

**Florida Department of Education  
Education Information and Accountability Services/  
Educational Data Systems**

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

**1999-2000 Staff Inservice Education Components**

1. Submit this record format in reporting period 1 only. A separate submission must be made for each inservice component the district will offer during the coming school year. The automated listing of inservice components must match the district's printed Master Plan for Inservice Education.
2. **INSERVICE EDUCATION, COMPONENT NUMBER:** The number assigned to the component being reported must be assigned in accordance with the instructions given in Appendix D in the DOE Information Data Base Requirements: Volume II - Automated Staff Information System. The number used must remain the same during the life of the component.
3. **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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**1999-2000 INSERVICE EDUCATION COMPONENTS**

<b>FIELD CHARACTERISTICS:</b>  A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	<b>TAPE CHARACTERISTICS:</b>  9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: April 1999  Effective Date: July 1999  Format No.: 6366  Record Type: 1 of 1  Activity No.: DB9 37C
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Item Number	From-To	Size	Field Char.	Field Description
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<b>District Number</b>
				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 components. See <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u> , Appendix B, for acceptable codes.
<b>2</b>	<b>3-3</b>	<b>1</b>	<b>N</b>	<b>Survey Period Code - Always '1'</b>
<b>3</b>	<b>4-7</b>	<b>4</b>	<b>N</b>	<b>Fiscal Year</b>
				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
<b>4</b>	<b>8-15</b>	<b>8</b>	<b>N</b>	<b>Inservice Education, Component Number</b>
				A code which identifies each component from the district Master Inservice Plan. See <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u> , Appendix D, for acceptable codes.
<b>5</b>	<b>16-40</b>	<b>25</b>	<b>A</b>	<b>Inservice Education, Component Title</b>
				A short title which identifies each component from the district Master Inservice Plan.

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<b>6</b>	<b>41-43</b>	<b>3</b>	<b>N/R</b>	<b>Inservice Education, Maximum Hours (Point Value)</b> The maximum number of points which can be awarded for each component as given in the district Master Inservice Plan.														
<b>7</b>	<b>44-46</b>	<b>3</b>	<b>A</b>	<b>Inservice Education, Personnel Type</b> Each type of personnel to be served by the component.  <table style="width: 100%; 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 style="vertical-align: top;">A</td> <td>Instructional personnel who for a majority of time on duty have direct instructional contact with students. This includes certified personnel only.</td> </tr> <tr> <td style="vertical-align: top;">Z</td> <td>Not Applicable</td> </tr> <tr> <td style="vertical-align: top;">B</td> <td>District-based or school-based administrative personnel who for a majority of the time on duty serve as administrators or supervisors and hold a valid certificate.</td> </tr> <tr> <td style="vertical-align: top;">Z</td> <td>Not Applicable</td> </tr> <tr> <td style="vertical-align: top;">C</td> <td>Noncertificated personnel who do not hold a teaching certificate or who participate in an inservice activity without regard to inservice points for certification purposes.</td> </tr> <tr> <td style="vertical-align: top;">Z</td> <td>Not Applicable</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	Instructional personnel who for a majority of time on duty have direct instructional contact with students. This includes certified personnel only.	Z	Not Applicable	B	District-based or school-based administrative personnel who for a majority of the time on duty serve as administrators or supervisors and hold a valid certificate.	Z	Not Applicable	C	Noncertificated personnel who do not hold a teaching certificate or who participate in an inservice activity without regard to inservice points for certification purposes.	Z	Not Applicable
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<b>8</b>	<b>47-47</b>	<b>1</b>	<b>N</b>	<b>Inservice Education, Component Status</b> A code indicating the status of the component for the reported school year.  <table style="width: 100%; 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 style="vertical-align: top;">1</td> <td>Continuing - Component is the same as submitted in the previous Master Plan for Inservice Education.</td> </tr> </tbody> </table> (CONTINUED ON NEXT PAGE)	<u>Code</u>	<u>Definition</u>	1	Continuing - Component is the same as submitted in the previous Master Plan for Inservice Education.										
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Item Number	From-To	Size	Field Char.	Field Description
				<p><u>Code</u>    <u>Definition</u></p> <p>2        Revised - Component has been substantially revised from that submitted in the previous Master Plan for Inservice Education.</p> <p>3        New - Component is being submitted for the first time for the current Master Plan for Inservice Education.</p> <p>4        Delete - Component will no longer be offered</p>
<b>9</b>	<b>48-48</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b>
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <p><u>Code</u>    <u>Definition</u></p> <p>A        Add Record</p> <p>C        Update Record</p> <p>D        Delete Record</p>
<b>10</b>	<b>49-80</b>	<b>32</b>	<b>A/N</b>	<b>Filler</b>