacher in a nonpublic school or facility providing special education programs through contractual arrangements in accordance with Rule 6A-6.0361, FAC.
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7	32-73	42	A/N/L	Employee Name, Legal The employee's last, first, and middle names including appendage, as follows: <table style="margin-left: 40px; border-collapse: collapse;"> <tbody> <tr> <td style="padding-right: 20px;">(17 characters)</td> <td>Last Name</td> </tr> <tr> <td style="padding-right: 20px;">(3 characters)</td> <td>Appendage</td> </tr> <tr> <td style="padding-right: 20px;">(12 characters)</td> <td>First Name</td> </tr> <tr> <td style="padding-right: 20px;">(10 characters)</td> <td>Middle/Maiden Name or Initial</td> </tr> </tbody> </table> These are fixed fields.	(17 characters)	Last Name	(3 characters)	Appendage	(12 characters)	First Name	(10 characters)	Middle/Maiden Name or Initial		
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8	74-79	6	A/N	Filler										

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Item Number	From-To	Size	Field Char.	Field Description
9	80-80	1	A	Sex
				A code representing the sex of the employee. <u>Code</u> <u>Definition</u> M Male F Female
10	81-81	1	A	Racial/Ethnic Category
				The racial/ethnic group to which the staff member belongs or with which the staff member identifies: <u>Code</u> <u>Definition</u> W <u>White, Non-Hispanic</u> : Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. B <u>Black, Non-Hispanic</u> : Person having origins in any of the Black racial groups of Africa. H <u>Hispanic</u> : Persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture or origin, regardless of race. A <u>Asian/Pacific Islander</u> : 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. I <u>American Indian/Alaskan Native</u> : Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. 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.

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Item Number	From-To	Size	Field Char.	Field Description																														
11	82-87	6	A/N	Filler																														
12	88-93	6	A/N	Filler																														
13	94-99	6	A/N	Filler																														
14	100-105	6	A/N	Filler																														
15	106-106	1	A	Separation Reason																														
				<p>The reason for which the instructional or administrative employee separated from the school system.</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Reason</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Retirement</td> </tr> <tr> <td>B</td> <td>Resignation for employment in education in Florida</td> </tr> <tr> <td>C</td> <td>Resignation for employment outside of education</td> </tr> <tr> <td>D</td> <td>Resignation with prejudice</td> </tr> <tr> <td>E</td> <td>Resignation for other personal reasons</td> </tr> <tr> <td>F</td> <td>Staff reduction</td> </tr> <tr> <td>G</td> <td>Dismissal due to findings by the board related to charges</td> </tr> <tr> <td>H</td> <td>Death</td> </tr> <tr> <td>I</td> <td>Contract expired</td> </tr> <tr> <td>J</td> <td>Reason not known</td> </tr> <tr> <td>K</td> <td>Disabled</td> </tr> <tr> <td>L</td> <td>Resignation for employment in education outside Florida</td> </tr> <tr> <td>M</td> <td>Contract not renewed due to less than satisfactory performance.</td> </tr> <tr> <td>Z</td> <td>Not applicable. Include temporary employees here.</td> </tr> </tbody> </table> <p>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.</p>	<u>Code</u>	<u>Reason</u>	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.	Z	Not applicable. Include temporary employees here.
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16	107-111	5	N	Job Code, Primary												
				<p>The code associated with each primary job assignment of the employee as given in the JOB CODE ASSIGNMENTS listing.</p> <p>Example: 53002 Business Education Teacher</p> <p>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.</p>												
17	112-112	1	A	Transaction Code												
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Add Record</td> </tr> <tr> <td>C</td> <td>Update Record</td> </tr> <tr> <td>D</td> <td>Delete Record</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	Add Record	C	Update Record	D	Delete Record				
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D	Delete Record															
18	113-114	2	A	Employee Type												
				<p>A code to identify the type of employment with the school board.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>RF</td> <td>Regular full-time employee</td> </tr> <tr> <td>RP</td> <td>Regular part-time employee</td> </tr> <tr> <td>TF</td> <td>Temporary full-time employee</td> </tr> <tr> <td>TP</td> <td>Temporary part-time employee</td> </tr> <tr> <td>ST</td> <td>Student employee</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	RF	Regular full-time employee	RP	Regular part-time employee	TF	Temporary full-time employee	TP	Temporary part-time employee	ST	Student employee
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19	115-122	8	N	Birth Date												
				<p>The numeric representation of the date on which the staff member was born.</p> <p>Example: (YYYYMMDD) 1946091 September 17,1946</p>												

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20	123-123	1	A	Degree Earned												
				A code to identify the highest degree level earned by an employee. <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Definition</u></td> </tr> <tr> <td>B</td> <td>Bachelor's</td> </tr> <tr> <td>M</td> <td>Master's</td> </tr> <tr> <td>S</td> <td>Specialist</td> </tr> <tr> <td>D</td> <td>Doctorate</td> </tr> <tr> <td>Z</td> <td>Not Applicable</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	B	Bachelor's	M	Master's	S	Specialist	D	Doctorate	Z	Not Applicable
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B	Bachelor's															
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21	124-131	8	N	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. Example: (MDDYYYY) 08151982 = August 15, 1982												
22	132-139	8	N	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. Example: (MMDDYYYY) 08221975 = August 22, 1975												
23	140-147	8	N	Employment Date, Original Position												
				The first date of employment with the school district, regardless of breaks in service. Example: (MMDDYYYY) 09031978 = Sept. 3, 1978												
24	148-155	8	N	Separation Date												
				The date of the instructional or administrative employee's separation from service with the school district. Example: (MMDDYYYY) 06021988 = June 2, 1988 00000000 = Not applicable. Include temporary employees here.												

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Item Number	From-To	Size	Field Char.	Field Description						
25	156-156	1	A	Exempt from Public Records Law, Employee						
				<p>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).</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Employee or spouse of an employee who is exempt from the Florida Public Records Law</td> </tr> <tr> <td>Z</td> <td>Not Applicable</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	Y	Employee or spouse of an employee who is exempt from the Florida Public Records Law	Z	Not Applicable
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Z	Not Applicable									
26	157-160	4	A	Filler						