

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

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

2001-2002 Staff Multidistrict Employee

1. This type of record must be reported for all employees of the district who are employed in consortia or other types of multidistrict agreements. This format is submitted in reporting period 2 only.
2. Only the district of record (the district from which the employee receives compensation) should account for the employee. Send as many records as are applicable for that employee. For example, if the employee provides services for four other districts in addition to his own fiscal agent district, then four records would be transmitted.
3. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, and 6. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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2001-2002 STAFF MULTIDISTRICT EMPLOYEE

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: April 2001 Effective Date: July 2001 Format No.: 6358 Record Type: 1 of 1 Activity No.: DB9 29B
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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 - Always "2"
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
5	18-18	1	A	Multidistrict Employee, Assignment Identifier
				A code to identify those individuals employed in more than one district.

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Item Number	From-To	Size	Field Char.	Field Description
				<p><u>Code</u> <u>Definition</u></p> <p>X Multidistrict consortium employee, in accordance with Rule 6A-1.099, FAC, Cooperative projects and activities.</p> <p>Y Employed in more than one district through another formal agreement</p>
6	19-20	2	N/R	Multidistrict Employee, District Number
				<p>The number for each district which a multidistrict employee serves <u>other than</u> the fiscal agent district. See <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System, Appendix B</u>, for acceptable codes. For employees serving the entire state, enter 99. ←</p>
7	21-21	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> <p><u>Code</u> <u>Definition</u></p> <p>A Add Record</p> <p>C Update Record</p> <p>D Delete Record</p>
8	22-80	59	A/N	Filler