

2026-2027
AUTOMATED STAFF
INFORMATION DATABASE MANUAL

**FOLLOWING ARE CHANGES AND
REVISIONS FOR STAFF DATABASE
REPORTING**

Item	Update
217385 Additional compensation type	Removed from previous version – not finalized
217415 Additional compensation type/value	Removed from previous version – not finalized
Edit #5 Staff Additional Compensation	Removed from previous version – not finalized
Edit #13 Fiscal Year Salaries	Removed from previous version – not finalized

EDITS

STAFF ADDITIONAL COMPENSATION

REJECT RULES

UPDATED 07/01/2026

1.

District Number must be numeric, ~~in the range 01-68, 71-75 or 80-83~~ active (A) on the Appendix B: District Name Table 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

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.

STAFF ADDITIONAL JOB ASSIGNMENTS

REJECT RULES

UPDATED 07/01/2026

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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 BENEFITS

REJECT RULES

UPDATED 07/01/2026

1.

District Number must be numeric, ~~in the range 01-68, 71-75 or 80-83~~ active (A) on the Appendix B: District Name Table and must be correct for the district submitting the data.

Record Rejected

EXAMPLE

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03	123456782
* 00	123456781

DISTRICT RESPONSIBILITY

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STAFF DEMOGRAPHIC INFORMATION

REJECT RULES

UPDATED 07/01/2026

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03	123456789
03	123456782
*03	123456781

DISTRICT RESPONSIBILITY

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STAFF DEMOGRAPHIC INFORMATION

EXCEPTION REPORT

UPDATED 07/01/2026

50.

If District Number is 1-68 ~~not 71-75 or 80-83~~ 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.

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	Scholl 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

STAFF EMAIL ADDRESS DATA COLLECTION

REJECT RULES

UPDATED 07/01/2026

1.

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EXAMPLE

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03	123456789
03	123456782
* 00	123456781

DISTRICT RESPONSIBILITY

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STAFF EXPERIENCE

REJECT RULES

UPDATED 07/01/2026

1.

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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
*03	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.

FISCAL YEAR BENEFITS

REJECT RULES

UPDATED 07/01/2026

1.

District Number must be numeric, ~~in the range 01-68, 71-75 or 80-83~~ active (A) on the Appendix B: District Name Table 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

UPDATED 07/01/2026

1.

District Number must be numeric, ~~in the range 01-68, 71-75 or 80-83~~ active (A) on the Appendix B: District Name Table 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 MULTIDISTRICT EMPLOYEE

REJECT RULES

UPDATED 07/01/2026

1.

District Number must be numeric, ~~in the range 01-68, 71-75 or 80-83~~ active (A) on the Appendix B: District Name Table 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 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 MULTIDISTRICT EMPLOYEE

REJECT RULES

UPDATED 07/01/2026

6.

Multidistrict Employee, District Number must be numeric, ~~and in the range 01-68, 71-75, 80-83, and active (A) on the Appendix B: District Name Table,~~ 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 PAYROLL INFORMATION

REJECT RULES

UPDATED 07/01/2026

1.

District Number must be numeric, [active \(A\) on the Appendix B: District Name Table](#) 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 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 PROFESSIONAL DEVELOPMENT

REJECT RULES

UPDATED 07/01/2026

1.

District Number must be numeric, ~~in the range 01-68, 71-75 or 80-83~~ active (A) on the Appendix B: District Name Table 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	Professional Development, 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

UPDATED 07/01/2026

14.

District Number, Where Professional Development Completed must be numeric, active (A) on the Appendix B: District Name Table, in the range 01-68, 71-75, 80-83 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 Professional Development Completed	Social Security Number
03	123456789
* 78	123456782
* 00	123456781

**** = Valid fiscal year for data submission.

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.

APPENDICES

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2026-27 AUTOMATED STAFF INFORMATION SYSTEM
APPENDIX B: DISTRICT NAME TABLE**

Legend	A	District is available for PK-12
	N	Not available for PK-12 data reporting

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

District Number	District Name	Status	Changes	Date of Change
42	Marion	A		
43	Martin	A		
44	Monroe	A		
45	Nassau	A		
46	Okaloosa	A		
47	Okeechobee	A		
48	Orange	A		
49	Osceola	A		
50	Palm Beach	A		
51	Pasco	A		
52	Pinellas	A		
53	Polk	A		
54	Putnam	A		
55	St. Johns	A		
56	St. Lucie	A		
57	Santa Rosa	A		
58	Sarasota	A		
59	Seminole	A		
60	Sumter	A		
61	Suwannee	A		
62	Taylor	A		
63	Union	A		
64	Volusia	A		
65	Wakulla	A		
66	Walton	A		
67	Washington	A		
68	School for Deaf/Blind	A		
71	Florida Virtual School	A		
72	FAU - Lab School	A		
73	FSU - Lab School	A		
74	FAMU - Lab School	A		
75	UF - Lab School	A		
80	IDEA Public Schools	A		
81	TCC	A		
82	FSU - Bay	A		
83	DJJ District	A		
84	KIPP South	A	Added	7/1/2026
85	MDC Charters	A	Added	7/1/2026
86	PHSC K12	A	Added	7/1/2026
76	Department of Corrections	N		
77	State Colleges	N		
88	Division of Public Schools (Academic Scholar Records)	N		
99	Other than a Florida School	N		
Do not report for Data Collections, but used for Assessment Purposes Only				
SU	State Universities	N		