

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:  
AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **173825**

Data Element Name: **Social Security Number**

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Federal social security number. Left justified.

**STAFF SOCIAL SECURITY NUMBER:** Report the social security number for all instructional staff on the Teacher Course and the Career and Technical Education Teacher Course formats.

**NOTE:** For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a Staff Number Identifier for the employee using the following method:

**First Two Positions**

**CS** The first two positions in the Social Security Number field must be coded with the letters "CS".

**Last Seven Positions**

**NNNNNNN** The last seven positions must be numeric.

**NOTE:** The district-defined Staff Number Identifier must result in a unique staff number within the district.

<b>Code</b>	<b>Definition/Example</b>
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Not applicable for this element

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**Length:** 10  
**Data Type:** Alphanumeric  
**Year Implemented:** 9495  
**State Standard:** Yes

**Use Types:**

State Reporting: Yes  
Local Accountability: Yes  
FASTER: No  
Migrant Tracking: No

**Required Grades:** PK-12, Adult  
**Programs Required:** All Programs  
Workforce Development  
**Formats Required:** Career and Technical Education Teacher Course DB9 24x  
Teacher Course DB9 15x  
WDIS Teacher Course DB9 49x

**Surveys Required:** Survey 1  
Survey 2  
Survey 3  
Survey 4

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Survey 5  
Survey F  
Survey W  
Survey S  
Survey G  
Survey X

**Appendixes:** None

**Description of Changes:**

1/25/2022 Deleted reference to "student" social security numbers – no longer valid.  
None