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

Comprehensive Management Information System
Automated Staff Reporting Format

2002-2003 Staff Inservice Education

1.   This format should be reported for <u>each inservice component</u> in which the staff member participated during the fiscal year reported.

2.   INSERVICE EDUCATION, COMPONENT NUMBER: Please see Appendix D in the <u>DOE Information Data Base Requirements: Volume II - Automated Staff information System</u> for explanation of numbering system for Inservice Education Component Numbers.

3.   KEY FIELDS: The key fields for this format are item numbers 1, 3, 4, 5 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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FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified Leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6365 Record Type: 1 of 1 Activity No.: DB9 36B

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	**3-6**	**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.
3	**7-16**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration (left justified).
4	**17-17**	**1**	**N**	**Survey Period Code -** Always '5'
5	**18-21**	**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 June30, 1988.

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Item Number	From-To	Size	Field Char.	Field Description
6	22-28	7	A/N	**Inservice Education, Component Number**
				A seven–digit 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, Inservice Education Component Number.
7	29-29	1	A/N	**Filler**
8	30-35	6	A/N	**Filler**
9	36-38	3	N/R	**Inservice Education, Participation Hours**
				The number of hours of participation in each inservice component. Example: (XXX) 060 = 60 participation hours NOTE: Participation hours must be greater than zero and must not exceed 120 hours.
10	39-39	1	A	**Filler**
11	40-43	4	A/N	**Filler**
12	44-44	1	A	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. <u>Code</u> <u>Definition</u> A Add Record C Update Record D Delete Record

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13	45-46	2	N/R	**District Number, Where Inservice Completed**
				The two-digit number for the district in which the staff member completed the inservice education component. See <u>DOE Information Data Base Requirements Volume II - Automated Staff Information System</u>, Appendix B, District Name Table.
14	47-54	8	A/N	**Filler** ⬅
15	55-55	1	A	**Inservice Education, Primary Purpose** ⬅
				A one-character code to describe the primary purpose (50-percent or more) of the inservice component. CODE DEFINITION A* Add-On Certification B Alternate Certification C Florida Educators Certificate Renewal D Other Professional Certificate/ License Renewal E** Professional Skill Building *NOTE: An out-of-field teacher for whom the most critical and primary purpose of the inservice is 'add-on' certification. **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.
16	56-56	1	A	**Inservice Education, Delivery Method** ⬅
				A one-character code to describe the primary means (50-percent or more) of instructional delivery of inservice component knowledge. CODE DESCRIPTION A Workshop B Electronic, Interactive C Electronic, Non-Interactive D Study Group E Action Research F Independent Study

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Item Number	From-To	Size	Field Char.	Field Description
17	**57-57**	**1**	**A**	**Inservice Education, Follow-up Method** ⬅
				A one-character code to describe the primary means (50-percent or more) prescribed to follow-up on inservice component knowledge acquisition.
				CODE DESCRIPTION
				A Structured Interview with Participant
				B Structured Interview with Participant's Supervisor
				C Structured Interview with Participant's Students
				D Structured Interview with Participant's Students' Parents
				E Participant Oral Reflections
				F Participant Written Reflections
				G Participant Portfolio
				H Participant Product
				I Direct Observation
				J Videotape of Participant
				K Audiotape of Participant
				L Review of Student Records of Participant
18	**58-80**	**23**	**A/N**	**Filler**

DB9 36C Exp. 06/30/05